



## **LIPSCOMB HEALTH**

**Division of Health Sciences  
Department of Nutrition**

**Didactic Program in Dietetics  
Student Handbook**

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## INTRODUCTION

Lipscomb University first received approval from the American Dietetics Association for a Plan IV dietetics program in the Home Economics Department in 1979; the Department of Nutrition received its most recent accreditation in 2014. The program has had consistent and sustained enrollment, with graduating classes as large as 20 students in some years. The DPD program has had consistent leadership, with only two directors in the last three decades. The current undergraduate program director, Dr. Autumn Marshall, became program Director in Fall of 2018. In 2009, the nutrition section of the Family and Consumer Sciences Department became a stand-alone department, and the new Department of Nutrition moved into the College of Pharmacy and Health Sciences, which is now known as the Division of Health Sciences of Lipscomb Health. The department offers three majors: dietetics, nutrition, and food systems management. The department also offers a Dietetic Internship Program, which began in 2002, and which is now combined with a Master of Science in Nutrition in a two-year program. The department has five full-time faculty members and one part time adjunct faculty member.

The program's strengths include the small student to faculty ratio, excellent relationships with supporting academic departments, and opportunities for inter-professional education and research within the Division of Health Sciences, which includes Pharmacy, Nursing, Kinesiology, Healthcare Informatics, Physician Assistant Studies, and Cardiac Perfusion. These programs train students together in an interprofessional Grand Rounds environment, which includes the opportunity to practice in the simulation lab in the Nursing and Health Sciences Center. The opportunities for part-time employment of students by clinical and community partners within the city of Nashville are abundant.

## ACCREDITATION STATUS

The Didactic Program in Dietetics at Lipscomb University 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>.

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) is a specialized accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the United States Department of Education. The DPD program is scheduled for review of its accreditation in 2022. ACEND is also a member of the Association of Specialized and Professional Accreditors (ASPA) and abides by its *Member Code of Good Practice* <http://www.aspa-usa.org/principles>.

## MISSION AND GOALS

Lipscomb University is a coeducational, church-related university located four miles south of the State Capitol in Nashville, Tennessee. The university is accredited to award associate's, bachelor's, master's, and doctoral degrees by the Southern Association of Colleges and Schools Commission on Colleges. More than one hundred undergraduate majors are offered in the liberal arts, along with pre-professional and professional programs leading to the bachelor of arts, bachelor of business administration, bachelor of fine arts, bachelor of science, bachelor of social work, master of arts, master of accountancy, master of business administration, master of Christian practice, master of

divinity, master of education, master of human resources, master of science, master of theological studies, doctor of education, doctor of philosophy, and doctor of pharmacy degrees.

## **PROGRAM MISSION STATEMENT**

The mission of the Didactic Program in Dietetics is to provide a premier undergraduate educational experience in a Christian environment that prepares graduates for acceptance into internships and/or careers in dietetics and for service to the community and the profession.

The curriculum is designed to provide for the development of the foundation Knowledge and Skills established by the A.N.D. for Entry-Level Dietitians. Upon completion of our program, the graduate will have the necessary knowledge and skills required for quality performance as a dietetic intern and/or professional.

## **PROGRAM GOALS**

1. Graduates of the program will be qualified for acceptance into a dietetic internship or other supervised practice program.
2. Program graduates will demonstrate competency in the Foundation Knowledge and Skills set forth by the Academy of Nutrition and Dietetics (A.N.D.) for Entry-Level practice.
3. Program graduates will be prepared for community service.

## **INFORMATION TO PUBLIC**

Program outcomes data are available on request. Please send a written request to Dr. Autumn Marshall, DPD Director, at [autumn.marshall@lipscomb.edu](mailto:autumn.marshall@lipscomb.edu) or Department of Nutrition, One University Park Drive Nashville, TN 37204-3951.

## **ACEND ACCREDITATION STANDARDS 2022**

### **Domain 1**

#### **1. Scientific and Evidence Base of Practice: integration of scientific information and research into practice**

KRDN 1.1 Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions.

KRDN 1.2 Use current information technologies to locate and apply evidence-based guidelines and protocols.

