



**School of Nursing and Health Sciences
Philadelphia, PA 19141**

Bachelor of Science in Nutrition Didactic Program in Nutrition

Policies and Procedures

Student Handbook 2017-2018

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~ AFFIRMATION ~

I choose to be a member of
the La Salle University community.

I conduct myself with
honesty, integrity, civility, and citizenship.
I respect people, property, our University,
and its Lasallian and Catholic heritage.

I celebrate our many cultures.
I promote the free exchange of scholarly ideas.

I commit to my personal involvement in
learning for the greater good.

In all my actions, I am La Salle.

In association, we are La Salle.

La Salle University
School of Nursing and Health Sciences
Didactic Program in Nutrition
1900 W. Olney Avenue
Philadelphia, PA 19141

Dear Student:

Welcome to the Didactic Program in Nutrition!

The course of study you are undertaking is rigorous and challenging. You will be studying a wide range of courses designed to prepare you to enter a career in nutrition with a broad foundation in the liberal arts, sciences, and multiple aspects of nutrition practice. Your success in the program is our priority.

This guide contains information about the policies and procedures required for the Didactic Program in Nutrition. You will find it useful throughout your course of study.

After reviewing the handbook please sign the enclosed form indicating that you have received and understand all policies. If you have questions, please contact Dr. Laura Frank, Director of the Didactic Program in Nutrition at 215-991-3617 or frankl@lasalle.edu.

We wish you success in meeting your educational goals.

Sincerely,

Laura B. Frank, PhD, MPH, RD, LDN
Director, Didactic Program in Nutrition

The following policies regulate the Didactic Program in Nutrition in the School of Nursing and Health Sciences. The information in this Student Handbook precludes all previous handbooks and is intended to supplement the University Student Handbook. By enrolling in the Didactic Program, students accept the responsibility to abide by and adhere to all policies and procedures outlined in this handbook. More detailed expectations for the behavior of students enrolled in the Didactic Program in Nutrition are presented later in this Handbook. In addition, The Academy of Nutrition and Dietetics and its credentialing agency, the Commission on Dietetic Registration, believe it is in the best interest of the profession and the public it serves to have a Code of Ethics in place that provides guidance to dietetics practitioners in their professional practice and conduct. Students in the program are expected to abide by the Code of Ethics and Standards of Practice and Professional Performance set forth by the Academy of Nutrition and Dietetics available at www.eatrightpro.org

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Bachelor of Science in Nutrition/Didactic Program in Nutrition

Program Overview

The Didactic Program in Nutrition prepares students for post-baccalaureate dietetic internships leading to the Registered Dietitian (also known as Registered Dietitian-Nutritionist or RDN) credential, or to take the exam leading to the Nutrition and Dietetics Technician, Registered credential. Course work meets all Academy of Nutrition and Dietetics academic requirements and offers opportunities for focused electives or for a minor area of study to match a student's interests or career goals. Electives may also be used to take additional courses to prepare for graduate study in other health sciences, such as medicine, physician's assistant, physical therapy, and others (students may be required to take different science coursework as well to prepare for these other careers).

Graduates work to promote health and wellness within communities and have employment opportunities in public health agencies (government and private), food service facilities, and businesses.

Mission

The Mission of the La Salle University Didactic Program in Nutrition/Bachelor of Science in Nutrition is to educate baccalaureate students in nutrition and health science, promote health and wellness, prevent nutrition-related disease, integrate research into practice, and enable graduates to assume careers as nutrition professionals or pursue careers as Registered Dietitians.*

*Note: Students who wish to pursue the Registered Dietitian Credential must complete an accredited coordinated program or dietetic internship program in addition to or concurrent with completion of the Didactic Program and a Baccalaureate degree. Further information on eligibility requirements for becoming a Registered Dietitian can be obtained at the Commission on Dietetic Registration web site at www.cdrnet.org.

Program Goals and Outcome Measures

Goal 1: The DP will educate graduates to prepare them for careers as Registered Dietitians (RD/RDN), Nutrition and Dietetic Technicians, Registered (NDTR), and entry-level positions in the field of nutrition.

Outcomes:

1. Over a five year period, at least 80% of full-time DP students will complete the program within 3 years of beginning junior level DP coursework
2. Over a five year period, at least 90% of program graduates will “agree” or “strongly agree” that the Director and faculty provided accurate guidance about Didactic Program requirements.
3. Over a 5 year period, at least 90% of program graduates will agree or strongly agree that they were overall satisfied with the DP.
4. Over a 5 year period, at least 90% of program graduates will “agree” or “strongly agree” that the Director and faculty provided accurate guidance about dietetic and nutrition careers.
5. Over a five year period, at least 80% of DP graduates who sought employment in the field of nutrition and dietetics upon graduating will be employed within 12 months of graduation.

Goal 2: The DP will prepare graduates to obtain and successfully complete supervised practice programs.

Outcomes:

1. Over a five year period, at least 80% of verification-only DP students will complete the program within 4 years of beginning junior level DP coursework.
2. Over a five year period, at least 60% of DP students will apply to supervised practice programs prior to or within 12 months of graduation.
3. Over a five year period, at least 60% of those DP students applying to supervised practice programs prior to or within 12 months of graduation will be accepted.
4. Over a five year period, at least 80% of DP graduates who were accepted into supervised practice will “agree or strongly agree” that

DP provided them with adequate background to perform effectively as a dietetic intern.

5. Over a five year period, the pass rate for DP graduates taking the registration examination during the first year after completion of supervised practice will be at least 80%.

