



**DOMINICAN
UNIVERSITY**

Borra College of Health Sciences

Nutrition and Dietetics

**Didactic Program in Dietetics
Student Handbook**

**Bachelor of Science Degree in Nutrition and Dietetics
and
Post-Baccalaureate Certificate Program in Nutrition and Dietetics**

Department of Nutrition Sciences

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The Didactic Program for the Nutrition and Dietetics curriculum at Dominican is currently granted accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics. The address is:

Accreditation Council for Education in Nutrition and Dietetics

120 S. Riverside Plaza, Suite 2190

Chicago, IL 60606-6995

(312) 899-0040, extension 5400



Dominican University Mission Statement and History

As a Sinsinawa Dominican-sponsored institution, Dominican University prepares students to pursue truth, to give compassionate service and to participate in the creation of a more just and humane world.

Dominican University was founded as St. Clara College in Sinsinawa, WI in 1901 by the Sinsinawa Dominican Sisters of the Most Holy Rosary. In 1922, under the leadership of Mother Samuel Coughlin, the sisters relocated the institution to its current location in River Forest, IL, where it was renamed Rosary College. The new college began immediately instituting new programs and improving its curriculum, establishing one of the first study abroad programs in the country in 1925 and offering courses in library science leading to the university's first master's degree in 1949.

Recognizing its responsibility to all students, Rosary College became coeducational in 1970. In May 1997, in the context of an aggressive strategic plan, the school name changed to Dominican University, communicating the increasingly comprehensive nature of the university's programs and, at the same time, its continued commitment to its Catholic Dominican mission.



Mission for the Didactic Program in Dietetics

In keeping with the goals of Dominican University and the Sinsinawa Dominican's dedication to values-centered intellectual development, the program will provide foundational knowledge in dietetics, science and liberal arts. We strive to provide a stimulating learning environment that will enrich diversity and prepare students for post-graduate experiences, advanced degree programs, and entry-level employment in dietetics related fields.

DPD Program Vision Statement

We aspire to be the premier Academy of Nutrition and Dietetics (AND) accredited Didactic Program in Dietetics in the Chicago metropolitan area.



What is Nutritional Science?

Nutritional science is a broad field that studies the utilization of foods and nutrients by cells, individuals and communities. A major focus of nutritional science is to understand factors that influence the use of foods to provide nutrients for optimal health and treatment of disease. This includes the study of socioeconomic and biological factors affecting food utilization. The breadth of the field of nutritional sciences also impacts the social, economic, cultural, and psychological implications of food and eating.

Registered Dietitian Nutritionists (RDNs)

Registered dietitian nutritionists (RDNs) are food and nutrition experts. RDNs are trained in the sciences and are able to translate scientific findings and help people live healthy lives. Didactic students receive a broad education in the physical, biological, and social sciences, medical nutrition therapy, food service management and community nutrition. This education prepares students for a post graduate 1000 hour supervised practice program also known as a dietetic internship. RDNs may also be licensed or certified depending on the state. Forty-six states currently have statutory provisions regarding professional regulation of dietitians and/or nutritionists. This regulation protects the RDN credential and informs the public who is qualified to provide nutrition care services. Illinois requires RDN's to be licensed by the Illinois Department of Professional Regulation. As such, RDN's also become Licensed Dietitian Nutritionists (LDN) thus the RDN, LDN credential in Illinois.

Career Opportunities

The nutrition and dietetics major prepares students for careers in the diverse field of nutrition. Students will acquire a strong foundation in the physical, biological, and social sciences, and come to understand the social and psychological dimensions of human nutrition. Majors in nutrition and dietetics may eventually hold such positions as food service manager, and consumer service representative in business, industry, or health care. Students seeking to attain the credential of registered dietitian nutritionist (RDN) must also complete the requirements of the Academy of Nutrition and Dietetics. Many work environments, particularly those in the health-care field, require the Registered Dietitian Nutritionist (RDN) credential to practice nutrition care.

Employment:

- Clinical Dietitian
- Health educator
- Consultant
- Positions in product development
- Sales/Marketing
- Employee wellness
- Program development
- Grant writing
- Research
- Teaching
- Public Relations
- Management
- Consumer Affairs

Employers:

- Hospitals
- Health-care facilities
- Nursing care facilities
- Research laboratories
- Social agencies
- Colleges/Universities
- Clinics
- Publishers
- Business/Industry
- Private Practice
- Public Health settings
- Pharmaceutical companies

Nutrition and Dietetic Options to Becoming a Registered Dietitian at DU

There are two pathways or options for which the DU DPD program is accredited. Nutrition and Dietetics majors can receive a 1) Bachelor of Science degree in Nutrition and Dietetics OR 2) Students with a previous degree in another field can receive a Certificate in Nutrition and Dietetics. Certificate students must complete a minimum of 34 credit hours from Dominican University.

Option 1: Bachelor's of Science, Nutrition and Dietetics

*For students without a Bachelor's Degree

- Complete 4 years ACEND accredited Didactic Coursework (124 hour graduation requirement). Upon completion of 124 hours per verification statement policy, student receives a verification statement to enable application to dietetic internship.

- Apply to **ACEND-accredited supervised practice program** (Dietetic Internship) during last semester of senior year.
- Complete Dietetic Internship--1000 hours supervised practice postgraduate.
- Upon completion of DI, student receives a verification statement, that in combination with a MS degree, enables eligibility to take the RD exam
- Eligible to take the RD exam, pass RD exam, obtain RD credential.

Option 2: ACEND accredited Certificate Program for students with a previous degree

*For students with a previous bachelor's degree not in Nutrition and Dietetics

- Up to 2 years ACEND Accredited Didactic Coursework, (minimum 34 hours must be taken at DU). Upon completion of required DPD coursework per certificate program policy, students will receive a certificate that enables application to dietetic internship
- Apply to **ACEND-accredited supervised practice program** (Dietetic Internship) during last semester of DPD coursework.
- Complete Dietetic Internship--1000 hours supervised practice postgraduate likely the following school year.
- Upon completion of DI, student receives a verification statement, that in combination with a MS degree, enables eligibility to take the RD exam
- Eligible to take the RD exam, pass RD exam, obtain RD credential.

