

A thick dark blue vertical bar runs down the left side of the page. A blue arrow-shaped banner points to the right from this bar, containing the text 'Last Updated Spring 2022'. Below the banner, several thin, curved lines in dark blue and light grey sweep upwards from the bottom left corner.

Last Updated Spring 2022

Handbook

Nutrition Program

[Shepherd University](#)

COLLEGE OF NURSING, EDUCATION, AND HEALTH SCIENCES
SCHOOL OF RECREATION, SPORT AND EXERCISE SCIENCES

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Welcome to the Nutrition Program

The [Nutrition Program](#) is housed within the School of Recreation, Sport, and Exercise Sciences. The program began matriculating students officially in Fall 2021. The Nutrition major is a 120-credit hour program designed to provide students with exposure to subjects that form the rudiments of nutrition and dietetics. The interdisciplinary program includes subject areas in food, nutrition, and management with academic coursework and supervised practice spanning over four academic years. The Nutrition program is committed to high impact practices in teaching and learning as well as follows knowledge requirements identified by the Academy of Nutrition and Dietetics' Accreditation Council on Education in Nutrition and Dietetics. Thus, it is committed to integrating 2022 accreditation standards of the Didactic Program in Dietetics (DPD) set forth by ACEND.

At the start of the Nutrition Program in Fall 2021, high impact learning practices in teaching and learning are expected to play a prominent role specifically in entry-level and capstone courses, experiential learning, undergraduate research, and collaborative assignments. As with all courses at Shepherd, syllabi identify core competencies such as wellness, critical thinking, scientific inquiry, oral and written communication, lifelong and integrative learning. These practices include and will be provided by the following means: lab experiences to expose students to connections between abstract concepts and real-world applications through design-oriented projects; opportunity to specialize in a particular area in nutrition and dietetics in the Senior Capstone class, where faculty members will guide students on projects that could result in presentations/publications at professional conferences; and emphasis on undergraduate research and belief that Nutrition will serve as an excellent avenue for this high impact practice.

Program Information

Program Director: Arnetta Fletcher, PhD, RDN, LDN

Website: www.shepherd.edu/nutrition

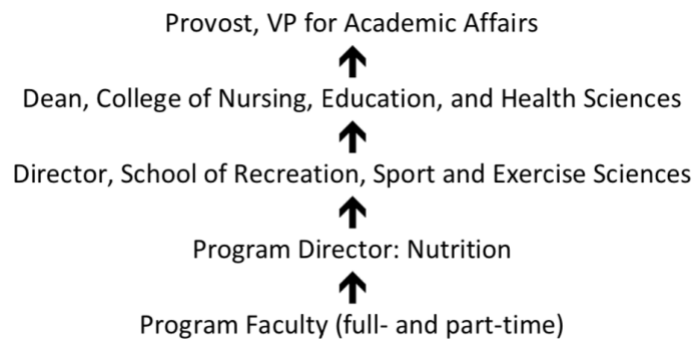
eMail: NUTRProg@shepherd.edu

Telephone: (304) 876-5318

About the Program

The Nutrition program is housed in the School of Recreation, Sports, and Exercise Sciences within the College of Nursing, Education, and Health Sciences. The Program Director of Nutrition reports to the Director of the School of Recreation, Sport and Exercise Sciences. Full-time and part-time faculty of the Nutrition program report to the Program Director. The School Director reports to the Dean of the College of Nursing, Education, and Health Sciences and the Dean reports to the Provost. The Provost reports to the University President.

The following organizational chart highlights the reporting process for the Bachelor of Science program in Nutrition.



Accreditation Status

Shepherd University has applied to the Accreditation Council for Education in Nutrition and Dietetics (ACEND) to open a Didactic Program in Dietetics (DPD), a program that provides the dietetics coursework necessary for an individual to apply to an ACEND-accredited dietetic internship or other ACEND-accredited supervised practice program. Successful completion of a Didactic Program in Dietetics (DPD) and an ACEND-accredited supervised practice program leads to eligibility to take the Commission on Dietetic Registration's (CDR) credentialing examination for dietitians.