Program Student Learning Outcomes

Upon successful completion of the program the student will be able to:

1. Use current information technologies to locate, interpret, and evaluate nutrition information, applying scientific reasoning and critical thinking skills.
2. Locate evidence-based protocols and guidelines, and apply them in making ethical and informed practice decisions
3. Describe the governance of nutrition and dietetics practice, and demonstrate identification with the nutrition and dietetics profession, including an understanding of the importance and expectations of mentoring
4. Identify and describe interprofessional relationships in various practice settings, including the work of interprofessional teams and roles of team members in the delivery of food and nutrition services
5. Assess and discuss the impact of public policy positions, health care policy, and health care delivery systems on nutrition and dietetics practice and services
6. Use the Nutrition Care Process to make decisions, identify nutrition-related problems, and determine and evaluate nutrition interventions
7. Develop and provide culturally competent nutrition education to diverse individuals, groups, and communities throughout the lifespan using a variety of communication strategies.
8. Use culturally competent counseling skills and knowledge of health behavior to facilitate behavior change and enhance wellness in diverse individuals and groups.
9. Use management theories, principles, skills and standards to develop, provide and assess quality nutrition programs and services in business, healthcare, community and institutional settings.
10. Identify strategies for food access, procurement, preparation, and safety for individuals, families, communities, and institutions.

11. Use knowledge from the physical and biological sciences as a basis for understanding nutritional genomics and the role of food and nutrients in health and disease processes.

Accreditation

La Salle University's Didactic Program in Nutrition is accredited by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, (312) 899-0040 ext. 5400.

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

Admission to the Didactic Program in Nutrition

Application for admission for all full-time students is made through the Office of Admissions of the Day Division of La Salle University (215-951-1500). The candidate's credentials are evaluated in the Office of Admissions; all candidates must meet admissions criteria established by the University. Once accepted, all students are referred to the Nutrition Program Advisor.

Transfer students may also apply to the Didactic Program in Nutrition through the Office of Admissions. Previous transcript(s) will be evaluated by the Program Director for course work that can be applied to Dietetics requirements. A personalized course sequence will be developed to complete Academy of Nutrition and Dietetics academic requirements.

Application for admission for post-baccalaureate non-degree students is made through the Office of Adult Enrollment of La Salle University ((215-951-1500). The candidate's credentials are evaluated by the Office of Adult Enrollment and must meet admissions criteria established by the University. Once accepted, the candidate is contacted by an enrollment counselor in the Office of Adult Enrollment and is referred to the Nutrition Program Director for advising.

All students who seek admission to the Coordinated Program in Dietetics must first matriculate in the Didactic Program in Nutrition as described above to complete pre-requisite coursework. Admission requirements for the Coordinated Program in Dietetics are described on page 11.

Assessment of Transfer Credits:

1. Upon acceptance to La Salle University, students must contact the Nutrition Program Director for advising before they will be permitted to register for classes.
2. The Director requires an in-person meeting for formal transcript evaluations of prior learning. Transcripts may be sent to the Director for initial review prior to meeting.
3. Meetings may be scheduled by contacting the Program Director at frankl@lasalle.edu. During heavy advising periods, meetings may be scheduled with the Nutrition Programs Administrative Assistant, Valerie Bradley, at 215-951-1120 or bradley@lasalle.edu.
4. The student must provide:
 - a. Sealed copies of official transcripts from all previously attended institutions. If the student attended a University outside of the United States, they must also provide an official US education equivalency evaluation from a recognized foreign transcript evaluation service such as World Education Services (or the equivalent).
 - b. Course descriptions and/or syllabi for science and nutrition major courses may be required to determine whether these courses specifically meet the requirements of La Salle's Nutrition Program. Equivalent courses will be accepted for transfer credit only if they were completed within the following time frames:
 - i. Science courses Anatomy and Physiology I and II, Clinical Microbiology, Organic Chemistry, and Biochemistry must have been completed within 10 years prior to admission to La Salle.
 - ii. All Nutrition major courses and Computer Science/Healthcare Informatics courses must have been completed within 5 years of admissions.
 - iii. Courses in writing, statistics, presentation skills, general chemistry, religion, philosophy, history, literature, fine arts, and foreign language may have been taken at any time prior to admission to La Salle.
5. The student must have attained a grade of "C" or better for all courses requested for transfer credit.
6. Course work completed through an ACEND-accredited dietetic technician program will be accepted only as equivalent to 100 or 200-

- level coursework in the Didactic Program in Nutrition. Supervised practice courses within dietetic technician programs are not transferable for credit.
7. Nutrition courses at 200-level or above will only be accepted for transfer if completed within a Nutrition or Dietetics Program that is accredited by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics.
 8. The Nutrition Program Director and Assistant Dean of the School of Nursing and Health Sciences maintain final determination of the acceptance or denial of all transfer courses.

Assessment of Prior Learning Experience

Prior work experience will not be accepted in place of any courses in the Didactic Program in Nutrition or Coordinated Program in Dietetics.

Steps to Becoming a Registered Dietitian:

1. Obtain a Bachelor's Degree and complete the academic requirements of a Didactic Program in Dietetics, earning a verification statement (This document is required to apply for a dietetic internship or to be eligible to take the exam to be a Dietetics Technician, Registered)
2. Apply for and obtain acceptance into a supervised practice program, either through the Coordinated Program in Dietetics or a Dietetic Internship. (Note: the application process for Dietetic Internships is highly competitive, with approximately 50% of applicants obtaining an internship the first year applying).
3. Successfully complete the supervised practice program (1200 hours minimum).
4. Sit for and pass Registration Examination for Registered Dietitians.

