

**Department of Human Sciences
North Carolina Central University**



**POLICY GUIDELINES FOR THE
NUTRITION AND DIETETICS PROGRAM
AND DIDACTIC PROGRAM IN DIETETICS
(DPD)**

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Table of Contents

Welcome to Nutrition and Dietetics	1
About the Department of Human Sciences Brief History of Nutrition and Dietetics	2
Mission Statement Program Goals and Objectives	3
Admission Requirements Program Cost Withdrawal and Refund of Tuition and Fees Reduced Course Loads	5
Academic Advising Student Performance and Monitoring Student Retention FOOD 0000 Classification of Students Transfer and Second Degree Students	6
Assessment of Student Learning	8
Professional Organizations Student Nutrition Association Academy of Nutrition and Dietetics	9
Professional Conduct	10
Student Support Services Student Disability Services Campus Programs, Services, Activities, and Resources	10
Graduation Requirements Competency Exam Verification Statement	12
Distance Education and Online Testing Secure Login and Passcode Proctored Examinations New or Other Technologies to Verify Student Identity	14
Student Academic and Disciplinary Action Academic Performance Academic Misconduct Non-Academic Misconduct	15

Disciplinary and Termination Procedures	16
Academic Dishonesty	
Cheating	
Fabrication	
Plagiarism	
Penalties for Academic Dishonesty	
Student Files and Privacy of Student Information	17
Dietetic Internship Requirements	18
D&D and DICAS	
Letters of Recommendation	
Nutrition and Dietetic Technician Registered (NDTR) Requirements	20
Miscellaneous – General Policies	21
Policy for Student Complaints	
Complaints to ACEND	
Insurance Requirements	
Injury	
Drug Testing and Background Checks	
Student/Intern Replacement of Employers	
Student Compensation	
Academic Calendar	23
Vacation	
Leave of Absence	
Verification of Receipt of Nutrition and Dietetics Handbook	25

Dear Students:

Welcome to North Carolina Central University (NCCU) and specifically to the Nutrition and Dietetics program in the Department of Human Sciences. The faculty and staff in both the program and the department are committed to providing a caring, nurturing and challenging environment for all of our students. Empowering students for success in life and throughout their careers is one of our primary focal points. Please feel free to provide feedback that will help us achieve the program goals and the student learning outcomes.

The Policy Guideline handbook is just a guide to help answer many of the questions you may have relating to the program. Please read all items within the handbook since it provides direction as you matriculate through the program. If there is anything in the handbook that is not addressed, or if you still have questions, please meet with any of the program faculty for clarification.

Do remember we are all members of the Eagle Family and NCCU is your second home. All faculty in this program have an open-door policy and we invite consistent, quality communication to develop a professional and personal relationship with you. The program frequently receives requests for job placements. Keeping in touch is one way we can provide you with job information. We hope that this handbook will be helpful to you and will accomplish the objectives for which it is designed. Please help us to help you. Again, welcome to the Nutrition and Dietetics program. We look forward to working with you throughout your tenure at this great university and as you begin careers beyond.

Sincerely,

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About the Department of Human Sciences

The Department of Human Sciences offers competitive programs of study leading to the Bachelor of Science degrees in Family and Consumer Sciences and Birth through Kindergarten Teacher Education. Experiential learning is utilized in each program to include diverse, multi-cultural and interdisciplinary perspectives of family and environmental studies. The Department offers courses during the day, in the evening, and on week-ends to accommodate traditional, non-traditional and working individuals wishing to enroll in degree programs or update their skills in a specialty area. Before completing their bachelor's degree requirements, students are required to complete 60 hours of community service before graduating except for the second-degree students and graduate students. Also, students are expected to hold membership in a professional organization and pass a competency examination. The degree in Family and Consumer Sciences offers three areas of specialization: Child Development and Family Relations, Nutrition and Dietetics, and Textiles and Apparel. Students must pass a specialty area examination prior to graduation. A "C" or better must be maintained in all Family and Consumer Sciences courses. Students are required to participate in professional organizations related to their discipline, area meetings, and satisfy the University's Service Learning requirement.

All students enrolled in the Nutrition and Dietetics program are strongly encouraged to be members of The Academy of Nutrition and Dietetics. As part of the requirement for professional development, students and faculty attend meetings of the Durham-Chapel Hill Dietetic Association, Raleigh District Dietetics Association, the North Carolina Academy of Nutrition and Dietetics and the annual Food and Nutrition Conference Expo.

Brief History of Nutrition and Dietetics

The Didactic Program in Dietetics (DPD) formally known as the Foods and Nutrition program, is in the Department of Human Sciences at North Carolina Central University (NCCU). The DPD has enjoyed a long-standing reputation at NCCU since 1942. NCCU has educated dietitians who are active nationwide in the profession of dietetics and are leaders in professional organizations. The undergraduate program in Dietetics is one of the finest in the nation.

