Nutrition and Dietetics Program
Western Kentucky University



Student Handbook of Policies and Procedures

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Table of Contents

Section 1. General Information
Mission Statement - 1
Goals and Objectives - 1
Accreditation Status - 1
Estimated Costs-2
Financial Assistance – 2
Distance Education Requirements – 3
Division of Extended Learning and Outreach and Verification of Student Identity –3
Transportation - 3
Student Health Services - 3
Student Professional Liability Insurance - 4
Student Health Insurance - 4
Drug Testing and Criminal Background Checks -4
Access to Counseling and Testing Services – 4
Tutoring Services - 4
Academic Calendar - 4

Section 2. Path to Becoming a Registered Dietitian
Requirements for Becoming a Registered Dietitian – 4
Admission Requirements of the WKU Nutrition and Dietetics Program – 5
Admission Process of the WKU Nutrition and Dietetics Program – 5
Internship Programs – 5
Becoming a Competitive Internship Applicant – 6
Preparation of Internship Applications – 6

Section 3. Policies and Procedures
WKU Statement of Compliance and Equal Opportunity Policy – 7
Equitable Treatment –8
Student Code of Conduct – 8
Academic Dishonesty - 8
Assessment of Prior Learning and Credit toward Program Requirements – 8
Access to Student Records – 8
Protection of Privacy – 9
Filing and Handling Complaints – 9
Withdrawal and Refund of Tuition and Fees – 10
WKU Student Handbook – 10
Graduation and Program Completion Requirements – 10
Maximum Amount of Time Allowed for Completing Program Requirements – 10
Student Performance Monitoring, Remediation and Retention – 11

Section 1. General Information

Mission of the Nutrition & Dietetics Program

We prepare graduates for careers as dietetic professionals by providing the knowledge and skills needed to improve the quality of life of those they serve.

Program Goals and Objectives

Goal 1: Program graduates will become dietetic professionals.

- 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%.
- 65% of surveyed program graduates will become employed in dietetics or dietetics related fields.
- The mean graduate rating on the quality of preparation for a professional career related to the field will be a minimum of 3.5 on a scale from 1.0 to 5.0, with 5.0 being the best level of preparation.

Goal 2: Program graduates will be prepared for supervised practice experiences that lead to eligibility for the Commission on Dietetic Registration Examination.

- Program completion: 80% of students enrolled in the professional courses in the third year of the DPD program are expected to complete program/degree requirements within three years
- At least 80% of students complete program requirements within three years (150% of planned program length).
- At least 65% 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 50% are admitted within 12 months of graduation.
- Within 12 months of graduation the mean rating on graduate performance as assessed by internship directors of DPD graduates, will be a minimum of 3.5 on a scale from 1.0 to 5.0, with 5.0 being the best level of preparation.
- The mean graduate rating on the quality of preparation for an internship will be at least a 3.5 on a scale from 1.0 to 5.0, with 5.0 being the best level of preparation.

Program outcomes data are available upon request. Student learning outcomes are on the program website.

Accreditation Status

The Nutrition and Dietetics Program at WKU is currently accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606, 312/899-5400, www.eatrightpro.org/acend.

For information regarding:

- Accredited programs for dietitian/nutrition students: Coordinated Programs, Didactic Programs and Dietetic Internships
- Accredited programs for dietetic technician students
- Computer matching for dietetic internships

- Sponsoring organizations eligibility requirements, Standards of Education, and policies for accreditation refer to https://www.eatrightpro.org/acend.

Estimated Program Costs

Lab coat to be used in HMD 151 and HMD 251	$20
Student Fees[1]	$258
Big Red Backpack (textbook fee)[2]	$390
Student liability insurance for HMD 464[3]	$40+
TB skin test series, vaccinations/titers and physical exam for HMD 464[3]	$380
Background check and drug screen for HMD 464[3]	$80
Tuition, Kentucky Resident[4]	$6,138
Tuition, Non-resident[4]	$13,500
DICAS application fee	$50 + $25 for each additional application

[1]CHHS fee is $20 per credit hour per semester; total varies by college and student credit hour load.

[2]This is the university's textbook fee (Big Red Backpack), charged at $26 per credit hour. Students may opt out of the Big Red Backpack and purchase textbooks individually.

[3]Expenses for HMD 464 Practicum in Dietetics are needed only if required by the site.