Dominican University's DPD Program Goals and Objectives

Goal 1: Program graduates will develop the breadth and depth of knowledge, skills, values and competencies in clinical dietetics, community dietetics and food service management that are necessary for dietetic internships (DI) or graduate work, and eventual professional practice at the entry level.

Goal 1 Objectives

Objective 1.1a: **Program Completion:** At least 80% of DPD UG students complete program requirements within 6 years (150% of planned program length)

Objective 1.1b: **Program Completion:** At least 80% of Certificate students complete program requirements within 3 years (150% of planned program length)

Objective 1.2: **Graduate Application and Acceptance into Supervised Practice:** At least 80% of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation.

Objective 1.3: **Graduate Application and Acceptance into Supervised Practice:** Of program graduates who apply to a supervised practice program, at least 70% are admitted within 12 months of graduation.

Objective 1.4: Graduate Performance on Registration Exam: 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%.

Objective 1.5: Satisfaction with Graduate Performance: At least 80% of dietetic internship program directors will rate the overall preparation of Dominican University DPD graduates as prepared for the dietetic internship.

Objective 1.6: Program Graduate’ Satisfaction: At least 80% of program graduates will agree that the program prepared them to enter supervised practice or graduate school.

Goal 2: Program graduates will develop cultural competence and be prepared to work in diverse communities.

Goal 2 Objectives

Objective 2.1: At least 80% of program graduates will agree that they gained an appreciation for cultural diversity through their Dominican experience.

Program outcomes are available on the dom.edu [Consumer Information Page](#) or by request to the Program Director Michel Harris at mharris@dom.edu.

Nutrition Sciences Faculty and Staff

Name	DPD Program Position	Rank	Email	Phone
Rose Ann Mathai, PhD, RDN	Department Chairperson	Associate Professor	rmathai@dom.edu	708-524-6906
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Admission Requirements for all Dominican University

Freshmen Requirements

Candidates should meet the following basic criteria:

- A cumulative grade point average of 2.75 on a 4.0 scale, with special attention to grades in core courses
- An ACT composite score of 21 or above, or SAT combined score of 1500
- A rank in the upper half of the high school class, when rank is provided
- Sixteen units of high school work, fourteen of which should be in the fields of English, mathematics, foreign language, social science, and laboratory science.

Transfer Requirements

In order to become a matriculated student, you will need to apply through the Transfer Admissions Office. A DU Transfer Guide is available to determine transfer credit from community colleges. If some transferred coursework is not listed on the DU Transfer Guide, the DPD director and undergraduate program coordinator can evaluate the coursework for Dominican equivalency, provided you have a syllabus and course description. The DU Transfer Guide link:

https://jicsweb1.dom.edu/ICS/Resources/Student_Services/Registrar%27s_Office/Transfer_Guide.jnz

Contact Office of Admissions, Laurie Riggin (708) 524-6469, lriggin@dom.edu

Minimum entrance requirements for students in good standing from regionally accredited two-year or four-year colleges include:

1. Cumulative grade point average of 2.5 on 4.0 scale
2. Students transferring with fewer than 12 semester hours must also meet freshman requirements.
3. Students with fewer than 24 semester hours of college credit must also submit high school transcripts.

Dominican University welcomes applications from international students. We are authorized by the [US Bureau of Citizenship and Immigration Services](#) to issue SEVIS I-20s and accept F-1 students.

Program schedule, vacations, holidays and leaves of absence

The program follows the Dominican University academic calendar. Please see the academic calendar [here](#).

In the event that students need to take a leave of absence or “stop-out,” the returning student policy, as stated in the University Bulletin applies. This policy states that students returning to Dominican after an interruption of more than five years are subject to bulletin provisions for the general education requirements as well as major and minor requirements in effect at the time they re-enter. (However, every effort will be made to count earlier courses in the way most beneficial to fulfilling current requirements.)

Students returning to Dominican after an interruption of fewer than five years can use the bulletin in effect at the time of their original admission to Dominican or any later bulletin. Returning students who have attended other colleges or universities during their absence must reapply to Dominican. Upon readmission, they may select a bulletin in effect up to five years prior to the term they re-enter, providing they were enrolled during the bulletin year of their choice.

International Student Requirements

All students from overseas colleges entering the Didactic Program in Dietetics apply as either a second degree undergraduate student or a certificate student. By accepting students in this manner, student transcripts must be evaluated by the World Education Services and Dominican University. It is the policy of the DPD program that any student from another institution must complete a minimum of 34 credits at the Dominican University to receive a verification statement. The courses needed are determined by the DPD Director after evaluation of the student transcript(s).

International students applying to Dominican University must have completed the equivalent of a United States high school education and are responsible for having the following documents sent to Dominican:

- The completed university [international student application form](#) and pay a non-refundable \$100 application fee.
- **Official transcripts** from secondary schools and colleges or universities of degrees, diplomas or certificates, and credentials must be sent to the admissions office. Transcripts must be translated and evaluated by [ECE](#).

- **Demonstration of proficiency in English** with a minimum score of:
 - 213 on the computer based TOEFL
 - 79-80 on the IBT
 - 53 on the Pearson Test of English Academic (PTEA)
 - or by successfully completing Level 112 in the ELS program
 - 7 or better on IELTS

For more information on:

- **Admissions**, contact the Office of Undergraduate Admission at domadmis@dom.edu, or download an international student application.
- **Immigration and visa matters**, contact Sue Ponremy, International Student Advisor, at sponremy@dom.edu.
- **Studying English as a Second Language** contact [ELS](#) located on Dominican University's campus at chi@els.edu or call us at (708) 488-5010.

Additional Expenses

- Health insurance or equivalent coverage must be obtained from an insurance agency
- University fees, books and personal items
- Housing and living expenses when the college is not in session

Overview of Tuition and Fees

Dominican's tuition is at or below the national average for four-year private colleges and universities, and more than 90 percent of our incoming students receive some form of financial aid.

