

***Policies and Procedures***  
***Didactic Program in Dietetics***  
***Department of Nutrition, The University of Tennessee***

The Didactic Program in Dietetics, housed in the Department of Nutrition, complies with policies and procedures delineated in Hilltopics, the official student handbook of The University of Tennessee. The policies and procedures described herein are those required by the Commission on Accreditation for Dietetics Education, accrediting body of the American Dietetic Association.

- 1) *Withdrawal and refund of tuition and fees:* See Hilltopics, page 46.
- 2) *Scheduling and program calendar:* See Hilltopics, page 7 for the current year Academic Calendar. Instructors of individual courses within the department comply with the University calendar in scheduling course activities. A copy of the departmental undergraduate curriculum detailing the recommended program schedule is available in the current Undergraduate Catalog or online at <http://nutrition.utk.edu/undergraduate/curriculum/index.html>.
- 3) *Protection of privacy information:* See Hilltopics, pages 31-35
- 4) *Access to personal files:* See Hilltopics, pages 31-35
- 5) *Access to student support services, including health services, counseling and testing, and financial aid resources:* See Hilltopics, pages 46-66.
- 6) *Insurance requirements, including those for professional liability:* Student Liability Insurance is generally not required for the program. However, NTR 412: Food and Nutrition in the Community, requires Student Liability Insurance for field experiences. Students enrolled in independent study courses involving most on campus or off campus fieldwork also require insurance. The current cost is \$38 for the academic year spanning June 1-May 31.
- 7) *Liability for safety in travel to or from assigned areas:* The University of Tennessee is not liable for any injuries sustained in travel to and from assigned areas. See Hilltopics, page 28, for general campus safety and security information. Student Liability Insurance does not cover travel.
- 8) *Injury or illness while in a facility for supervised practice:* The University of Tennessee is not liable for any injuries sustained during field experiences. Student Liability Insurance, as described in (6) above is required for students enrolled in NTR 412: Food and Nutrition in the Community, and for most independent study courses involving fieldwork.
- 9) *Grievance procedures:* See Hilltopics, pages of reference depend on the nature of the grievance.

- 10) *Assessment of prior learning and credit toward program requirements*: Students who wish to request assessment of prior learning for exemption from DPD courses defined in the major curriculum are required to contact the DPD Director for evaluation. Documentation may include academic transcripts, course descriptions, course syllabi, certificates, position descriptions, projects, and other such materials to sufficiently establish that DPD competencies for a specific course or specific courses have been fully met. If it is determined that such competencies have been met, a course waiver will be completed as needed in accordance with university policy. Copies of documentation will be retained to substantiate eligibility for issuance of DPD Verification Statement at program completion.
- 11) *Formal assessment of student learning and regular reports of performance and progress*: See Hilltopics, page 41. Student assignments and grading are determined by individual instructors in each course. At a minimum, students will be assigned a grade at completion of each course consistent with University grading procedures.
- 12) *Disciplinary/termination procedures*: See Hilltopics, pages 13-23.
- 13) *Graduation and/or program completion requirements*: Requirements of the Didactic Program in Dietetics at the University of Tennessee are equivalent to requirements to earn a bachelor of science degree with a major in nutrition. Thus, all students who graduate with a B.S. from the University and a major in nutrition will receive a DPD Verification Statement. Eligibility is established through a published listing of students having graduated with a B.S. in nutrition at the completion of each term. Academic records of each listed student are reviewed and a Verification Statement generated for mailing to an address provided by the student or permanent address if the student did not provide a mailing address. Copies are kept on file in the program director's office.

Students in possession of a bachelor's degree from another institution or who graduate from the University with a major other than nutrition, must complete DPD-required courses or equivalent through the University of Tennessee and request an audit from the program director in order to receive a DPD Verification Statement.

**Reference:**

The University of Tennessee-Knoxville. *Hilltopics 2009-2010*. Available at [http://dos.utk.edu/files/hilltopics\\_09\\_10.pdf](http://dos.utk.edu/files/hilltopics_09_10.pdf).