[4]Tuition rates are per semester. Rates change annually. You are encouraged to check the current rate, distance learning tuition rate and additional information on the WKU Office of Student Billing and Account Services https://www.wku.edu/billing/ Students enrolled **exclusively** in distance learning courses will be assessed the Distance Learning tuition rate. Please refer to the Office of Student Billing and Account Services website for more information.

Other expenses and fees per semester, such as for meals, books and more may be found through the Student Billing & Account Services. Information on student living and housing rates may be found through the Housing & Residence Life's website.

Financial Assistance
Financial aid is available through the University. https://www.wku.edu/financialaid/

A limited number of professional scholarships are available through the Academy for Nutrition and Dietetics. Application qualifications and forms are available at the following link: https://www.eatrightpro.org/membership/student-member-center/scholarships-and-financial-aid

Distance Education Requirements
The majority of courses required for the Nutrition & Dietetics program are only offered through face-to-face instruction, particularly those offered through the Hospitality Management and Dietetics division. However, three are offered in hybrid format—HMD 252 Hospitality Information Technology, HMD 351 Human Resource Management in the Hospitality Industry and HMD 354 Hospitality Data Analytics. Web based sections of HMD 211 Human Nutrition and some of the supporting courses required for the major are available. Two courses in the curriculum are offered only in online format--HMD 364 Sports Nutrition and AH 290 Medical Terminology. HMD 364 is an elective course, while AH 290 is required for DPD students.

Students must be proficient in Blackboard and basic computer use in order to be successful in web-based courses. Computer labs and wireless internet are available on campus. However, the student will need to purchase a computer and internet access should he/she require access to online course materials from home. Assistance with computing issues can be found by contacting the IT Helpdesk. Procedures for assuring the identity of students enrolled in distance education classes is located below, under Division of Extended Learning and Outreach (DELO) Testing Services and Verification of Student Identity.

Students enrolled **exclusively** in distance learning courses will be assessed the Distance Learning tuition rate. Please refer to Office of Student Billing & Account Services website for more information.

Division of Extended Learning and Outreach (DELO) Testing Services and Verification of Student Identity
Some online courses utilize the DELO Testing Center to proctor online exams. Procedures for scheduling and taking exams with the DELO Testing Center are located on the website. Procedures for verifying identity of test takers are:

1. Students testing at the testing center must present a valid government ID or WKU student ID for testing.
2. Student photographs are accessed in TopNet for visual identification of those students who fail to bring identification to the testing location.
3. All students must use their WKU login credentials to access exams administered in both proctored and unproctored settings.

In addition, online courses are delivered via Blackboard, a platform which requires student to use their WKU username and password to access the site.

Transportation
Students are responsible for transportation to any off-campus venues required for classes. The University does not provide any travel reimbursement for students traveling to off-campus sites. Students are also responsible for securing their own personal auto liability insurance. WKU is not liable for any accident or injury that occurs during travel required for college-related activities

Student Health Services
WKU students have access to Health Services. See the WKU Health Services website for more information.

Student Professional Liability Insurance
Students may need to purchase professional liability insurance for HMD 464 Applied Institution Management, if required by the site. One source is www.proliability.com ; with a minimum insurance of $1,000,000 per occurrence and $3,000,000 aggregate.

Student Health Insurance
All WKU students are advised to have personal health insurance, although this is not required. When in off-campus facilities for required learning experiences, neither the facility nor WKU is responsible for any costs related to student illness or injury. Insurance is needed to defray the cost of hospital and medical care for any illness or injury that might be sustained while in this program and the substantial monetary liability that you, as a student, might incur as a result of failure to have such insurance. If you are not currently covered, you may want to consider affordable student policies. Information regarding WKU's student health insurance can be found at https://wku.myahpcare.com/ but you are not required to purchase through WKU.

Drug Testing and Criminal Background Checks
A background check and drug screening may be required by the practicum site for HMD 464. One source is CastleBranch www.castlebranch.com. CastleBranch provides both drug and background services. Other providers may be used.

Access to Counseling and Testing Services
WKU students have access to a variety of support services as specified in the WKU Student Handbook. The WKU Counseling and Testing Center, located in Potter Hall 409, provides personal counseling services and is responsible for the administration of national testing programs. Contact the Center for appointments and for test information at (270) 745-3159 or see the website.

Tutoring Services
The Learning Center (TLC) provides tutoring for many general education courses. Courses for which tutoring is available and instructions for scheduling an appointment are located on TLC website.

