

***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 by the University of Tennessee, including those in Hilltopics, the website which constitutes the official student handbook of The University of Tennessee, which is available at [hilltopics.utk.edu](http://hilltopics.utk.edu). Some policies and procedures are also available via One Stop Student Services and the current university catalog at <http://catalog.utk.edu/content.php?catoid=22&navoid=2715>. The policies and procedures described herein are those required by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), accrediting body of the Academy of Nutrition and Dietetics.

1. *Insurance requirements, including those for professional liability:* Student Liability Insurance is generally not required for the program. However, NTR 413: Food and Nutrition in the Community Practicum, requires Student Liability Insurance for service-learning experiences. Students enrolled in independent study courses involving most on campus or off campus fieldwork also require insurance. The current cost is \$20 for the academic year spanning June 1-May 31. For more information, see: <http://servicelearning.utk.edu/faculty-resources/liability-insurance-for-students/>.
2. *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 <http://safety.utk.edu/> for general campus safety and security information. Student Liability Insurance does not cover travel.
3. *Injury or illness while in a facility for supervised practice/experiential learning:* The University of Tennessee is not liable for any injuries sustained during field experiences. Student Liability Insurance, as described in (1) above is required for students enrolled in NTR 413: Food and Nutrition in the Community Practicum, and for most independent study courses involving fieldwork.
4. *Drug testing and criminal background checks if required by the experiential learning facilities.* Drug testing is not routinely required, but due to the service-learning requirement, which often includes contact with minors, students enrolled in NUTR 413: Food and Nutrition in the Community Practicum must be checked against listings on the National Sex Offender Public Website (NSOPW) and the State of Tennessee Abuse Registry at the start of the semester. Enrolled students will also be required to sign a document signifying awareness of Tennessee law regarding child sexual abuse. This information is included with the course description in the handbook and in the course syllabus.
5. *Employee replacement:* Students engaged in experiential learning as part of the program curriculum must not be used to replace employees.
6. *Compensation:* Students are not paid compensation as part of the program curriculum.

7. *Program complaints:* Program complaints follow the University policy outlined for appeals procedures within the University catalog at: <http://catalog.utk.edu/content.php?catoid=1&navoid=156>. Students with program complaints should first contact the Program Director in attempts to resolve the issue underlying the complaint. If the issue is not resolved to the satisfaction of the complainant, the Department Head is the next point of contact. If the student wishes to proceed further with the complaint, he or she may contact the Dean of the College of Education, Health, and Human Sciences with the complaint. Records of program complaints, should they occur, are maintained for a period of no less than seven years, including resolution of complaints.
8. *Submission of program complaints to the Accreditation Council for Education in Nutrition and Dietetics:* Once all other alternatives for resolution of program complaints have been exhausted related specifically to program noncompliance with accreditation standards, complaints can be filed directly with ACEND in accordance with processes outlined here: <http://www.eatrightpro.org/resources/acend/public-notice-and-announcements/filing-a-complaint>.
9. *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 requirements met by a specific course or courses have been fully met. If it is determined that such requirements have been met, a course petition 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.
10. *Formal assessment of student learning and regular reports of performance and progress:* 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. See University grading policy at [http://catalog.utk.edu/content.php?catoid=1&navoid=156#grad\\_cred\\_hour\\_grad](http://catalog.utk.edu/content.php?catoid=1&navoid=156#grad_cred_hour_grad). Progress through the curriculum is monitored through the university's Banner registration system and individual academic advising, with the DPD Director and college-level Student Services advisors available for additional guidance as needed.
11. *Program retention and remediation procedures:* Students must meet academic milestones established in UTrack in order to continue successfully in the program. Academic advisors and instructors do what is within their means to provide students support, but the University's Student Success Center is the ideal resource for student support, including academic coaching, supplemental instruction, and tutoring. Information about the Student Success Center is available at <http://studentsuccess.utk.edu>.
12. *Disciplinary/termination procedures:* See Student Code of Conduct information in Hilltopics at <http://hilltopics.utk.edu/student-code-of-conduct/>.

13. *Graduation and/or program completion requirements:* Entry into the Nutrition major and continuance in the program requires an application for faculty advisor assignment once a student has met minimum requirements, generally prior to the junior year. These include a 3.0 cumulative GPA, completion of 45 semester hours, and a minimum grade of “C” in CHEM 120, CHEM 130, BCMB 230, and NTR 100, as well as a “C-“ or better in organic chemistry. Application forms with attached academic history are due in the College of Education, Health, and Human Sciences August 1. The application form can be found here: <http://cehhs-studentservices.utdev1.wpengine.com/wp-content/uploads/sites/40/2016/07/Nutrition-Major-Application-2.pdf>. Students must earn a minimum grade of “C” in all NUTR-prefix courses and follow the curriculum guide in order to complete major requirements in a timely manner and enroll in majors-only coursework. Students who fail to meet these requirements should meet with their academic advisor as soon as possible to establish future academic plans. Maximum time for completion of the DPD is in accordance with University of Tennessee policy for time to degree completion. See the current [undergraduate catalog](#) for details.
  
14. *Verification statement requirements and procedures:* 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 with the Dietetics concentration. Thus, students who graduate with a B.S. from the University and a Nutrition-Dietetics concentration major 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. Additional copies are kept on file in the program director’s office.  
  
Students already in possession of a bachelor’s degree or higher and pursuing DPD requirements will likewise receive verification statements if they satisfactorily complete DPD coursework or a combination of DPD coursework plus equivalent courses. The DPD director maintains evaluations of course completion for each student electronically and requires a final academic history and/or transcripts showing that all requirements have been met prior to issuance of DPD verification statements via mail to an address provided by the student or permanent address if the student did not provide a mailing address. Additional copies are kept on file in the program director’s office.
  
15. *Withdrawal and refund of tuition and fees:* See <http://onestop.utk.edu/withdraw/>.
  
16. *Scheduling and program calendar:* See [http://registrar.tennessee.edu/academic\\_calendar/](http://registrar.tennessee.edu/academic_calendar/) for current and future year Academic Calendars. 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://catalog.utk.edu/>.
  
17. *Protection of privacy information:* See the University’s FERPA website at <http://ferpa.utk.edu/>.

18. *Student access to their own personal files:* Students are able to access their personal student information and academic records on MyUTK as well as academic advising information and records on GradesFirst (also accessed through MyUTK).
19. *Access to student support services, including health services, counseling and testing, and financial aid resources:* See Hilltopics webpage, section entitled Student Support.

**Main References:**

Hilltopics, The University of Tennessee, Knoxville. Available at [hilltopics.utk.edu](http://hilltopics.utk.edu).

University of Tennessee Undergraduate Catalog. Available at <http://catalog.utk.edu/>.