2022-2023

Full-time Undergraduate (12-18 credits)	Part-time Undergraduate cost/credit hour	Post-Baccalaureate cost/credit hour
Tuition & Fees: \$35,850*	Fall & Spring Semester Tuition: \$1195	Tuition: \$1105
Room & Board: \$ 11,050* (Double Occupancy Room and Meal Plan)	Summer Tuition: \$582.50	Summer Tuition: \$582.50

Additional DPD Coursework Fees: Lab Coat \$25.00, NUTR 141 Fee \$40.00, NUTR 200 Lab Fee \$100.00, NUTR 390 lab fee \$25.00, NUTR 407 lab fee \$75.00

* An additional one-time New Student Fee of \$150 is assessed for a student's first semester.

**Costs vary depending on residence hall, room and meal plan. A \$20 Resident Student Fee is assessed each term.

Dominican University Financial Aid office can be found [here](#)

Tuition Refunds

Students who withdraw from all classes in the first week of the term are entitled to a full refund of tuition. Students who reduce their course load during the first week of the term are entitled to a full refund of any difference in tuition resulting from the drop. For more information about full and partial refunds, contact Student Accounts at 708-524-6789 or bursar@dom.edu. When the Student Accounts Office has received official notice of withdrawal from the registrar, tuition will be refunded according to the following schedule:

Fall and Spring	Summer
<p>Drops during the first week: 100% refund Drops during the second week: 80% refund Withdrawals during the third week: 60% refund Withdrawals during the fourth week: 40% refund Withdrawals during the fifth week: 20% refund Withdrawals during and after the sixth week: no refund</p>	<p>Drops during the first week: 100% refund Withdrawals during the second week: 80% refund Withdrawals during the third week: 40% refund Withdrawals during and after the fourth week: no refund</p>

DPD Course Requirements and Descriptions

What are the Dominican University Graduation Requirements?

For the Bachelor of Science degree in Nutrition and Dietetics each student will need 124 total credits to successfully graduate. These credits are broken into five sections:

1. Foundations in Communication
2. Foundations in Quantitative Reasoning and Literacy
3. Enduring Questions Seminars
4. Area Studies
5. Multicultural

Upon entering the program, each student is assigned a faculty member who serves as an academic advisor and a resource for career development. Students must meet with their assigned advisor at least once a semester prior to course registration to ensure proper sequencing of courses. Advisors will review with their advisees' course grades to assess student's ability to take subsequent courses. Advisors work from an advising worksheet to help track student progression through coursework. Chemistry sequence is recommended to be taken in the first year but can be adjusted, if necessary. Also, it is strongly recommended that NUTR 200 and NUTR 250 be taken in the first year.

What are the requirements to complete the Certificate in Nutrition and Dietetics?

For the Certificate in Nutrition and Dietetics each student will need 87 total credits to successfully graduate. These credits are broken into three sections:

1. Foundations in Communication
2. Foundations in Quantitative Reasoning and Literacy

3. Nutrition Core

Upon entering the program, each student is assigned a faculty member who serves as an academic advisor and a resource for career development. Students must meet with their assigned advisor at least once a semester prior to course registration to ensure proper sequencing of courses. Advisors will review with their advisees' course grades to assess student's ability to take subsequent courses. Advisors work from an advising worksheet to help track student progression through coursework. Chemistry sequence is recommended to be taken before entering the program, along with biology coursework.

Service Learning Requirement

COMMUNITY BASED LEARNING (NUTR 299) Involves a minimum of 30 hours of community or professional volunteer service in a nutrition science major area; arranged in consultation with the student's academic advisor. The student also must write a reflection on their experience. This fulfills the university wide service learning requirement and also provides the student with nutrition related experience needed to apply for dietetic internship.

Satisfactory Progress and Maximum Time Allotted for Program Completion

The DPD policy for maximum time allowed for completing degree requirements follows the University Academic Regulation for satisfactory progress, which states: "Students are expected to make satisfactory academic progress leading to the successful completion of the degree and to complete the degree within six years of matriculation into the degree program."

Procedure for registering for Fall courses that require a pre-requisite taken in summer school

If you are planning on taking a course in the fall that requires a pre-requisite that will be taken in summer school at community college or other institution, here is the procedure:

You will need to fill out a paper registration for the fall class in the registrar's office. You will not be able to register for the fall class online.

1. Fill out a transfer credit approval form that your advisor must sign. Make sure the course is transferable by checking the Transfer Guide located on the Registrar's website.
2. Return the signed transfer credit approval form to the registrar's office along with proof of registration for the summer school course and fill out a paper registration for the desired fall course(s).
3. Be sure to have the transcript from the summer school course sent to DU as soon as the course is completed.

Advising Worksheets

For a copy of the advising worksheet for the bulletin year you started at DU please go to:

https://jicsweb1.dom.edu/ICS/Schools/Rosary_College_of_Arts_and_Sciences/Advising_Worksheets.jnz

Nutrition and Dietetics BS - Recommended 4 Year Plan:

1st Year, 1st Semester		1st Year, 2nd Semester	
LAS 1xx Freshman Seminar	3 credits	CRWS 102 Critical Reading, Writing and Speaking II	3 credits
MATH 130 College Algebra	3 credits	Area Studies-1	3 credits
NUTR 250 Nutrition	3 credits	CIS 120 Intro to Computer Applications	3 credits
CHEM 101 General Chemistry	4 credits	NUTR 200 Fundamentals of Foods	3 credits
CRWS 101 Critical Reading, Writing and Speaking I	3 credits	CHEM 104 Intro to Organic Chemistry	4 credits
	16 Hours	<i>NUTR 101</i>	<i>1 credit</i>
			17 Hours
2nd Year, 1st Semester		2nd Year, 2nd Semester	
LAS 2xx Sophomore Seminar	3 credits	NUTR 280 Multicultural Food Patterns	3 credits
BIOL 160 Elementary Microbiology	4 credits	Area Studies-2	3 credits
BIOL 152 Human Anatomy and Physiology I	4 credits	BIOL 252 Human Anatomy and Physiology II	4 credits
NUTR 141 Food Service Sanitation	1 credit	PSYC 101 General Psychology	3 credits
LANG	4 credits	LANG	4 credits
	16 hours		17 hours
3rd Year, 1st Semester		3rd Year, 2nd Semester	
LAS 3xx Junior Seminar	3 credits		
NUTR 290 Nutritional Biochemistry	3 credits	NUTR 375 Principles of Food Service Purchasing	3 credits
Area Studies-3	3 credits	NUTR 345 Nutrition Communication Skills	3 credits
NUTR 346 Food and Nutrition Services Administration	3 credits	MATH 211 Principles of Statistics	3 credits
Area Studies-4	3 credits	Area Studies-5	3 credits
NUTR 299 Community-based Learning	1 credit	Area Studies-6	3 credits
	16 Hours		15 Hours
4th year 1st Semester		4th year 2nd Semester	
LAS 4xx Senior Seminar	3 credits	NUTR 408 Medical Nutrition Therapy II	3 credits
NUTR 404 Medical Nutrition Therapy I	3 credits	NUTR 430 Seminar in Medical Nutrition Therapy	3 credits
NUTR 407 Quantity Food Production and Service	4 credits	NUTR 390 Experimental Foods	4 credits
Area Studies-7	3 credits	NUTR 420 Introduction to Writing about Nutrition and Health	2 credits
NUTR 409 Community Nutrition	3 credits	NUTR 425 Nutrition in Human Development	<i>3 credits</i>
	16 hours		15 hours

Certificate Program - Recommended 2 Year Plan

(Pre-requisite Chemistry and Biology coursework taken elsewhere)

<i>1st Year, 1st Semester</i>		<i>1st Year, 2nd Semester</i>	
NUTR 280 Multicultural Food Patterns	3 credits	NUTR 346 Food and Nutrition Services Administration	3 credits
NUTR 250 Nutrition	3 credits	NUTR 375 Principles of Food Service Purchasing	3 credits
NUTR 200 Fundamentals of Foods	3 credits	NUTR 345 Nutrition Communication Skills	3 credits
PSYC 101 General Psychology	3 credits	MATH 211 Principles of Statistics	3 credits
CIS 120 Intro to Computer Applications	3 credits	NUTR 290 Nutritional Biochemistry	3 credits
NUTR 101 Introduction to Dietetics	1 credit	NUTR 299 Community-based Learning	1 credit
	16 Hour		16 Hours
<i>2nd year 1st Semester</i>		<i>2nd year 2nd Semester</i>	
NUTR 409 Community Nutrition	3 credits	NUTR 408 Medical Nutrition Therapy II	3 credits
NUTR 404 Medical Nutrition Therapy I	3 credits	NUTR 430 Seminar in Medical Nutrition Therapy	3 credits
NUTR 390 Experimental Foods	4 credits	NUTR 407 Quantity Food Production and Service	4 credits
NUTR 425 Nutrition in Human Development	3 credits	NUTR 420 Introduction to Writing about Nutrition and Health	2 credits
	13 hours		12 hours

- It is required that at least 34 credit hours must be taken at Dominican University.
- It is recommended that students obtain the ServSafe License via online or class outside of Dominican University. Go to ilfood.org for online or in person courses offered in the Chicago area.
- NUTR 412 is an Elective

Verification Statement Policy

After completing the DU DPD program, you will receive a signed ACEND verification statement from the program director. The purpose of the verification statement is:

- To establish eligibility for a dietetic internship, that you have completed all ACEND accredited didactic coursework requirements.
- To establish eligibility for the Registration Exam for Dietitians
- To establish eligibility for the AND membership as an RDN

A signed verification statement documents that an individual has completed the requirements of a dietetics education program accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). The completion of ACEND Didactic Program requirements and at least a bachelor's degree from a U.S. regionally accredited college/university or foreign equivalent are necessary for eligibility to enter an ACEND-accredited Dietetic Internship program.

Your Dominican University college transcript will also indicate the requirements have been met and a verification statement is kept on file in the DPD director's office and university records. The verification statement is active for 5 years.

Policy

Completion of the requirements for Dominican University Didactic Program in Dietetics (DPD) will be verified by the Student Advisor and DPD Program Director prior to issuing Accreditation Council for Education in Nutrition and Dietetics verification statements. All of the following requirements must be met:

- Meet Nutrition and Dietetics degree requirements or Certificate requirements
- Minimum of B- letter grade in all Nutrition departmental classes. If a student receives a grade lower than B- in these classes, they will be asked to retake the course in order to earn a B- or higher.
- Minimum of 30 hours of community or professional volunteer service in a nutrition related area

Credit for Prior Learning or Experience

The program does not award academic credit for prior work experience. Some courses may be accepted in transfer from another accredited 2- or 4-year university. For the BS DPD program, students must meet all program residency requirements that are outlined in the University Bulletin, which states that 124 credit hours are required for graduation. A certain number of these hours must be earned in residency. Students may meet the university's minimum residency requirement in any one of the following ways:

- Complete any 90 semester hours at Dominican University;
- Complete from 45 to 89 semester hours at Dominican University, including the last 15 semester hours applied toward the degree; or
- Complete the last 34 semester hours for the degree at Dominican University.

Up to 68 semester hours are accepted in transfer from community colleges and up to 90 semester hours from four-year colleges and universities.

For the Certificate Program, up to two years depending on the number of pre-requisite courses taken in the prior bachelor's degree. Students must take at least 34 credit hours at Dominican.

Permission of the academic advisor and the registrar is required for undergraduate students who wish to take courses at other institutions and have the courses credited toward the Dominican baccalaureate degree. Students must complete a special transfer credit approval form available online at myDU that reflects this approval. For an upper division major course, permission of the major advisor is also required. Grades earned in courses completed elsewhere are not included in the Dominican cumulative grade point average when determining graduation honors and honor society enrollment.

Process for Assessment of Student Learning and Program Progress

Assessment of student learning occurs through the course-embedded assessments designed by the course faculty member. Grades are assessed using the instructor's assignment rubrics, grading scales or objective tests/examinations. The course syllabus explains the grading scale, the assignments and the point values assigned to each that collectively contribute to the course grade. In Canvas, the course learning management system, the gradebook affords students the opportunity to see their posted grades for the course assignments.