Academic Calendar
The academic calendar for WKU and the program can be found at the following link: https://www.wku.edu/registrar/academic_calendars/

Section 2. Path to Becoming a Registered Dietitian

Requirements for Becoming a Registered Dietitian/Registered Dietitian Nutritionist
To become a registered dietitian/registered dietitian nutritionist (RD/RDN) the following requirements must be completed:

1. Complete at least a bachelor's degree at an accredited college or university in the United States AND complete course work approved by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics. Completion of the CFND concentration in Nutrition and Dietetics, within the HMD major, at Western Kentucky University allows for the completion of the bachelor's degree AND the necessary course work. (See below for admission criteria).

2. Complete an internship that has been accredited by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics. Students apply to these programs in their last year at Western Kentucky University and complete the programs after graduating from the University. Entrance into internships is competitive. An undergraduate grade point average of at least 3.3 to 3.5, relevant work experience, and volunteer experience aid in the preparation for an internship.
3. Pass a national examination administered by the Commission on Dietetic Registration.
4. Complete a Master's degree. 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) before **12:00 midnight Central Time, December 31, 2023**. For more information about this requirement visit CDR's website here.
5. After gaining status as a RD/RDN, continuing professional education is needed to maintain registration status.
6. In addition to earning registration status through the Commission on Dietetic Registration, individual states may have laws regarding licensure/certification regarding dietitians and nutritionists. For example, the Kentucky Division of Occupations and Professions has a Board of Dietitians and Nutritionists. In order to be a licensed dietitian in the state of Kentucky, the RD/RDN credential and 15 hours of continuing education per year are required. For more information about state licensure requirements click here.

Admission Requirements of the WKU Nutrition and Dietetics Program

- For admission into the dietetics program at Western Kentucky University, students must be admitted to Western Kentucky University as a degree-seeking student and must have a minimum G.P.A. of 3.0 on at least 30 college credit hours.
- The 30 credit hours must include: Anatomy and Physiology (BIOL 131), Introductory Statistics (MATH 183), and Fundamentals of College Chemistry (CHEM 105), with a minimum grade of "C" for these pre-admission courses. The 30 credit hours must also include HMD 211 Human Nutrition with a minimum grade of "B."
- A composite ACT of 20 or SAT (critical reading + math) of 950 is also needed for program admission.

Admission Process of the WKU Nutrition and Dietetics Program

Students who meet the above admission requirements can apply to the Nutrition and Dietetics Program by completing the Admission Application and submitting it to their advisor. Submitted applications are processed by the DPD director at the end of the fall and spring semesters**.**

Internship Programs

- Internships are the second step to becoming a RD/RDN. An internship is completed after the undergraduate degree is obtained.
- Internships are located in many universities, colleges and hospitals across the United States.
- A list of all internships is available on the website of the Academy of Nutrition and Dietetics, and from the undergraduate program director at WKU.

- In HMD 459 Senior Seminar, students develop a list of supervised practice programs that may be of interest and begin preparation of the internship application.
- In the last year of the program, students may wish to visit an internship or attend an internship open house.

Becoming a Competitive Internship Applicant

- Historically, there has been a national shortage of internship openings, compared to the number of students applying to internships. Typically, only about half of the students who applied nationally received a placement into an internship. The internship matching process has not been as competitive in the last few years, but students are still strongly advised to follow the below suggestions to maximize their chances of receiving a placement.
- Internships each set application standards and guidelines. Thus, criteria for selection into different programs may vary from internship to internship. Some internships do require the GRE for program admission.
- **Earn excellent grades**. An undergraduate grade point average of at least a 3.3 to 3.5 is advisable to be competitive for a supervised practice program. However, having a strong GPA will not ensure entrance into an internship. Internships also review the GPA of courses required for the major, and may also focus on the science-related GPA. The higher the GPAs, the better chance a student may have of gaining entrance into an internship. Internships set their own admission standards.
- **Gain relevant work experience**. Positions as dietary aides or diet assistants in hospitals, nursing homes and other healthcare facilities provide valuable experience. In these facilities, students also gain work experience as cooks and diet supervisors. Other work experience in the food service industry, such as server positions or cashiers in fast food restaurants, can be beneficial; however, the degree of importance placed on these types of work experience may vary from internship to internship.
- **Gain dietetic-related volunteer experiences**, as available. Examples of volunteer experiences include assisting with events sponsored by the health department, assisting with health and recruitment fairs at WKU or off-campus, and shadowing dietitians in the workplace. Other opportunities based on personal motivation and interest can also be completed.
- **Get involved in extracurricular activities**. Membership in the Student Dietetic Association, Phi Upsilon Omicron Honor Society, and/or other on- and off-campus activities can be of benefit. Participation in such organizations and holding an office can increase your leadership and interpersonal skills and can provide volunteer opportunities.
- **Manage your time and prioritize**.
- **Be a respectful, conscientious student and employee**. When applying to supervised practice programs, you will need letters of recommendation. Practice good interpersonal skills and work hard in classes and on the job. Be on time and have a positive attitude.

