



# DEPARTMENT OF HUMAN NUTRITION, FOODS & EXERCISE

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## 2017-2018 UNDERGRADUATE STUDENT HANDBOOK

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Updated February 2018

## 2017-2018 HNFE Undergraduate Student Handbook

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## **Department of Human Nutrition, Foods and Exercise**

The Department of Human Nutrition and Foods (HNF) at Virginia Tech was established in 1960 in the College of Home Economics. In 1995 HNF and Exercise Science (formerly in the College of Education) combined and the new department of Human Nutrition, Foods and Exercise (HNFE) was created. In conjunction with a University-wide restructuring in 2003, HNFE joined the College of Agriculture and Life Sciences.

### **Demographics**

The HNFE department has over 1000 undergraduates and approximately 70-80 graduate students. HNFE offers one Bachelor of Science degree with two undergraduate curriculum options from which students can choose: Dietetics (DIET) and Science of Food, Nutrition and Exercise (SFNE).

Dietetics (DIET) Option: The DIET option is a Didactic Program in Dietetics (DPD) accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), the accrediting agency for the Academy of Nutrition and Dietetics. Student successfully completing this option earn a DPD verification statement confirming eligibility to apply to dietetic internships (supervised practice programs) upon graduation to continue on the educational pathway to become a registered dietitian nutritionist.

Science of Food, Nutrition and Exercise (SFNE) option: The SFNE option provides a pathway for those students interested in entering medicine or health fields after graduation. SFNE meets the academic requirements for most graduate and professional programs in health science areas. The option is designed to enable students to create an individualized plan of study appropriate for post-graduation health focused career goals.

### **Department People:**

- Faculty: there are approximately 23 faculty members in HNFE. There is a wide array of teaching, research and outreach activities conducted.
- Staff: the HNFE department has approximately 13 staff members who are an integral part of keeping things running smoothly.
- Post-docs: the HNFE department has many post-doctoral students who work in laboratories conducting research.

For more information about any of the faculty, staff, or post-docs in the HNFE department consult the HNFE website ([www.hnfe.vt.edu](http://www.hnfe.vt.edu)).

### **College of Agriculture and Life Sciences Office of Academic Programs**

The CALS Office of Academic Programs offers a wide variety of services to students (<http://cals.vt.edu/academic-programs.html>). These services span a student's academic career from providing current, relevant information to prospective students through certifying the completion of degree requirements for graduation. Many academic forms are submitted directly to this office after appropriate departmental signatures have been acquired. The forms must be typed and proof of identification must be shown when submitting forms. The forms can be obtained from the CALS website (<http://cals.vt.edu/academic-programs/current/student-forms.html>) . The office is located in 1060 Litton-Reaves Hall.

## MISSION

### **University mission statement**

Virginia Polytechnic Institute and State University is a public land-grant university serving the Commonwealth of Virginia, the nation, and the world community. The discovery and dissemination of new knowledge are central to its mission. Through its focus on teaching and learning, research and discovery, and outreach and engagement, the university creates, conveys and applies knowledge to expand personal growth and opportunity, advance social and community development, foster economic competitiveness, and improve the quality of life.

\*Mission statement approved by the Virginia Tech Board of Visitors, 6/4/01; revised in 2006.

<http://www.vt.edu/about/factbook/about-university.html>

### **VT Principles of Community**

The “Virginia Tech Principles of Community” were affirmed by the Board of Visitors March 14, 2005, and signed by eight university organizations. It is as follows:

Virginia Tech is a public land-grant university, committed to teaching and learning, research, and outreach to the Commonwealth of Virginia, the nation, and the world community. Learning from the experiences that shape Virginia Tech as an institution, we acknowledge those aspects of our legacy that reflected bias and exclusion. Therefore, we adopt and practice the following principles as fundamental to our on-going efforts to increase access and inclusion and to create a community that nurtures learning and growth for all of its members:

- We affirm the inherent dignity and value of every person and strive to maintain a climate for work and learning based on mutual respect and understanding.
- We affirm the right of each person to express thoughts and opinions freely. We encourage open expression within a climate of civility, sensitivity, and mutual respect.
- We affirm the value of human diversity because it enriches our lives and the University. We acknowledge and respect our differences while affirming our common humanity.
- We reject all forms of prejudice and discrimination, including those based on age, color, disability, gender, national origin, political affiliation, race, religion, sexual orientation, and veteran status. We take individual and collective responsibility for helping to eliminate bias and discrimination and for increasing our own understanding of these issues through education, training, and interaction with others.
- We pledge our collective commitment to these principles in the spirit of the Virginia Tech motto of Ut Prosim (That I May Serve) Last updated: March 2005.

Ben J. Davenport, Jr., Rector, Board of Visitors

Charles W. Steger, President

W. Samuel Easterling, President, Faculty Senate  
Sue Ellen Crocker, President, Staff Senate  
Sumeet Bagai, President, Student Government Association  
Myrna Callison and Yvette Quintela, Co-Vice Presidents, Graduate Student Assembly  
Kimball “Jay” Reynolds, President, Virginia Tech Alumni Association  
Ray Plaza, Chair, Commission on Equal Opportunity and Diversity  
For more on the VT Principles of Community: <http://www.vt.edu/diversity/principles-of-community.html>

**College of Agriculture and Life Sciences mission statement:**

<http://www.cals.vt.edu/about/mission-vision.html>

The college creates, integrates, and shares knowledge to enhance:

- Life sciences, food, and agriculture systems
- The economic prosperity and life quality of the greater community
- The stewardship and health of land, water, and air for future generations
- Student learning through diverse, hands-on, experiential opportunities

The College of Agriculture and Life Sciences embraces the following core values:

- Freedom of inquiry
- Mutual respect
- Lifelong learning
- A commitment to diverse and inclusive communities
- Ut Prosim (That I May Serve)
- Personal and institutional integrity
- A culture of continuous improvement
- Integrated scholarship across the land-grant missions
- International engagement
- Interdisciplinary collaboration



### **HNFE Department Mission Statement and Goals**

We discover, translate, and disseminate health-related advances in the nutrition, food, and exercise sciences.

#### ***We contribute significantly to scientific progress through:***

- Molecular and clinical advances leading to prevention and improved treatment of obesity and chronic diseases;
- Behavioral discoveries that lead to effective intervention programs for youth and adults;
- Interdisciplinary research teams who speed the translation of scientific discoveries to effective therapeutic and public health interventions that benefit Virginians and the nation.

#### ***We provide exceptional training and programs for our students:***

- Prepare future professionals who are knowledgeable and committed to life-long learning;
- Produce graduates who are ethical, culturally sensitive, and able to work collaboratively and independently;
- Use rigorous scientific inquiry to create new training programs for undergraduate and graduate students.

#### ***We foster innovation across all three Virginia Tech missions in teaching, research, and Extension:***

- Increase support for programs that promote sustainability and community viability and encourage student participation in research and extension;
- Design, develop, and deliver extension programs through a participatory and shared effort between our research and teaching communities;
- Utilize our teaching and research expertise to improve the health of vulnerable and under-served populations.

### **HNFE Undergraduate Program Mission and Goals:**

The mission of the undergraduate program in Human Nutrition, Foods, and Exercise is to prepare students for successful employment and/or advanced degree programs for discovery, translation, and dissemination of health-related advances in the nutrition, food, and exercise sciences.

### **HNFE Undergraduate Student Learning Outcomes:**

1. Locate, interpret, evaluate and use professional literature to make evidence-based conclusions.
2. Apply current professional guidelines for nutrition and physical activity for specific populations.
3. Demonstrate communication skills sufficient for entry into professional practice and advanced degree programs.
4. Explain key components of evidence-based interventions to enhance wellness in diverse populations.
5. Apply professional and ethical practice guidelines related to practice in relevant health-related professions.
6. Demonstrate proficiency in methods used to assess and evaluate indicators of health status.
7. Explain the fundamental concepts of the metabolic and physiological effects of nutrients and exercise.