Concentration in Dietetics

The Didactic Program in Dietetics (DPD) is accredited by the Accreditation Council for Education in Dietetics Education (ACEND) of the Academy of Nutrition and Dietetics (AND), 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, (800) 877-1600 ext 5400. The DPD seeks to graduate professionals in the science of Nutrition and Dietetics with the competence and skills to promote optimal health among all people. The program provides students with the knowledge, skills and experiences that qualify them for entry-level positions as nutritionists, and food service managers in clinical, community, institutional food service and research settings or graduate studies. This track prepares students to receive a Verification Statement needed for admission into Dietetic Internship Programs to obtain professional credentialing as Registered Dietitians/Nutritionists.

Mission, Goals and Objectives

Mission Statement

The mission of the Didactic Program in Dietetics at North Carolina Central University is:

“To graduate culturally diverse leaders prepared for supervised practice programs and eligible for the CDR credentialing exam to become registered dietitian nutritionists.”

The Program Goals and Outcome Measures

The Nutrition and Dietetics program at NCCU has 2 primary goals that are focused on successful student outcomes: preparing DPD students for supervised practice and graduate programs (Goal 1) and developing professional skills to join the skilled work-force sector and allied health fields (Goal 2). The first two goals are outcomes desired to observe and measure in the DPD graduates. It is the expectation of the program, that if the DPD offers high quality, compassionate instruction by qualified instructors, then students will have a better opportunity to become both academically and professionally prepared for advanced educational programs and a variety of entry-level professional positions.

Goals of the DPD

- Goal 1: Graduates will be prepared for admission to supervised practice or other advanced academic programs.
- Goal 2: Prepare culturally diverse graduates for entry-level employment in food service, nutrition, dietetics and related fields who have the critical thinking, leadership and professional skills to work in a wide-range of practice settings.

The number of goals for the DPD has been reduced. The former goals were consolidated to improve objective measurement of each goal and to evaluate program effectiveness. Program quality and effectiveness is assessed from the objectives of each goal, which have also been reduced and consolidated similarly to the former Goals. Data acquisition for objectives is largely obtained from three primary sources: 1. Graduation records, 2. Current and Former Student Surveys and 3. Preceptor Evaluation and Progress Reports.

Goal 1: Graduates will be prepared for admission to supervised practice or other advanced academic programs.

Objectives:

- 1.1. 60% of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation.
- 1.2. 50% of program graduates are expected to be admitted to a supervised practice program within 12 months of graduation.

1.3. 80% of program graduates will positively identify as prepared for a supervised practice program, advanced study programs or entry-level employment.

1.4. At least 80% of the program students will complete program requirements within 6 years (150% of the program length).

Goal 2: Prepare culturally diverse graduates for entry-level employment in food service, nutrition, dietetics and related fields who have the critical thinking, leadership and professional skills to work in a wide-range of practice settings.

Objectives:

2.1. 50% of graduates who did not apply or applied and did not gain admittance to supervised practice programs or graduate school will be employed in dietetics, foods, nutrition or a related healthcare field within one year of graduation.

2.2. 75% of supervised practice program directors will indicate satisfaction with program graduates' preparation for employment and job performance.

2.3. 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%.

2.4. 80% of program graduates will indicate that the DPD curriculum offered opportunities for critical thinking, leadership and professional skill development.

Admission into the Nutrition and Dietetics Program

North Carolina Central University upholds the Equal Employment Opportunity Commission (EEOC) law. The NCCU Nutrition and Dietetics program is committed to equality of educational opportunity and does not discriminate against applicants, students, or employees due to race, color, national origin, religion, sex, age, or disability. Moreover, NCCU is open to people of all races and actively seeks to promote racial integration by recruiting and enrolling a culturally and racially diverse student population.

There are no special requirements for being admitted into the Nutrition and Dietetics program except interest in the profession, willingness to work hard and perform as a team player. The policies of the Nutrition and Dietetics program are consistent with the policies of the university, and can be found on the university's website at www.nccu.edu. It is every student's responsibility to be aware of university policies.

Program Cost

The Program costs (tuition and fees) are published at this link:

http://www.nccu.edu/formsdocs/proxy.cfm?file_id=894

Additional cost will vary. See Professional Memberships and Organizations.

Withdrawal and Refund of Tuition and Fees

Students must officially withdraw from the University to receive a refund of tuition and fees.

1. If a student officially withdraws prior to the end of the official drop/add, late registration period (the first seven days of the semester), all tuition and other fees will be refunded.
2. If a student officially withdraws after the end of the official drop/add, late registration period, the student's bill will be reduced on a prorated basis. From the end of the official drop/add period until two weeks after the end of the drop/add period, 40% of tuition and fees will be refunded. From two weeks after the end of the official drop/add period until four weeks after the end of the drop/add period, 20% of tuition and fees will be refunded. Tuition and fees are not refundable after four weeks from the close of the official drop/add period. If a student has received financial aid (other than College Work Study) and officially withdraws from the University during the academic term, a portion of the aid may need to be refunded to the Title IV programs or the student may need to repay a portion of the award funds received.