*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). Additionally, CDR requires individuals to complete coursework and supervised practice in program(s) accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

Accreditation Council for Education in Nutrition and Dietetics (ACEND)

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Suite 2190
Chicago, Illinois 60606-6995
Phone: (800) 877-1600, ext. 5400
<http://www.eatrightPro.org/acend>

Faculty and Staff

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Program Mission

To prepare students for careers in nutrition and dietetics, which may include preparation for entrance into an ACEND Supervised Practice Program. The learning environment is structured to promote an appreciation for the knowledge of human culture and the physical and natural world; intellectual and practice skills throughout the Curriculum; personal and social responsibility; and integrative learning.

Program Goals and Objectives

Goal 1 Prepare graduates to successfully complete a supervised practice program to become competent, entry level, registered dietitian nutritionists (RDN)

- “At least 80% of students complete program requirements within 3 years (150% of planned program length)”. (RE 2.1.c.1.a)
- “At least 70 percent of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation”. (RE 2.1.c.1.b.1)
- “Of program graduates who apply to a supervised practice program, at least 75 percent are admitted within 12 months of graduation”. (RE 2.1.c.1.b.2)
- “The program’s one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%”. (RE 2.1.c.1.c)
- 70% of supervised practice program directors will rate the graduates on their overall academic preparation as 3-acceptable for an entry level dietitian or higher

Goal 2 Program graduates will demonstrate a commitment to lifelong learning and servicing the community and the profession

- 50% of graduates who respond to a post-graduate survey will demonstrate a commitment to lifelong learning and to servicing the community and the profession
- 50% of graduates who respond to a post-graduate survey will indicate they precept nutrition students
- 10% of graduates who respond to a post-graduate survey will indicate they volunteered or accepted to serve on a committee or leadership position within a local, state or national dietetic association.
- 30% of graduates who respond to a post-graduate survey will indicate that they have enrolled in graduate school or other option of professional development.

Distance Education

The Nutrition Program may utilize distance instruction and/or online testing to enhance its academic vigor and vitality.

Distance instruction maintained through BrightSpace, the institutional learning management system. Student identity is verified through the use of unique username and passwords associated with the student's identification number. Instructors may increase security and access to testing materials by providing passwords to exam materials and utilizing remote proctoring services provided by the University.

Moreover, the Nutrition Program may utilize Study Abroad incentives (such as exchange and third-party programs) to enrich curriculum and student experience. [Policies](#) for these incentives are maintained through the Office of Study Abroad.

Assessment of Student Learning

Benchmarks for success in student learning and knowledge acquisition is embedded into the program from Freshman or first admittance through graduation. In general, all course syllabi will include what, how, and when students will be assessed for program competencies as well as a detailed description of the assessment type. Assessment plans are reviewed on an annual basis for appropriateness, relevancy, and other adaptations to keep up with student learning needs and professional- and practice-based advancements.

Student Performance Monitoring

The Nutrition Program monitors student performance. Academic advisors are provided midterm and final grades of their advisees. The program has a system in place for monitoring and providing early detection of academic difficulty.

Communication of student performance is dispersed through Shepherd's [Beacon Notification Tool](#).

Retention and Remediation

The Nutrition Program follows [institutional policies toward academic performance](#).

Good academic standing within the Nutrition program is required for all students. Good academic standing is considered the maintenance of a minimum 2.0 Shepherd University GPA and a minimum 2.0 cumulative GPA (including coursework attempted at other institutions).

Academic probation may result for students unable to maintain good academic standing. Students on academic probation must regain good standing within two academic semesters and a summer session, if necessary to avoid academic suspension and dismissal from the University.

All program policies for retention and remediation strictly mirror the current institutional policies on Good Academic Standing, Academic Program, Academic Suspension and Dismission as

outlined in the [Academic Performance](#) policies. Students should refer to current Academic Performance policies for a detailed outline of each academic status.

For additional information on remedial instruction, students may contact their academic advisor, nutrition program director, the School of Recreation, Sport and Exercise Science Director, Office of Financial Aid, Office of the Registrar, or Advising Assistance Center.

Student Support Resources

Students also have access to the following services, which are designed to foster academic success and improvement:

- [Student Success Center](#)
 - [Student Success Coaching](#)
 - [Student Success Academy](#)
 - [Academic Probation Recovery](#)
- [TRIO Student Support Services](#)

Along with the [Academic Support Center](#), these services provide all students including those enrolled in the Nutrition program with access to remedial instruction and retention strategies such as tutorial support and one-on-one academic counseling.

Admission and Graduation Requirements

The Nutrition Program follows the Shepherd University's [Academic Calendar](#), which each year beginning with traditional Fall/ Spring Semesters and concluding with a Summer Session.