Preparation of Internship Applications

- Obtain current information (within past three to six months) from programs of interest.
- Follow program directions very carefully.
- Apply to at least 5 programs. You will be matched to **one** program, however applying to multiple programs is necessary as you only have as many

opportunities as you create for yourself. However, do NOT apply to programs that you will not really be willing to attend. Failure to accept a position to which you have been matched is damaging to you, the student, the internship program and the WKU undergraduate Nutrition and Dietetics program.

- Talk to your program director or advisor at WKU about the application process and attend HMD 459 Senior Seminar meetings concerning the application process.
- Read the complete information about the computer matching policy and procedures used to apply to most dietetic internships at the website of The Academy of Nutrition and Dietetics.
- **Verification Statements versus Declarations of Intent**: If you have graduated, you will receive a Verification Statement. If you have NOT graduated, you will receive a Declaration of Intent that identifies the courses needed to complete program and graduation requirements. The verification statement will be emailed to you following completion of program requirements and graduation. Thus, you will need to provide the program director at WKU with an email address that the verification statement can be sent to. You must submit the verification statement to your internship director after you have been matched to a program. The verification statement also requires your full middle name, which you must provide to the WKU program director prior to graduation. To be eligible to receive a verification statement, and thus to be eligible for dietetic internships, all program and university requirements at WKU must be completed and students must demonstrate achievement of all core knowledge for dietitians and nutritionists (KRDNs). More information on graduation and verification statement requirements can be found below under Graduation and Program Completion Requirements and under Student Performance Monitoring, Remediation and Retention. WKU requirements are specified in the WKU undergraduate catalog.
- **Dietetic Internship Centralized Application System (DICAS):** Most internship programs utilize DICAS to receive and review internship applications. This is an online system to which you will submit your internship application, recommendation letters and transcripts.

Section 3. Policies and Procedures

WKU Statement of Compliance

Equal Employment Opportunity/Affirmative Action/University ADA Services (EEO) is housed within the Office of Institutional Equity (OIE) and is responsible for ensuring WKU's compliance with Title IX, Title VI, Title VII, ADA, and other state and federal anti-discrimination/harassment laws.

Western Kentucky University does not discriminate on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, gender identity/expression, marital status, age, uniformed services, veteran status, pregnancy, childbirth or related medical conditions, or physical or mental disability in admission to career and technical education programs and/or activities, or employment practices in accordance with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Revised 1992, and the Americans with Disabilities Act of 1990.

The University has published policies and procedures for investigating and/or addressing discrimination or harassment in its educational programs and/or employment. If you believe you have experienced discrimination or harassment in such programs, activities, or employment, policies and procedures are included on the following website:

http://www.wku.edu/policies/ (WKU Policies), in addition to the WKU Student Handbook, and Undergraduate and Graduate Catalogs. These publications, including information about University procedures, are available on the University's website (www.wku.edu), at:

WKU Policies: http://www.wku.edu/policies/
WKU Student Handbook: http://www.wku.edu/handbook/
WKU Undergraduate Catalog: https://catalog.wku.edu/undergraduate
WKU Graduate Catalog: http://catalog.wku.edu/graduate

Equitable Treatment
The Nutrition and Dietetics Program at Western Kentucky University is committed to equitable treatment. The program does not discriminate on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, gender identity/expression, marital status, age, uniform service, veteran status, pregnancy, childbirth or related conditions, physical or mental disability, size or socioeconomic status. On request, WKU will provide reasonable accommodations, including auxiliary aids and services. Students may request these accommodations through the Student Accessibility Resource Center (SARC): https://www.wku.edu/sarc/

