



**Academy of Nutrition and Dietetics
Didactic Program in Dietetics
Student Handbook
For
Bachelor of Science Degree in Nutrition and Dietetics
And
Certificate Program in Nutrition and Dietetics
(For post baccalaureate degree students)**

Nutrition Sciences
Parmer Hall 102, 103
7900 West Division Street
River Forest, Illinois 60305
Email: Nutrition@dom.edu
Phone: 708-488-5290
Web: <https://www.dom.edu/node/47311>
2018-2019

Table of Contents

ITEM	Page #
Dominican University History and Mission	3
Mission and Vision of Nutritional Sciences and DPD Program What is Nutritional Science?	4
Dietetics and the Registered Dietitian/Career Opportunities	5
Nutrition and Dietetics Pathways to becoming a Registered Dietitian at Dominican University/Dominican University Verification Statement Policy	6
DPD Program Goals and Objectives	7
Nutrition Science Faculty	8
Admission Requirements	9
International Student Requirements	10
Tuition, Fees and Refund Policy	11
DPD Course Requirements and Descriptions	12
Prerequisite courses taken during Summer Term Advising Worksheets	13
Nutrition and Dietetics B.S. Recommended 4 Year Plan	14
B.S. Nutrition Coordinated Program 5 Year Plan	15
Nutrition and Dietetics Certificate Recommended 2 Year Plan Verification Statement Policy	16
DU Student Nutrition and Dietetics Association	17
Student Support Services	18
Privacy Protection of Student Information	19
Academic Enrichment Center	20
Wellness Center	21-22
Procedures for Dietetic Internship	23-30
Academic Grievances/ACEND Complaint Policy	30-31

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 Riverside Plaza, Suite 2000
Chicago, IL 60606-6995 (312) 899-0040, extension 5400**

Vision Statement

Dominican University aspires to be a premier, Catholic, comprehensive, teaching university with an enrollment of approximately 3000 students.

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 Department of Nutritional Sciences

Dominican University Didactic Program Mission Statement

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.

Dietetics & the 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 1200 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: Bachelors 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) at DU or elsewhere during last semester of senior year.**
- **Complete 1200 hours supervised practice or internship post graduate.**
- **Upon completion of DI, student receives a 2nd verification statement that enables eligibility to take 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 Coordinated Supervised Practice program at DU or elsewhere during last semester of DPD coursework.**
- **Complete 1200 hours supervised practice or internship post graduate likely the following school year.**
- **Upon completion of DI, student receives a verification statement that enables eligibility to take the RD exam**
- **Eligible to take the RD exam, pass RD exam, Obtain RD credential.**

Dominican University Verification Statement 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: (see pg 16)

DU DPD Program Goals and Objectives

Program Goals and objectives:

The overall objectives of the program are as follows:

Goal #1 To assist students to develop 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.

Objectives:

- 1) Over a 7 year period, at least 70% of graduating DPD students will apply to an ACEND-accredited supervised practice program within 12 months of graduation from the DPD.
- 2) Over a 7 year period, at least 80% of DPD graduates applying to an ACEND-accredited supervised practice program will be accepted within 12 months of program completion.
- 3) Over a 7 year period, at least 80% of supervised practice directors will rate the overall preparation/performance of Dominican University graduates who attend their program as adequately prepared, well prepared or very well prepared.
- 4) Over a 7 year period, at least 80% of DPD graduating students will rate their preparation for DI or employment as 'mostly satisfied.
- 5) Over a 7 year period, at least 80% of DPD alumni will rate their preparation for DI or employment as 'mostly satisfied."

Goal #2: To recruit, retain, and graduate a highly motivated group of dietetic students.

Objectives:

- 1) Over a 7 year period, at least 80% of students enrolled in the third year of DU Nutrition and Dietetics Bachelor of Science degree program or within 65 course credit, will complete within 3 academic years or 6 academic semesters.
- 7) Over a 7 year period, at least 80% of AND Certificate students will complete ACEND accredited DPD Certificate program within 5 academic semesters.
- 8) Over a 7 year period, at least 95% of DPD students will meet once a semester with their advisor.

