



**Ashland University**  
**Didactic Program in Nutrition and Dietetics**  
**Student Handbook**  
**2023-2024**

*“Knowing is not enough; we must apply.  
Willing is not enough; we must do.”*  
-Goethe

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## **Mission Statements**

A mission statement helps to define and articulate the fundamental purpose of an institution or program and guides their actions as it moves towards achieving these goals. The following are mission statements of the university, college, department and Didactic Program in Nutrition and Dietetics.

### **Ashland University's Mission Statement**

Ashland University, guided by our Christian heritage, is a comprehensive, private university that provides a transformative learning experience, shaping graduates who work, serve and lead with integrity in their local, national, and global communities.

### **College of Nursing and Health Sciences' Mission Statement**

The mission of the College of Nursing and Health Sciences is to educate individuals to become health care professionals committed to health-related practice, leadership, and service. The program provides undergraduate and graduate education in health science professions. Our vision is to be the premier College of Nursing and Health Sciences in the Midwest, educating graduates to serve a global and diverse society.

### **Ashland University Department of Health Sciences**

The mission of the Department of Health Sciences is to prepare students for professional success as dietitians and exercise science professionals, as well as create a positive, challenging, and rigorous learning environment for students at the undergraduate and graduate level. Faculty are dedicated to personal life-long learning and strive to be at the forefront of their respective disciplines.

### **Ashland University DPD Mission Statement**

The Ashland University Didactic Program in Nutrition and Dietetics' (AU DPD) mission is to provide the foundational knowledge, skills and experiences necessary to encourage the development of ethical behavior, intellectual growth, critical thought, communication and problem solving skills, in preparation for entry into post-baccalaureate supervised practice leading to eligibility for the CDR credentialing exam to become a registered dietitian nutritionist, professional employment, and/or graduate school, as well as developing students to become contributing members of the scientific/professional community.

## **Code of Ethics**

Students attending Ashland University must abide by a code of ethics involving their academic performance on campus. Additionally, students enrolled in the Ashland University Didactic Program, and seeking to become Registered Dietitian Nutritionists (RDN), must abide by the code of ethics for the Profession of Dietetics as defined by The Academy of Nutrition and Dietetics (AND) and its credentialing agency, the Commission on Dietetic Registration (CDR). This code of ethics can be found at <http://www.cdrnet.org/>.

## **Overview of the Program**

The Ashland University Didactic Program in Nutrition and Dietetics (AU DPD) is housed in the Department of Health Sciences, within the College of Nursing and Health Sciences. The AU DPD is fully accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND), 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, (800)877-1600, extension 5400, <http://www.eatright.org/acend>.

The AU DPD option is designed for students who wish to become Registered Dietitian Nutritionists (RDN) and practitioners in clinical, community, food industry and foodservice areas of nutrition. Registered dietitians are employed by hospitals, community agencies, and various government or private organizations. Completion of degree requirements will result in the student being awarded a Verification Statement of completion of the AU Didactic Program in Nutrition and Dietetics. Following completion of the Didactic Program in Dietetics, completing an accredited supervised practice program is required before students are eligible to take the registration examination and obtain the Registered Dietitian (R.D.N.) credential. For the registered dietitian that chooses to practice in the state of Ohio, he/she is required to obtain a license to practice dietetics and is then identified as a Licensed Dietitian (L.D.). For more information regarding dietetic licensure in Ohio please refer to the following website: <https://med.ohio.gov>.

Effective January 1, 2024, the Commission on Dietetic Registration (CDR) will require a minimum of a master's degree to be eligible to take the credentialing exam to become a Registered Dietitian Nutritionist (RDN). In order to be approved for registration examination eligibility with a bachelor's degree, an individual must meet all eligibility requirements and be submitted into CDR's Registration Eligibility Processing System (REPS) between 12:00 midnight Central Time, December 21, 2023. For more information about this requirement visit CDR's website: <https://www.cdrnet.org/graduatedegree>. In addition, CDR requires that individuals complete coursework and supervised practice in program(s) accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Graduates who successfully complete the ACEND-accredited Didactic Program in Nutrition and Dietetics at Ashland University are eligible to apply to an ACEND-accredited supervised practice program.

**Acceptance into an accredited supervised practice program is extremely competitive. Acceptance into a supervised practice program cannot be guaranteed. Because acceptance is very competitive, it is vitally important to excel academically and gain work-related experiences to improve your chances of being accepted.**

Effective June 1, 2009, the Commission on Dietetic Registration (CDR) established a new pathway that allows DP graduates to take the Dietetic Technician, Registered (DTR) exam. Individuals who have completed a minimum of a Baccalaureate degree granted by a US regionally accredited college/university or foreign equivalent and a Didactic Program in Dietetics Program as verified by a DP Program Director will be eligible to sit for the exam. This could benefit students who do not immediately plan to complete a Dietetic Internship.

## AU DPD Goals and Outcomes

To assess and guide the AU DPD, several goals and outcomes have been developed. These include the following two program goals and 7 objectives:

**Program Goal 1:** The AU DPD will prepare, assist, and encourage program graduates to seek admittance into an ACEND accredited supervised practice program, professional employment, or graduate school.