Students can access their term and cumulative GPA in the myDU portal, and the transcript. In meeting with the DPD academic advisor (faculty member), students discuss their overall progress in the program by looking at their course grade performance. Academic advisors are available at any point to discuss program or course concerns.

Program Remediation Process

When a student has academic difficulties, he or she is provided with a support system that starts with the instructor(s) of the course(s) in which the student is not achieving a grade of B- or better. As soon as the student's grade drops below a B-, the instructor of that course takes the following steps:

1. An e-mail (academic alert in the DU StarTracker early alert system) is sent to the student from the instructor addressing concern and asks the student to schedule a meeting to discuss an action plan. The academic advisor and the Student Success and Engagement Division academic success coaches also receive notice of the alert so that it can be tracked with in the coordinated care network system.
2. During the instructor-student meeting, the student is given the opportunity to explain why his or her academic performance declined. Information about available resources such as tutoring and extra assistance from the instructor are also discussed and an individualized plan is created to provide guidance with restoring the student's grade to a B- or above. If the student does not respond to the instructor's email or attend this meeting, the Academic Advisor, with support from the Student Success and Engagement Division staff, will intervene and help to locate the student.
3. If the student's grade does not reach a B- or above after the next assignment or exam with significant point value, the instructor will meet with the student to discuss any alterations that need to be made to the initial plan of support and guidance.
4. When the deadline for withdrawing from a class approaches (usually 75% into the semester), the student and instructor would discuss one of the following options if his or her grade remains less than a B-; a) continuing in the course with the knowledge that he or she may need to repeat the course if the final grade is less than a B- or b) withdrawing from the class and repeating it in an upcoming semester.
5. A course can only be repeated once after it is initially taken. Students who do not achieve a B- or better when the course is repeated are assisted in finding a similar course at another facility in order to complete other courses at Dominican in a timely manner.
6. For students who are performing at less than a grade of a B- repeatedly, other options besides

the nutrition curriculum are proposed. As an example, the Borra College of Health Sciences has recently approved a new major, Health and Wellness. Students will be able to choose this as one of the potential options if they are struggling in the nutrition sciences.

Disciplinary or Termination Procedures

The DPD program follows all university policies and procedures for upholding the Student Code of Conduct and Policies that are addressed in the [University Student Handbook](#) – which include the conditions under which disciplinary action or termination can occur for behavioral violations.

Regarding academic probation and satisfactory progress, the DPD program also follows the policies in the University Bulletin, which state:

Declining Performance, Probation, and Dismissal

To ensure students get the needed academic assistance when they are struggling, students who are not on probation, but have a semester grade point average below 2.0, will be encouraged to take advantage of the academic resources the university offers. If a student has a semester grade point average below 2.0 for two consecutive semesters and is not on probation, he or she will be required to:

- Meet with a staff member in the Academic Support Center.
- Complete an Academic Success Plan.

Students are placed on probation if their Dominican cumulative grade point average falls below 2.00, at which point students are not in good academic standing. While on Academic Probation, students are required to:

- Register for [ID 102 – Strategies for Academic Success](#) (3 credit hours).
- Students who have a cumulative GPA of 1.67 or higher may register for a maximum of four additional courses.
- Students who have a cumulative GPA below 1.67 may register for a maximum of three additional courses.
- Work with an advisor from Student Success and Engagement and with the faculty advisor to adjust schedules accordingly.
- Complete, and follow, an Academic Success Plan.
- Attend 15 hours of academic support arranged through the Academic Support Center

Normally, students are dismissed if they have earned no credits by the end of their first semester or are on probation for two semesters. Students who have been dismissed must wait at least one semester before applying for readmission. Other restrictions may apply. Further details are available in the Student Success and Engagement Advising Office (Crown 100). Neither the university nor any of its officers shall be under any liability whatsoever for the actions of probation or dismissal.

Online Testing Protection

Online quizzes and exams are monitored using Proctortrack software to ensure academic integrity is upheld during the testing session. Faculty can choose between several different Proctortrack modes of operation depending on the exam conditions and the level of monitoring required. These modes include:

- Level 1 locks down the computer system to prevent students from using unauthorized websites or programs during the exam session.
- Level 2 includes the Level 1 lock down features while also recording the exam session using a webcam, microphone, and screen recording. The recording is analyzed by artificial intelligence and any suspicious student activity is flagged for the instructor to review.
- Level 3 includes the Level 1 lock down and Level 2 recording and AI analysis features. Any suspicious activity that was identified by the AI is verified by a trained human proctor who can clear any “false positives” flagged by the AI process. Any remaining potential violations are sent to the instructor for review.
- Level 4 includes the features of Levels 1–3 but they are performed in real time during the exam. (Dominican does not use this level due to its high cost.)

Before using Proctortrack at any of these levels, students complete a Proctortrack onboarding process in which they capture images of their face and their ID using a webcam. These baseline images are verified (for example, to ensure the text of the ID is legible) and then stored for reference. The baseline images can later be visually compared to new images of the student and their ID captured at exam time. The onboarding process must be completed one a year to ensure recent images are available for comparison.

Student Support Services

Special Needs Students

According to Dominican University policy, the Dean of Students’ office is a university resource promoting barrier-free environments (physical, program, information, attitude) and assisting the university in meeting its obligation under federal statutes and school tradition in regard to the rights of students with disabilities.

The Office of the Dean of Students coordinates the provision of services necessary and appropriate for students with special needs. Upon receipt of appropriate documentation of disability, this office assists by providing or arranging appropriate auxiliary aids and services, reasonable accommodations, academic adjustments and consultation. In some instances, the dean of students’ office acts as a liaison with other appropriate state and federal agencies.

Students are expected to meet individually with the Dean of Students to determine what specific services and reasonable accommodations are needed. It is the responsibility of the student to make requests for auxiliary aids or special services at least three weeks prior to the start of a program or class.