Program outcomes data are available on request.

Nutrition Sciences Faculty

Chair, Nutrition Sciences Department

Rose Ann Mathai, PhD, RDN
Associate Professor
rmathai@dom.edu (708-524-6906)

Director, Didactic Program in Dietetics

Emily Radlowski, PhD, RDN, LDN
Assistant Professor
eradlowski@dom.edu (708-524-6674)

Assistant Director, DPD Program

Michel Harris, MS, RDN, LDN
Lecturer
mharris@dom.edu (708-524-6912)

DU Coordinated and ISPP Dietetic Programs Director

Elisa Fischer MS, RDN, LDN
efischer@dom.edu (708-488-5284)

Assistant Director, ISPP/Coordinated

Brooke Schantz Fosco, MS, RDN, LDN
bschantz@dom.edu (708-488-5291)

Food Laboratory Lecturer

Allyson West, PhD, RDN
awest@dom.edu (708-488-6270)

Assistant Professor

Sarah Jones, PhD, RDN
sjones@dom.edu

Assistant Professor

Yamunadevi Puraikalan, PhD, RDN
ypuraikalan@dom.edu (708-524-5290)

Administrative Assistant

Joan DeAvilla jdeavilla@dom.edu
708-488-5291

Adjunct Faculty

Carol Blindauer, MBA, RDN cblindauer@dom.edu
Kathleen Blizzard, MS, RDN kblizzard@dom.edu
Patricia Boblick, MS, RDN pboblick@dom.edu
Elisa Buzinski, MS, RDN ebuzinski@dom.edu
Meredith Conn, MS, RDN mconn@dom.edu
Elisa Fischer, MS, RDN efischer@dom.edu
Michael Paladines mpaladines@dom.edu
Rebecca Ragland, MS, RDN rragland@dom.edu
Margaret Sullivan, MS, RDN msullivan@dom.edu
Jill White, EdD, RDN jwhite@dom.edu

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, Mike Morsovillo (708)524-6793, morsomike@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

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 in order 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

[ELS](#) has a center on the Dominican University campus.

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

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.

2018-2019 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.

Full-time Undergraduate (12-18 credits)	Part-time Undergraduate cost/credit hour	Post-Baccalaureate cost/credit hour
Tuition & Fees: \$33,584*	Fall & Spring Semester Tuition: \$1100	Tuition: \$950
Room & Board: \$ 10,241* (Double Occupancy Room and Meal Plan)	Summer Tuition: \$550	Summer Tuition: \$950

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:

Notification of drop during first week:	No charge
Notification during second week:	20% charge
Notification during third week:	40% charge
Notification during fourth week:	60% charge
Notification during fifth week:	80% charge
Notification after fifth week:	100% charge

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, the 124 credits are broken into 4 (four) sections.

1. Foundations
2. LA&S Seminars
3. Area Studies
4. Core curriculum

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.

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.

Academy of Nutrition and Dietetics Requirements

For those students interested in the registered dietitian nutritionist (RDN) credential, specific course work is required to meet the additional education competencies of the Academy of Nutrition and Dietetics (formerly the American Dietetic Association). The DPD program is currently granted accreditation status by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), a specialized accrediting body recognized by the United States Department of Education (USDE). Additional requirements beyond those of the nutrition and dietetics major for 2015-16 academic year include NUTR 101 Introduction to Dietetics, NUTR 280 02 Multicultural Foods, NUTR 346 Food and Nutrition Services Administration, NUTR 420 Intro to Writing about Health and Nutrition, NUTR 430 Seminar in Medical Nutrition, MATH 211 Statistics, and PSYCH 101. After completion of all courses and criteria per policy, students receive a verification statement and are eligible for an ACEND dietetic internship. Students must apply to the dietetic internships of their choice and successfully match. Information on all Dietetic internships can be found on the eatright.org website. Dominican University has an accredited ACEND coordinated dietetic internship.