- Objective 1.1  
Sixty percent (60%) of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation.
- Objective 1.2  
Fifty percent (50%) of program graduates are admitted to a supervised practice program within 12 months of graduation.
- Objective 1.3  
Fifty percent (50%) or more of AU DPD graduates, not going into a supervised practice program, employed or seeking employment, will report pursuing an advanced degree.

**Program Goal 2:** The AU DPD will prepare graduates to become competent entry-level dietitians through completion of the dietetics program which further leads to completion of a supervised practice program, passing of the RDN exam, and employment in the field of nutrition and dietetics.

- Objective 2.1  
The AU DPD 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 2.2  
At least 80% of AU DPD graduates will receive satisfactory or higher ratings regarding preparation for supervised practice on the supervised practice program director's satisfaction survey.
- Objective 2.3  
Seventy-five percent (75%) or more of AU DPD graduates who complete a supervised practice program will be employed in dietetics within 12 months.
- Objective 2.4  
At least 80% of AU DPD students complete program/degree requirements within 3 years (150% of the program length)

Outcomes for these program goals and objectives are available upon request.

## **Admission to Ashland University**

Students interested in attending Ashland University can obtain application information by visiting the university website: <https://www.ashland.edu/admissions/> and complete an undergraduate application on-line.

Students interested in entering or receiving more information about the Didactic Program in Nutrition and Dietetics should contact:

Denise Reed, MS, RDN, LD  
AU DP Program Director  
Ashland University  
401 College Avenue  
Ashland, OH 44805  
dreed8@ashland.edu  
(419) 289-5452

### **Assessment of Prior Learning and Credit Toward Program Requirements**

Prior learning through coursework from other institutions will be considered. The Office of Admissions determines if prerequisite courses are accepted. If a student has taken one of the courses offered in the AU DPD curriculum, he or she should supply a description of the course and course syllabus, notes, exams etc. from the other college or university. The AU DPD Director will evaluate equivalency and currency of coursework (within five years). If the course appears substantially equivalent, the student may elect to take an exam administered by the Program Director. If the student scores greater than or equal to an 80 percent on the exam, the course will be waived.

Prior learning through experience may also be considered. For example, if a student is a culinary professional, the student may elect to take an exam over the material in the *Principles of Food and Meal Preparation* course as administered by the Program Director. If the student scores greater than or equal to an 80 percent on the exam, the course will be waived. Individuals with prior work or learning experiences should contact the Program Director to discuss this option.

## **Transfer Students**

Acceptance of transfer credit will depend upon applicability of course to program at Ashland University. A student from an accredited institution of higher learning may be considered for admission as a transfer student to Ashland University provided s/he is in good standing socially and academically with at least a 2.25/4.0 cumulative GPA at the previous college(s) attended.

For students transferring to Ashland University, course credits from other institutions will be evaluated by the registrar, in consultation with department chairs and the core director. In Ohio's "Statewide Articulation and Transfer Policy," the Transfer Module is one basis for evaluating course equivalencies when transferring general education courses to meet Institutional Baccalaureate Requirements. Transfer Module Guidelines state that students entering with 30-59 transferable hours must take at least two core liberal arts courses (Aesthetics, Humanities, Natural Sciences, Social Sciences and Historical Reasoning categories) at Ashland and students entering with 60 transferable hours are required to take at least one core liberal arts course, even if all core requirements have been met through courses taken at another institution. Where articulation agreements have been signed with other institutions, university officials will strive whenever possible to recommend courses in keeping with the spirit of Ashland University's core curriculum.

## **Ashland University Students**

Once students enroll at Ashland University, all remaining Ashland University core requirements must be fulfilled by approved Ashland University courses or by courses at other institutions which are judged appropriate to fit one of the categories of the Ashland University core. Students must fill out a transient student form in advance of taking the course for an evaluation of the proposed transfer course credit.

## **International Students**

International students who are interested in attending Ashland University and the Didactic Program in Nutrition and Dietetics can visit the AU website: <https://www.ashland.edu/admissions/apply-now> to fill out an undergraduate application.

Students for whom English is a second language must earn a minimum score of 67 (internet-based) within two years prior to application on the Test of English as a Foreign Language (TOEFL). The TOEFL web site is <http://www.toefl.org>. We recommend that you submit your foreign transcript to a professional foreign transcript evaluation service in the United States if you wish to pursue the possibility of receiving transfer credit.



**Program Requirements  
2023-2024**

A student majoring in Dietetics, who is also a candidate for a baccalaureate degree must have completed all the course requirements for that particular degree and must earn 123 semester hours of college work with an overall grade point average (G.P.A.) of not less than 2.0. The grade point average in the Dietetics major field must be at least 2.25 (although a G.P.A. of 3.0 or > is recommended). Students whose semester G.P.A. falls below 2.000 but whose cumulative G.P.A. is above 2.000 will receive a letter of concern from their Academic Advising unit inviting them to review their academic performance and outlining available support services.