Admission requirements to the Nutrition program within the School of Recreation, Sport and Exercise Sciences do not exist beyond Shepherd University's admission requirements, as stated in the [University Catalog](#) and through the Office of Admissions.

Students are encouraged to refer to the [Catalog](#) and [Office of Admissions](#) for further information.

Prior Assessed Learning

Shepherd University will transfer all college-level credits from regionally accredited schools; however, a maximum of 72 credits from community colleges and 90 credits from four-year institutions can be applied towards a degree. At least 30 credit hours must be completed at Shepherd to earn a bachelor's degree.

Students in the Nutrition Program will be assigned a program faculty member, who serves as their academic advisor. During the student's first semester within the Nutrition Program, their advisor will review a student's degree evaluation and transcript to review satisfactorily completed courses from regionally accredited schools, community colleges, and four-year institutions.

Once enrolled at Shepherd University, a student must receive prior approval to enroll in and transfer any additional coursework from another institution. Transfer approval is subject to the following conditions:

- No Shepherd University D or F grade can be replaced by an equivalent transfer course.
- Only courses from accredited institutions of higher education may be transferred to Shepherd.
- A maximum of 72 transfer semester hours from accredited two-year institutions may count toward graduation requirements.
- The last twelve hours of coursework before graduation must be completed at Shepherd.
- A GPA deficiency earned at Shepherd University cannot be made up at another institution.

A Transfer Approval or Consortium Registration form must be completed, including appropriate faculty signatures, and submitted to the Office of the Registrar prior to enrolling at another institution. Both forms are available in the Office of the Registrar.

Exceptions to any of these policies must be petitioned through the Admissions and Credits Committee for final action.

See [Academic Policies](#) for additional information.

Currently Working or Volunteering in a setting related to food and nutrition?

The Nutrition program grants credit, experiential learning hours, or direct assessment for student's prior learning. The Nutrition Program maintains an assigned Faculty Advisor for Cooperative Education. Policies and procedures for experiential learning are outlined in the [Office of Cooperative Education's Student Handbook](#). At this time, students may only earn credit towards work and volunteer experience completed during the semester in which student the applied and registered for NUTR 392: Cooperative Education in Nutrition.

Financial Considerations

Shepherd University works with students to identify the best plan to pay for tuition and fees. There are many options available to pay balances due for the fall and spring semesters including a 60-40 payment plan and in-house tuition payment plan. Since summer semesters are short, these payment options are not available to pay summer invoices. For additional information on these plans, contact the [Office of Finance](#).

Cost of Attendance

Detailed information about undergraduate tuition and fees at Shepherd University may be found on the Office of Admission's Tuition and Fees Site. In general, the university tuition and fees may change on an annual basis.

The Nutrition Program is a highly active and involved program. So that students may have the best experience in the field of nutrition and dietetics, additional fees are incorporated into various course activities. Students will incur additional expenses that include mandatory expense and optional expenses.

Additional Fees for students enrolled in the Nutrition Program may include:

- Program Fees (\$100)
- Course and Lab Fees (\$165):
 - NUTR 202 Food Science and Technology: \$45
 - NUTR 328 Nutrition and Diet Therapy: \$35
 - NUTR 329 Nutrition and Diet Therapy II: \$35
 - NUTR 420 Professions in Nutritional Sciences: \$25
 - NUTR 430 Research Seminar in Nutritional Sciences: \$25
- Appropriate attire to comply with dress code (varies)
- Transportation (public transportation may not be feasible; varies)
- Drug Testing and Background Checks, if necessary (\$100)
- Professional student liability insurance, if necessary: (\$25)
- Academy student membership, optional (\$50)

All tuition and fees are subject to change.

Financial Aid

Students may qualify for various types of financial aid to support their attendance at Shepherd University. To explore options, students are encouraged to visit the Office of Financial Aid Site for additional information.

Withdrawal and Refund of Tuition and Fees

There is a designated Drop/ Add Period during the first five days of a regular semester or the first two days of each summer session, in which students are permitted to change their original schedule. The adding and dropping of classes will be permitted via RAIL during this time.

The form used to withdraw from a class is available from the Academic Advisor or Department Chair. The form must be signed by the Academic Advisor and the instructor of the dropped class and then turned into the Office of the Registrar by the deadline listed in the [Academic Calendar](#).