Procedure for registering for Fall courses that require a pre requisite to be 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:

<i>1st Year, 1st Semester</i>			<i>1st Year, 2nd Semester</i>	
LAS 1xx	3 credits		ENG 102	3 credits
Math 130	3 credits		Area Studies-1	3 credits
NUTR 250	3 credits		CIS 120	3 credits
CHEM 101	4 credits		NUTR 200	3 credits
ENG 101 (NS)	3 credits		CHEM 104	4 credits
	16 Hours		NUTR 101	1 credit
				17 Hours

<i>2nd Year, 1st Semester</i>			<i>2nd Year, 2nd Semester</i>	
LAS 2xx	3 credits		NUTR 280 02	3 credits
BIO 160	4 credits		Area Studies-2	3 credits
BIO 152	4 credits		BIO 252	4 credits
NUTR 141	1 credits		PSYC 101	3 credits
LANG	4 credits		LANG	4 credits
	16 hours			17 hours

<i>3rd Year, 1st Semester</i>			<i>3rd Year, 2nd Semester</i>	
LAS 3xx	3 credits			
NUTR 290	3 credits		NUTR 375	3 credits
Area Studies-3	3 credits		NUTR 345	3 credits
NUTR 346	3 credits		MATH 211	3 credits
Area Studies-4	3 credits		Area Studies-5	3 credits
NUTR 299	1 credit		Area Studies-6	3 credits
	16 Hour			15 Hours

<i>4th year 1st Semester</i>			<i>4th year 2nd Semester</i>	
LAS 4xx	3 credits		NUTR 408	3 credits
NUTR 404	3 credits		NUTR 430	3 credits
NUTR 407	4 credits		NUTR 390	4 credits
Area Studies-7	3 credits		NUTR 420	2 credits
NUTR 409	3 credits		NUTR 425	3 credits
	16 hours			15 hours

BS Nutrition Coordinated Program

This 5 year major is for those who wish to complete BOTH their didactic and internship components at Dominican University. Students will have to apply to enter the internship component in their junior year. A grade of at least a B- in courses listed in bold, 80% on math skills test, personal statement, and 2 letters of reference are minimum requirements. Applications will open at the start of the spring semester of one's junior year with a deadline of Friday before spring break.

1 st Year, 1 st Semester		1 st Year, 2 nd Semester		TOTAL credits: 33 credits
LAS 1xx	3 credits	ENG 102	3 credits	
*Math 130	3 credits	Area Studies-1	3 credits	
CHEM 101	4 credits	CIS 120	3 credits	
ENG 101	3 credits	*NUTR 200	3 credits	
*NUTR 250	3 credits	CHEM 104	4 credits	
		NUTR 101	1 credit	
	16 credits		17 credits	

2 nd Year, 1 st Semester		2 nd Year, 2 nd Semester		TOTAL credits: 33 credits
LAS 2xx	3 credits	NUTR 280	3 credits	
*BIO 160	4 credits	Area Studies-2	3 credits	
*BIO 152	4 credits	*BIO 252	4 credits	
NUTR 141	1 credit	*MATH 211	3 credits	
LANG	4 credits	LANG	4 credits	
	16 Credits		17 Credits	

3 rd Year, 1 st Semester		3 rd Year, 2 nd Semester		Summer after 3 rd year		TOTAL credits: 33 credits
LAS 3xx	3 credits	NUTR 409	3 credits	NUTR 461	2 credits	
*NUTR 290	3 credits	NUTR 375	3 credits			
Area Studies-3	3 credits	NUTR 345	3 credits			
NUTR 346	3 credits	PSYCH 101	3 credits			
Area Studies-4	3 credits	Area Studies-5	3 credits			
NUTR 299	1 credit					
	16 Credits		15 Credits		2 credits	