**Institutional Core Requirements**

Course Number and Title	Hours
___ COM 101 Human Communication	3
___ ENG 101 Composition I	3
___ ENG 102 Composition II	3
___ Math 108 Introductory Statistics	3
___ Religion Course	3
___ Aesthetics - Any two approved courses	6
___ Humanities - Any two approved courses	6
___ Natural Sciences - Any two approved courses (BIO 201 Molecular and Cellular Basis of Life) (CHEM 103 General Chemistry)	8
___ Social Sciences - Any two approved courses (PSYC 101 Intro to Psychology)	6
___ Historical Reasoning - Any approved course	3
___ Cultural Requirements	3
Total Institutional Core Requirements	47 hrs.

**Dietetics Course Requirements 2023-2024**

Course Number and Title	Hours
__DIET 130 Principles of Food and Meal Preparation	3
__DIET 210 Introduction to Dietetics	2
__DIET 213 Society's Influence on Body Image and Eating	3
__DIET 230 Food Science & Applications	3
__DIET 320 Human Nutrition	3
__DIET 330 Nutrition Counseling Skills	3
__DIET 360 Lifecycle Nutrition	3
__DIET 370 Community Nutrition	3
__DIET 385 Advanced Nutrition	3
__DIET 395 Vitamins and Minerals	3
__DIET 400 Nutrition & Disease I	3
__DIET 425 Nutrition & Disease II	3
__BIO 222 Health Sciences Anatomy & Physiology I	4
__BIO 222 Health Sciences Anatomy & Physiology II	4
__BIO 201 Molecular and Cellular Basis of Life	(4)**
__BIO 340 Microbiology	4
__CHEM 103 General Chemistry	(4)**
__CHEM 104 General Chemistry	4
__CHEM 307 Organic Chemistry	3
__CHEM 307L Organic Chemistry	1
__CHEM 429 Biochemistry	3
__EXS 309 Exercise Physiology	3
__HS 360 Research in Health Sciences	3
__HSM 250 Food and Beverage Operation Management	3
__HSM 335 Environmental Management	3
__HSM 336 Food Production I	3
__MATH 108 Introductory Statistics	(3)**
__MGT 240 Introduction to Management	3
__PSYC 101 Intro to Psychology	(3)**
<hr/>	
Total Dietetics Course Requirements	76 (87) hrs.
Institutional Core Requirements	47 hrs.
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Total Credits for a Bachelor of Science (B.S.) Degree	123 hrs.

\*\*Credits hours in parentheses indicate courses that meet both institutional requirements for all students, as well as requirements of the Dietetics major

## Student Load

An average schedule load of 15 semester hours for each of eight semesters will meet the graduation requirements. Students may register for 19 semester hours without special permission. Twelve semester hours is considered fulltime during a regular term for an undergraduate student. Students are restricted to a maximum summer course load of 6 semester hours per session and a total of 15 semester hours per summer. Approval for enrollment beyond 19 semester hours spring or fall and 15 semester hours summer is required. Students with a cumulative grade point average of 3.0 or better may register for up to 21 hours per semester with approval from the student's advisor and chair of the student's major department. Approval for enrollment over 21 hours is required from the student's advisor, chair of the student's major department and dean. Non-probationary sophomore, junior, and senior students in the Honors Program with an AU GPA of at least 3.5 may register for up to 21 hours of course credit without seeking approval. It shall be the responsibility of the student to resolve schedule conflicts resulting from overloads. Credit in music ensemble may be added to the scheduled load without being counted as an excessive academic load.

## Undergraduate Costs and Fees

2023-2024 Academic Year

### Principal Undergraduate Fees and Charges

Expense	Fall 2023	Spring 2024	TOTAL
Tuition	\$13,860	\$13,860	\$27,720
Room (Double Occupancy)	3,250	3,250	6,500
Board (Eagle Plan)	2,730	2,730	5,460
Activity/Services Fee	135	135	270
Campus Access Fee*	460	460	920
<b>TOTAL</b>	<b>\$20,435</b>	<b>\$20,435</b>	<b>\$40,870</b>

\*Subject to change.

The above represents total fees and charges for a resident student for two semesters, exclusive of special class fees, non-recurring, or voluntary fees, fines and penalties. Additional charges may be applied.

## Additional Fees for Dietetics Students

Associate Membership in AND (optional):	\$58/year
Lab Coat:	\$50
AU Student Dietetic Association:	\$10/year
Lab Fees (Diet 130 and Diet 230):	\$175
Estimated cost of textbooks for Dietetic courses:	\$500
Attendance at AND conference (optional):	\$500-700

### Insurance Requirements:

- a) **Medical Insurance:** All full-time undergraduate students are required to have health insurance and are automatically enrolled in the major medical portion of Ashland University's insurance. Students have the option to waive the University's coverage if they are currently covered by an individual or family coverage. Students need only to complete the waiver once per academic year. This plan covers students for one year. Fees associated with this insurance can be obtained by contacting the Student Accounts Office.
  