Student Code of Conduct
It is the expectation of The Office of Student Conduct that all student behavior reflect that of a WKU student. As a student you are to be guided by the principles of an active citizen in our community. As a member of this community you are expected to respect the rights of others in the greater spirit of higher education, no matter what your role may be. The Office of Student Conduct expects high standards of students both in and out of the classroom, on or off-campus. Please know that any behavior that does not demonstrate that of a good citizen may result in your introduction to the University Conduct Process. The full Student Code of Conduct is available at:
https://www.wku.edu/studentconduct/student-code-of-conduct.php

Academic Dishonesty
Students who commit any act of academic dishonesty may receive from the instructor a failing grade in that portion of the coursework in which the act is detected, or a failing grade in the course without the possibility of withdrawal. The faculty member may also present the case to the Office of Student Conduct for disciplinary sanctions. Additional information regarding academic offenses can be found in the undergraduate catalog and on the Office of Student Conduct website.

Assessment of Prior Learning and Credit toward Program Requirements
Credit toward program requirements can only be earned through equivalent course work. Transfer credits from other universities are reviewed by the advisor and Registrar's Office. Course equivalency is determined through comparison of course descriptions, objectives and syllabi. Additional information is located in the undergraduate catalog. International students who have completed nutrition and dietetics coursework outside of the US must have transcripts evaluated by a foreign degree evaluation agency approved by the Commission on Dietetic Registration. A list of approved evaluation agencies and procedures and resources for international students can be found on the Academy of Nutrition and Dietetics website.

Access to Student Records
In accordance with federal law as established in 1974 by the Family Educational Rights and Privacy Act (FERPA), Western Kentucky University maintains the confidentiality of

student records and provides a student the right to inspect and review education records, the right to seek to amend those records, and the right to limit disclosure of information from the records. The full FERPA policy is located in the undergraduate catalog.and through the Registrar's Office.

Protection of Privacy
Basic guidelines regarding access to student files/educational records are found in the undergraduate catalog and are based on the Family Educational Rights and Privacy Act (FERPA). Online access to academic records is secured through the use of a WKU id and password. Similarly, the WKU id and password are required for access to grades, assignments, notes and other course materials that are posted on Blackboard for web assisted and online courses.

Filing and Handling of Complaints
These procedures are consistent with the Student Academic and Grade Complaint Procedure for WKU. A student who has a disagreement with a faculty member about an academic matter must first attempt to resolve the matter through discussion with the instructor within 15 workdays after the issue has occurred or within the first 15 workdays of the first regular semester (fall; spring) following the assignment of the grade. If the issue is not resolved satisfactorily between the student and the instructor, the student may specify in writing the basis for the disagreement and request a review by the Department Head of the Applied Human Sciences Department within two weeks after meeting with the faculty member. The written notification to the department head should clearly state what the student believes are the faculty member's unreasonable and/or unfair practices or procedures, and include any available documentation. The Department Head may attempt to resolve the complaint by meeting with the student and faculty member separately to mediate the issue. If the department head is unable to resolve the complaint in this way, a meeting will be arranged where the student, faculty member and the department head will be present for the discussion. Should the student remain dissatisfied with the outcome of the academic issue or grade complaint at the departmental level, the student may continue the complaint to the college level. The student should notify the Dean of the College of Health and Human Services, in writing, within two weeks following the department head's recommendation. If no resolution occurs at this point, the Dean will notify the College Complaint Committee. A final appeal is possible at the University level. The full complaint procedure is available in the undergraduate catalog.

The Accreditation Council for Nutrition and Dietetics Education (ACEND) has established a process for reviewing complaints against accredited programs in order to fulfill its public responsibility for assuring the quality and integrity of the educational programs that it accredits. Any individual, for example, student, faculty, dietetics practitioner and/or member of the public may submit a complaint against any accredited program to ACEND®. However, the ACEND® board does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion or dismissal of faculty or students. It acts only upon a signed allegation that the program may not be in compliance with the Accreditation Standards or policies. The complaint must be signed by the complainant. Anonymous complaints are not considered. **Complaints should be submitted to ACEND only after all other options with the program and institution have been exhausted**.

ACEND's policy and procedure for submission of complaints may be found on the ACEND website at: https://www.eatrightpro.org/acend/public-notices-and-announcements/filing-a-complaint-with-acend

Withdrawal and Refund of Tuition and Fees
For various reasons a student may withdraw from the University. A refund of tuition shall be made if a student officially withdraws or is dismissed from the University during the first three weeks of a regular semester. Information concerning withdrawal and refund of tuition and fees may be found at the Office of the Student Billing & Account Services website. Information regarding types of withdrawals is located at the Office of the Registrar's website.