4 th Year, 1 st Semester		4 th Year, 2 nd Semester		Summer after 4 th year		TOTAL credits: 28 credits
LAS 4xx	3 credits	NUTR 408	3 credits	NUTR 463	2 credits	
NUTR 404	3 credits	NUTR 430	3 credits			
NUTR 407	4 credits	NUTR 425	3 credits			
NUTR 390	4 credits	NUTR 462	3 credits			
	14 Credits		12 Credits		2 credits	

5 th Year, 1 st Semester		5 th Year, 2 nd Semester		TOTAL credits: 25-27 credits
NUTR 464	3 credits	NUTR 467	2 credits	
NUTR 465	2 credits	NUTR 468	3 credits	
NUTR 466	3 credits	NUTR 509	3 credits	
Area Studies-6	3 credits	Area Studies-7	3 credits	
Elective	1-3 credits	NUTR 420	2 credits	
	12-14 credits		13 credits	

*courses in bold require a B- or better

Certificate Program - Recommended 2 year plan (prerequisite Chemistry and Biology coursework taken elsewhere)

3 rd Year, 1 st Semester		3 rd Year, 2 nd Semester	
NUTR 280	3 credits	NUTR 346	3 credits
NUTR 250	3 credits	NUTR 375	3 credits
NUTR 200	3 credits	NUTR 345	3 credits
PSYCH 101	3 credits	MATH 211	3 credits
CIS 120	3 credits	NUTR 290	3 credits
NUTR 101	1 credit	NUTR 299	1 credit
	16 Hour		16 Hours

4 th year 1 st Semester		4 th year 2 nd Semester	
NUTR 409	3 credits	NUTR 408	3 credits
NUTR 404	3 credits	NUTR 430	3 credits
NUTR 390	4 credits	NUTR 407	4 credits
NUTR 425	3 credits	NUTR 420	2 credits
	13 hours	or	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. Do not take NUTR 141. Go to ilfood.org for online or in person courses offered in the Chicago area.
- NUTR 412 is an Elective

For more information regarding the internship component of the Coordinated Undergraduate Program, please see the Individualized Supervised Practice Pathway Handbook [here](#).

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 science major area

DU Student Nutrition and Dietetics Association (SNDA)

Facebook page:

<https://www.facebook.com/DominicanSNDA/>

Instagram:

@dominicansnda

Privacy Protection of Student information

Policy:

The Student has access, upon request, to his/her education file at all times; however, no files will be taken out of the Department office.

For all educational records other than those housed by the Department, the Student should refer to the Undergraduate Catalog.

Procedure:

1. The Student asks their advisor to see his/her Department Studentship file. Their advisor gives the file to the Student and sits with the Student while he/she reviews his/her file. The Student returns the file when finished to their advisor.
2. 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 a written request that identifies the record(s) they wish to inspect. The University official 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.

Protection of Privacy Policy:

The Student's file is kept in a locked file cabinet in the nutrition faculty advisor's office. All information in the Student's file is private except for projects the Student has completed. No one has direct access to the files except the student's advisor.

Academic Enrichment Center (AEC)

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 publically engaged people they wish to become, and pursue experiences that will help them make that possible.

1. **Literacy and Learning Resources** (formerly 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 Enrichment 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 email the Executive Director of the Academic Enrichment Center, Paul Simpson, at pvsimpson@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. \$925 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 has just 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
Assistant Clinical Director for Counseling Services
mpurcell@dom.edu

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

Robin Shinall, RN, MSN, APN-BC
Assistant 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, Rush
Oak Park Hospital

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

PROCEDURES FOR 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. The responsibilities of applicants are delineated throughout this packet of information. Most DI programs are now using the DICAS (Dietetic Internship Centralized Application System)

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 and Appointment Dates

Dates for Computer Matching Process November 2018 & April 2019

All complete computer matching information, including computer matching dates with deadlines, is on the <http://www.dnndigital.com> and <http://www.eatrightacend.org/ACEND/content.aspx?id=6442485425> sites.

The application phase is a lengthy one and should be started well in advance of dead line 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 \$40 for the first application and \$20 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 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!