Requirements for receiving a Didactic Program in Nutrition Verification Statement:

1. All degree-seeking students who meet University and Didactic Program in Nutrition requirements for the Bachelor of Science in Nutrition will receive five original, signed copies of the verification

- statement upon degree conferral. Three additional original copies will be retained by the Program and will be available to the student upon future request.
2. All non-degree post-baccalaureate students who meet University and Didactic Program in Nutrition requirements will receive five original, signed copies of the verification statement upon program completion. Three additional original copies will be retained by the Program and will be available to the student upon future request.
 3. All degree-seeking students and non-degree post-baccalaureate students must follow procedures for admissions and transcript evaluations as stipulated above.
 4. Students must maintain a cumulative GPA above 2.0 for all courses taken at La Salle University in order for a verification statement to be issued.

Requirements for the Dietetics Technician, Registered, Credential

The Commission on Dietetic Registration (CDR) offers a registration eligibility pathway to the Dietetics Technician, Registered (DTR) credential for graduates of accredited Didactic Programs. Individuals who have completed both a baccalaureate degree and a Didactic Program are eligible to take the DTR registration examination without meeting additional academic or supervised practice requirements. The requirements of this pathway (DTR Pathway III) include: completion of a baccalaureate degree granted by a US regionally accredited college/university or foreign equivalent, and completion of an Accreditation Council for Education in Nutrition and Dietetics (ACEND) accredited Didactic Program.

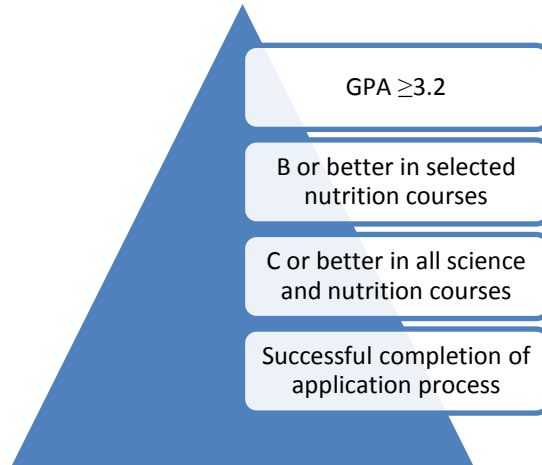
NDTR Credential Option

The Academy of Nutrition and Dietetics' Board of Directors has approved the optional use of the credential "Nutrition and Dietetics Technician, Registered" (NDTR) by DPD graduates who have successfully completed DTR Pathway III requirements. This new credential option builds upon the existing DTR Pathway and differentiates between degree levels to obtain the credential Nutrition and Dietetics Technician, Registered (PhD-, MS-, BS- or AS-NDTR). Please access the NDTR FAQ on CDR's website <http://www.cdrnet.org/new-ndtr-credential-title-option-information> for additional information.

All nutrition students interested in this credential should take the 1-credit Special Topics in Nutrition (NUTR 474) course to learn about the NDTR credential during their senior year. This course details the NDTR exam, professional opportunities for the NDTR, and continuing education requirements to maintain registration.

Admission to the Coordinated Program in Dietetics:

1. Application for the Coordinated Program occurs during spring semester, junior year, or the equivalent course progression for all degree and non-degree students who have completed prerequisites in #3 below.
2. Admission to the Coordinated Program is not guaranteed even if minimum admission criteria are met. If the number of qualified students applying exceeds the number of ACEND-approved available slots in the Program or ACEND-approved available slots with the capacity to train students in the Program, admission will be limited to the number of slots available.
3. Minimum Requirements for Admission to the Coordinated Program:
 - a. All students must have
 - i. completed College Writing (English composition) I and II, statistics, computer science or healthcare informatics, public speaking, introductory psychology, macroeconomics and all science and nutrition prerequisites.
 - ii. a cumulative GPA of $\geq 3.2^*$, **
 - iii. a B or better in Medical Nutrition Therapy I and II, Management in Nutrition and Dietetics, and Quantity Food Production and Management Systems (NUTR 341, 342, 310, & 320), and in any 400 level course taken prior to the practicum*,
 - iv. a C or better in NUTR 165 and all science courses
 - v. successfully completed the application process



- b. Degree students can have no more than 3 credits outstanding in La Salle core liberal arts courses to enter the CP. These credits or any other courses cannot be taken during the same semester as Coordinated Program courses without prior approval from the Director.
- c. Non-degree students who apply to the Coordinated Program in Dietetics must complete a minimum of eighteen credits in the Didactic Program in Nutrition at La Salle University, including Medical Nutrition Therapy I and II, Management in Nutrition and Dietetics, Quantity Food Preparation and Management, Nutrition Education and Counseling, and Capstone in Nutrition (NUTR 341, 342, 310, 320, 420 and 440) unless they hold a verification statement issued within the past 3 years indicating completion of an ACEND-accredited Didactic Program.
- d. International students for whom English is a second language, and who have not completed a high school diploma or higher education degree in the United States, must earn a minimum score of 600 (paper-based), 250 (computer-based), or 100 (internet-based) within two years prior to application on the Test of English as a Foreign Language (TOEFL). The TOEFL web site is <http://www.toefl.org>.

*All students may take Medical Nutrition Therapy II (NUTR 342), Quantity Food Preparation and Management Systems (NUTR 320) and Capstone in Nutrition (NUTR 440) while applying to the CP. However, these courses must be completed with a grade of B or better, and a minimum GPA of 3.2 must be maintained, for the student to be permitted to continue into the practicum courses.

** For graduates of La Salle's DPD program who apply to the CP after completing a health-related graduate degree, the graduate GPA may be considered in the admission decision.