### **HNFE Undergraduate Program Outcomes:**

1. Students completing a degree in HNFE will continue to an advanced degree program or obtain employment in a related field.
2. The time to degree in HNFE will be 4 years, as designed in their plan of study.
3. Students in HNFE at the end of their sophomore year will remain in good standing and complete the degree.

**The DIET option is a Didactic Program in Dietetics and has additional established mission, goals and objectives.**

**Didactic Program in Dietetics (DPD) Mission Statement**

To successfully prepare graduates for a dietetics supervised practice program, graduate study, and employment through academic training in an interdisciplinary environment of human nutrition, foods, exercise, and extension.

**Didactic Program in Dietetics (DPD) Goals**

1. Prepare graduates for successful performance in a dietetics supervised practice program leading to eligibility to become a registered dietitian nutritionist.
2. Support graduates growth and development through academic and career advisement based on individual post-graduation goals.
3. Prepare graduates to demonstrate professionalism and effectively communicate in professional roles.
4. Prepare graduates with problem solving and critical thinking skills in an interdisciplinary academic environment.

## UNIVERSITY ACADEMIC POLICIES AND PROCEDURES

Virginia Tech requires all students be held to the Academic Policies and Procedures stated in the Undergraduate Catalog (<http://www.undergradcatalog.registrar.vt.edu/>) for the academic year in which they enter the University. Common policies are included in the HNFE handbook, but students should always refer to the Undergraduate Catalog for the most up-to-date iterations.

Students enrolled in both options of HNFE are expected to comply with all Virginia Tech policies and procedures and all department specific policies and procedures. In addition to the university and department policies, DIET option (DPD) specific policies have been developed in compliance with accreditation standards set forth by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) and apply to all students completing the DPD. Policies are found in this handbook.

### **VT Honor System**

The Virginia Tech Undergraduate Honor Code is the University policy that defines the expected standards of conduct in academic affairs. All students, upon admission to this university, pledge to abide by this Code, which applies to all assignments, examinations, and other academic exercises. This site outlines how students as well as the fundamental beliefs, function, and policies and procedures of the Honor Code coordinate the Honor System. Full policies and procedures can be found at <http://www.honorsystem.vt.edu/>.

The Virginia Tech Undergraduate Honor Code (Policy 6335) embodies a spirit of mutual trust and intellectual honesty that is central to the very nature of the university, and represents the highest possible expression of shared values among the members of the university community.

The fundamental beliefs and ideals underlying and reflected in the Honor Code are

- That trust in a person is a positive force in making that person worthy of trust,
- That every student has the right to an academic environment free from the injustices caused by any form of intellectual dishonesty and
- That the honesty and integrity of all members of the university community contribute to its academic and intellectual vitality.

Ethical and honorable conduct in academic and research pursuits is critical to these beliefs and ideals. Given this understanding, the functions of the Undergraduate Honor System are

- To communicate to the University community the meaning and importance of intellectual honesty;
- To articulate and support the interests of the community in maintaining the highest standards of conduct in academic affairs;

- To cultivate a culture of honor and integrity through proactive and preventive educational programs; and
- To identify, sanction, and educate those who fail to live up to the stated expectations of the university community with regard to these standards.

#### Honor System: I.A.1. Student Responsibility

Virginia Tech students are expected to uphold and to encourage other students to abide by the Honor Code. A primary responsibility of Virginia Tech students is to refrain from any form of violation of the Honor Code. Students are responsible for authenticating any work on assignments or scholarly projects submitted to an instructor or for publication and, if asked, should be able to produce proof that the submission is indeed the work of that student. Students should keep appropriate records at all times, as the inability to authenticate one's work if asked to do so will be considered sufficient grounds to initiate an investigation of academic misconduct.