Reduced Course Loads

A student who drops courses such that the student is no longer full-time, or a part-time student who drops courses resulting in a reduced tuition level, will have the charges for tuition and fees reduced accordingly, provided the courses are dropped prior to the end of the official drop/add period. Financial aid awards will be adjusted accordingly. A student must carry 12 credit hours each semester of the academic year and at least six credit hours during each summer session to qualify for financial aid. Undergraduate students must carry at least six credit hours and graduate students must carry at least 4.5 credit hours to qualify for financial aid during summer sessions. No refunds will be made for courses dropped after the end of the official drop/add period

Academic Advising

Once a student is admitted into the university and referred to the Department of Human Sciences as a Nutrition and Dietetics major, that student is immediately assigned an academic advisor.

1. All freshmen and sophomores are advised by the University College to ensure that the students complete the General Education courses that are required by NCCU.
2. Transcripts from students who transfer to NCCU are reviewed by the Transfer Admissions Office to determine which general education courses will be accepted.
3. Any nutrition courses that have completed by a transfer student are reviewed for acceptance by the Nutrition and Dietetics faculty.

The student is expected to email the advisor and schedule an advisement. Students should not wait until the regular advising period to do so. Although many faculty members have designated times for scheduled appointment, they are amenable to an open-door policy and will advise as their time permits outside scheduled time. At the initial meeting, the advisor will review the student's transcript(s) and identify required courses needed to graduate if a transfer or second-degree student. For all other students, the advisor will provide an estimated graduation time. The academic advisor will also advise on courses to take, sign off on the advising worksheet, and provide a PIN number to register.

Please note that while the advisor will ensure that a student meets the pre-requisite(s) for a course(s), the registration system will not allow a student to register for a course(s) if there is a time conflict and if the pre-requisite for that course(s) has not been met. In some cases, as for transfer and second-degree students, an override may be required to enable the student to register for a course(s).

Student Performance and Monitoring

Students' performance is monitored at multiple points during the semester, but interventions may be initiated at any time. Course instructors and advisors are encouraged to continuously assess and provide feedback for all students. The university mandates a couple monitoring points to inform students of inadequate performance. Early Warning and Midterm grades are two such examples. If a student is underperforming, a Progress Improvement Plans (PIP) may be utilized to ensure student success. A PIP may require more contact with instructors, advisors and creating a mutually agreed upon plan.

Student Retention

All efforts and practices are utilized and explored to retain students in the program and to ensure their success. If the student is in jeopardy of receiving academic or financial penalties, it may be in the best interest of the student to receive counseling and advice on alternative options. Within the department of Human Sciences, student can seamlessly transfer majors to Child Development and Family Relations, a popular transfer major from Nutrition and Dietetics. Students choosing CDRF will retain nearly all earned credits to apply towards this degree. This degree option also helps expedite the student's graduation date. If the student is interested in other degree option, then the advisor will help educate the student what a given major or school transfer would like result in with respect to length of time, potential academic challenges (i.e. in a particular subject area) and cost.

FOOD 0000

After students are admitted into the program, they will be enrolled in FOOD 0000 which is the primary form of communication for Nutrition and Dietetic students on blackboard. Program advising documents, the student handbook, information about dietetic internship programs and other relevant internship, job opportunities and events will be kept here. Students should contact the program director if they are not enrolled in this course.

Classification of Students

Undergraduate students are classified as freshmen, sophomores, juniors, seniors, or special undergraduates. Special undergraduates are those conditionally admitted to take courses, but not admitted to a degree program and are not permitted to take more than 12 cumulative hours of course work. The classifications of freshman, sophomore, junior, or senior are based on the number of semester hours a student has completed and earned credits.

The following credit hour classification is used:

- Freshman- less than 30 hours;
- Sophomore-30 hours, but less than 60 hours;
- Junior-60 hours, but less than 90 hours;

- Senior-90 hours or more.

Transfer and Second-Degree Students

Review of transfer credits for nontraditional or postbaccalaureate students is done by the director of the Nutrition and Dietetics program. The number of required credits hours varies based on transferable course work. All second-degree students seeking to meet requirements to become eligible for a Verification Statement must complete all didactic program requirements.

Assessment of Student Learning

The Nutrition and Dietetics faculty utilize a number of methods to assess student learning.

1. Student learning assessment is conducted throughout the semester.
2. A four-week early warning is issued by the instructor/professor when the student fails to attend class on a consistent manner and fails to turn in assignments according to the scheduled due date.
3. Mid-term grades are issued for each student at the mid-point of each semester.
4. For those students who struggle in a course, the instructor/professor must schedule an appointment with the student to establish a Student Success Plan which identifies the steps the student must take to successfully complete the course.
5. Students also have the right to reach out to faculty to establish a plan. A signed copy of the plan is given to the student and one is placed in their file.

Professional Memberships and Organizations

Student Nutrition Association

The Nutrition and Dietetics program has a student organization to facilitate the development of leadership skills and professional growth and participation in this organization is extended to all students majoring in any program in the Human Sciences Department.