Registered Dietitian Examination

Students are eligible to take the Registration Examination for Dietitians upon successful completion of the CP program or a Dietetic Internship and a baccalaureate degree. The cost of the exam and related fees are the responsibility of the student.

Licensure

Forty-six states, including Pennsylvania, regulate the practice of dietetics through licensure. State licensure and state certification are entirely separate and distinct from registration or certification by the Commission on Dietetic Registration. Once an individual successfully completes the CDR exam and becomes a Registered Dietitian (RD), the individual can apply for state licensure as a dietitian-nutritionist in Pennsylvania. The application for licensure in Pennsylvania can be obtained from the Pennsylvania State Board of Nursing website:

<http://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/Nursing/Documents/Applications%20and%20Forms/LDN%20Online%20Application%20Instructions.pdf>

Information on licensure and certification in other states is provided at <https://www.cdrnet.org/state-licensure>.

As of January 1, 2015, all persons applying for issuance of an initial license in Pennsylvania must complete 3 hours of Department of Human Services-approved training in child abuse recognition and reporting requirements in order to become licensed.

Program Costs

- Current tuition and fees are published in the La Salle University Undergraduate Catalog. Students in the Didactic Program in Nutrition are charged the same tuition and fees as other La Salle University undergraduates.
- Additional fees (as applicable)
 - Books (Approx. \$200 per course)

- Transportation to and from externship sites (cost varies according to site)
- Lab coat (Approx. \$50)
- Medical Insurance

Financial Aid

- College Financial Aid Policy can be accessed in the 2017-2018 University Catalog

Withdrawal Policy & Financial Charges

- Tuition Refund and Credit Policy can be accessed in the 2017-2018 University Catalog

Student Health Requirements

Health screening measures are required for all students for their own and the public's safety. The requirements have been developed to maximize both student and client health safety. Prior to admission to the University, students are expected to complete the Student Health Services Health Questionnaire which is forwarded to Student Health Services, La Salle University. Externship sites may have additional requirements that the student must meet before starting the experience (e.g., flu shots, blood test for tuberculosis, etc.) at a specific organization. All students must complete all requirements listed and all costs related to the health requirements are the responsibility of the student.

Student Health Insurance

While enrolled in the DP, students are expected to maintain wellness by seeking professional care when needed. The Student Health Service of the University is available to each student. In addition, students are required to have health care insurance and should have a primary care provider (i.e., physician and/or other appropriate health professional). **A current copy of health insurance policy or card must be on file.**

Transportation to Off-Campus Sites

Students are responsible to provide their own transportation to and from all off-campus sites. Students are solely responsible for any and all risks related to transportation to and from off-campus sites, and by participating in the DP every student agrees that the University will bear no liability for any claims,

losses, or injuries that may occur during or as a result of such transportation. All transportation costs and parking fees are the responsibility of the student. Costs for transportation and parking will vary considerably depending on the site.

Inclement Weather

All courses at the University remain in session unless announced otherwise by the university. (See website and phone numbers below.) If classes are in session, students are expected to be present for class meetings. For safety reasons, faculty and students can make individual decisions about attending classes during severe weather conditions.

Any absence based on inclement weather must be reported to the course instructor via email. Any student not following this policy will be considered unexcused.

To check for school closure,

- Go to: <http://philadelphia.cbslocal.com/> or listen to KYW 1060 AM
- Call (215) 925-1060. La Salle's number is 105 for day classes.
- Sign up for La Salle University's Class Cancellation Text Alert

You may also call La Salle University's Weather Emergency number at 215-951-1910 for weather emergency information, or check the university web portal for announcements.

Communication and Professional Behavior

Email: Students must use La Salle email for program and course-related communication. Students are expected to check their La Salle email daily during each semester. Students are expected to act and communicate in a professional, respectful manner with La Salle students, faculty and staff. ***HIPPA protected information is NEVER to be sent via email.***

Cell phones and electronic devices: Students may use cell phones and other electronic devices in class only to access the internet or utilize professional applications when it is necessary to complete their work during that class meeting. The use of cell phones or other electronic devices for personal use, including text messaging, is otherwise prohibited during class time.

Social media: Students are not to use the name of La Salle University or make any reference to any La Salle teacher, practicum preceptor, patient, or student experience on social media. Students must refrain from making remarks that could be considered libelous or defamatory.

Dress Code for Off Campus Sites

A professional appearance should be maintained during all off-campus experiences. Your appearance should not distract others from your professional expertise or give a negative impression of the program. Students must wear professional clothes, shoes, hairstyles, jewelry, and makeup during off-campus experiences. Jeans, sweat pants, leggings, yoga pants, shorts, miniskirts, tank tops, crop tops, low cut shirts, and sheer garments are not allowed. Students must carry their La Salle University identification cards at all times. Food service settings may have additional dress/uniform requirements in order to meet Health Department regulations.

Access to Student Support Services

- Student Support Services include but are not limited to the following:
 - Academic Support Programs and Services
 - Writing tutoring
 - Academic Coaching and Peer Subject Tutoring
 - Career and Employment Services
 - Counseling and Health Services
- University Life
- University Ministry and Service
- More information on University Student Support Services can be accessed in the 2017-2018 University Catalog

Substance Abuse Policy

Students at non-La Salle settings are regulated by the specific facility's policies. The La Salle University Students Guide to Resources, Rights, and Responsibilities, regulates conduct at La Salle locations.

Student Complaints

Feedback from students, whether of a positive or negative nature, should be used for the improvement of the educational programs and environment of the University.