KRDN 1.3 Apply critical thinking skills.

### **Domain 2**

#### **2. Professional Practice Expectations: beliefs, values, attitudes and behaviors for the professional dietitian level of practice.**

KRDN 2.1 Demonstrate effective and professional oral and written communication and documentation.

KRDN 2.2 Describe the governance of nutrition and dietetics practice, such as the Scope of Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics; and describe interprofessional relationships in various practice settings.

KRDN 2.3 Assess the impact of a public policy position on nutrition and dietetics practice.

- KRDN 2.4 Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.
- KRDN 2.5 Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates in the delivery of food and nutrition services.
- KRDN 2.6 Demonstrate an understanding of cultural competence/sensitivity.
- KRDN 2.7 Demonstrate identification with the nutrition and dietetics profession through activities such as participation in professional organizations and defending a position on issues impacting the nutrition and dietetics profession.
- KRDN 2.8 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.

### **Domain 3**

#### **3. Clinical and Customer Services: development and delivery of information, products and services to individuals, groups and populations**

- KRDN 3.1 Use the Nutrition Care Process to make decisions, identify nutrition-related problems, and determine and evaluate nutrition interventions.
- KRDN 3.2 Develop an educational session or program/educational strategy for a target population.
- KRDN 3.3 Demonstrate counseling and education methods to facilitate behavior change for and enhance wellness for diverse individuals and groups.
- KRDN 3.4 Explain the processes involved in delivering quality food and nutrition services.
- KRDN 3.5 Describe basic concepts of nutritional genomics.

### **Domain 4**

#### **4. Practice Management and Use of Resources: strategic application of principles of management and systems in the provision of services to individuals and organizations**

- KRDN 4.1 Apply management theories to the development of programs or services.
- KRDN 4.2 Evaluate a budget and interpret financial data.
- KRDN 4.3 Describe the regulation system related to billing and coding, what services are reimbursable by third party payers, and how reimbursement may be obtained.
- KRDN 4.4 Apply the principles of human resource management to different situations.
- KRDN 4.5 Describe safety principles related to food, personnel and consumers.
- KRDN 4.6 Analyze data for assessment and evaluate data to be used in decision-making for continuous quality improvement.

## **PROCESS TO BECOME A REGISTERED DIETITIAN**

In order to become a registered dietitian nutritionist (RDN), individuals must **1)** complete an accredited Didactic Program in Dietetics, **2)** complete an accredited dietetic internship, **3)** complete a master's degree, and **4)** successfully pass the national examination for registered dietitians. The Commission on Dietetic Registration (CDR) of the Academy of Nutrition and Dietetics administers the examination, and also establishes the criteria for eligibility of applicants to take the exam. Eligibility criteria include both knowledge and performance standards. The knowledge requirements are stated above, and provide the core knowledge base for entry-level dietitians. The performance requirements involve completion of an Academy of Nutrition and Dietetics accredited post-baccalaureate dietetic internship or other supervised practice program designed to provide students with the experience and opportunity to master specific performance skills necessary for entry-level dietitians.

The DPD Program at Lipscomb University fulfills the first requirement to becoming an RDN – the completion of a Bachelor of Science degree and/or completion of an ACEND-accredited Didactic Program in Dietetics. DPD students who wish to complete the next steps of the process must complete a master's degree and a supervised practice program. Students enroll in supervised practice through a matching process, and thus must apply – be accepted – and successfully complete the program. **Completion of the Lipscomb University DPD does not guarantee acceptance into a supervised practice and/or graduate program.**

## **CURRENT NATIONAL SHORTAGE**

According to the Spring 2022 Dietetic Internship Match Data as published by ACEND, a total of 3482 applications were submitted, and 2218 matches occurred, with 357 students enrolling via pre-select option for a total of 2575 students being chosen for supervised practice programs. A total of 907 students were not matched due to unavailability of slots. This match rate is currently 64%. It is important for all students who desire to pursue a career as a Registered Dietitian to be informed of the competition for internship or supervised practice positions, and that graduation from an accredited BS program does NOT guarantee acceptance into an accredited program. Because application to any dietetic internship or other supervised practice program is extremely competitive, students should realize that GPA is very important in addition to work and volunteer experiences as measures of student success.

