UNIVERSITY of HOUSTON
COLLEGE of LIBERAL ARTS & SOCIAL SCIENCES
Health and Human Performance

University of Houston Didactic Program in Dietetics (DPD) Student Handbook

Program Mission:
The mission of the UH Didactic Program in Dietetics is to provide high-quality education to a wide-range population of students that promotes professionalism, leadership, and the competence necessary for supervised practice leading to eligibility for the CDR credentialing exam to become an entry-level registered dietitian nutritionist.

Program Goal #1:
The program will attract and graduate highly competent graduates for supervised practice through high-quality educational offerings.

Program Objectives for Goal #1:
At least 80% of students complete program requirements within 3 years (150% of the program length).

At least 50 percent of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation.

Of program graduates who apply to a supervised practice program, at least 25 percent are admitted within 12 months of graduation.

Program Goal #2:
The program will prepare graduates with a strong foundation in nutrition knowledge and skills to successfully enter and perform in supervised practice, while ensuring high levels of graduate satisfaction with the Didactic Program in Dietetics.

Program Objectives for Goal #2:

The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.

80% of graduates accepted to a supervised practice program will be rated "satisfactory" or better for nutrition foundation knowledge in preparation for supervised practice.

90% of program graduates will be "satisfied" with the Didactic Program in Dietetics.

Admission Requirements:
Upon completion of the UH admission process for the university (link to UH admission requirements available here: http://uh.edu/admissions/), all students seeking a Bachelor of Science Degree in Human Nutrition and Foods at the University of Houston must begin their degree on the Nutrition and Fitness (non-accredited) track. If the student wishes to declare the ACEND track (accredited track) sub-plan, the student must meet the

classification requirement of Junior standing and must complete CHEM 1311/1111, CHEM 1312/1112, NUTR 3101, and a minimum of 12 hours of DPD coursework with a 3.0 or higher. All attempted DPD coursework will be used in ACEND admission process. GPA will include transfer GPA and UH GPA. The highest grade earned for the course will be used in the GPA calculation. To declare the ACEND track (accredited track) sub-plan, the student must meet with a Health and Human Performance Academic Advisor to confirm classification and GPA and to complete the sub-plan request.

Student Performance Monitoring (Required element 8.1a):
The University of Houston utilizes the electronic platform/application EAB Navigate to provide progress reports on student performance. Faculty can initiate a progress report at any time during the semester. Faculty are urged to submit progress reports before the official reporting day, midpoint, and before the deadline to drop the course with a W grade. The EAB Navigate allows for faculty to identify students who are at risk of failing the course so that advising and other support staff can provide assistant that is not otherwise possible through the course. The alerts can be for (1) tardiness, attendance, unprepared for class, missing work, (2) lack of engagement in online/remote course instruction, (3) weak content performance, (5) weak academic writing, and (6) other non-academic or other concerns.

Student Retention and Remediation (Required element 8.1b):
When a progress report is submitted by faculty, the student is sent an email letting them know that a progress report was submitted. A second email is sent the following day inviting the student to make an appointment with an Academic Counselor in LAUNCH (the UH Learning Center) to create an individualized academic support plan with recommended actions and referrals to UH and other resources. Once created, the academic support plan will be stored in the Navigate platform so that academic advisors and college leadership can view plan and support the student. After the drop course deadline, LAUNCH will message students who had a progress report submitted but remain enrolled in the course to encourage the student to finish strong.

The program provides a non-accredited Human Nutrition and Foods degree track (Nutrition and Fitness track) that students may choose to move into that does not result in a verification statement.

Equitable Treatment (Required element 8.1d):
The program embodies the UH Anti-Discrimination Statement and policies, which are as follows:

Anti-Discrimination Statement
At the University of Houston (UH), equal opportunity means that your protected identity cannot be considered in making decisions related to your employment or academic progress, unless required by law. UH is committed to maintaining and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from discrimination and harassment of any kind. Discrimination and harassment are antithetical to the standards and ideals of the University. The University will take appropriate action to eliminate discrimination and harassment from occurring, prevent its recurrence and address its effects.
https://uh.edu/equal-opportunity/anti-discrimination/

Anti-Discrimination Policy
https://uh.edu/equal-opportunity/anti-discrimination/policies/

Equal Opportunity Services
https://uh.edu/equal-opportunity/title-ix-sexual-misconduct/

Equal Opportunity and Non-Discrimination Statement
https://uhsystem.edu/resources/compliance-ethics/uhs-policies/sams/01-general-administration/01d05/index.php

Student compensation (Required element 8.2f):

Students are not compensated as part of the DPD program at UH. Students may work in the capacity as a work study student or assistant within the University; however, this is outside of the purview of the DPD program.