If a student participating in group work engages in academic misconduct, all members of that group could be held responsible for the misconduct if it is shown that the group members assisted in the misconduct and/or were aware of it without reporting it to the instructor. It is the responsibility of each group member to document who contributes each part of the project and to know what activities group members are engaging in to get the material they provide.

#### **VT Graduation Requirements and Degree Conferrals**

(<http://www.undergradcatalog.registrar.vt.edu/>)

The approved requirements in effect for the term/year of application of degree apply. A student must complete all courses with at least a minimum 2.0 GPA for all hours attempted. In addition, a student must present an equally satisfactory record in courses attempted in the major and/or any minor. The number of credit hours required varies by major curriculum. Virginia Tech reserves the right to modify requirements in the student's program if necessary. See HNFE department's approved requirements in the HNFE Advising section of this handbook. Requirements for program's degree must be approved two years prior to their effective graduation date. The approved graduation requirements (referenced as graduation "Checksheets") appear at the University Registrar website:

<http://www.registrar.vt.edu/undergraduate/checksheets/index.html>

All students earning degrees from Virginia Tech must have earned a minimum of twenty-five (25) percent of the credit for their respective degrees from this institution. No more than fifty (50) percent of credit hours may be transferred from a two year institution. Students who must enroll in foreign language courses to complete admission requirements may not use the credits toward completion of the degree.

Undergraduate students are permitted to complete a maximum of 18 of their last 45 hours *in absentia* and to transfer to complete their graduation requirements, so long as the request to transfer these credits meets all the current requirements in effect (transfer transcript is required and approval of the student's Academic Dean). Also the credits to be transferred may consist of required as well as elective credits as long as prior approval has been obtained from the student's Academic Dean to transfer any required credits. Undergraduate students studying away from campus during their last 45 hours may apply for an individual waiver of the requirement that a maximum of 18 of their last 45 hours may be earned *in absentia*. Approval of the request will be at the discretion of their academic dean. This does not preclude the requirement that at least 25% of all credits be earned in residence at Virginia Tech.

### **VT Academic Eligibility Policy**

Continued enrollment at Virginia Tech is a privilege that is granted as long as the student is making satisfactory progress toward a degree, maintenance of the required minimum Grade Point Average (GPA), and compliance with all regulations stipulated in the University Policies on Student Life.

The minimum standard for good standing is eligibility to enroll. The required minimum overall grade point average is 2.00. Students on academic probation and warning are eligible for continued enrollment and good standing (absent any violations of regulations stipulated in the University Policies on Student Life).

*Academic Warning:* Students earning less than a 2.0 term GPA, but with a cumulative grade point average of 2.0 or higher, will be placed on academic warning without notation on the academic transcript. Students on academic warning will be required to consult with the appropriate undergraduate assistant or associate dean of their college and to sign an academic contract. Failure to complete an action plan (academic contract) may result in prohibition from future enrollment(s).

*Academic probation* is imposed when the cumulative GPA is less than 2.00; academic probation is lifted when cumulative GPA is at least 2.00. Academic performance will be reviewed at the end of each regular semester (fall and spring).

A student on **probation**:

1. may take no more than 16 credits per semester;
2. may be required (at the discretion of individual colleges) to consult with an advisor before beginning a probationary semester, and to sign an academic contract acknowledging his/her performance is not meeting university standards and stating what actions she/he is committed to taking to improve performance.

**First suspension** will be imposed whenever one of the following occurs:

1. A student on academic probation has a cumulative GPA less than 2.00 for the first 2 semesters (fall, spring) of enrollment; or
2. A student has 2 consecutive semesters thereafter with a cumulative GPA below 2.00.

**First Suspension (Fall):** A student who is placed on first academic suspension at the end of fall semester will be suspended from continued enrollment through the end of the following spring semester. **Note:** Students placed on first academic suspension at the end of fall semester are eligible to return the subsequent first summer, second summer, or fall semester.