## **DOCUMENTATION OF EDUCATIONAL REQUIREMENTS**

### **VERIFICATION STATEMENT**

In addition to earning the BS degree, students who satisfactorily complete all DPD program requirements receive an ACEND Verification Statement from the DPD Director signifying the completion of the academic qualifications required by ACEND to be eligible to apply for an ACEND-accredited dietetic internship or other supervised practice program.

In order to receive a verification statement, students enrolled in the DPD program at Lipscomb University must:

1. Achieve and maintain a cumulative GPA of 3.0 or above, with no grade lower than a C in all DPD required courses. A list of DPD required courses is found in the university catalog (<http://www.lipscomb.edu/academics/catalogs>)
2. Complete a minimum of 18 hours of upper division food and nutrition courses from Lipscomb University.

Students not awarded the ACEND verification statement are NOT eligible to apply for any ACEND-accredited dietetic internships, and thus, will NOT be able to take the examination to become a registered dietitian.

Students who have previously earned a bachelor's degree in another field may choose to enroll in the undergraduate Certificate Program in Dietetics to receive an ACEND verification statement. These students may be awarded a verification statement from Lipscomb University if they complete all of the DPD required courses as prescribed in the catalog (<http://www.lipscomb.edu/academics/catalogs>) with a grade of C or better and earn a cumulative GPA of at least 3.0. Transcripts from previous degrees will be reviewed by the DPD Director and

program faculty to determine whether previous coursework satisfies any of the DPD program requirements. Transfer students (without a BS degree) must complete at least 18 hours at Lipscomb University.

All coursework meeting upper division (3000 and 4000 level) food and nutrition course requirements must be completed within five years of receiving the verification statement. Students who completed upper division food and nutrition courses five or more years ago may be required to retake selected food and nutrition courses as determined by the Program Director.

## **ASSESSMENT OF PRIOR LEARNING**

Students with coursework from another institution who wish to have that coursework considered for substitution of Lipscomb University coursework must submit official transcripts from all institutions attended. In addition, students should be prepared to provide copies of syllabi, assignments and/or exams to provide documentation of course content. The Chair of the Department of Nutrition will review transcripts and determine course equivalency for DPD courses. If the Department Chair is unable to determine course equivalency from the materials provided, the student will be required to pass a comprehensive examination of the course content in order to justify course equivalency. In rare instances, a student may be allowed to take an equivalency exam for course credit. The Department Chair and/or DPD Director will determine eligibility on a case by case basis depending on the student's prior experience.

## **ADMISSION TO THE DPD PROGRAM**

Before being admitted to the dietetics program, a student must be admitted to Lipscomb University and meet the same criteria for admission to Lipscomb as all other students. In addition, a separate admission process is required for students to be admitted to the Dietetics Program. Applicants seeking admission by transfer must meet all the standards required by the university. The application deadline is the Friday of the third week of the semester prior to expected entrance into the program. Applicants will be notified of the status of their application by email prior to preregistration.

### *Notice of Nondiscriminatory Policy*

Lipscomb University is a private, Christian university open to any qualified student without regard to race, religion, sex, age, color, national or ethnic origin, or disability. The university shall comply with all applicable federal and state nondiscrimination laws, and does not engage in prohibited discrimination on the basis of race, religion, sex, age, color, national or ethnic origin, or disability in the administration of its educational policies, programs and activities, including without limitation, admissions policies, scholarships and loan programs, employment practices, and athletic and other school administered programs. As a religiously controlled institution of higher education, Lipscomb University is exempt from compliance with some provisions of certain civil rights laws.

Effective Fall Semester, 2015, students interested in pursuing an ACEND Verification statement from the Lipscomb University DPD are required to complete an application process. It is the student's responsibility to collect and prepare all forms, applications, and credentials; and to submit them to the DPD Director. The application form will move online in Fall 2022. Fulfillment of specific requirements does NOT ensure admission into the program.