Under extenuating circumstances, students may appeal to Admissions and Credits Committee to late drop or late withdrawal from a class. Students should consult with the academic advisor or contact the [Advising Assistance Center](#) for additional information about this process.

Students in need of tuition and fee refunds may complete a Refund and Appeals form, please stop by the Business Office in Ikenberry Hall, Room 212.

Paid Compensation

Students are not compensated through the Nutrition program. Students may participate in paid internships, which is handled independently of Shepherd University through their external employer.

Graduation Requirements

Students must pass all courses (including 450 practicum hours within NUTR 450 Internship or NUTR 392: Cooperative Education if taken during senior year) as required for the Nutrition program with a minimally maintained institutional GPA of 2.0. All course and graduation requirements are listed within the Nutrition Program's Catalog Description. Refer to the Catalog for additional details.

Verification Statement of completion of the Nutrition Program, as an ACEND-accredited didactic program in dietetics, will be provided to all students who successfully complete program requirements and components. The verification statement from the Nutrition Program (DPD) is necessary for application to dietetic internships and other ACEND-accredited supervised practice programs.

Student Expectations

Student Conduct

All students must comply with policies and procedures detailed in the Shepherd University Student Handbook. Any additional policies and procedures specific to the Nutrition program are as noted in the Nutrition Program Handbook.

In accordance with ACEND Accreditation, the Nutrition Program maintains the Code of Ethics for the Nutrition and Dietetics Profession. Student may view the [Code of Ethics](#), Effective Date: June 1, 2018.

Equitable Treatment

The Nutrition program abides by the Shepherd University's [Policy of Nondiscrimination and Civility Code](#) to support the diverse needs of students, ensure an inclusive environment and ensure equitable treatment by faculty of students from all backgrounds, including race, ethnicity, national origin, gender/gender identity, sexual orientation, religion, disability, size, socioeconomic status, and age.

Advisement and Course Selection

Each student is assigned an advisor within the Nutrition program upon admission.

Advisors are faculty members privileged to encourage honest and meaningful communication and assist students in developing decision-making skills. Advisors work to help students identify and assess alternatives to and the consequences of their academic choices. The Advisor is an important source of information for students and serve as a reference for specific requirements of the student's academic program and general requirements for graduation.

Students are expected to meet with their advisors often and a minimum of once a semester. Students may make appointments for academic advising and scheduling of classes.

It is best practice to arrive on time and prepared for your advising session prior to registering for classes. It is also important for students to follow through with appropriate acting after each advising session and keep the Advisor informed of all changes made in the student's class schedule.

Review General Responsibilities of the [Advisee](#) and [Advisor](#) for additional information.

Leaves of Absences

Leaves of absence are addressed through [Human Resources for Faculty/ Staff](#). Leaves of absence (absentee notices) for students are addressed through [Student Affairs' Attendance Policy](#).

Professional Dress Code

The dress code has been established so that students will conform to the sanitary requirements of foodservice and health care and will always present a positive image to those in affiliated institutions. A “dress code” always includes unwritten rules of cleanliness, good grooming, good taste, and appropriateness. All uniform items are to be provided and maintained by the student. Students should adhere to the dress code of the facility to which they are assigned.

Some general guidelines include:

- Jewelry: rings limited to wedding rings/bands; hair must be completely covered by a hair net or surgical cap when in food production areas; non-porous plastic or metal hair ornaments are permissible.
- Clothing
 - Clean and pressed white lab coat (when necessary) over a professional attire
 - Professional Attire Examples
 - Dress, blouse or collared shirt, skirt, or slacks
 - Blouse/dress/ collared shirt must have sleeves
 - Dresses and skirt length should be no shorter than 2 inches above knee
 - No bare legs
 - Jeans (denim or corduroy), shorts, and t-shirts are not acceptable
- Shoes
 - Comfortable shoes in good condition that afford support and protections
 - Shoes are to be low heeled, closed toe, clean and polished
 - Tennis or sport shoes are not acceptable
- Miscellaneous
 - Gum chewing is not allowed
 - Excessive make up and perfume should not be used
 - Nail polish may not be permissible for some institutions

Disciplinary and Termination

Shepherd University is a community of scholars and dedicated to promoting learning and student success. In order to foster a conducive learning and living environment, Shepherd addresses violations of [an extensive list of policies ranging from violations of law to academic dishonesty](#) via the student conduct system and related procedures as outlined within the Student Code of Conduct. Sanctions, including academic probation or institutional expulsion, shall be imposed upon students when the circumstances clearly indicate that a campus regulation has been violated.