- b) **Travel Insurance:** Students assume responsibility for accident liability to and from any off-campus activities such as field trips and professional meetings. Students who are required to travel in a University vehicle (ex.: for a field trip) are covered by the University insurance **ONLY WHILE IN THE VEHICLE**. Current university regulations for off-campus travel by students appear under Travel forms through the Safety Services Office at <https://www.ashland.edu/student-affairs/health-safety-title-ix/safety-services/travel-forms>

## **Refund Policy**

This refund policy applies to students completely withdrawing from school, not simply dropping a class(es). Withdrawal is when an enrolled student withdraws from all classes during the term. Dropping of class(es) is when an enrolled student drops a class (or classes) but is still enrolled for one or more classes in the term.

## **Withdrawal Policy**

Students withdrawing from the University, will be assigned a grade of “W” in courses that are in progress. It is the student’s responsibility to clear all records and obligations to receive official separation.

The official withdrawal form and procedures for filing may is found under forms on the Etrieve site online. The submission date of the withdrawal request received by the Registrar’s Office will serve as the official withdrawal date.

Students who decide not to return to Ashland University are responsible for notifying the Registrar’s Office by completing the withdrawal process to avoid tuition and fee liability problems and to release seats to fellow students.

Non-attendance does not constitute a withdrawal. If the University is in session, the withdrawal form should be completed with the Registrar’s Office. Failure to do so will delay or reduce any refunds the student may be eligible to receive.

Students who have withdrawn may reapply to the University online by completing the readmit application for admission located on the admissions homepage. However, readmission is not guaranteed.

## **Return of Title IV Funds/Institutional Refund Policy**

This applies to students who withdraw from all classes or are dismissed. Refunds for these students are determined according to the following policy:

1. The term "Title IV Funds" refers to the federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and includes the following programs: Unsubsidized Federal Direct Loan, Subsidized Federal Direct Loan, Federal PLUS Loans, Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, and Federal TEACH Grant.
2. A student's withdrawal date is: The date the student began the institution's official withdrawal process or officially notified the institution of intent to withdraw; or the student's last date of attendance at a documented academically related activity; or the midpoint of the term for a student who leaves without notifying the institution.
3. Students who are granted a leave of absence are treated in the same manner as students who withdraw from the university.
4. Refund Policy: Refunds on all charges including tuition, room and board, and special fees will be prorated on a per day basis up to the 60% point in the term. There are no refunds after the 60% point in time. Title IV, state and institutional aid is earned in a prorated manner on a per day basis up to the 60% point in the term. Title IV, state, and institutional aid is viewed as being 100% earned after the 60% point in time.

In accordance with federal regulations, when financial aid is involved, refunds are allocated in the following order: Unsubsidized Federal Direct Loan; Subsidized Federal Direct Loan; Federal PLUS Loans; Federal Pell Grant; Federal Supplemental Educational Opportunity Grant; Federal TEACH Grant; other Title IV assistance; other federal sources of aid; other state, private and institutional aid; and finally, the student.

Ashland University's responsibilities in regard to the return of Title IV funds include:

- Providing each student with the information given in this policy;
- Identifying students who are affected by this policy and completing the Return of Title IV funds;
- Calculations for those students;
- Returning any Title IV funds that are due the Title IV programs.

The student's responsibilities in regard to the return of Title IV funds include returning to the Title IV programs any funds that were disbursed directly to the student and which the student was determined to be ineligible for via the Return of Title IV Funds calculation.

**Appeal Process:** Students who have an issue with the billing portion of this policy may submit an appeal to the Director of Student Accounts at [busoff@ashland.edu](mailto:busoff@ashland.edu). Students who have an issue with the financial aid portion of this policy may submit an appeal to the Director of Financial Aid at [financialaid@ashland.edu](mailto:financialaid@ashland.edu).

If a student is asked to leave for disciplinary reasons, all rights to adjustments from the tuition and fees are forfeited.

## **Applying to Supervised Practice Programs**

Application may be made to supervised practice programs in September for programs beginning in January and/or in February for programs beginning in the summer or fall. Students must be in the final semester of course work for graduation in order to apply. Most supervised practice programs require a GPA of at least 3.0 and good recommendations from faculty. Many require nutrition-related work experience with a good employer recommendation. Volunteer experience is also very beneficial. Applicants to supervised practice programs will take part in the Dietetic Internship Match process. Per ACEND and the Academy of Nutrition and Dietetics the Dietetic Internship Match is a computer-based method which provides an orderly and fair way to match the preferences of applicants for Dietetic Internships (DIs) with the preferences of DI program directors. The Academy contracts with a company called D&D Digital to operate the DI Match and help applicants obtain an Internship (supervised practice position). The information on the DI match process may be found on the ACEND website and is available at <https://www.eatrightpro.org/acend/students-and-advancing-education/application-process-for-students>.

Information about different supervised practice programs is updated regularly by the Academy of Nutrition and Dietetics and can be accessed from the Academy web site. The information on Supervised Practice Programs is listed under Accredited Program Directory and is available at <https://www.eatrightpro.org/acend>.

## **Professional Meetings and Activities**

The faculty within the Department of Health Sciences believes in providing opportunities which develop and enhance the professional growth of the student. Thus, as a matter of policy, students are highly encouraged to participate in professional meetings, conventions, projects, etc. Funding opportunities exist to help defray the overall cost to students. Dietetics students should discuss these opportunities with the Program Director.