Process for Submission of Written Complaints (Required element 8.2g):
Grievances with students, faculty, or program director should be addressed as outlined by the UH grievance procedure available on the UH Undergraduate Academic Grievances website:
http://publications.uh.edu/content.php?catoid=25&navoid=8907
Program specific complaints follow the order of progression as follows:
- UH DPD Director
- HHP Department Chair
- CLASS Associate Dean of Undergraduate Studies
- Senior Vice President for Academic Affairs/Provost

Retaliation towards a student for filing a complaint will not be tolerated under any circumstance.

Process for submission of Written Complaints to ACEND (Required element 8.2h):
If all other options with the program and institution have been exhausted without resolve, complaints related to program noncompliance *with ACEND Accreditation Standards* may be directed to:
Accreditation Council for Education in Nutrition and Dietetics
120 South Riverside Plaza, Suite 2190
Chicago, IL 60606-6995
Tel: (800) 877-1600, ext: 5400
ACEND@eatright.org

Transfer Credit/Prior Learning Assessment (Required element 8.2i):
The DPD Director carefully reviews transcripts for transfer students and post- baccalaureate students to evaluate coursework taken prior to entering the UH DPD program. Students must provide the Academic Advisors with course syllabi for any DPD nutrition course that they would like to have evaluated for equivalency and transfer credit. The Academic Advisors then provide the transcripts and syllabi to the DPD Director to determine course equivalency.

If student knowledge requirements/learning objectives for the course evaluated match a UH DPD course and the student received a C or better in the course, then the student will be granted course credit and will not be required to repeat the course. The UH DPD program does not give course credit for prior work or volunteer experience.

Formal Assessment of Student Learning and Reports on Performance (Required element 8.2j):
Students receive formal assessment of student learning and regular reports of performance and progress throughout the semester in each individual course. Faculty provide feedback on performance through individual comments and/or scoring utilizing rubrics on assignments, projects, presentations, and/or examinations.

Program retention and remediation procedures; students must have access to remedial instruction such as tutorial support (Required element 8.2k):
The University of Houston utilizes the electronic platform/application EAB Navigate to provide progress reports on student performance. Faculty can initiate a progress report at any time during the semester. Faculty are urged to submit progress reports before the official reporting day, midpoint, and before the deadline to drop the course with a W grade. The EAB Navigate allows for faculty to identify students who are at risk of failing the course so that advising and other support staff can provide assistant that is not otherwise possible through the course. The alerts can be for (1) tardiness, attendance, unprepared for class, missing work, (2) lack of engagement in online/remote course instruction, (3) weak content performance, (5) weak academic writing, and (6) other non-academic or other concerns.

When a progress report is submitted by faculty, the student is sent an email letting them know that a progress report was submitted. A second email is sent the following day inviting the student to make an appointment with an Academic Counselor in LAUNCH (the UH Learning Center) to create an individualized academic support plan with recommended actions and referrals to UH and other resources. Once created, the academic support plan will be stored in the Navigate platform so that academic advisors and college leadership can view plan and support the student. After the drop course deadline, LAUNCH will message students who had a progress report submitted but remain enrolled in the course to encourage the student to finish strong.