Students must have completed ALL of the following requirements in order to be eligible to submit an admission application:

1. Applicants must have completed at least the prescribed **23** hours of pre-requisite coursework.

Each course may be repeated one time. The specific courses are:

- NUTR 1011 Professional Orientation
- NUTR 2613 Principles of Nutrition
- NUTR 1213 Food Science
- CM 1014, 1034 General, Organic, and Biochemistry I and II
- BY 2434, 2444 Anatomy and Physiology I and II.

2. A student must earn a “B” or higher in the 7 hours of NUTR courses.

3. A student must earn a “C” or higher in the 12 hours of chemistry and biology courses.

4. A student must have a minimum cumulative GPA of a 3.0 at the time of admission to the DPD program.

5. A student must maintain a “C” average in any **specific** course required for the bachelor’s degree in dietetics or the Certificate Program in Dietetics.

6. Complete the application Appendix A (online in Fall 2022,) to include the following:

- a) Goal statement: a concise statement of your career goals as a dietitian is required with your application.
- b) Two references: one name of a collegiate faculty member and one personal reference (someone not related to you who can provide a personal statement of your character and values). The name of the reference and contact information is required.
- c) List of colleges/universities attended
- d) Grades earned in the pre-requisite courses
- e) Current cumulative GPA
- f) Attach unofficial transcripts of all university coursework; official transcripts must be received by the Lipscomb University Records office prior to admission to the program
- g) Return of the completed application to Autumn Marshall, DPD Director at [autumn.marshall@lipscomb.edu](mailto:autumn.marshall@lipscomb.edu), or submit online.

Students should submit the application to the DPD program when filing the major/minor form in the registrar’s office. For questions related to the admission process for entry into the DPD Program, please contact Autumn Marshall, PhD, RD, LDN, Nutrition Department Chair and Didactic Program Director, at (615) 966-6106 or 1-800-333-4358, ext. 6106; or via email at [autumn.marshall@lipscomb.edu](mailto:autumn.marshall@lipscomb.edu).

## **DPD COMPLETION REQUIREMENTS**

Students have completed the Lipscomb University DPD program when they:

1. have completed the 126-hour BS Degree Curriculum in Dietetics or a bachelor's degree in another field; and
2. have maintained a cumulative GPA of 3.0 or above, with no grade lower than a C in all DPD required courses (<http://www.lipscomb.edu/academics/catalogs>); and
3. have completed the DPD coursework requirements within 5 years of admission to the DPD program, or plan to retake upper division food and nutrition courses if more than five years have passed between admission to the DPD program and completion of requirements.

## **GENERAL LIPSCOMB UNIVERSITY ACADEMIC POLICIES**

All academic policies and procedures can be found in the current undergraduate catalog:

<http://www.lipscomb.edu/academics/catalogs>

Admission Policies: Admissions policies can be found at the Admissions website:

<https://www.lipscomb.edu/admissions>

Withdrawal and refund of tuition and fees:

<https://catalog.lipscomb.edu/content.php?catoid=22&navoid=1695>

Scheduling and Program Calendar: <https://www.lipscomb.edu/academics/registrar/academic-calendar>

Protection of privacy of student information and access to personal files

The complete policy statement of "Privacy Rights of Students" is available online in the Student Handbook and can be viewed at:

<https://www.lipscomb.edu/financial-aid/policies-consumer-information>

Policies regarding discipline and termination, and student rights can be found in the Lipscomb University Student Handbook: <https://www.lipscomb.edu/student-life/student-expectations>

## **STUDENT COMPLAINTS**

The Lipscomb University Student Complaint policy is found in the Student Handbook:

<https://www.lipscomb.edu/student-life/student-expectations>

Students who have a grievance with the DPD program are encouraged to meet with the DPD Director in an attempt to resolve the issue. If the issue is not resolved, the student may present the grievance to the Department Chair of Nutrition and/or the Vice Provost of the College Pharmacy without fear of retaliation. A student may initially present his/her grievance to the Vice Provost if preferred. Some grievances may be under the jurisdiction of the College and/or University and university policies for student complaints/grievances will be followed as specified in the Student Handbook. The office of Student Life may facilitate the processing of student grievances as appropriate: <https://www.lipscomb.edu/student-life/student-expectations>

There will be no retaliation toward any student who has filed a complaint. If a student suspects that retaliation has occurred, the same procedure for filing a complaint may be followed and/or the student may contact the Senior Director of Strategic Initiatives for Academic Success: Teresa Williams, 615-966-1052.