The following activities are highly encouraged:

- (1) student memberships in local, state, and national professional organizations, such as the Ohio Academy of Nutrition and Dietetics and the Academy of Nutrition and Dietetics (AND).
- (2) preparation, display, and presentation of professional-related exhibits, essays, etc.
- (3) participation in National Nutrition Month activities.
- (4) attendance and participation at any of the professional organizations listed above, as well as others focusing on nutrition-related areas.

The faculty encourages students to also attend other nutrition-related meetings and seminars, which are offered at times other than those that require the student to be in class or clinical experience. Approval to attend conferences, seminars, etc., which conflict with routine academic schedules is to be arranged through the Program Director. Email announcements will also be distributed via the dietetics students' listserv, to inform individuals of upcoming meetings and other opportunities. It is the responsibility of each student to become involved in these activities, as well as to attend professional meetings.



## **Verification Statements**

A DPD Verification Statement verifies that the student has completed all the academic requirements related to DPD programs. In order to receive a verification statement Dietetic students must meet all graduation requirements as defined by Ashland University (see section titled “Graduation Policies”) and demonstrate achievement of all KRDN (Knowledge for the Registered Dietitian Nutritionist). Information regarding the minimum score necessary to demonstrate achievement of a KRDN may be found under KRDN learning activities on respective course syllabi. All students who complete these requirements, not just those applying to supervised practice programs, receive verification statements in a timely manner.

ACEND-accredited programs must ensure that applicable degree and coursework requirements are completed before a student starts a supervised practice program and before a student receives a verification statement. Graduates must include this form with supervised practice program applications; this form is also required when applying to sit for the Registration Examination and for membership in AND.

Following every university graduation, December and May, Verification Statements will be prepared and mailed to students. All students graduating with a major in Dietetics and those students with a previous bachelor’s degree who are meeting AU DPD requirements will be sent at minimum 3 copies of signed Verification Statements to the address indicated by the student at the end of the semester. The Verification Statements will be signed and mailed once students have been cleared for graduation by the Registrar’s Office. Students will also be provided with a signed electronic copy of the verification statement sent to the email address provided by the student at the end of the semester.

Each student will need the following number of Verification Statements, all of which must have an Original signature of the Program Director:

- One to include in student file/One to submit with AND Membership application
- One to submit with application(s) for Supervised Practice Programs
- One to submit with application for state licensure/certification

If students require additional copies of the verification statement, they can contact the AU DPD Program Director and additional copies will be prepared.

### **Student Performance Monitoring/Academic Advising for AU DP Students**

Once students have decided to enroll at AU and declare their major as Dietetics, they will be assigned to an academic advisor. Students confer with their academic advisors before or during each registration and at any time when decisions concerning registration (such as withdrawing from class) are made. Advisors are there to help guide, direct, and counsel students regarding their educational experience at Ashland University. Advisors will assist students with scheduling the necessary courses in the proper sequence to allow for academic progress. It is extremely important for every Dietetics student to meet regularly with his/her advisor because the proper sequencing of courses is essential for a timely graduation and completion of all curriculum requirements. Sign-up sheets will be posted or distributed electronically prior to student class registration to meet with their advisor. It is the responsibility of each student to arrange a meeting with their advisor prior to registration.

Student academic progress is routinely monitored by multiple means. Each semester AU faculty are required to report grades of “C” or lower at predetermined times during the first 6 weeks of the semester and this information is sent to the student’s academic advisor. If a Dietetic student has received a grade or attendance alert, the Dietetic advisor meets with the student to discuss the alert and provide options for assistance such as tutoring services or suggesting a meeting with an academic support advisor. It is the responsibility of the student to follow up on the recommendations provided by the Dietetic advisor.

### **Student Assessment**

Dietetic student progress and performance is assessed continually throughout each semester. Academic progress is assessed through course assignments, projects, exams, and case studies. Grades for coursework are entered into the Blackboard LMS for students to track their own progress. Dietetics faculty are readily available to meet with students should there be questions about individual grades, questions about course lecture/material, and overall progress in the course. If a student is identified as having difficulty on an assessment item or overall progress in the course, the Dietetic course instructor will meet with student to discuss learning strategies to improve progress in the course such as tutoring services, individually reviewing the material with the student, written and online resources.

### **AU DPD Retention and Remediation Procedures**

Students enrolled in the Dietetics major should strive to achieve a grade of “B” or above in all Dietetics courses in order to be competitive when applying to supervised practice programs. Due to the extremely competitive nature of receiving a supervised practice placement, students should maintain a GPA of 3.0 or above for all Dietetics courses. Per Ashland University Course Repeat Policy: If a student repeats a course because of receiving a C- or lower, the last grade received is the grade earned. All courses and grades will be recorded; however, only the last grade will be used to determine the student’s grade point average. Repeat courses must be taken at Ashland University. Courses with grades higher than a C- cannot be repeated for a grade or on a S/U basis unless noted in the course description as repeatable. A student may audit a course previously taken for a grade; however, the previous grade earned will remain on the transcript and will be used to determine the student’s grade point average.