All students in Nutrition and Dietetics have the option and are encouraged to join the **Student Nutrition Association (SNA)**. The meetings are held on the first Tuesday of every month at the 10:40 break except the first month of each semester. This association is student run with guidance of a faculty advisor.

The agenda may include guest speakers on different issues pertaining to the profession, recruiters, fund raising, plans on how to participate in association conferences, etc. It is always fun for students in the program to socialize and network on an informal basis, meet other students who are in the same program, and exchange ideas about faculty and classes etc. The association fee is \$15.00 per year.

Academy of Nutrition and Dietetics

AND

The department encourages all students in Nutrition and Dietetics be a student member of the Academy of Nutrition and Dietetics. It is a requirement in some of the Nutrition and Dietetic classes. The membership fee is \$58.00 (subject to change) per year and there are numerous benefits including monthly AND journal, access to several websites such as library, etc., discounted registration fee at the annual meeting, requirement for being licensed once you graduate and of course for taking the registration exam. Proof of membership must be submitted to the Director of the Nutrition and Dietetics program during the first meeting of the fall semester.

NCAND

Student membership and participation with the North Carolina Academy of Nutrition and Dietetics (NCAND) is encouraged. Each student who becomes a member of AND automatically becomes a member of NCAND.

To practice as a nutritionist in North Carolina, one must be licensed. The licensing Board is North Carolina Board of Dietetics/Nutrition (NCBDN) and the website address is www.ncbdn.org.

Professional Conduct

Students in DPD are being trained to apply the professional conducts and standards in classrooms, presentations and during practicum. Standard of Professional Performance (SOPP), Standards of Practice (SOP) and Professional Ethics are covered in FOOD 4670 and FOOD 4660. Therefore, in applying SOP and SOPP, as well as ensuring a professional appearance that reflects North Carolina Central University's pride in work, the following are expected.

The following items are considered inappropriate:

- During presentations and practicum, T-shirts, jogging/sweat pants, sweatshirts revealing clothes: crop top shirts/blouses, halter tops, low necklines and offensive clothing.
- Misuse of site computers and/or equipment must not occur.
- Chewing gum, scrolling on social media sites and texting while in classroom and during practicum rotations.
- Discussing any confidential matters outside the facility you are completing practicum hours

Student Support Services

All students have the opportunity to receive services offered through The Student Support Service Center

The University has a Comprehensive Academic Support Center to assist with academic needs and provide students with an opportunity to achieve maximum success during their matriculation. The program, through internal networking and mentor program, the Nutrition and Dietetics faculty may identify DPD students who are strong in an area and weak in another and pair them for assistance. Please let the faculty know when you are having difficulties in your classes. When advised to see an academic support staff, students are expected to attend the sessions and show evidence of attendance.

Student Disability Services

Students with disabilities (physical, learning, psychological, chronic or temporary medical conditions, etc.) who would like to request reasonable accommodations and services under the Americans with Disabilities Act must register with the Office of Student Disability Services (SDS) in Suite 120 in the Student Services Building. Students who are new to SDS or who are requesting new accommodations should contact SDS at (919) 530-6325 or sds@nccu.edu to discuss the programs and services offered by SDS. Students who are already registered with SDS and who would like to maintain their accommodations must renew previously granted accommodations by visiting the SDS website at www.nccu.edu/sds and logging into **Eagle Accommodate**.

Students are expected to renew previously granted accommodations at the beginning of each semester, preferably during the first two (2) weeks of class.

Reasonable accommodations can be requested at any time throughout the semester; however, they will not be effective retroactively. Students are strongly encouraged to contact their professors to discuss the testing and academic accommodations that they anticipate needing for each class.

Campus Programs, Services, Activities, and Resources

Any instructor/professor may recommend a student receive assistance through the Student Support Services which include: tutoring assistance, housing, counseling, etc.

- ***Student Advocacy Coordinator.*** The Student Advocacy Coordinator is available to assist students in navigating unexpected life events (e.g. short-term illness/injury, loss of a loved one, personal crises) and guide them to the appropriate University or community resources. Students may also receive assistance with resolving some emergency financial concerns; understanding NCCU policies, rules and regulations; or general problem-solving strategies. Contact Information: Student Services Building, Suite 236, (919) 530-7492, studentadvocacy@nccu.edu.
- ***Counseling Center.*** The NCCU Counseling Center is staffed by licensed psychologists and mental health professionals who provide individual and group counseling, crisis intervention, substance abuse prevention and intervention, anger management, and other services. The Counseling Center also provides confidential resources for students reporting a violation of NCCU's Sexual Misconduct Policy. Contact Information: Student Health Building, 2nd Floor, (919) 530-7646, counseling@nccu.edu.
- ***University Police Department.*** The University Police Department ensures that students, faculty and staff have a safe and secure environment in which they can live, learn, and work. The Department provides a full range of police services, including investigating all crimes committed in and around its jurisdiction, making arrests, providing crime prevention/community programs, enforcing parking regulations and traffic laws, and maintaining crowd control for campus special events. Contact Information: 2010 Fayetteville Street, (919) 530-6106, nccupdinfo@nccu.edu.