If a student has followed the proper procedure, as outlined above, and still believes that the matter has not been properly handled, the student has the right to file a complaint with the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Written complaints may be sent to: ACEND, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606. The phone number is: ACEND: 800-877-1600, ext 5400. Website: <http://eatright.org/acend> Email: [ACEND@eatright.org](mailto:ACEND@eatright.org).

ACEND will review complaints that relate to a program's compliance with the accreditation standards. ACEND is interested in the sustained quality and continued improvement of dietetics education programs, but does not intervene on behalf of individual students or act as a court of appeal for individual students in matters of admission, appointment, promotion or dismissal of faculty, staff or students. The procedure for submitting complaints to ACEND may be obtained by contacting ACEND staff by phone or email as listed above.

## **ACCESS TO STUDENT SUPPORT SERVICES**

All DPD students have an academic advisor in the Department of Nutrition and Kinesiology. Students are required to meet with their academic advisor each semester in order to register for classes and to review academic progress and goals. Lipscomb University has a vested interest in the success of each student and provides the resources students need to do well academically. All faculty keep office hours, which are posted on the office door each semester. Resources include:

### *Health Center*

The campus Health Center provides medical care through an outpatient facility staffed by licensed physicians and nurse practitioners. Services include a general medical clinic, allergy and immunizations, preventative care, and referrals as needed. More details are found at: <https://www.lipscomb.edu/student-life/health-wellness/health-center>

### *Academic Success Center*

The Academic Success Center at Lipscomb University offers services such as personal counseling, academic counseling, career counseling, testing, campus outreach and consultation services free of charge to enrolled students. More information is found at <https://www.lipscomb.edu/academics/academic-support/academic-success-center>

Tutoring and learning support services: <https://www.lipscomb.edu/academics/academic-support/academic-success-center>

### *ACCESS Ability Program: Accessing the College Community and Enabling Success*

Lipscomb University is committed to providing equal access to education, housing, facilities and all school-sponsored events through a dedicated effort to comply with the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, and state and local regulations regarding individuals with disabilities. Pursuant to these laws, no qualified individual shall unlawfully be denied access to or participation in any services, programs, or activities of Lipscomb University

on the basis of their disability. Lipscomb University will provide reasonable accommodations for the needs of qualified students as they pursue post-secondary education.

Please contact the ACCESS Ability Program, with any questions, requests, or concerns regarding services and accommodations provided for individuals with disabilities. You can reach them by email at [accessability@lipscomb.edu](mailto:accessability@lipscomb.edu), phone at 615.966.6301, or fax at 615.966.5079. More information is found at <https://www.lipscomb.edu/academics/academic-support/academic-success-center/testing-services/disability-services>.

#### *Financial Aid*

The office of Financial Aid website provides information for students related to financial aid. <https://www.lipscomb.edu/admissions/financial-aid>

### **FORMAL ASSESSMENT OF STUDENT LEARNING and PROGRESS**

Students in the Lipscomb University DPD program receive verbal and written feedback during each DPD course in order to provide opportunities for improvement as needed. Students are encouraged to meet with their Academic Advisor once per semester in order to discuss progress toward graduation requirements. Mid-term grade deficiencies are made available to students and their advisors to assist with decision making. As stated in the catalog (<http://www.lipscomb.edu/academics/catalogs>):

Mid-term “D” and “F” grades are available on the Web to students during the fall and spring semesters. Final grades are available on the web at the end of each semester. Once grades have been posted to the student’s record in the registrar’s office they are considered permanent.

### **RETENTION REQUIREMENTS**

Students will be retained in the Lipscomb University DPD provided the following retention criteria are met each semester:

1. Completion of required courses as outlined on the 126-hour B.S. Degree Curriculum Dietetics option or of courses required for completion of the Certificate Program in Dietetics.
2. Maintenance of a cumulative grade point average of 3.0 each semester, and an overall cumulative GPA of 3.0 in DPD courses.