Students must maintain a cumulative GPA of 2.00 or higher and a major GPA of 2.25 to avoid academic probation and remain in the program per Ashland University guidelines. Although the minimum cumulative GPA for academic probation is lower than 3.0, students who maintain a GPA below this level will be encouraged to change majors from Dietetics to other areas of study. Students identified as “*at-risk*” will be recommended and encouraged to make an appointment with Center for Academic Support, which includes Classroom Support (accommodations for students with disabilities), Disability Services, tutoring, and study strategies.

If a student does not achieve the required score on an assignment being used to achieve a KRDN (Knowledge for Registered Dietitian Nutritionist) student learning outcome the following steps will be followed:

1. Student will meet with course instructor to review the assignment.
2. Student will complete review of information needed to complete the assignment using resources provided by the course instructor.
3. Student will repeat assignment until proficient (meeting minimum required score)
4. The original assignment score will be entered as the assignment grade; subsequent assignments to meet proficiency will be graded but these scores may not replace the original assignment score.

### **Ashland University Student Support Services**

Ashland University strives to support students through a variety of available services. These services are meant to help students attain success while attending the university and in preparation for a future career. The Center for Academic Support provides resources to students with an emphasis on social, personal, and academic success. This department provides services such as professional advising for first year and transfer students, tutoring services, and Freshmen success seminars. The Student Health Center is available to provide general health care as well as psychological counseling services to students. Psychological counseling services are available at no cost to students and include managing mental health concerns and dealing with academic stress. The Career Center for Life Calling helps students as they embark on their career-life journey. Services available through this center include job fairs and free training on professional skills such as interviewing, preparing a professional resume, and developing a professional electronic portfolio. Many financial aid resources are available to both prospective and current students through the Admissions department. Financial aid counselors are available to help students and families navigate financial aid options such as securing scholarships or grants, how to get a student loan, and finding student employment.

### **Academic Calendar Including Vacations and Holidays**

The AU DPD follows the Ashland University academic calendar which can be found online at: <https://www.ashland.edu/registrars-office>.

### **Leave of Absence/Medical Withdrawal Policy**

Ashland University does allow students to take a medical withdrawal from the university with then the possibility of readmission. The medical withdrawal policy is as follows:

In the event that a student is unable to complete the semester due to a medical condition that prohibits making up missed work, a withdrawal may be processed providing the following conditions are met:

1. Class absences and missed work can be directly attributed to the medical condition.
2. A qualified health professional verifies in writing that the medical condition prohibits completion of the semester requirements in one of two ways:
  - a. A “non-specific” medical withdrawal notice should be presented in writing to the Registrar's

Office. This immediate medical notice (signed by a physician) should state that a medical condition prohibits completion of the semester requirements and assign a date of condition onset (to verify times classes were missed).

b. A notice of “specific” diagnostic information including all recommendations must be sent to the Health Center director or director of Psychological Counseling Services, as warranted. This is to ensure confidentiality and coordinate any recommended treatment or follow-up in the event of readmission.

3. The medical withdrawal process is initiated by the student, the physician and/or the parent/guardian, not AU.

4. The medical condition fits in one of the following categories: medical illness; mental illness (must include date of psychiatric hospitalization and date of clinical assessment); drug or alcohol addiction; or surgery.

All medical withdrawals need to be initiated by contacting the Registrar's Office within 60 days of the end of the grading period. Once the Registrar's Office has the documentation to support the withdrawal, a “W” will be assigned and the faculty will be notified. Any refunds will be determined based on the effective date of withdrawal.

For questions regarding withdrawals, please contact the Registrar's Office at [419.289.5666](tel:419.289.5666) or [regis@ashland.edu](mailto:regis@ashland.edu).

Policy for readmission after medical withdrawal is as follows: A notice of “specific” diagnostic information, including all recommendations as they apply to readmission, must be sent to the Health Center director or director of Psychological Counseling Services, as warranted. This is to ensure confidentiality and coordinate any recommended treatment or follow-up. Until this is complete, no readmission can occur.

### **Release of Student Record Information**

The Family Education Rights and Privacy Act of 1974 (FERPA) is a federal law designed to protect the privacy of a student's educational, financial and health records. Without the appropriate student information releases, student account and academic records cannot be discussed with a parent, guardian, spouse, or other parties. Under the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA), student education records and information cannot be released without the expressed written consent of the student. The written consent needs to contain specifically what is to be released, the reasons for release and to whom (for example, a transcript).

The exception to this information is classified as “Directory (Public) Information” and may be released without the student’s consent. Ashland University has determined the following as directory information:

1. Name, local address, home address, local telephone number, home telephone number, date and place of birth, parent names and address, email address, major, class, center attended, dates of attendance, full-time, half- time, or part-time status (not specific credit hours), degrees and awards received (including Dean’s List), previous institutions attended,

participation in officially recognized activities and sports, photographs, weight and height of members of athletic teams.

2. Directory information cannot include student identification numbers or social security numbers. Ashland University sends names and social security numbers of enrolled students to the National Student Loan Clearinghouse each semester. In addition, the University is required by law to release enrolled student social security numbers and addresses to agencies connected with The U.S. Department of Education when mandated to do so.
3. Students have the right to withhold the release of the above by presenting a written request to the Office of Records and Registration. A small number of students have requested this and when the name is "accessed in the computer" the statement "Do Not Release Information" will appear.