Computer Matching: Applicant Responsibilities

- Computer matching is based on a random selection system. Consider selecting 1-2 "wild card" choices in remote locations-----or plan option of working to gain more required experience before re-applying in the next match. Even if a program ranks you as their top tier, the program may be "filled" by the time your name is drawn.
- If programs have graduate programs, note if GRE is required and note specific deadlines (often in mid-Jan) for separate application to individual program graduate schools.
- Many graduate programs offer opportunities to enter internship from "within the program", if you do not computer match on the first attempt. Read program information carefully for this option.

The Application Process

The DICAS online application consists of the following sections:

Contact Information This section contains information that is required in order to e-submit your application. Please note that you may edit the information in this section both before and after the e-submission of your application. You will need to provide your most up to date email address and phone number where you can be reached. **If any of the information on this page changes during the application cycle, please be sure to return to this page in order to provide your updated information.**

Personal Information This section includes your citizenship status. If you are not a US or Canadian citizen, you will need to report your visa information here. You will also be asked to provide your preferred name or nickname, and languages (other than English) in which you are fluent.

Background Information This section involves answering 7 questions regarding disciplinary actions, complaints, civil suits, probations/suspensions/convictions, etc.

Colleges Attended

In this section you will need to list **ALL** undergraduate, post-baccalaureate, graduate, and professional institutions you have attended even if the courses are not required for admission. This includes non-degree programs and foreign institutions.

Once you have completed the “Colleges Attended” section and the dates of attendance on the DICAS Application, you can print out a TRANSCRIPT REQUEST FORM for each school. (This form helps DICAS Online properly match your official transcripts to your application.)

Print out a form for each school and submit it to the Registrar’s (or Bursar’s) Office of the institution.

Please note that many schools require payment before they will send transcripts. **Request transcripts before you leave for semester break from DU marking “hold for final grades from fall semester”.**

Transcripts from other schools need to be requested as well and sent by mail to DICAS for scanning and attaching to your application. Send as soon as you can to avoid the backlog.

The application requires that you request to have an “official” copy of all of your transcripts sent to DICAS. DICAS will then scan them into your on-line application. “Official” transcripts are different from “student issued” transcripts. They include the school seal and may be issued in a sealed envelope. You should also obtain an additional transcript for your own records.

Be sure to advise the Registrar’s Office to enclose the Transcript Request Form with your official sealed transcript and mail it directly to:

DICAS Transcript Department

PO Box 9118

Watertown, Massachusetts 02472

Sessions and Coursework List the courses EXACTLY as they appear on the official transcript of the school the course was taken at. List all courses from a single transcript before you begin to enter courses from the next transcript. The DICAS system will automatically calculate your GPA once you populate the fields with your courses.

There is a new, required section of the application checklist, named “DPD Course List Form”. **Please find the correct DPD Course list form posted on the Dietetic Internship Preparation Canvas site to upload into your DICAS application. There is a course list that corresponds to the bulletin year you**

started at DU. The bulletin year is identified in the top right hand corner of the form. Make sure you choose the correct course list. You will upload this form under the DPD Course List section.

Tests Indicate the GRE or TOFEL test that you may have taken (not all programs require these types of exams). After selecting the appropriate test and information, you will select “submit”.

NOTE: You may need to send an “official” record to the specific dietetic internship for which you are applying. Check specific instructions on the DI program’s website

DPD Contact Information Emily Radlowski, PhD, RDN, LDN is the DPD Program Director contact

You will request either your “verification statement” if you have previously finished a DPD program and have a verification statement in hand or “Declaration of Intent”. The "Declaration of Intent" is to state that you intend to complete the courses for which you are currently enrolled. Fill out the information of your DPD director and indicate what document you require to complete the DICAS application. Once you have submitted the request your DPD director will receive an email indicating that she is required to complete this information.

Your DPD director will enter in the course work needed. **Once the DPD director has submitted the declaration of intent back to you, you must verify it and click accept.** If for any reason you do not accept this coursework you have the option to add a comment and return it to the DPD director. Once all parties are satisfied, this section is complete. This section **must** be complete to submit your application.