The DPD Director monitors all DPD student grades at the end of each semester to verify adherence to retention requirements. Any student failing to meet retention requirements will be notified by email within ten days of final grade postings. Students are allowed to retake courses as needed to meet retention criteria.

### **ADMISSION/RETENTION GRIEVANCE POLICY**

Any student denied admission or retention to the Lipscomb University DPD will be notified in writing by the Program Director. Students are given the opportunity to discuss the rationale of the decision with the Program Director and/or Department Chair. If a student is not satisfied with the explanation, he/she may request a review of the decision by the Vice Provost for Health Affairs. An official request for review must be received by the Vice Provost in writing within 10 business days from the mailing date of the denial letter. Requests for review received later than 10 days after receipt of the denial letter will be reviewed at the discretion of the Vice Provost.

## **DISCIPLINARY/TERMINATION PROCEDURES**

Students falling below the 3.0 cumulative GPA will be sent a letter indicating their GPA is below the minimum requirement for retention, and that they are on probation for one semester. Students on probation will be allowed that semester to raise their curriculum GPA to 3.0 or above. If, by the end of the semester, their GPA is not at 3.0 or above, they will be dismissed from the DPD program and be placed in another curriculum of study. Students may re-apply to the DPD program one time following a dismissal.

## **DIETETIC STUDENT RESPONSIBILITIES AND ETHICS**

Students enrolled in the Lipscomb University DPD must follow appropriate student conduct as outlined in the University Student Handbook: <https://www.lipscomb.edu/student-life/student-expectations>

Additionally, dietetic students should conduct themselves in a professional manner while on or off campus in the course of attending classes or completing coursework. The Academy of Nutrition and Dietetics Code of Ethics is the reference document for professional conduct of dietetics students and practitioners <https://www.eatrightpro.org/-/media/eatrightpro-files/career/code-of-ethics/coeforthenutritionanddieteticsprofession.pdf?la=en&hash=0C9D1622C51782F12A0D6004A28CDAC0CE99A032>

### *Lipscomb University Academic Integrity Policy*

Faculty, staff, and students at Lipscomb University commit to academic integrity and uphold the values of the university community (<https://www.lipscomb.edu/academics/academic-support/academic-integrity>.) The student commitment to academic integrity reads as follows:

- I affirm my commitment to uphold the values of the Lipscomb University community:
- I will not lie, cheat, or steal in my academic endeavors, nor will I accept the actions of those who do.
- I will conduct myself responsibly and honorably in all my activities as a Lipscomb University student.

## **GRADUATION AND DPD COMPLETION REQUIREMENTS**

DPD Students are required to complete the degree requirements for a Dietetics major <http://www.lipscomb.edu/academics/catalogs>

126 credits are required to obtain a Bachelor of Science degree from Lipscomb University. Students must have a minimum 2.0 GPA overall and 2.0 GPA in their major to graduate. The DPD program follows all university policies and regulations for graduation available at <http://www.lipscomb.edu/academics/catalogs>

One of the objective measures of Program Goal 1 of the DPD Program is DPD completion rate within 150% of time planned for completion. 150% of time planned for completion is 6 years.

## **FEES AND EXPENSES**

Fees and expenses related to tuition and other costs can be found at: <http://www.lipscomb.edu/studentlife/student-services>

## **ADDITIONAL DPD EXPENSES**

*Transportation expenses* may be incurred as part of the following courses:

NUTR 3603 Community Nutrition

NUTR 4223 Food Systems Management II

*Membership Fees* recommended for the program include:

The Academy of Nutrition and Dietetics - approximately \$60.00 per year

Lipscomb Academy Nutrition and Dietetics - \$10.00 per year

Membership in the Academy of Nutrition and Dietetics and the Lipscomb Academy of Nutrition and Dietetics are not required, but are recommended.

## **LIABILITY FOR SAFETY IN TRAVEL TO AND FROM ASSIGNED AREAS**

Students will be required to provide their own transportation to field trip/service learning locations. Liability automobile insurance is required in the state of Tennessee.