Graduation Requirements

NCCU and the Department of Human Sciences program are committed to ensuring that all students graduate from the Nutrition and Dietetics program. Students may meet the requirements for the bachelorette degree by successfully completing:

A minimum of 120 credit hours as specified by the curriculum within no more than 168 attempted hours. This is different for transferring students and second-degree students. The number of hours required to graduate varies with individuals based on courses completed prior to being admitted into the program. First degree students will also complete 15 credit hours of community service each semester. This is a university requirement.

First-degree students in Nutrition and Dietetics are required to take at least three (3) departmental core courses:

- FCSC 1000 - Introduction to Family and Consumer Sciences
- FCSC 4200- Family and Social Sciences
- FCSC 4900 - Senior Seminar.

1. A minimum cumulative grade point average of 2.0. A grade of "C" or better are required for all courses in the major.
2. The Community Service requirement for graduation for first degree and transfer students is 120 hours.
3. For undergraduate students seeking North Carolina, the final 30 semester hours of course credit must be completed at North Carolina Central University.
4. Graduation exercises are held bi-annually in May and December and diplomas are awarded only at those times; however, graduation will be certified at the end of the term in which all academic requirements are completed, and that term will appear on the student's transcript, as well as the diploma.
5. Application for graduation must be filed in the office of the University Registrar on or before the dates specified in the University Calendar of Events. Applications received after the deadline will not be handled until the next term and diplomas will be delayed accordingly.
6. The faculty advisors, deans, and the registrar try, in advising and registering students, to make certain that every student who intends to graduate from North Carolina Central University registers for those courses which are required for a degree. However, the final responsibility for meeting the graduation requirements as set forth in the University Catalog rests with the students.

7. During any academic year, and who earns credit for work done during that year, will graduate under the academic requirements of the student's major listed in the University Catalog in effect at the time of the student's matriculation, unless otherwise indicated. A student who is readmitted after an absence of one academic year, or who changes majors, will graduate under the provisions of the University Catalog in effect at the time of readmission, or change of major.

Competency Exam

The Nutrition and Dietetics competency examination may be taken as many times as necessary. It is recommended that the exam be taken no earlier than the second semester of the junior year, and no later than the second semester of the senior or final year. Review questions are provided and review sessions are usually given. Students have ample opportunity to study and ask questions prior to taking the exam and should not take the exam unprepared.

Students should have completed all requisite physical science, math and business course prior to their first semester of their senior year. Second degree students should check with their advisor.

Please note, the departmental competency exam should be taken during the Junior year or senior year for first degree students. Second degree students will vary. The exam is taken in conjunction with the FOOD 4620 Applied Competency. Graduating students must participate in exit interviews as explained by the program.

All majors must take the competency exam and pass it with a minimum of 80% to receive a verification statement.

Verification Statement

What is a Verification Statement? This is a document given to students at the end of completing the didactic program indicating that they have met the minimum academic requirements and are eligible to apply for dietetic internship program or take the dietetic technician examination.

Policy: The director of the undergraduate Nutrition and Dietetics is responsible for providing each dietetic graduate of the program a verification statement upon successful completion of the program. The DPD director will provide each graduate with 3 copies of their verification statement upon successful completion of the program after completing the following:

- a. Satisfy all degree requirements and be in good standing with the University
- b. Maintain a cumulative GPA of 2.5 and complete all major coursework with a grade of "C" or better
- c. Score a minimum of an 80% on the program competency exam

Once each element is reviewed and verified and the student is deemed as having had successfully completing all components of the program, the director completes the verification statement and will provide copies to the student. More information regarding Verification Statements can be found at:

<http://www.eatrightpro.org/resource/acend/program-directors/program-directors-faqs/faqs-about-verification-statements>

Distance Education and Online Testing

North Carolina Central University ensures that the student who registers in a distance education course is the same student who participates and receives credit through the following methods of identity verification:

Secure Login and Passcode

Students admitted to NCCU are assigned a unique identification number (ID) that becomes associated with their student record. Along with this ID number, they are also given a PIN. The combination of ID number and PIN allows a student to then obtain a login name and initial password. These credentials are used to allow students to access various technology resources through the myEOL web portal. NCCU currently uses the Blackboard Learn LMS platform to support online and distance education course delivery. The Blackboard Learn system is integrated with the campus Banner ERP system and requires students to enter their login name and password to access course content in the system. Online course content and access to other learning tools such as video streaming, lecture captures, and virtual computing labs require students to use their NCCU ID and PIN. When new courses are created each semester in the Banner ERP system, a corresponding course shell is created in the Blackboard Learn platform. Only students who are registered and validated in a course are granted access to the course content. If a student drops or withdraws from a course, they are denied access to the course content in Blackboard.