Awards, Experience & Volunteer Activities Indicate any of your Honors and Awards, Sports and Extracurricular Activities, Certifications, Work Experience, Volunteer Experience. Select the category from the drop down menu that best fits the information you would like to enter. You will have to fill in all of the required information.

Personal Statement

A personal statement must be written for each program answering the specific questions in the specific order that each program requests. This is a key piece of your application. It can be customized for each program site you have selected. This can be accomplished by selecting, “add new entry”. **A maximum of 8,000 characters or approximately 1,000 words per statement may be entered.** Make an appointment with the writing center to proof read (they help because they don’t automatically understand dietetics language so they aid in clarifying your letter). Be sure your letter is very directed to each program’s requirements. Market yourself, but...**DO NOT REPEAT YOUR RESUME, TRANSCRIPT, OR APPLICATION FORM.** Why do you want to enter the dietetics profession? Discuss experiences that have helped to prepare you for your career. What are your short-term and long-term goals? What are your strengths and weaknesses or areas needing improvement? What other information do you consider important for the selection decision? **Please check the dietetic internship website to make sure you have included everything they are looking for in the personal statement.**

Focus on your personal strengths, goals, and skills gained through work or other experiences.

Resume

You must develop a professional resume. **DICAS requires that a resume be submitted on-line as part of your application.** There is no one correct way to design a resume, but a sample resume is on the **Office of Career Development website**. You can also schedule an appointment with the Office of Career Development to get assistance with writing and revising your resume.

<http://www.dom.edu/academics/career-development>

References Designate those people you know professionally and academically who know you well and can attest to your knowledge and skills. Most DI programs require 3 letters of recommendation, but check the DI's website to be sure. You automatically waive the right to view any reference you request. If the people you are requesting to write letters of recommendation for you are on campus—**ask them in person**. Please give the faculty at least 6 weeks lead time to write these letters. Have all the materials that you need to give them together

- Resume
- List of internships you will be applying to
- List of strengths, experiences, etc.
- Any special instructions for the letter—for example, if the internship wants the letter writer to comment on a specific quality, etc.
- **Materials can be emailed to** the person who will be writing the letters.

Please request recommendation letters from advisor/faculty/employers at least 6 weeks ahead of time! We want to provide a good letter of recommendation and these take time to create.

Application Certification You must electronically sign the application and certify to the accuracy of the information you have provided. Please ensure that the name you provided when you created your DICAS account exactly matches your electronic signature in this section. An electronic signature substitutes for your actual legal signature.

Be very certain that you fill in all required elements on the online application.

If you have questions or need assistance with the application process you can email Dr. Emily Radlowski- eradlowski@dom.edu

Centralized Application: If you have questions about the centralized application, please contact **DICAS** customer support at 617/612-2855 or dicasinfo@dicas.org.

Computer Matching: If you need assistance with computer matching, please contact D&D Digital customer support at 515/292-0490 or dnd@sigler.com.

APPLICATION PHASE:

Applicants are responsible for obtaining all required materials from the DI programs. The program will state if they participate in the DICAS or not. Some DI programs may have additional materials that will have to be filled out and mailed in. **It is your responsibility to check the DI's website to make sure you have everything they require.**

If the program does not participate in the online DICAS or requires further materials to be filled out:

- Obtain current application materials from selected internships. Please note that DI application forms are not available on the Academy Web site or from Academy staff. You must get all required application information from the DI programs.
- Complete each DI application according to instructions provided with the application and submit the materials to the DI director by the designated deadline date. Questions about completing applications should be referred to the DI Director or your DPD Director.
- Send all materials before the postmark deadline and by receipted mail for proof of mailing date and delivery. Enclose a self-addressed stamped postcard if you want to be notified of receipt of the DI application from the program.
- Discuss application materials with your Didactic Program Director or your advisor, if available.
 - Apply to take Graduate Record Examination (GRE).
 - Provide telephone number(s) with applications where you can be reached on Appointment Day.