The student has access to the following tutorial support:
Student Resources: http://www.uh.edu/students/
LAUNCH (Undergraduate Student Success Center): http://www.uh.edu/ussc/launch/services/
Writing Center: http://writingcenter.uh.edu
Health and Human Performance Academic Advisors: https://www.uh.edu/class/hhp/undergrad-programs/advising_center/
ASC (America Chemical Society): http://www.uh.edu/nsm/chemistry/undergraduate/

Program Disciplinary/Termination (Required element 8.2l):
The program follows the UH disciplinary and termination process outlined the UH Student Code of Conduct Policy. For details, please visit the UH code of conduct website: http://www.uh.edu/dos/behavior-conduct/student-code-of-conduct/

Students failing to comply with the UH Student Code of Conduct will be subject to appropriate disciplinary action including, but not limited to, expulsion, suspension, disciplinary probation, reprimand, or warning.

Graduation and/or Program Completion Requirements (Required element 8.2m):
General requirements for obtaining a bachelor's degree from UH are available in the undergraduate catalog. For details please visit the undergraduate catalog website:
http://publications.uh.edu/content.php?catoid=25&navoid=8922

Degree specific requirements are available for each individual track in the undergraduate catalogue:
Nutrition and Fitness:
http://publications.uh.edu/preview_program.php?catoid=25&poid=10060&returnto=8961

ACEND Accredited: http://publications.uh.edu/preview_program.php?catoid=25&poid=9116&returnto=8858
*Please note that students enrolled in the ACEND accredited track should complete the program within 3 years of enrolling in the NUTR 3101- Dietetics as a Profession course.

Nutritional Sciences:
http://publications.uh.edu/preview_program.php?catoid=25&poid=9284&returnto=8961

Verification Statement Requirements (Required element 8.2n):
A verification statement is an official document that certifies successful completion of a baccalaureate degree and the requirements of an Accreditation Council for Education in Nutrition and Dietetics (ACEND) accredited program. A verification statement is required to be eligible for supervised practice through a Dietetic Internship program or to attempt the registration examination for Nutrition Dietetic Technician, Registered (NDTR exam).

UH students must either complete the BS in Human Nutrition and Foods ACEND accredited track or DPD post-baccalaureate plan with a minimum GPA of 3.0 in the DPD required coursework and meet all KRDNs to qualify for a verification statement.

Only students pursuing the BS in Human Nutrition and Foods on the ACEND accredited track or students on the DPD post-baccalaureate plan are eligible to earn a verification statement after meeting the guidelines above. Students pursing the BS in Human Nutrition and Foods on the Nutritional Sciences track, or the Nutrition and Fitness track do not meet ACEND requirements and are not eligible for a verification statement.

Verification of student identity (Required element 8.2o):
UH utilizes a two-factor authentication (2FA) as the most effective way to secure computer accounts. 2FA allows the confirmation of identify by text message, phone call, mobile application, and other methods.

2FA dramatically improves the security of data. 2FA requires you know something – like a password or account and you have something – like a phone.

2FA adds an additional layer of authentication beyond a username and password. 2FA involves something the student knows (password) plus something the student will have with them (like Duo Mobile on their smartphone) to prevent someone from logging in with only their password. With Duo 2FA, the student will still enter your username and password. The second factor provided by Duo is simply an added layer of security on top of the student's existing credentials.

Complete details are located at: https://uh.edu/infotech/services/two-factor-authentication/

Course Withdrawal and Refund of Tuition (Required element 8.2p):
The program follows the UH withdrawal and tuition refund policy. For policy details please visit the UH withdrawal policy website: http://www.uh.edu/financial/undergraduate/how-apply/withdrawal-policy/

Program Schedule (Required element 8.2q):
The program follows the UH Academic Calendar for schedules, vacations, and holidays. For UH Academic Calendar information please visit the academic calendar website:
http://publications.uh.edu/content.php?catoid=42&navoid=15332

Privacy of Student Information (Required element 8.2r):
UH DPD program complies with the Family Educational Rights and Privacy Act (FERPA). For details, please visit the FERPA website: http://www.uh.edu/dos/parents/resources/ferpa-explanation/

Student Access (Required element 8.2s):
Students may access their student file through AccessUH and PeopleSoft with their private login and password. For details, please visit the AccessUH website: https://accessuh.uh.edu/login.php

Student Support Services (Required element 8.2t):
UH offers a wide variety of student support services including but not limited to health services, counseling and testing, and financial aid services. For details on the available student support services at UH please visit the student resource website: http://www.uh.edu/students/