Proctored Examinations

As a constituent member of the University of North Carolina (UNC) System, NCCU actively participates in the UNC Exam Proctoring Network. The Exam Proctoring Network provides students of the UNC System access to a pool of more than 700 qualified proctors. The identity of the student taking the exam is verified by the proctor at the time of the exam. The NCCU Testing Center is a registered proctoring site with the UNC Proctoring Network and is certified by the National College Testing Association (NCTA). As an approved proctoring site, the NCCU Testing Center provides a supervised and secure testing environment for exams. Students also have the option to take proctored examinations via webcam, through ProctorU. The identity of the student

is verified by ProctorU if this method is selected. Students are required to have the following in order to use ProctorU: computer, webcam, microphone and stable Internet connection. All appointments proctored via ProctorU occur in real time with a live proctor who works from a ProctorU testing center with a technical support team. ProctorU appointments are scheduled via the UNC Exam Proctoring Network. Students are responsible for ProctorU fees.

New or Other Technologies to Verify Student Identity

To assist faculty with verifying the identify of students taking exams online, North Carolina Central University provides faculty with the option of using Respondus Monitor, a tool that uses webcam and video technology to assist in preventing cheating during online exams and is integrated with the Blackboard Learn platform. Additionally, the Respondus LockDown Browser is another technology available to all faculty, and limits the student's access to any computer content other than the test-taking environment within the LMS by blocking access to websites and computer files. The combination of these technology applications, along with the student ID and PIN, ensure the integrity of online instruction at North Carolina Central University.

Student Academic and Disciplinary Action

So as to maintain appropriate records regarding its students, North Carolina Central University follows the policy and procedures described below. They are designed to guide the university's efforts in maintaining information about students' academic performance at NCCU while treating it ethically, and appropriately safeguarding their privacy. For purposes of this policy, the following definitions apply:

Academic Performance

Deficiencies - Below standard performance in the academic program, which leads to an academic warning, to probation or to suspension. Anytime a student's Grade Point Average (GPA) drops below a 2.0, the student is placed on academic probation. (Unsatisfactorily earned grades, violation of the undergraduate class attendance policy, and withdrawal from large numbers of courses resulting in a deficiency in earned credit hours may contribute to academic performance deficiencies.)

Academic Misconduct

Any violation of the "Undergraduate Student Code of Academic Integrity" for undergraduate students or any violation of the comparable policy for the graduate or professional program in which the student is enrolled.

Non-Academic Misconduct

Any misconduct which is non-academic in nature and which violates the Student Code of Conduct in force at the time of the infraction.

Disciplinary and Termination Procedures

North Carolina Central University is dedicated to instilling in its students the highest principles of integrity and responsibility. In this regard, students are expected to demonstrate respect for these principles in the performance of their academic activities. Academic dishonesty, which is a violation of academic integrity, will be dealt with according to the provisions of the Student Code of Academic Integrity.

1. **Academic Dishonesty** is defined as any conduct which is intended by the student to obtain for him/herself or for others an unfair or false evaluation in connection with any examination or other work for academic credit. Cheating, fabrication, plagiarism, and complicity are examples of conduct that is academically dishonest.
2. **Cheating** is the unauthorized use of materials in connection with an examination or other work for academic credit, including, but not limited to:
 - the use of books, notes, outlines, etc. during an examination where the instructor has not authorized use of such materials or information
 - seeking unauthorized materials or information from others in connection with an examination
 - giving or attempting to give unauthorized assistance to a person in connection with an examination
 - obtaining or attempting to obtain unauthorized copies of examinations
 - bringing to an examination, or attempting to use during an examination unauthorized answers which have been prepared before the examination period
 - copying or attempting to copy from the work of another student during an examination;
 - submitting for evaluation in a course, part or the whole of a work for which credit has been given previously.
3. **Fabrication** is the intentional invention, counterfeiting and/or alteration of quotations, data, procedures, experiments, sources or other information for which the student claims authorship in an exercise which he or she submits with the expectation of receiving academic credit.
4. **Plagiarism** is the intentional use of the ideas, words, or work of another without attribution, when the information they provide is not common knowledge, either in content or form, and includes, but is not limited to
 - quoting from the published or unpublished work of another without appropriate attribution
 - paraphrasing or summarizing in one's own work any portion of the published or unpublished materials of another without attribution
 - borrowing from another's work information which is not in the domain of common knowledge.

Penalties for Academic Dishonesty

The imposition of the penalty for academic dishonesty shall be made by the instructor responsible for assigning the final grade in the course. The penalty will be assessed in relation to the gravity of the offense, the type of academic exercise on which the offense occurred, and the weight of that exercise in the computation of the final grade.

- a) An academic dishonesty act committed in an exercise counting for up to 10% of the final grade, the penalty will be the grade of F/Zero for the entire exercise or parts of it.
- b) An academic dishonesty act committed in an exercise counting for between 11% and 24% of the final grade, the penalty will be the grade of F/Zero or a reduced grade for the exercise.
- c) An academic dishonesty act committed in an exercise counting for 25% or more of the final grade, or for final examinations and papers, the penalty may be as severe as the grade of F for the course.