Students seeking support services under the ADA must have adequate documentation on file in the Dean of Student's office in a timely manner before accommodations can begin, preferably as soon after admission as possible. Students should not assume that this disability information is known to the Dean of Students merely because the student's application indicated the presence of a disability, or another office such as Residence Life or the Wellness Center was notified. Although documentation can be from a variety of sources, it must be from a competent credentialed authority who can address the functional limitations due to the disability and its impact in an academic setting. The law stipulates that in the post-secondary setting, a student does not qualify for services until they have registered with the disability office and have been certified for eligibility. Retroactive accommodations are not made.

To register for accommodations contact:

Alison Healy, MAT, LBS1
Disability Support Services Coordinator
Crown 126
(708)-524-6785
ahealey@dom.edu

Mari Callahan-Ross
LD Specialist
(708) 488-5177
mcallahan-ross@dom.edu

Privacy Protection of Student information and Access to Student File

Students can access this privacy and student record information on the [Registrar's resource page in myDU](#). The University policy follows the Family Educational Rights and Privacy Act (FERPA) which affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

Students should submit to the Office of the Registrar written requests that identify the record(s) they wish to inspect. The University official responsible for the record will make arrangements for access and notify the student of the time and place where records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate.

Students may ask the University to amend a record that they believe is inaccurate. They should write

the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including Security personnel and Wellness Center staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

“

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Dominican University to comply with the requirement of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920

Students have a right to know about the purposes, content, and location of information kept as part of their educational records. They have a right to gain access to and challenge the content of their educational records. FERPA was not intended to provide a process to be used to question substantive judgments that are correctly recorded. For example, a student may not use this right to contest a grade in a course because they felt a higher grade should have been assigned.

Students also have a right to expect confidentiality of certain information about them in student records and, under certain conditions, to gain access to information in student educational records. For purposes of FERPA, the University considers all students independent, limiting the student educational record information that may be released to parents or directory information unless the student provides specific written permission.

Student educational records are specifically defined as records, files, documents, and other materials that contain information directly related to a student and maintained by the University or someone acting for the University according to policy.

Excluded from student educational records are records of instructional, supervisory, and administrative personnel and ancillary educational personnel in the sole possession of the maker and that are not accessible or revealed to any other person, except for a substitute. Additionally, notes of a professor or staff member intended for his or her own use are not part of the educational record, nor are records of police services, application of records of students not admitted to the University, alumni records, or records of physicians, psychiatrists, psychologists, or other recognized professionals.

Records relating to an individual who is employed by the University not as a result of his or her status as a student are also excluded. However, employment records relating to University, students who are employed as a result of their status as students are considered educational records.

Academic Support Center

The Center strives to enhance the quality of formal, informal, and experiential learning for all Dominican students (both graduate and undergraduate). Through continuing programs and emerging initiatives, the center provides students with a supportive learning commons where they can step beyond the comfortable routines of the classroom and pursue a more dynamic and intentional role in shaping themselves.

A newly reconfigured center, the AEC consists of four units, each intended to encourage students to cultivate intellectual independence, imagine what sort of moral, professional, and publicly engaged people they wish to become, and pursue experiences that will help them make that possible.

1. [Tutoring and Learning Resources](#) supports students' success with a range of tutoring and academic support services. The office pursues initiatives that support writing and reading skill development and provides high achieving Dominican students the opportunity to serve as tutors.
2. [Career Development](#) provides students with career advising, workshops, internship opportunities, and other strategies for making wise choices and building a rewarding life beyond their years at Dominican.
3. A third unit, [Global and Civic Engagement](#), houses *International Student Advising and Study Abroad* and will offer students a forum to cross cultural or national boundaries, heighten their social consciousness and find the means to engage actively in political advocacy.
4. [Research and Creativity](#) unit in its earliest stage of development, will encourage students' creative expression and provide them with opportunities for both independent scholarship and collaborative research with each other and faculty members.

The Academic Support Center defines itself as a learning commons because we know that offering students deeper, more self-directed and personally meaningful educational experiences is most possible when we provide a shared environment for enthusiastic and purposeful collaborations. We invite our students to use the center as a welcoming and informal space to discuss ideas and seek out

professional and intellectual mentors.

As we move forward, we ask all of the Dominican community – faculty and staff, students and alumni – to collaborate with us, share your ideas and hopes for the center, and help us map our pathways. The Academic Enrichment Center is located on the lower level of Parmer Hall in room 010. The AEC consists of Learning Resources, Career Development, and International programs. If you have any questions, please call the center at 708-524-6786.

If you seek tutoring in a subject area that you do not see in the online listings, please contact Jennifer Stockdale at jstockdale@dom.edu

Wellness Center

The Wellness Center offers all students full range of confidential, quality health care, professional counseling and wellness services on-campus. There are no fees for counseling or for visits to the nurse. There may be lab or procedure fees if those are required, fees are very reasonable and will be charged to student's account.

Hours

Monday – Friday: 9 a.m. to 5 p.m. (Closed 12 - 1 p.m. daily)

Please call (708) 524–6229 for an appointment. Alternate appointment times, including evening appointments, may be arranged by request.

The Wellness Center is located (downstairs) on lower level of Coughlin Hall, between the fitness center and the Student Involvement Center. There is an elevator near our entrance; please call Security or the Wellness Center (6229) to access that elevator.

After Hours Care

Call (708) 524-6229 for after-hours contact information for Rush Oak Park Physicians Group. Walk in care is available at the Walgreen's Take Care Clinic near campus at Harlem and North Avenue. If you feel you need to be seen by a doctor, you may also call Dr. Baraglia's office (708) 660-3900 and speak to the on-call physician. **If you have an after-hours mental health emergency call, Security: 708-524-5999 and ask for the Mental Health Staff on Call**

24 Hour Nurse Advice Line

Students may utilize the Nurse Advice Line when the school health clinic is closed or anytime they need confidential medical advice. On Call provides members with clinical assessment, education, and general health information. This service is performed by a Registered Nurse Counselor to assist in identifying the appropriate level and source(s) of care for members based on symptoms reported and/or health care questions you ask. Call 1-800-850-4556 or email at mail@oncallinternational.com.