The School of Recreation, Sport and Exercise Sciences, which houses the Nutrition program, follows institutional policies and procedures to address any violations involving students within the Nutrition program.

Filing and Handling Complaints

Students are encouraged to utilize Shepherd University's Academic Chain of Command when reporting any program-related issues. The process includes contacting the faculty advisor and/or other program faculty; the School Director/ Department Chair; College Dean; then the Provost/ Vice President of Academic Affairs.

The Nutrition Program must maintain a record of student complaints for a period of seven years, including the resolution of complaints.

Any member of the University community may [file \(and is responsible for filing\) a complaint](#) against an individual who allegedly violates the rights of another person or a Shepherd University regulation or policy.

Shepherd University maintains a list of [Persons to Whom Inquiries May be Directed](#) within the Catalog.

Submission of Written Complaints to ACEND

ACEND® has established a process for reviewing complaints against accredited programs 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 and/or member of the public may submit a complaint against any accredited program to ACEND®. However, the ACEND® board does 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 acts 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 are not considered.

Resources

- [Procedure for Complaints Against Accredited Programs](#)
- [Download the Complaint Investigation Form](#)

Student Information

Utilize the Academic Calendar

The Academic Calendar is a yearly calendar published at the beginning of each fall semester. It lists important dates such as the first and last day of class, last day to Add/Drop a class, last day to change from credit status to audit status, official holidays, recesses, beginning of midterm and final exam weeks, etc. It can be obtained from the Office of the Registrar's [Academic Calendar Site](#).

Protection of Private Student Information

Protection of privacy of student information, including information used for identifying students in distance learning is addressed on an institutional level. Faculty Advisors are trained to handle confidential information as a part of their on-boarding training. Moreover, the Division of Student Affairs provides information on the [Family Educational Rights and Privacy Act](#) (FERPA).

Students may submit a request for confidential status of directory information form from the Office of the Registrar.

Access to Student Files

Students have access to their student files through Shepherd University's [Remote Access Information Line](#) (RAIL).

It is within student rights and responsibilities to ensure accuracy of information within their student file and appeal academic actions as outlined in the [Undergraduate Rights and Responsibilities](#) section of the Shepherd Student Handbook.

Helpful Resources

Students within the university will have access to student support services, including health services, counseling, tutoring, and testing, as well as financial aid resources. A helpful resource guide was created to ease the transition into student life at Shepherd University. All students are provided with a [New Student Resource Guide](#) upon admission to Shepherd University.

A full listing of Campus Offices and Services is [available online](#).

Statement of Understanding for Students in Shepherd University

Nutrition Program, a Didactic Program in Dietetics

Please check each statement after you have read and understood it.

- ☐ I understand that I will be subject to all rules, regulations, and requirements as to conduct, academic, and financial policy of Shepherd University as stated in the *Shepherd University Student Handbook* and *Nutrition Program Handbook* as well as the rules and regulations of any partner, supervised practice experience, volunteer, or work placement in which I will be studying. I understand Shepherd University reserves the right to withdraw any student on account of unsatisfactory academic performance or unacceptable behavior.
- ☐ I understand enrolment in the program can be denied at any time. Shepherd University complies with nondiscrimination laws and admits students of any race, color, sex, age, non-disqualifying disabilities, religion or creed, or national or ethnic origin or marital status or sexual orientation to all the rights, privileges, programs, and activities generally accorded or made available to students at the program, and does not discriminate in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.
- ☐ I understand that I must attend all mandatory orientation sessions to prepare for the Nutrition program. All aspects of orientation are **mandatory**. I plan to arrive promptly and attend **all** sessions of the program.
- ☐ I understand that to receive course credit and verification statements, I must meet program knowledge requirements and satisfactorily complete all the graduation requirements set forth by Shepherd University.
- ☐ I have read the statements regarding the program's pass rate and understand that graduation and successful completion of the Nutrition (DPD) program does not guarantee that a graduate will pass the registration examination to become a Registered Dietitian Nutritionist (RDN).
- ☐ I have read and signed the **Release of Liability and Assumption of Risk**.

My signature indicates my understanding and acceptance of the above statements and releases.

Student's Name (Print)

Student's Signature

Date