The penalties for refusing to respond or failing to respond within 48 hours to the formal charge of academic dishonesty will be an automatic F/Zero for the exercise in cases of category (a) or (b) above, and an automatic F/Zero for the course in cases of category (c). In addition, the charge of academic dishonesty will stand and will be recorded.

The Dean of the school will check the records of all students reported for academic dishonesty, and refer all cases of second offenses to the Academic Integrity Board. The penalty for a second act of academic dishonesty committed any time before the offender's graduation may be as severe as suspension or expulsion.

Student Personal Files and Privacy of Student Information

Confidentiality of student files is maintained at all times. Confidentiality of student records is maintained by storing all records in a locked file cabinet. Files are accessible by the department administrative secretary and nutrition and dietetics faculty.

1. All dietetic majors have a file that is identified by their first and last name. Files for each student are assembled by the department administrative secretary and sent to the DPD director upon completion.
2. Each student's file contains a current copy of their unofficial academic transcript from NCCU as well as any other university that they may have attended, their advising worksheets for each semester, a degree audit tracking form, and a copy of their four-year curriculum guide.
3. As students are advised, the faculty member is responsible for accessing the file folder from the locked cabinet.

4. During student advising sessions, the faculty member is responsible for completing the degree audit tracking form so that all courses that have been successfully completed by the student are tracked and the student is well informed regarding the courses that remain to be taken. In addition, the faculty member is responsible for printing a current unofficial NCCU transcript.
5. Upon completion of working in the student's file, the faculty member returns the file folder to the locked cabinet.
6. Although student files will be kept confidential, it is the right of the student to have access to information of which it contains. Copies can be made per student's request.

More information on Academic Regulations can be found here:

<http://ecatalog.nccu.edu/content.php?catoid=3&navoid=829>

Dietetic Internship Requirements

Thinking about applying to a dietetic internship program or supervised practice?

Every DPD student has an opportunity to apply to supervised practice here or at other institutions, but to be a high-quality candidate, students must:

1. Seek and find out what requirements are needed for the program and try to match those. Most programs look for:
 - a. Strong GPA of not less than 3.0
 - b. Work and volunteer experience in the profession
 - c. Strong letters of recommendation
 - d. Properly completed application
 - e. Strong GRE (required score may vary for each internship)
 - f. Official transcripts
 - g. Verification Statement from your program director
 - h. Good performance on interviews with selection committee etc.
2. Find out about the cost and plan for the program.
3. Begin on time during the senior year to complete the application through DICAS and the matching with D&D Digital. Your adviser will help if you need any assistance.

The following criteria must be successfully completed in order to become a **Registered Dietitian/Nutritionist (RDN)**:

- Complete a minimum of a bachelor's degree at a US regionally accredited university or college and coursework accredited or approved by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND).
- Completed an ACEND accredited supervised internship program that provides rotation sites through various healthcare facilities, community agency, and foodservice operations. ACEND requires 1200 hours of supervised practice which typically takes 9-12 months for most program lengths.
- Passed the national registration examination by the Commission on Dietetic Registration (CDR). For more information regarding the examination, refer to CDR's Web site at www.cdmnet.org
- Completed continuing professional educational requirements to *maintain* registration.

Letters of Recommendation

Upon graduation, dietetic graduates may be required to submit letters of recommendations as part of the application process for applying to dietetic internship programs, advanced areas of study or for professional employment.

In order to receive a strong letter of recommendation that adequately describes the strengths of the person applying to an internship or otherwise, students should consider engaging in extracurricular activities as suggested by the program's faculty and director. Some suggestions:

1. Shadow nutrition professionals or obtain professional internships
2. Relevant work experience and volunteerism
3. Attend most of the SNA's meetings and participate in activities.
4. Serve as an officer for one year or find other leadership opportunities
5. Assist with recruitment activities (i.e. career fairs, open-house, etc.)
6. Attend and assist with health fair events
7. Participate in community service activities that are related to Human Sciences and the dietetics program (i.e. NCCU Campus Pantry, health education and screening events, etc)
8. Maintain a strong GPA and exhibit professionalism in and outside the classroom

Nutritionist/Dietetic Technician Registered (NDTR) Requirements

To become a **Dietetic Technician Registered (NDTR)**, an individual must successfully complete the following:

Pathway I

- Completion of an Associate degree granted by a U.S. regionally accredited college or university with the Accreditation Council for Education in Nutrition and Dietetics (ACEND) Accredited Dietetic Technician Program.

OR

Pathway III

- 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) Didactic Program in Dietetics (DPD).
- Passed a national examination administered by the Commission on Dietetic Registration. For more information regarding the examination, refer to CDR's Web site: www.cdmet.org
- Completed continuing professional education requirements to maintain registration.

Miscellaneous

Policy for Student Complaints

Procedure:

1. When students have complaints regarding the program, they are expected to first discuss the issue with an instructor/professor.
2. If a resolution to the issue is not achieved, then they are expected to speak with the Director of the program.
3. The program director then meets with both the student and the faculty member to discuss the issue and obtain a resolution to the issue.
4. If an acceptable resolution is not achieved, then the director of the program, the faculty member, and the student meet with the department chair.
5. If an acceptable resolution is not achieved with the department chair, then the Department of Human Sciences follows the NCCU procedures for handling the grievance/complaint.