**First Suspension (Spring):** A student who is placed on first academic suspension at the end of spring semester will be suspended from continued enrollment through the end of the following fall semester. **Note:** students placed on first academic suspension at the end of spring semester may NOT enroll in the immediately following summer session.

A student must earn a minimum 2.00 semester GPA the first semester back and raise the cumulative GPA to at least 2.00 by the end of the second semester back or earn a 2.50 GPA for every semester following the suspension until cumulative GPA is 2.00 or greater. A student will be placed on **second academic suspension** for failure to meet returning performance requirements.

**Second Suspension (Fall):** A student who is placed on second academic suspension at the end of fall semester will be suspended from continued enrollment through the end of the following fall semester. **Note:** students placed on second academic suspension at the end of fall semester may NOT enroll in the immediately following summer session.

**Second Suspension (Spring):** A student who is placed on second academic suspension at the end of spring semester will be suspended from continued enrollment through the end of the following spring semester. **Note:** students placed on second academic suspension at the end of spring semester may NOT enroll in the immediately following summer session. The same returning performance requirements apply for second suspension as for first suspension.

**Final Suspension:** A student will be permanently dismissed for failure to meet returning performance requirements after a second academic suspension.

### **VT FERPA – Student Records and Privacy**

In accordance with the federal Family Educational Rights and Privacy Act (FERPA) of 1974, all information regarding a student's academic records is considered private between the student and the University. The HNFE department will not release any academic information to anyone outside of the University without the student's authorization. Completion of the online form

(available through Hokie Spa under the FERPA) allows students to approve disclosure of your educational record information to parent(s) and/or guardian(s). The disclosure will remain valid until the student removes the authorization. To approve disclosure, students must list the specific individuals and create a pass code that should be shared with the individual(s) approved. This pass code must be provided by the individual prior to any receipt of academic record information.

Tax Dependent? The Commonwealth of Virginia requires tax dependent students attending Virginia's colleges and universities to release academic record information to their parents. This requirement is allowable within the guidelines of FERPA. If students are tax dependent of a parent or guardian, it should be noted by checking "YES" in the question column, "Are you a Tax Dependent?" on the online FERPA disclosure form (Hokie SPA).

Additional details of FERPA including rights and responsibilities can be found at <http://registrar.vt.edu/contact/FERPA.html>.

### **VT Grades and Grade Points**

The academic achievement of a student in a specific course is rated as follows:

Letter Grade	Grade Points for each hour
A (Excellent)	4.0
A-	3.7
B+	3.3
B (Good)	3.0
B-	2.7
C+	2.3
C (Fair)	2.0
C-	1.7
D+	1.3
D	1.0
D- (Barely Passing)	0.7
F (Failure)	0.0
I (Incomplete)	--
NG (No Grade)	--
NR (Not Reported)	--
P (Passing)	--
RP (Repeated Course)	--
S (Satisfactory/credits only)	--
W (Course Withdrawal)	--
X (Continuing Course)	--