The purpose of this document is to outline avenues by which students may lodge complaints within the School of Nursing and Health Sciences (SONHS) at La Salle University. This document provides an overview of the process, followed by sections that address the most common categories of student issues and complaints, with the aim of providing students with general information and specific contact strategies. Specific procedures may vary in details among departments and programs; students are encouraged to refer to the handbook of their particular program.

It is an express SONHS policy that all students at all times have the right to lodge a complaint which they deem important without fear of retaliation of any sort or any other adverse consequence as a result of doing so.

The recommended general strategy for reporting complaints is to first contact the specific individuals or units most directly connected with the issue at hand unless there are good reasons for not doing so such as a desire to maintain anonymity (see section 4 below). The Campus Directory generally provides contact information for all the campus units, departments, Dean's offices, etc. from which an individual can usually determine where to go to make a complaint. All of the main campus entities also have contact information via web pages.

- Policies and procedures for managing complaints regarding harassment and/or discrimination can be found in the Student Guide to Rights and Responsibilities which can be found online at:
http://www.lasalle.edu/students/dean/divpub/manuals/sgrrr/index.php?accordion_num=2&vn2_accordion_num=3&content=policies&anchorID=hara
 - Additionally, there is a University Policy and Procedure for appeal of final grades, available in the Student Guide to Rights and Responsibilities:
http://www.lasalle.edu/students/dean/divpub/manuals/sgrrr/index.php?accordion_num=2&vn2_accordion_num=4&content=policies&anchorID=acad
- The University Handbook also presents a review of student rights, including grade grievances. Students should be aware that neither Chairs nor Deans can require an instructor to change a properly assigned course grade.

- The Academic Integrity Policy of the Nursing Programs of the School of Nursing and Health Sciences is consistent with the University Academic Integrity Policy that can be found on the "Academic Services" tab of the *mylasalle* portal:
http://www.lasalle.edu/students/dean/divpub/manuals/sgrrr/index.php?accordion_num=2&vn2_accordion_num=3&content=policies&anchorID=poli

1. Issues about academic advising

The student should begin with the specific departmental or program advisor. Names, emails, office numbers and telephone numbers and names of the appropriate individuals can be found in the campus directory; if unsure of who the advisor is, the student may contact the administrative assistant assigned to his/her department or program. For Nutrition students, the contact is: Valerie Bradley, bradley@lasalle.edu. Complaints may continue to the advisor's Program Director or Department Chair. Normally, supervisory level complaints are submitted by a written process, which may include email and/or submission of the Complaint form found in the DPD Program Student Handbook.

2. Issues about grading of assignments or exams, exam procedures, excused absences, class policies, course content or teaching methodology

Students should first discuss the issue with the individual faculty person since faculty members have primary authority and responsibility in all of these areas. If the issue is still unresolved, the student may then contact the Program Director or Department Chair using the Complaint form in the DPD Program Student Handbook. If unable to resolve the issue at this level, the student may proceed to contact the Dean and present the written complaint to the Dean. Disagreements regarding whether a particular assignment earns a particular grade are decided solely by the individual instructor assigned to the course; information about assignment requirements and grading procedures are stated in the course syllabus and/or on Canvas.

The campus has standing policies on student accommodation for religious and disability reasons. If a student has a complaint in these areas, they can contact Rose Lee Pauline, Affirmative Action Officer, Title IX Coordinator, and Academic Affairs Support Specialist, 215.951.1014, pauline@lasalle.edu

3. Issues about faculty performance or faculty behavior

If reasonable and appropriate, students should begin with the individual faculty person to discuss and resolve the problem together, if possible. If this direct effort fails, students may then contact the Program Director or Department Chair using the Complaint form in the DPD Program Student Handbook. If a student is unable to resolve the problem at this level, they may contact the Dean and present the written complaint to the Dean. This step typically constitutes the end of the formal complaint process.

4. Issues wherein the student wishes their identity to remain unknown with respect to an instructor or staff member, or where the student otherwise chooses to avoid directly discussing the problem with that individual.

If, for whatever reason, a student does not want to personally or directly contact an instructor or staff member to discuss a complaint, the student should begin with the next highest level of responsibility, which would typically be the Program Director or Department Chair. The student can request an appointment to meet with the Chair or Director and/or send a written description of the issue or problem and request that their identity be kept confidential. That request will be honored unless there are over-riding reasons to do otherwise. For example, if a student alleges sexual harassment by a faculty member to a Department Chair, the Chair *must* forward that information, to include the identity of the complainant, to the campus Affirmative Action Officer.

Students may also submit comments, concerns, and suggestions by completing a form located in the Student Lounge, 3013 St. Benilde Tower. Students have the right to lodge a complaint that they deem important without fear of retaliation. Complaints will be handled confidentially and professionally.

Matters that relate to ACEND accreditation standards and policies that cannot be resolved at the program, school, or university level may be addressed with ACEND. Only signed complaints related to accreditation standards or policies can be forwarded to ACEND. More information can be found at

<http://www.eatrightacend.org/ACEND/content.aspx?id=6442485390>.