## **INJURY OR ILLNESS**

Should any student become ill or sustain injury while at a facility (during field trips or service-learning activities), expedient emergency care shall be obtained. Students are responsible for financial/medical insurance to cover such emergencies and follow up care as needed. Students should notify the DPD Director and/or course instructor of medical or nonmedical emergencies as soon as possible if they are going to miss class due to injury, illness, or extenuating circumstances. If the student will miss more than 2 weeks of school, the student needs to report the situation to the Associate Provost for Student Academic Support. It is the student's responsibility to make up any missed work.

## **APPLICATION TO A DIETETIC INTERNSHIP PROGRAM**

Supervised practice in an accredited dietetic internship (DI) program is required along with academic coursework to become a registered dietitian (RD). There is a national application process that is made available through the Academy of Nutrition and Dietetics. For most programs, applications must be submitted in early February (on or around February 15) and notification of acceptance is received in early April for programs with a summer or fall admission. An online Internship Application process is available: the Dietetic Internship Centralized Application System (DICAS). Students should check the website of each Dietetic Internship to confirm whether that internship is using the DICAS system. The fee to use DICAS is \$50.00 for the first application submitted, and \$25.00 for each additional application. Students can set up accounts at: <https://portal.dicas.org>.

Currently there are more applicants than slots available and nationally only 73% of the applicants are matched. It is essential that, beginning early in their coursework, students plan for developing a strong record of academic progress, experiences, and relationships that will support a successful DI application.

## **TIPS FOR APPLYING TO A DIETETIC INTERNSHIP**

Each fall semester, the Lipscomb Academy of Nutrition and Dietetics organization will host a Dietetic Internship information meeting. All students interested in a career in dietetics are encouraged to attend this meeting. The student may also contact the Program Director to discuss the internship application process: [autumn.marshall@lipscomb.edu](mailto:autumn.marshall@lipscomb.edu).



1. Build a professional portfolio. Begin EARLY to establish relationships, experiences and an information base needed to successfully apply for the DI. Directors of the DI program consider these attributes:

- a. Cumulative grade point average – Many programs require a GPA of 3.0 or higher for admission to the DI. Other programs may not specify a certain GPA, but national competition and experience strongly suggests that a GPA of 3.0 or higher is needed for acceptance. Grade points are viewed as cumulative. Particular consideration is given to all DPD courses, with special emphasis on science courses and upper division nutrition and food service courses.
- b. Relevant work experience. Evidence that you are a productive, reliable and competent worker is critical. Volunteer and/or paid work experience in the areas of nutrition and foodservice is highly recommended.
- c. Activities. DI program directors look for students whose activities suggest they are committed to becoming a registered dietitian and contributing to the profession.
- d. Leadership. Demonstrated leadership skills. What future expectation do you have for yourself? What evidence can you provide to the DI selection committee that you are a good investment for their program?
- e. References. Dietetic programs often require references in the following categories: DPD Director, professors, academic advisors, employer and personal. Obtaining good references should not be the sole basis for decisions, but it is important to develop relationships over time with people who may serve as references in the future. This may include a variety of interactions so that the persons from whom you request recommendations have an adequate basis for providing a strong reference when needed.

2. Collect information about dietetic internships The *Directory of Dietetic Programs* is available on the Academy of Nutrition and Dietetics website <https://www.eatrightpro.org/acend/accredited-programs/accredited-programs-directory>.

Information about dietetic internships should be sought during the sophomore and junior years. Once the directory has been reviewed, a student should select programs of interest, request information on the programs, review the information, and develop a sense of which program(s) best fit his or her needs.

3. Follow good business etiquette in writing, e-mailing or calling program directors for information and in all professionally-related activities. You cannot predict when a program director or potential employer will form an opinion about you. Good business practices suggest that all written communications be on plain, good quality paper, typed, error-free, grammatically correct, well-organized, and the request clearly stated. All correspondence (including e-mails) should be dated, include name and correct titles of the person to whom you are writing, and include your complete name and contact information.

4. Applications to Dietetic internships are typically a national application process. The application timetable is available at <https://www.eatrightpro.org/acend/students-and-advancing-education/dietetic-internship-match-students#timelines> and from the DPD director. Most DI programs follow the February application process with a start date in summer or fall. Some programs have a November application process with a start date in winter or spring.