- **A grade of "I" (incomplete)** may be given when the requirements of a course other than the final examination have not been completed due to illness or extenuating circumstances beyond the student's control. The "I" grade is the prerogative of the instructor.
- **To remove an "I" grade**, lecture course requirements must be satisfied during the student's first subsequent term of enrollment, and laboratory course requirements must be satisfied prior to the end of the first term during which the course is offered and the student is enrolled. Incomplete and "X" grades are automatically converted to "F" if requirements are not fully satisfied during the period of time allowed.
- An **"NR" grade** is assigned automatically by the system when a student is enrolled for a class and no other grade is assigned by the instructor. The "NG" is intended to be a grade distinguishable from those initially assigned by the instructor and thus to indicate clearly the origin of the grade.
- **"W" Grade:** Courses from which a student withdraws under the terms of the policy, will appear on their transcript with a "W" grade, but will not count in the GPA hours nor in any GPA calculations. The "W" signifies that this policy was invoked and does not reflect the rationale for its use. The reasons for use remain the student's purview.
- **Grade Point Average (GPA)** is computed by dividing the total number of quality credits earned by the total number of hours attempted at Virginia Tech, except courses passed on a Pass/Fail basis and courses with an "X" (Continuing Course). "NG" grades are computed as "F" grades in determining GPA. The GPA is unaffected by the "I" grade, unless or until the "I" is converted to an "F" for failure to complete the course requirements within the allotted time. All courses repeated count in the calculation of the grade point average unless changed to Pass/Fail per policy.
- **Repeated Courses:** A student may not repeat courses in order to improve his or her grade average where a grade of "C" or higher has been earned. An assigned grade of "A-D" for the second occurrence will be changed to a grade of "P" whenever a graduation analysis (DARS report) detects a repeated course with a "C" or better grade. If repeating a course where the course is "C-" or below, both instances of the graded course will be computed in the grade point average.

**Calculating Grades:** There are two electronic GPA calculators on Hokie Spa that but it is also useful to understand how to calculate your GPA by hand. The quality points earned for a class are calculated by multiplying the grade point value (see table and example below) by the credit hours for the course. For example, an "A" in a 3-credit course equals 12 quality points. An "A" in a 2-credit course equals 8 quality points. NOTE: Pass/fail courses only count in the GPA if the course is failed; "pass" grades do not impact the GPA.

Grade	Grade points per hour
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	.7
F	0

#### EXAMPLE GRADE REPORT

Subject	Course	Title	Grade	Credit Hours	Quality Points
BIOL	1105	Principles Biology	B-	3	8.10
BIOL	1115	Principles Biology Lab	B+	1	3.30
CHEM	1035	General Chemistry	C	3	6.00
CHEM	1045	General Chemistry Lab	A	1	4.00
HNFE	1004	Foods, Nutrition & Exercise	A	3	12.00
MATH	1025	Calculus	B	3	9.00
TOTALS				14	42.4

$$\text{GPA} = \text{Total Quality Points} / \text{Total Credit Hours}$$

$$\text{GPA} = 42.4 / 14 = 3.02$$

#### **VT Repeat Course Policy**

Beginning Fall 2016 students may only attempt to repeat a course three times. An "attempt" is when a student is enrolled in a course on the last day to add courses during each semester. Courses designated as repeatable credit (to the limit allowed) are excluded from this policy (e.g. independent studies, internships, etc.).

All course repeats should be done in consultation with a student's academic advisor. Any student who enrolls for a fourth attempt will be dropped from the course. If a student's extenuating circumstances prevent successful completion of the course on a third attempt, the student may appeal (petition) to repeat the course again. For more information regarding the appeals process, please refer to your academic dean's office.

Repeating a course subsequent times may affect financial aid and eligibility for certain programs. Students receiving financial aid should check with University Scholarships and Financial Aid to determine what, if any, financial aid implications there are for repeating courses. Veterans, athletes and international students may have additional rules associated with course repeats. Check with the appropriate department for additional information.

#### **VT Selecting or Changing a Major, Double Major, or Minor**

**Undergraduate students must be enrolled in their major(s) of choice prior to the beginning of their senior year, or by the time they have 30 semester hours to complete before their**

**graduation. Students seeking double majors must be accepted into the second major by the academic department before the university can award the second major.**

Changes from one degree program to another (i.e., changes in major) or the addition of a second major usually can be accomplished prior to the senior year, simply by working with one's academic advisor and informing the head(s) of the department(s) and the dean(s) of the college(s) in question. A major (or second major) cannot be selected after the beginning of the senior year. Some departments establish specific deadlines for requesting change of major. Check the department's website for specific deadlines and required application materials.

Minors are offered by many academic departments and earned simultaneously with the degree. Minors are not declared nor earned after degree completion. Refer to the section on Graduation Requirements and Degrees and to the appropriate academic department in the college chapters of the Undergraduate Student Course Catalog to review the requirements for a minor.