Advising

All Nutrition program students are provided with academic and career advising by a full-time faculty or staff member:

Robin Danowski, MS, RD, LDN
danowski@lasalle.edu
215-991-3658
Room 3010 St. Benilde Tower

Elizabeth Emery, MS, RD, CNSC, LDN
(Coordinated Program in Dietetics)
emery@lasalle.edu
215-991-3618
Room 3006 St. Benilde Tower

Laura B. Frank, PhD, MPH, RD, LDN
frankl@lasalle.edu
215-991-3617
Room 3004 St. Benilde Tower

Lisa M. Laura, JD, RD, LDN
Laural1@lasalle.edu
215-991-2738
Room 3030 St. Benilde Tower

Karen Rossi, MSN, RN
rossik@lasalle.edu
215-951-1434
Room 4411 St. Benilde Tower

Academic Progress

Students in the Didactic Program are required to meet University standards for academic progress, which can be found in the University Catalog at <http://www.lasalle.edu/catalog/new.php?programid=167&programentryid=806>

Assistance available to students at La Salle University:

The Center for Academic Achievement in the Lawrence Building, Suite 409, provides an array of academic support services, including subject and writing tutoring, supplemental instruction, academic coaching (including help with study strategies and time management), seminars on academic success, academic accommodation services, and academic support for student athletes. More details can be found on

<http://www.lasalle.edu/academiclearningsupport/>

Contact: Phenix Frazier Badmus, Executive Director, Center for Academic Achievement (215) 951-5005, frazier@lasalle.edu .

Students may also schedule appointments with peer and professional tutors through GradesFirst on the mylasalle Portal. Evening and weekend hours are available, as well as distance and online writing tutoring.

Didactic Program in Nutrition (DP) Requirements for Verification**DP Science Courses:**

CHM 161 Chemistry of the Life Sciences
CHM 262 Organic Chemistry for Life Sciences
CHE 263 Biochemistry for Life Sciences
BIO 161 Anatomy and Physiology I
BIO 162 Anatomy and Physiology II
BIO 163 Clinical Microbiology

DP Other:

HSC 217 Statistics for Health Sciences
PSY 155 Introduction to Psychology
ECN150 Introductory Macroeconomics
ENG 110 College Writing
ENG 210 College Writing II
CSC 151 Computing or CSC 154 Health Informatics
COM 150 Presentation Skills

DP Professional Courses:

NUTR 165 Principles of Nutrition
NUTR 200 Life Cycle Nutrition
NUTR 230 Food Science
NUTR 300 Community Nutrition

NUTR 310 Management in Nutrition and Dietetics
 NUTR 320 Food Preparation & Management
 NUTR 340 Professional Practice in Nutrition
 NUTR 341 Medical Nutrition Therapy I
 NUTR 342 Medical Nutrition Therapy II
 NUTR 420 Nutrition Education and Counseling
 NUTR 440 Capstone in Nutrition
 NUTR 441 Food and Culture
 NUTR 470-473, 475 Special Topics in Nutrition

Model Roster

FALL

SPRING

Freshman Year

ENG 110	College Writing I	COM 150	Presentation Skills
NUTR 165	Principles of Nutrition	CHM 161	Chemistry of the Life Sciences
BIO 161	Anatomy and Physiology I	BIO 162	Anatomy and Physiology II
CSC 151 or CSC 154	Health Informatics	PSY 155	Introduction to Psychology
Religion 150 or 153		Philosophy 151 or 152	

Sophomore Year

CHM 262	Organic Chemistry for Life Sci	CHM 263	Biochemistry for Life Sci
NUTR 200	Life Cycle Nutrition	NUTR 300	Community Nutrition
NUTR 230	Food Science	NUTR 340	Professional Practice in Nutr
ENG 210	College Writing II	HSC 217	Statistics for Health Sciences
Elective		Elective	

Junior Year

NUTR 310	Mgmt in Nutr and Dietetics	NUTR 320	Quantity Food Prep/Mgmt
NUTR 341	Medical Nutrition Therapy I	NUTR 342	Medical Nutrition Therapy II
BIO 163	Clinical Microbiology	ECN 150	Introductory Macroeconomics
English 150 or Literature 150		HIS 151 or 155	
Elective		Elective	

Senior Year

NUTR 420	Nutrition Education/Counsel	NUTR 440	Capstone in Nutrition
NUTR 441	Food and Culture	NUTR 470	Special Topics in Nutrition
Religion	200-level or above	Philosophy	200-level or above
ARTH 150, MUS 150 or Foreign Language		Literature (ENG 250), History (HIS 251), Fine Arts (ARTH or MUS, 200 or 300-level) or Foreign Language	
NUTR Elective or other Elective		NUTR Elective or other Elective	

Note: Students are strongly encouraged to follow the course sequence or devise a program of study plan with their academic advisor. Any deviations from these plans may delay the student's ability to finish the program in the time intended.

Bachelor of Science Progress Record

I. Powers

ENG 110	College Writing I
ENG 210	College Writing II
COM 150	Presentation Skills
HSC 117	Statistics for Health Sciences
CSC 151 or CSC 154	Intro to Computing Using Packages or Healthcare Informatics

II. Frameworks of Scientific Understanding

A. Natural Science

BIO 161	Anatomy and Physiology I
BIO 162	Anatomy and Physiology II
BIO 163	Clinical Microbiology
CHM 161	Chemistry of the Life Sciences
CHM 262	Organic Chemistry for the Life Sciences
CHM 263	Biochemistry for the Life Sciences

B. Social Science

ECN 150	Introductory Macroeconomics
PSY 155	Introduction to Psychology

III. Patterns of Meaning

Religion	REL 150 or 153 REL 200-level or above
Philosophy	PHL 151 or 152 PHL 200-level or above
Literature	ENG 150 or LIT 150
History	HIS 151 or 155
Fine Arts/Language	ARTH 150, MUS 150, or Foreign Language

Plus one additional course in Literature or History or Fine Arts or Language:
ENG 250, LIT 250, HIS 251, ARTH or MUS (200 or 300-level)