- a. Each DI will have its own application requirements - pay close attention to what is required for submission – each DI will have a separate application fee. Make a grid of what is required for each program.
  - b. Applications for graduate school are completed in separate packets according to each school's guidelines – these often require separate recommendation letters and separate mailing addresses, and sometimes have separate deadlines that precede the internship application deadline.
  - c. Request letters of recommendation from appropriate individuals, and allow enough time for completion. For most programs, one letter of recommendation must come from the DPD Director – Dr. Marshall.
  - d. Part of the application process is to file a Declaration of Intent form. This form requires the DPD Director to list courses that the student still needs to complete prior to receiving the Verification Statement. The student should confirm the list of courses once the DPD Director has submitted the form in the online application.
  - e. Submit the online or paper application by the deadline set by each supervised practice program.
  - f. Some programs require an interview either by phone, video or in person. Dress professionally and be prepared for the interview.
5. Take the GRE if needed: programs may require a minimum GRE score to apply so allow time to retake the test if necessary [www.gre.org](http://www.gre.org)

Additional suggestions for improving your chances of getting a dietetic internship position can be found at <https://www.eatrightpro.org/acend/students-and-advancing-education/dietetic-internship-match-students>.

## **DECLARATION OF INTENT**

This form is required as part of the application packet to a DI. This form is completed by the DPD Director in the online application and states the courses remaining to be completed by the student and the date the B.S. degree will be complete. Students who have already completed B.S. degree requirements should submit a Verification Statement instead of the Declaration of Intent form.

## **COMPUTER MATCHING**

DI programs use a standardized computer matching process to match applicants with supervised practice spots. Students are responsible for registering with D & D Digital ([dnddigital.com](http://dnddigital.com)) in order to be part of the computerized matching process. Information can be found by contacting D& D Digital: <http://www.dnndigital.com> (\$50.00 fee)

## **VERIFICATION STATEMENT**

The Verification Statement is a form prescribed by the Accreditation Council for Education in Nutrition and Dietetics and is available from the DPD director. Upon successful completion of the DPD program at Lipscomb University, graduates will be given six original verification statements with original signatures. Copies of these forms are not acceptable, and students should maintain these records in a safe place.



## **APPENDIX A**

### **Application for Admission to the Lipscomb University DPD**

**Lipscomb Health: Division of Health Sciences**

**Lipscomb University**  
**Didactic Program in Dietetics Application Form**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 E-mail: \_\_\_\_\_ L#: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone#: \_\_\_\_\_

List all colleges and universities attended, with most recent listed first (use back of paper if necessary).


List Course Grades in the following courses:

Course #	Course Name	Where Taken	Grade
NUTR 1011	Professional Orientation		
NUTR 1213	Basic Foods		
NUTR 2613	Principles of Nutrition		
BY 2434	Anatomy & Physiology I		
BY 2444	Anatomy & Physiology II		
CM 1014	General, Organic, & Biochemistry I		
CM 1034	General, Organic, & Biochemistry II		

Current overall GPA at point of application (include courses from all universities attended): \_\_\_\_\_.

Courses in which you are currently enrolled:


References: One must be a collegiate faculty member and one must be a personal reference (someone not related to you who can provide a personal statement of your character and values).

Reference Name	Reference Mailing Address	Reference Phone # & Email

**Goal Statement:** A concise statement of your career goals as a dietitian:

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I certify that all the information and statements I have provided in this application are correct and complete. I certify that the goal statement submitted with this application is my original work. I have read and understand all the information related to the application process.

I have never been cited for an academic integrity violation.

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Student's Signature

## **APPENDIX B**

### **LIPSCOMB UNIVERSITY DPD STUDENT HANDBOOK ACKNOWLEDGEMENT AND SIGNATURE FORM**

## **LIPSCOMB UNIVERSITY DPD STUDENT HANDBOOK ACKNOWLEDGEMENT AND SIGNATURE FORM**

I hereby agree that I have read the Lipscomb University DPD Student Handbook and fully understand the material included. Any questions should be discussed with the DPD Director [autumn.marshall@lipscomb.edu](mailto:autumn.marshall@lipscomb.edu) or 615 966-6106.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_