Health Insurance Requirement

Fall 2014 New at DU-Health Insurance Requirement for full time undergraduate and ALL F1 or J1 Visa students: All full-time undergraduates must be covered by health insurance that meets federal guidelines (ACA). All full-time undergrads must prove they have adequate health insurance in order to waive enrollment by September 1st, 2014 or be automatically enrolled in the student health insurance plan for the fall semester. A \$925 fee will be billed to the student's account unless they waive or enroll early in the student plan. See health insurance coverage description [here](#)

Option for health insurance for low income, uninsured students

Dominican Students who earn less than 133% of the federal poverty level (\$15,856 for one person or about \$33,000 for a family of four) and who reside in Cook County can apply now for the "New Medicaid". A social security number is required. This is a specific program for Cook County residents. Cook County received permission to enroll low income and uninsured adults in health insurance 10 months ahead of the Affordable Care Act expansion in January 2014. There are several local health care providers in Cook County who want to help you enroll and become your healthcare provider once you are on Medicaid. The Wellness Center can refer you to a clinic where you can get help enrolling now. Medicaid is great comprehensive health insurance that is fully compliant with the new regulations for quality and coverage. Covered clinics include Access Community Health Network (1st Ave and North Ave; PCC Wellness, Cook County Health System). Contact the Wellness Center at 708-524-6229 for referrals and more information.

Counseling Center

Counseling Services is a component of the Wellness Center. Counseling Services is located in The Wellness Center on the lower level of Coughlin Hall. We offer Dominican University students confidential counseling to help cope with day-to-day stresses and difficult periods in life. Our mental health professionals are available for supportive, individualized counseling in a safe, comfortable environment. There is no fee for Dominican University students for these services. Topics of concern might include, but aren't limited to: relationship issues, depression, self-esteem, stress management and self-care, anxiety, and transitions.

Making an appointment for the Counseling Center

You can schedule an appointment by calling (708) 524-6229.

The Dominican University Counseling Staff would like to remind you that email communication is not secure; therefore, we cannot ensure confidentiality. Please use your discretion when sending information that is sensitive in nature.

Confidentiality

Counseling files are maintained independently, and they are not a part of permanent student records. Administrators, professors, residence hall staff, parents, friends and roommates cannot obtain information about a student or a student's counseling. The counseling staff abides by state laws and professional regulations that inform a counselor's conduct with respect to a student's privacy.

Counseling Staff

Michael Purcell, PsyD
Asst Clinical Director for Counseling Services
mpurcell@dom.edu

Kathleen Janosky, MSW, LCSW
Staff Therapist kjanosky@dom.edu

Robin Shinall, RN, MSN, APN–BC
Asst Director for Health Services
rshinall@dom.edu

Joyce Mojica, Psy.D., CADC
jmojica@dom.edu

Katie Rauh, RN
krauh@dom.edu

James Baraglia, M.D., Collaborating Physician, RushOak Park Hospital

Elizabeth (Betsy) D. Ritzman, MS, MDiv, LCPC Director
eritzman@dom.edu

Complaints, Academic Grievances and Petitions

In the event that a student has a complaint involving a faculty member or wishes to question a grade or register a complaint regarding ACEND standards, policies, procedures or conduct the student should follow the procedures listed below:

- Meet with the instructor involved. In the best interests of both parties, resolution ideally should be reached at this stage.
- Meet with the instructor's department chairperson if resolution is not reached between the student and instructor. Meet with the Dean of the BCHS, Dr. Kavita Dhanwada, only in the event that the student feels procedures were not followed or is not satisfied with the outcome.
- If the issue is not resolved at the dean level, the student has a right to present the issue in writing to the Appeals Committee of the Borra College of Health Sciences.

Students also have avenues to address complaints, grievances and improper treatment through the University's Help Central and Title IX processes. The [Help Central for Students](#) site explains the steps that should be followed depending on the nature of the complaint. The categories of complaints explained on the site include: discrimination or harassment, grade or academic integrity concern,

student violation of the student code of conduct, access or provision of disability-related services or accommodations, complaint about technology or library services, or complaints about the outcome of a student conduct hearing. In each of these categories of complaint, the Help Central site describes the steps the student should follow to submit and seek resolution.

After all other options with the DPD Program and Dominican University have been exhausted, if the student wishes he/she may further pursue the matter with the Accreditation Council for Education in Nutrition and Dietetics (ACEND) per the DU ACEND complaint policy.

ACEND Complaint Policy

If the student has exhausted all complaint efforts through the DPD program director, department chair and BCHS and complaint involves ACEND standards, policies, procedures or conduct the student may submit a complaint to ACEND.

- A. Any individual, for example, student, faculty, dietetics practitioner and/or member of the public, may submit a complaint about the standards, policies, procedures or conduct of ACEND. The complaint must be signed by the complainant. Anonymous complaints are not considered.
- B. ACEND staff forwards all written complaints to the ACEND chair and a public member within three weeks of receipt of the complaint.
- C. If the ACEND chair and the public member determine that the complaint does not relate to the standards, policies, procedures or conduct of ACEND, the complainant is notified within two weeks of their review that no further action will be taken.
- D. If the ACEND chair and the public member determine that the complaint does relate to the standards, policies, procedures or conduct of ACEND the complaint is acknowledged in writing within two weeks of their review and the complainant is provided a copy of the process for handling the complaint.
- E. The ACEND chair appoints a review committee that considers the complaint, along with all relevant information, and recommends appropriate action to the ACEND board.
- F. The ACEND board or the ACEND chair may determine that legal counsel is needed to address the complaint. Staff works with the ACEND board and legal counsel to identify a plan to address the complaint.
- G. The ACEND board considers the review committee's recommendation at its next scheduled meeting. If the complaint is determined to be unsubstantiated or not related to the standards, policies, procedures or conduct of ACEND representative, no action is taken. If the complaint is substantiated, appropriate action is taken.