IV. Major Requirements

Nutrition 165	Principles of Nutrition
Nutrition 200	Life Cycle Nutrition
Nutrition 230	Food Science
Nutrition 300	Community Nutrition
Nutrition 310	Management in Nutrition and Dietetics
Nutrition 320	Quantity Food Preparation and Management
Nutrition 340	Professional Practice in Nutrition
Nutrition 341	Medical Nutrition Therapy I
Nutrition 342	Medical Nutrition Therapy II
Nutrition 420	Nutrition Education and Counseling
Nutrition 440	Capstone in Nutrition
Nutrition 441	Food and Culture
Nutrition 470	Special Topics in Nutrition

VI. Electives (5 courses)

MAJOR COURSE DESCRIPTIONS

NUTR 165: Principles of Nutrition (3 credits)

Basic knowledge of food nutrients; functions, interactions, and balance of carbohydrates, proteins, lipids, vitamins, minerals, and water in normal human physiology; nutrient deficiency diseases; energy metabolism; nutrition and fitness. Three hours of lecture. Required for all subsequent nutrition courses.

NUTR 200: Life Cycle Nutrition (3 credits)

Details human nutritional needs and US dietary guidance for health maintenance and disease prevention during infancy, early and middle childhood, adolescence, adulthood, older adulthood, pregnancy and lactation. The course includes a service learning project on the topic of hunger and food insecurity throughout the lifecycle. Three hours of lecture. Prerequisites: NUTR 165 and BIO 161; BIO 162 is also required, but may be taken concurrently.

NUTR 230: Food Science (4 credits)

Chemical and physical properties of food, principles of food selection, consumer trends, use of established food guides in meal planning, methods and techniques of food preparation, sensory evaluation of food, food safety, and government regulation of food. Three hours of lecture; two hours of laboratory. Prerequisites: NUTR 165 and CHM 161. Non-Nutrition Majors must obtain permission of Director to register.

NUTR 300: Community Nutrition (3 credits)

Illustrates the role of nutrition in health promotion and disease prevention through an examination of health and nutrition policy, programs, and population data. Emphasis is placed on the information and skills necessary to solve nutrition problems in local, state, and national communities. Three hours of lecture. Prerequisites: NUTR 165 and NUTR 200.

NUTR 310: Management in Nutrition and Dietetics (3 credits)

Dietetic management principles including: systems theory, leadership, quality management and methodology, cost-effectiveness, human resources, labor law, financial management, budgeting, and marketing. Three hours of lecture. Prerequisite: NUTR 165.

NUTR 320: Quantity Food Preparation and Management (3 credits)

Management systems and procedures used in quantity food production; menu planning; recipe standardization; purchase, receipt, and storage of food and supplies; facility design, equipment, and materials; financial management; and food safety and sanitation. Three hours of lecture. Prerequisites: NUTR 165, NUTR 230, NUTR 310, and BIO 163.

NUTR 340: Professional Practice in Nutrition (3 credits)

Explores the various roles of nutrition professionals within the broader health-care system including inter-professional collaboration for comprehensive care. The course provides an overview of nutrition careers in clinical, community, foodservice management, and business settings and emphasizes historical, legal, and ethical considerations for professional practice. Three hours of lecture. Prerequisites: NUTR 165, NUTR 200 Nutrition Majors Only.

NUTR 341: Medical Nutrition Therapy I (3 credits)

Pathophysiology of nutrition-related disease; normal and therapeutic diets in the prevention and treatment of disease; The Nutrition Care Process: nutrition assessment, diagnosis, intervention, monitoring, and evaluation; documentation of nutrition care; drug-nutrient interactions. Course materials will cover disorders of the gastrointestinal, cardiovascular, endocrine, skeletal systems and energy imbalance. Three hours of lecture. Prerequisites: NUTR 165, NUTR 200, NUTR 300, BIO 161, BIO 162, CHM 161, CHM 262, and CHM 263.

NUTR 342: Medical Nutrition Therapy II (3 credits)

This course is a continuation of Medical Nutrition Therapy I: Pathophysiology of nutrition-related disease; normal and therapeutic diets in the prevention and treatment of disease; the Nutrition Care Process: nutrition assessment, diagnosis, intervention, monitoring, and evaluation; documentation of nutrition care; drug-nutrient interactions. Course materials will cover disorders of the gastrointestinal, hepatic, and renal systems; food allergy and intolerance; genetics in nutrition; enteral and parenteral nutrition support. Three hours of lecture. Prerequisites: NUTR 341.

NUTR 420: Nutrition Education and Counseling (3 credits)

Communication strategies for effective health behavior change. Topics include; food behavior; verbal and non-verbal communication; interviewing skills; cultural competency; literacy; counseling theories and the counseling process; learning theories and educational principles; educational methods and tools. Three hours of lecture. Prerequisites: NUTR 165 and NUTR 200, recommended PSYC 155.

NUTR 440: Capstone in Nutrition (3 credits)

Emphasizes the integration of nutrition knowledge and the interpretation and application of nutrition-oriented research including evidence-based practice. Students write a scientific review paper and present an oral seminar utilizing peer-reviewed scientific journals. Three hours of lecture. Prerequisites: NUTR 165, NUTR 200, NUTR 300, NUTR 340, NUTR 420, and HSC 217. Nutrition Majors Only.

NUTR 441: Food and Culture (3 credits)

Examines cultural/culinary traditions that shape an individual's eating habits, including exploration of the activities by which people produce, prepare, present, and consume food. The cultural aspects of food including religion, health beliefs, and historical/traditional factors within regional and ethnic groups common in the United States are identified. Three hours of lecture. Prerequisites: NUTR 165 and NUTR 200; Recommended prerequisite: NUTR 230.