Students should be aware that changes, such as changing or adding majors or minors, sometimes imply extra course work, which can delay graduation. Twenty-five percent of the student's total hours required for degree must be taken at Virginia Tech.

### **VT & HNFE Procedures to Follow When Changing or Adding a Major or Minor**

To continue to enhance advising and help students change a major, the university has three common change of major times each year (August, January and May) through an online process. Information and change of major meets are conducted regularly during the semester, with date, location, and sign-up being available on the HNFE [Current Virginia Tech Students page](#).

When a [change of major time opens](#), students can request a new primary major through Hokie SPA. To ensure that students fully understand the HNFE degree, prerequisites, and time to graduation, students must submit documents through Canvas before the change of major can be processed. Students must also meet with an HNFE advisor. Required documents include: Declaration of Major and Option Form, VT Unofficial Transcript which shows the current overall GPA and a C or better in CHEM 1035, a complete plan of study, and a What-If DARS demonstrating all requirements planned or met. Full instructions and submission details are located in the Canvas site: How To Major In HNFE. This site can be accessed by going to Canvas: Courses → All Courses → Browse Courses and entering "HNFE". Students can receive assistance in building the plan of study during the information and change of major meetings as well as walk-in advising times. These dates and locations are posted on the HNFE [Current Virginia Tech Students page](#) of the HNFE Undergraduate Program website.

## **HNFE ACADEMIC POLICIES AND PROCEDURES**

### **HNFE Department Restriction**

The Vice Provost for Academic Affairs in the Office of the University Provost at Virginia Tech instituted a change in the Human Nutrition, Foods and Exercise (HNFE) Department's satisfactory progress statements that began with students graduating in the 2009 calendar year, effective May 21, 2007. This was renewed in 2012 and again in 2017 via the university governance process.

The Provost's decision was made to ensure future success for those students majoring in HNFE. Consequently, all HNFE students are required to maintain an in-major grade point average (GPA) of  $> 2.5$ . Students in Dietetics will need to maintain an overall GPA of 3.0 to remain in the DIET option and students in the SFNE option must maintain an overall GPA of 2.5.

Furthermore, all HNFE students must earn a C or better in the following benchmark courses:

- Chemistry 1035: General Chemistry
- Chemistry 1036: General Chemistry
- Chemistry 2514: Survey of Organic Chemistry OR Chemistry 2535: Organic Chemistry
- HNFE 1004: Foods, Nutrition and Exercise

### **HNFE Satisfactory Progress Towards the Degree**

HNFE has established benchmarks which outline acceptable progression towards completion of the HNFE degree requirements. "Satisfactory Progress" is different for each HNFE option. Students should refer to the checksheet for their option with corresponding expected graduation date for details. Students who are not progressing satisfactorily towards the degree and/or who do not meet the minimum GPA requirements will be placed on probation within the HNFE department.

### **HNFE Department Probation**

Students not meeting "Satisfactory Progress" will have one probationary semester in which to resolve their academic standing. All requirements for good standing must be achieved by the end of the probationary semester. If the initial probation item is resolved but another element falls below the required level, the student must leave the HNFE major. Subsequent probationary semesters are not allowed.

Students are notified of probationary status by email within two weeks of the semester end with differences in timing in December (due to holiday closures) and August (less time between

terms). The email contains the satisfactory progress requirements, the specific areas that were not met, and the steps the student must take moving forward.

Students on probation are required to complete an HNFE designed self-assessment, attend a workshop the first week of classes, and meet with their academic advisor within the first two weeks of classes.

The student and an HNFE Academic Advisor complete a contract and/or recommendation form which outlines strategies and requirements to meet the satisfactory progress rules. If a student decides to change options within HNFE, the student must create a new plan of study and complete the required forms.