WKU Student Handbook
Additional information for students can be found in the WKU Student Handbook. Topics include policies regarding Academics, Information Technology, Housing and Residence Life, Alcohol and Drug Abuse and others.

Graduation and Program Completion Requirements
A Verification Statement is only granted to students who: (receipt of the Verification Statement allows a graduate to complete an internship):

1. Complete all University general education requirements.
2. Satisfactorily complete all required coursework for the Nutrition and Dietetics concentration. Students must earn a B or better in HMD 211 Human Nutrition and a C or better in all other dietetic specific courses.
3. Demonstrate attainment of core knowledge required for dietitians and nutritionists (KRDNs). Achievement of core knowledge is defined as earning a C or better on all assignments used to assess KRDNs. (See Student Performance Monitoring, Remediation and Retention below for more information).
4. Have discharged all indebtedness to Western Kentucky University.
5. Meet all other WKU degree requirements.

All students must complete an Application for Graduation in the WKU Office of the Registrar after 90 credit hours are earned.

Maximum Amount of Time Allowed for Completing Program Requirements
The maximum amount of time allowed for completing program requirements in place at the time a student enrolls is based on the following University policy as delineated in the Undergraduate Catalog:

> "The student's initial term of entry is identified as the student's "catalog term"… A student will be allowed seven consecutive years from his/her catalog term to complete degree requirements. The college dean may grant an extension to this deadline…A student who drops out and re-enrolls after an absence of seven consecutive years or more will be assigned the catalog term of the readmission term." A change in the catalog term may result in changes to the required courses of the major.

Students should be aware that some internship programs have admission requirements related to recency of education for certain courses or the bachelor's degree. For this reason, students who have completed didactic or admission courses 5 or more years ago may be advised to retake those courses prior to applying to internships. Additional Information can be found in the Undergraduate Catalog.

Student Performance Monitoring, Remediation and Retention
Within each course for the Nutrition & Dietetics program, students receive feedback following the completion of assignments, quizzes and exams; this feedback occurs during the course and consists of comments and grades provided by the instructor. Final course feedback occurs with receipt of the overall course grade, which may be viewed online through the TopNet system at WKU. A grade of B or better is required for HMD 211 Human Nutrition, and a grade of C or better is required for all other nutrition and dietetics specific courses.

Instructors are available to provide assistance to students who are struggling in major specific courses. Students are encouraged to seek guidance from their professor during office hours or by appointment. The Learning Center provides tutoring for HMD 211 Human Nutrition, math and several supporting science courses.

Review of student progress by the academic advisor occurs in advising sessions held prior to the scheduling of courses each semester. Students who are not meeting expectations in the program are counseled on steps to improve. If this remediation is not successful, the student is advised to select another concentration or major as appropriate. Students should be aware that although a GPA of 3.0 is required to enter the dietetics program at WKU, a higher GPA (e.g. 3.3 to 3.5) allows students to be more competitive for internships. Similarly, although a minimum of a C in dietetics specific courses is required for a verification statement, a grade of a C or lower in a professional course triggers discussions on competitiveness and academic performance with the advisor.

In order to receive a verification statement, students must demonstrate attainment of core knowledge required for dietitians and nutritionists as outlined in the KRDNs of the accreditation standards. Achievement is defined as earning at least a C on assignments used to assess KRDNs. Students who do not earn at least a C on assignments used to assess KRDNs must demonstrate achievement through another assignment or must repeat the assignment until the standard is met. Notification is provided by the faculty member to the student by email. The program director is copied on this email communication, and retains the documentation in the retention and remediation file. The faculty member assessing the KRDN provides remediation for the KRDN assignment, which may include clarification of assignment requirements, additional instruction on course content and/or discussion of study skills. Documentation of remediation strategies is provided to the program director and retained in the retention and remediation file. Repeated assignments may or may not be factored into the course grade. This decision is at the discretion of the instructor.

Instructors document student achievement of KRDNs assessed in their respective courses and discuss students requiring remediation with the program director. The program director retains a tracking form for each student, and verifies that each KRDN is achieved prior to issuing the verification statement.

Students in the Nutrition & Dietetics program are held to the WKU Student Code of Conduct and Academic Dishonesty policies. Students who do not demonstrate professional and ethical behavior are subject to disciplinary action through the University Conduct Process. In addition program faculty and the program director discuss students demonstrating unethical behavior, including academic dishonesty, so that appropriate actions can be taken.