NUTR 460: Nutrition Externship (3 credits)

Students experience field work under the supervision of a nutrition professional and faculty member. Permission of the Director is required. Hours to be arranged with five hours of minimum field work per week required. Prerequisites: NUTR 165, NUTR 200, NUTR 300, and NUTR 420 or equivalent.

NUTR 470-473, 475: Special Topics in Nutrition (3 credits)

An in-depth examination of a topic of current interest in the field of nutrition. Three hours of lecture. Prerequisites: NUTR 165 and NUTR 200.

NUTR 474 : Special Topics: Nutrition and Dietetics Technician, Registered, Careers and Credential (1 credit)

This course will help prepare the student to take the credentialing exam to become a Nutrition and Dietetics Technician, Registered (NDTR). Roles and responsibilities of the NDTR are explored. Prerequisite: Student must be a senior in the Didactic Program in Nutrition to register for this course.

NUTR 480-481: Nutrition Research (3 credits)

Individual research under supervision of a faculty member. Permission of the Director required. Hours to be arranged. Prerequisites: NUTR 165, NUTR 200, NUTR 300, and HSC 217.

Program Faculty

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Preparation for Application to Dietetic Internships Outside of La Salle

How can I improve my chances of being admitted to a dietetic internship program?

A student has no guarantee of acceptance to a DI program. In recent years, 50% of the students who have participated in the national computer match have received a match the first time applying. Internships continue to become more competitive. In order to increase your chances for acceptance, you should:

- Investigate programs early to identify their admission criteria.
- Earn a cumulative GPA of 3.0 or higher (although a 3.2 or higher is recommended)
- Earn a 3.2 GPA or higher in professional courses
- Earn a 3.2 GPA or higher in biological and physical science courses
- Complete significant paid or volunteer work experience related to food, nutrition and dietetics, particularly in clinical settings
- Obtain strong letters of recommendation
- Take on leadership roles in organizations on or off campus

What is the timeline for preparing for and applying to Dietetic Internships?

Freshman/Sophomore Year

- Maintain good grades
- Obtain dietetics-related work or volunteer experience.
- Become active in organizations or community activities
- Join the Student Nutrition Club: La Salle Explorers Advocating Nutrition (LEAN)
- Join the Academy of Nutrition and Dietetics (only student members are eligible for scholarships and awards)
- Join your local dietetic association (example Philadelphia Dietetics Association)

Junior Year

- Maintain good grades
- Obtain dietetics-related volunteer or paid work experience
- Begin reviewing the Academy website and the Applicant Guide to Supervised Practice Experience
- Research your areas of interest and select 3-6 internships that match your interests and qualifications
- Attend the DICAS Internship Preparation Workshop
- Get to know your faculty advisor and other faculty members. It is important for faculty to get to know you if you intend to ask them to write a letter of recommendation.
- Get involved in activities in LEAN – run for office
- Continue membership in the Academy and PDA

Senior Year

- Call, email, or write internships for additional information and application/Attend Open Houses
- Continue to obtain dietetics-related volunteer or paid work experience
- Maintain good grades
- Get even more involved in LEAN and continue membership in the Academy and PDA
- Take the Graduate Record Examination (GRE) if needed
- Attend the DICAS Internship Preparation Workshop
- Check deadlines and apply on time – usually mid-February
- Internship match date – April

Non Discrimination Policy

La Salle University is committed to the principle of equal educational opportunity without discrimination by race, color, religion, age, gender, national origin, or disability.



Nutrition Programs Student Complaint Form

A complaint is an educational or personal issue or condition that a student believes to be unfair, inequitable, discriminatory, or a hindrance to his/her education. Students who have a complaint about their La Salle University experience should complete this form and submit it to the appropriate individual as directed in the program Student Handbook. *It is an express School of Nursing and Health Sciences policy that all students at all times have the right to lodge a complaint which they deem important without fear of retaliation of any sort or any other adverse consequence as a result of doing so.*

Student Name: _____ Student ID# _____

Email Address: _____

Preferred Telephone Contact: _____

Semester/Year: _____ Current student: Yes _____ No _____

Name of individual and/or program against whom the complaint is filed:

Describe your complaint in detail, including date/s of occurrence if possible: (Attach additional sheets, if necessary, along with any documentation that will help describe and substantiate the complaint):

Students are encouraged to discuss their concerns and complaints through informal conferences with the appropriate instructor or program. Have you made an attempt to resolve this complaint in this way? Yes _____ No _____

If yes, describe the outcome (Attach any additional comments, if necessary):

What outcome do you hope to achieve after talking to the appropriate University official(s)? (Attach additional sheets if necessary):

I understand that information contained on this Complaint form will be held confidential to the extent possible. Complaint information may be shared with University officials in order to conduct a thorough investigation. I hereby declare that the information on this form is true, correct, and complete to the best of my knowledge.

Signature: _____ **Date:** _____

Student

Student Acknowledgement

_____ I hereby verify that I have received and read all of the contents of the Didactic Program in Nutrition Student Handbook 2016-2017.

_____ I have read and understand the admission requirements into the program as well as the policies and procedures for the nutrition major.

_____ I understand that in order to be accepted into the Coordinated Program in Dietetics I must meet GPA and course grade requirements as stated in this handbook

_____ I understand that in order to receive course credit and verification statements for eligibility to apply for a dietetic internship or to take the DTR exam, I must complete the program and meet all the requirements stated in this handbook

_____ I understand that outside dietetic internships are fiercely competitive and that acceptance into a dietetic internship is not guaranteed.

_____ My signature verifies my understanding of and compliance to the above stated policies and procedures of the program. This page with my signature should be given to my academic advisor to be placed in my student file.

Name (Print) _____ Student ID# _____

Signature _____ Date _____