H. The complainant is notified of the ACEND board’s decision and action in writing within two weeks of decision.

ACEND Contact Information

Accreditation Council for Education in Nutrition and Dietetics
120 S. Riverside Plaza, Suite 2190
Chicago, IL 60606-6995
(800)877-1600 ext. 5400
Fax: (312)899-4817
Email: ACEND@eatright.org
URL: www.eatright.org/acend

Equitable Treatment and Protection Against Bias-Motivated Offenses

Dominican University is committed to ensuring a just and humane campus where all community members have the capacity to thrive. The Office of Diversity, Equity and Inclusion (ODEI) works in partnership with community stakeholders to support the culture of equity and inclusion that is critical to the University’s mission and identity. When the behavior of some community members challenge the well-being of others, the ODEI determines, to the extent possible, whether the University’s policies related to Title IX and gender-based misconduct, ADA and disability, race discrimination, bias, and other forms of sexual harassing conduct were violated. In addition, the ODEI ensures university compliance with federal, state, and local laws covering discrimination and gender-based misconduct. The Chief Diversity Officer administers the Office of Diversity, Equity and Inclusion.

To ensure the university’s ability to foster a just and humane campus for all, violations of these policies will not be tolerated. As such, the university community is asked to report incidents that may violate university anti-discrimination and sexual misconduct policies so that efforts can be made to end discriminatory and harassing conduct based on protected characteristics, prevent its reoccurrence, and, where possible, address its effects. The University takes these reports seriously and is therefore committed to following up on reports of sexual assault, sexual harassment, and discrimination.

Investigations of Bias-Related Policy Violations are based on a Civil Rights Model

Dominican University has chosen to utilize a model based on procedures for investigating alleged violations of civil rights. Civil Rights violations are highly sensitive and emotional and require sound and thorough investigations to properly and effectively address them. Any investigation of civil rights violations must be responsive to specific contexts and individual circumstances and must maintain rigorous standards. A civil rights model is based on an active gathering of information by trained investigators. Investigations are designed to be fair, impartial, thorough, and timely. In the civil rights investigation model, it is not the job of the parties to prove whether a policy was violated. It is the job of Dominican University to determine whether there is a preponderance of evidence that a University policy was violated. Investigations involve an active accumulation of information from all relevant sources. Investigators must objectively and impartially collect the pertinent information, confirm its veracity, and analyze the information to understand violations, their causes and effects, and, when

necessary, to take corrective action. The duration and scope of investigations can vary, as well as the content of final investigative reports. However, all findings determine the extent to which the parties involved are responsible for violating university policy. Findings may include recommendations on ways to rectify violations for complainants, promote accountability for respondents found to have violated University policy, stop ongoing abuses, and prevent their reoccurrence. Findings may also include recommendations to the university to address issues found to have contributed to a policy violation.

The standard used to determine whether the Bias-Motivated Offensive Conduct Policy has been violated is whether it is more likely than not that the respondent violated the policy. This evidentiary standard is often referred to as a preponderance of the evidence.

Students also have avenues to address complaints, grievances and improper treatment through the University's Help Central and Title IX processes. Please refer to: [Help Central for Students](#)

Applying to a Dietetic Internship (DI)

General Information

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) is responsible for the accreditation of all dietetic education programs including the application to dietetic internships, computer matching, and the appointment process for dietetic internships. It is essential that all individuals involved in this process fulfill their responsibilities and adhere to established procedure.

The process is divided into three phases: application, computer matching, and appointment. Most DI programs are now using the DICAS (Dietetic Internship Centralized Application System). A DICAS Handbook is available on the Nutrition Student Advising page within Canvas. You will receive access to this upon becoming a student at Dominican University.

Dietetic Internship Centralized Application System

Almost all dietetic internships will be using the [online dietetic internship centralized application process \(DICAS\)](#). If you have questions about the centralized application, please contact DICAS customer support at 617-612-2855 or dicasinfo@dicas.org.

Computer Matching

To do this, register and submit all the internship programs you plan to apply to [D&D Digital](#) by February 15 for April match and September 25 for Fall match at 11:59 p.m. (Central). If you need assistance with computer matching, please contact D&D Digital customer support at 515/292-0490 or dnd@sigler.com.

Link has full list of Dietetic Internships that participate in the DICAS online and Computer Matching Policy and Procedures from ACEND:

- [Programs Participating in Dietetic Internship Centralized Application System](#)

Due to intense competition for a limited number of dietetic internship spots, the following are among the criteria that you must meet or exceed:

- A GPA of at least 3.0 overall. Higher GPAs are preferred.
- Work experience, preferable in a hospital or nursing home so you realize what it is like to work in a health care setting.
- Satisfactory letters of reference showing that you are self-motivated and can perform under pressure, have leadership potential, etc.
- A well written personal letter showing your future career goals and reasons for applying to the dietetic internship program.
- Extracurricular activities that highlight leadership ability.
- Satisfactory scores on Graduate Record Exam (GRE), if applicable
- Strongly recommend that you become a student member of Academy of Nutrition and Dietetics (AND)

Internship Application Information

All complete computer matching information, including computer matching dates with deadlines, is on the <http://www.dnndigital.com>. The application phase is a lengthy one and should be started well in advance of deadline date. Each participant should cooperate in this phase by providing clear, concise, and well-documented information.

1. Most Dietetic Internships (DI) participate in the online Dietetic Internship Centralized Application System (DICAS) to receive your application. Each applicant must create an account with the DICAS online portal. There is a DICAS fee of \$45 for the first application and \$25 for each additional application (Certain programs will have additional fees that must be paid when applying).

Applications to DI programs that do not participate in DICAS should be sent to the DI program director or as directed on the DI program's website. For additional information, contact your Didactic Program Director (Michel Harris) or see Academy of Nutrition and Dietetics website. Below are the links to the website for the DICAS online portal and to additional information from the Academy of Nutrition and Dietetics.

DICAS online portal

<https://portal.dicas.org/>

2. Each Applicant must register for matching with D & D Digital to create / modify their prioritized list of DI programs for matching. Applicants must register on the D&D Digital Web site, pay the computer matching fee of \$50 with a credit card and submit their prioritized list of selected dietetic internships online to D&D Digital before the designated deadline dates (Refer to Dates for the Computer Matching Process for each appointment period). Applicants should call D&D Digital prior to the deadline if they do not receive an e-mail with login information.

D & D Digital: <http://www.dnndigital.com>

Each DI program of interest must receive your application **and** must be on your prioritized list of Internships for matching.