The Family Educational Rights and Privacy Act (FERPA) of 1974 as amended, outlines the requirements regarding the privacy of student records. FERPA governs release of records maintained by an educational institution and access to those records. The following explains the rights of students to the student education records and outlines the University's procedures to comply with FERPA.

The meaning of "education records" is, with certain exemptions as listed below, those records, files, documents, and other materials which contain information directly related to a student, and are maintained by any employee or agent of the university. The following categories of information are exempted and are not considered to be "education records:"

1. Records made by university personnel which are in the sole possession of the maker and are not accessible or revealed to any other person.
2. Records maintained by the Safety Services Office for law enforcement purposes.
3. Medical and counseling records used solely for treatment. (Medical records may be personally reviewed by a physician of the student's choice.)
4. Records only related to a former student (alumni records). Records of that individual while a student continue to be considered education records.

All records pertaining to students which are maintained by university offices are official university records, and as such, remain the property of the University.

**A student has the right to: Inspect and review education records pertaining to the student.**

1. Students have the right to view their education records wherever these records are maintained on campus.
2. Once a student has submitted a request to inspect his or her records, an institution must comply within 45 days.
3. Information contained in education records will be fully explained and interpreted to students by university personnel assigned to, and designated by, the appropriate office.

4. Students have the right to review only their own records. When a record contains information about more than one student, disclosure cannot include information regarding the other student(s).
5. The University allows inspection and review of the specified requested education records, but does not permit a copy of said records. No photographic, electronic or audio devices are permitted during the inspection and review meeting.
6. When the student has an outstanding financial or other hold on records, the student still maintains the right to review his or her education records. He or she does not have the right to obtain any copies of those records unless failure to do so would effectively deny the student the right to inspect and review records. Also, that student does not have the right to have a transcript sent to a third party until the obligation is fulfilled.
7. In cases where a student is not within commuting distance (50 miles) of campus and therefore is physically unable to be present to view the record on campus, the institution must make arrangements for the student to obtain access for review of these records.

### **Challenge Information in Records**

1. Students have a right to challenge the content of their education records if they consider the information contained therein to be inaccurate, misleading, or inappropriate.
2. This process includes an opportunity for amendment of the records or insertion of written explanations by the student into such records.
3. The right to challenge grades does not apply under the Act unless the grade assigned was inaccurately recorded, under which condition the record will be corrected.

### **Procedures for Hearing to Challenge Records**

1. Students challenging information in their records must submit, in writing, a request for a hearing to the appropriate office maintaining the record, listing the specific information in question and the reasons for the challenge.
2. Hearings will be conducted by a university official who does not have a direct interest in the outcome of the hearing.
3. Students shall be afforded a full and fair opportunity to present evidence relevant to the reasons for the challenge.
4. The hearing officer will render a decision, in writing, noting the reason and summarizing all evidence presented within a reasonable period of time after the challenge is filed.
5. Should the hearing be in favor of the student, the record shall be amended accordingly. Should the request be denied, an appeal may be made, in writing, and submitted to the Registrar's Office within 10 days of the student's notification of the decision of the hearing officer. The appeal shall be heard by an Appeals Board of three disinterested senior university officials and a decision rendered, in writing, within a reasonable period of time.
6. Should the appeal be in favor of the student, the record shall be amended, accordingly. Should the request be denied, the student may choose to place a statement with the record commenting on the accuracy of the information in the record and/or setting forth any basis for inaccuracy.

When disclosed to an authorized party, the record will always include the student's statement and notice of the Board's decision, as long as the student's record is maintained by the university.

**Limit disclosure of some "personally identifiable information"** (information that would directly identify the student or make the student's identity easily traceable) known as directory information.

1. Any student who does not want directory information to be released must submit their request in writing and meet with the campus FERPA Coordinator located in the Office of Records and Registration.

**The right to file a complaint** with the U.S. Department of Education concerning alleged failures by Ashland University to comply with the requirements of FERPA by contacting the Family Policy Compliance Office, U.S. Department of Education.

## **Graduation Policies**

### **Course Requirements and Grade Point Average**

A student majoring in Dietetics, who is also a candidate for a baccalaureate degree must have completed all the course requirements for that particular degree and must earn 123 semester hours of college work with an overall grade point average (G.P.A.) of not less than 2.0. The grade point average in the Dietetics major field must be at least 2.25 (although a G.P.A. of 3.0 or > is recommended). These university requirements for graduation must be met in order to receive a verification statement. Dietetic majors consistently complete degree requirements within four years if entered university as a freshmen with maximum amount of time to complete degree being six years unless formally applied for medical leave of absence per Ashland University Policy. Transfer students entering Dietetics may be able to complete the degree requirements in less than four years, depending on number of transfer credits accepted. To be eligible to participate in the May commencement ceremony, the graduate must be able to complete all degree requirements prior to the day of Spring Commencement. To be eligible to participate in the December commencement ceremony, the graduate must be able to complete all degree requirements prior to the day of Winter Commencement. Any student listed in the graduation program who has failed to complete these requirements will not receive a diploma or teaching license at commencement. The student must then complete all requirements before reapplying for graduation or licensure on the next graduation date after requirements are fully met. For a complete description of university graduation requirements, please visit: <https://www.ashland.edu/administration/office-records-and-registration/graduation-information>.