DIETETIC INTERNSHIP INTERVIEW

You may be called for an interview with a dietetic internship you applied to. Here are 3 resources to help you prepare for that interview.

[Eastern Illinois University- Sample Interview Question](#)

[All Access Internships- Interview Archive](#)

[Top 5 tips for getting matched to an Internship](#)

COMPUTER MATCHING PHASE

You will be notified on your matching results by logging on to the D&D site on the designated Notification day.

- Applicants are responsible for notifying D&D Digital, in writing, of a decision to withdraw from the matching process if circumstances will prevent them from accepting a match that may occur.
- Applicants are responsible for telephoning D&D Digital if they cannot access the D&D Digital Internet site to view their personal matching results on Notification Day.

APPOINTMENT PHASE

- Applicants who receive a computer match DI appointment are responsible for accepting or rejecting the match by telephone or fax by 6:00 pm (of the program's time zone) on Appointment Day. **See dates on page 28.**
- Applicants who submitted a Declaration of Intent to complete form with their DI applications must obtain a signed Verification Statement from their DPD Program Director and official transcript documenting completion of the bachelor's degree before they may begin the DI.

IMPORTANT APPLICANT RESPONSIBILITIES

- Participants in the computer matching process are expected to adhere to the results of the match and accept a match that may occur. **It is unethical to decline a match in order to pursue appointment to another program.**

Interim Period for Dietetic Internship Directors

- DI Directors have access to the list of non-matched applicants
- When you rank the DI programs on D&D Digital, you **MUST** give permission to D&D Digital to release your name, address, e-mail, and DPD program in order for the DI Director to see your name on the unmatched applicant list.
- Those DI's with openings will contact the applicants they previously ranked and were not matched to see if they want a spot
- **Carry your phone with you so you are accessible**

Second Round Match Procedures

- Programs with open positions will be posted on the D&D Digital Web site 3 days following Appointment Day. This is considered the second match.
- Applicants have access to the list of DI programs with openings & authorized their release on D&D Digital
- **Applicants who do not receive a computer match and are interested in one of the open positions must go to the program's website to view and follow that program's second match policy.**
- Non-matched applicants can update and submit their application to DI programs with openings on DICAS
- Visit the DI Program's website for program specific application instructions.

TIPS

- **Check out the internship recommendation form**—this will help you identify if you have any areas that need improvement while there is still time to work on this NOW. This will help you gain any experience that you need to while there is still time to do it.
- Remember, it is highly recommended that you are a student member of the AND. We are assuming you are joining in your junior year to show your commitment to the profession.
- Identify your personal goals NOW. This will help you focus on what programs you're interested in applying to.
- Programs vary by location, cost, length, graduate study, admission requirements—by matching your goals to the program, you can help identify the programs to which you'd like to apply.
- Contact programs about information on their application process.
- **Make sure you know each DI program's requirements.** Some may have other forms to fill out or other requirements.
- If you can, visit programs—many local internships have an open house format rather than accepting individual visits from students.
- Start your application over Christmas break...before the very busy spring semester begins!

What else do you need to know?

The ACEND website tells students how to enhance their likelihood of obtaining an internship, but it also tells students what to avoid.

- Avoid posting embarrassing or unsavory personal information or photographs on the Internet. Such information may be seen as an indicator of poor professional judgment. You may think that this is none of their business—you're wrong. You may think that Internship Directors can't access this information, they can!
- Avoid criminal behavior. A criminal record may make you ineligible to work in many health-care facilities and prevent you from completing your education.
- **Never** misrepresent or falsify information regarding your education, work experiences, or credentials. If you are discovered doing this, you could ruin your professional reputation and jeopardize your career.

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.
- The Provost is the final decision-making authority.

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 RCAS 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.

Accreditation Council for Education in Nutrition and Dietetics
120 South Riverside Plaza, Suite 2000
Chicago, IL 60606-6995
Phone: 800/877-1600 X 5400
Fax: 312/899-4817
Email: ACEND@eatright.org
URL: www.eatright.org/acend