The student is advised to refer to the NCCU on-line undergraduate catalog for the policies and procedures regarding student complaints:

<http://www.nccu.edu/studentconduct/complaints.cfm>

Filing a Complaint to ACEND

After all other program, department and university avenues for submitting complaints regarding the program have been exhausted with no resolution, students, interns, faculty, dietetics practitioner and/or public may submit a complaint to ACEND regarding the didactic program in dietetics at NCCU. ACEND® has established a process for reviewing complaints against accredited programs in order to fulfill its public responsibility for assuring the quality and integrity of the educational programs that it accredits. The 13-step process is found here:

<http://www.eatrightpro.org/resources/acend/public-notices-and-announcements/filing-a-complaint>

Insurance and Liability Requirements

All students are required to have insurance (covered in the program fees unless waived), health insurance and student health and accident insurance. Students are expected to maintain all immunization records that are consistent with the Student Health Department at NCCU. Additional immunizations may be required for specific facility sites.

If students are operating their own vehicle to travel to learning sites, they are expected to maintain automobile insurance and a current drivers license.

<http://www.nccu.edu/studenthealth/immunizations.cfm>

Injury or Illness

In some experiential learning sites, the student will have access to on-site health care in case of injury or sickness. Students are expected to maintain and show evidence of having current health and accident insurance. According to the affiliation agreements, interns do not qualify for worker's compensation due to injuries while in the facility.

Background Checks and Drug Screening

Some sites may require background checks and drug screening. It is the student's discretion to subject themselves to these checks and screening. A student may not be permitted to work in a particular facility if failing to pass.

Student/Intern Replacement of Employees

Rotation sites will not use interns to replace employees, except to meet competencies as planned learning experiences.

Student Compensation

In general, students do not receive compensation as part of the program. Students may choose to apply for work student which is under the regulation of the university and federal guidelines. Rotations/sites are not expected to compensate students; however, they are not prohibited.

Academic Calendar

The Academic Calendar is posted on-line by Fall of each academic school year. See the following web-site for the: www.nccu.edu/formsdocs/proxy.cfm?file_id=964

Extenuating Circumstances for Withdrawal

Extenuating circumstances and examples of suggested documentation include, but are not limited to the following:

1. Medical/Psychological - Statement from physician or therapist on letterhead including dates of service and whether or not the student is stable and ready to return to the University.
2. Personal/Family Emergency - Medical documentation or statement from physician on letterhead including dates of service; Notarized statement from parent or family member.
3. Death of a Family Member - Copy of an obituary, funeral program, or certified death certificate; Statement of the relationship between the student and the deceased to accompany the obituary or funeral program.
4. Domestic Violence/Sexual Assault - Copy of police report or court/legal documents; Statement from physicians or therapists on letterhead including dates of service and whether or not the student is stable and ready to return to the University.
5. Serious Car Accident - Copy of police report; Medical documentation or statement from physician on letterhead including dates of service; Documentation from repair company indicating seriousness of accident.
6. Changes in Employment/Unexpected Financial Difficulty - Statement from employer indicating employment change/termination; Financial/bank statements.
7. Military Service/Deployment - Military orders showing dates of deployment, training, or service.

Other circumstances:

- Reinstatement/Made up Deficit Hours - Official academic transcript review and posting of transfer hours by the NCCU Registrar's Office.
- Unusual Enrollment History - Documentation of academic or personal reasons which may explain the failure to earn credits.

Leave of Absence

Students who wish to withdraw from the university for personal, medical, or academic reasons at any time during the semester must complete the Official University Withdrawal Form, which may be obtained from the Registrar's Office. After the form has been completed and approved by the student's academic advisor and the Registrar's Office, the Registrar's Office will update the student record in Banner. Students who leave the university without completing the Official Withdrawal Form will forfeit their eligibility for refunds of tuition and fees.

Students who are unable to appear in person may notify the Registrar's Office by letter of their intention to withdraw. (It is conceivable that the letters may sometime be sent to deans when the withdrawal is of an academic nature. The dean would then collaborate with the Office of the Dean of Students.) Withdrawals are effective upon receipt and processing of the letter by the Office of the Dean of Students. The student identification card must be submitted with the withdrawal letter before refunds are made for tuition and fees.

Students who left the university in good academic standing will be eligible for readmission. Readmission is completed on-line on the university website.

Verification of Receipt of Nutrition and Dietetics Student Handbook

I _____ have received a copy of the Food and Nutrition Student Handbook. I understand that it is my responsibility to read the handbook and ask questions for clarification. I also understand that this handbook is revised annually and it is my responsibility to obtain a new copy each October of a new academic school year.

Updated

- ***November 2017 by Donnae Ward Laughinghouse***
- ***July 2018 by Jason O'Briant***