### **Degree Applications**

An application for a degree is to be filed with the Registrar's Office within the time specified in the Registrar's calendar. Failure to submit an application will result in the student not being able to attend commencement or have the degree posted on the official transcript.

### **Residence Requirement (Academic)**

A candidate for a degree must take a minimum of 30 semester hours at Ashland University. The last 12 hours of coursework and at least one half of the student's work in his/her major field must be taken at AU. A minimum of 50 hours must be earned at a four-year college or university.

## **Graduation & Commencement Application Procedures**

Students can obtain information related to graduation and commencement procedures and deadlines for applications at: <https://www.ashland.edu/administration/office-records-and-registration/graduation-information/upcoming-commencement/important-information>.



## **Academic Integrity and Disciplinary/Termination Policies**

The Ashland University community strives to model leadership that is based upon Christian beliefs and virtues and that will encourage, develop and sustain men and women of character to serve their professions, their communities, and the world (AU Statement on Ethical Leadership). As members of Ashland University, students hold themselves to the highest standards of academic, personal and social integrity (Ashland University Campus Creed). In keeping with the Ashland University commitment to the highest standards of academic, personal and social integrity, students are expected to abide by the academic integrity standards outlined in this policy. The AU DPD follows the Ashland University academic integrity policy and student integrity policies found in the Student Handbook regarding disciplinary/termination procedures. Disciplinary/termination procedures may be found under Student Conduct policy (pg. 33) and Integrity policy (pg. 46) in the AU Student Handbook. To view the Ashland University academic integrity policy please visit <https://catalog.ashland.edu/academic-affairs/undergraduate#class-coursework-and-academic-integrity-policy1>. To view Ashland University student integrity policies please visit <https://www.ashland.edu/sites/default/files/2022-10/Student%20Handbook%202022-2023.pdf>

### **American Disabilities Act Accommodation**

If you have a disability and are in need of any accommodations for the Academic Integrity Hearing, please contact the Office of Disability Services at 419.289.5904, or visit the Library, 7th Floor at your earliest convenience. The Registrar will work with the Office of Disability Services to accommodate any documented disability.

### **Opportunity to File Complaints with the Accreditation Council for Education in Nutrition and Dietetics (ACEND)**

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) will review complaints that relate to a program's compliance with the accreditation/approval standards. The Commission is interested in the sustained quality and continued improvement of dietetics education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff, or students. There shall be no retaliatory action against any individual who files a complaint in good faith regarding program compliance of Ashland University Didactic Program in Nutrition and Dietetics. Complaints must be submitted to ACEND in writing in order to be reviewed. Complaints should only be submitted to ACEND once all other options with the program and institution have been exhausted.

The accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the Education staff at The Academy of Nutrition and Dietetics at 120 South Riverside Plaza, Suite 2190, Chicago, Illinois 60606-6995; by calling 1-800-877-1600, extension 5400, or accessed through the ACEND website located at [www.eatright.org](http://www.eatright.org).

## **Grievance & Complaint Procedures**

In cases where a student believes his or her academic rights have been violated, the student should, if possible, discuss the matter with the instructor involved. If the student wishes to appeal the case, the student must appeal to the department chairperson and then to the Dean and Academic Council, who may confer with the Provost.

In cases where a student has a complaint specifically related to the Ashland University Didactic Program in Nutrition and Dietetics he/she should first contact the program director to discuss the complaint and possible resolution. In cases where a resolution is not clear or agreed upon the student should then submit a written complaint to the Health Sciences Department Chair, who will then send the complaint to the Dean and as appropriate to the Provost for review and recommendations regarding a resolution. Filed student complaints and resolutions will be kept on file for seven years by the program director. There will be no retaliatory action against any individual who files a complaint in good faith regarding the Ashland University Dietetics program.

## **Grade Appeal Process**

### **Student Grade Appeals**

Ashland University seeks in the student grade appeal process to foster amicable and equitable resolution of disputes after a fair and impartial exploration of the facts. The purpose of the student grade appeal process is to provide the framework and method to resolve student complaints concerning a final course grade. Information on the Grade Appeal Process may be found in the Ashland University 2023-24 Academic Catalog located at the following link: <https://catalog.ashland.edu/>

**APPENDIX OF AU DP STUDENT HANDBOOK**

Dear AU DP Student,

Please read the enclosed information that is provided in this AU DP Student Handbook. This handbook should address many of the questions that you might have concerning the AU Dietetics Program. Additional information can be obtained in the Ashland University Undergraduate Catalog, the general AU Student Handbook, and at the AU webpage, [www.ashland.edu](http://www.ashland.edu).

After you have completely read the AU DP Student Handbook, please sign below, tear this page out, and return it to Professor Denise Reed, the Program Director.

\*\*By signing below, I acknowledge that I have read the AU DP Student Handbook and I am aware of its contents.

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**Name**

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**Date**

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**Program Director**

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**Date**

**ASHLAND**  
UNIVERSITY