Students unable to meet requirements are encouraged to meet with their Academic Advisor to establish the best course of action. This may also be an opportunity for students to re-evaluate career goals. HNFE Advisors work with students to help them identify their career goals and educational paths forward. Dietetic students who do not meet the overall GPA of 3.0 but who have at or above a 2.5 are allowed to change to the SFNE option.

### **What is HNFE Department Probation?**

HNFE Department Probation differs from VT's Academic Probation (more information about Academic Probation can be found in the University Academic Policies and Procedures section of this handbook). Department probation is HNFE's internal mechanism to monitor Satisfactory Progress Towards the Degree requirements which include grades and GPAs. Department probation does not appear on a student's transcript. When a student is placed on department probation, the student must follow instructions stated in the notification letter, which includes attending a probation workshop, completion of a contract and/or recommendation form, and meeting with their academic advisor.

A student has one semester of department probation to return to good standing. If a student does not achieve good standing by the end of the semester, the student will be required to leave HNFE, or switch from the DIET to SFNE option if eligible and interested. If a student is asked to leave DIET, they are not eligible to return to DIET. A hold is placed on the student's account until he/she meets with their advisor and has a plan to change out of HNFE (or change to SFNE from DIET).

### **For Those Required to Leave HNFE**

If a student is asked to leave HNFE, changing to another major at VT is mandatory. An appeal is only possible if students have been working with the following campus offices or equivalent external providers during the past semester and are in the process of seeking Academic Relief.

Students must meet with their advisor to discuss an appeal. **NOTE:** students not seeking academic relief will not be allowed to submit an appeal.

- Dean of Students [www.dos.vt.edu](http://www.dos.vt.edu)
- Cook Counseling Center <http://www.ucc.vt.edu/academicrelief/>
- Schiffert Health Center <http://www.healthcenter.vt.edu/> (Academic Relief information is in the right sidebar)
- Services for Students with Disabilities <http://www.ssd.vt.edu/academicrelief.htm>
- College of Agriculture and Life Sciences Academic Programs Office / Associate Dean

### **Appropriate Channels for Filing an Appeal on Department Probation**

If a student is going to complete an appeal, the student must meet with these persons in the following manner:

1. Academic Advisor (required)
2. HNFE Undergraduate Program Director (required)

**If the Academic Advisor and Undergraduate Program Director deny the appeal, the student can then request a meeting with:**

3. HNFE Department Head
4. Associate Dean of Academic Programs for the College of Agriculture and Life Sciences

### **Change of Major/Option Process**

The process for changing into HNFE or changing an HNFE option is the same. A student applying to change into HNFE must have taken CHEM 1035 and received a grade of a “C” or better AND have an overall GPA of 2.5 (3.0 for Dietetics).

The university has [three common change of major times](#) each year (August, January and May) through an online process. When a change of major time opens, students can request a new primary major through Hokie SPA. Information and change of major meets are conducted regularly during the semester. Dates, location, and sign-up information are posted on the HNFE [Current Virginia Tech Students page](#). Students **MUST** attend a change of major meeting in order to sign up for the individual appointment where they will complete the change of major form. Students who do not attend a change of major meeting will not be able to sign up for an individual advising appointment.

To ensure that students fully understand the HNFE degree, prerequisites, and time to graduation, students must submit documents through Canvas before the change of major can be processed. Students must also meet with an HNFE advisor. Students can access the How to Major in HNFE Canvas site by entering “HNFE” in the Browse Courses search in the “All Courses” tab in Canvas.

The following information documents are required when meeting with an HNFE advisor:

- Change of Major form
- Unofficial transcript (from Hokie Spa)
- Completed HNFE Plan of Study, option specific
- What-if Degree Audit Report (from Hokie Spa), option specific

Students can receive assistance in building the plan of study during the information and change of major meetings as well as walk-in advising times. These dates and locations are posted on the HNFE [Current Virginia Tech Students page](#) of the HNFE Undergraduate Program website.

### **Requesting to Force-add an HNFE course**

In some cases, a student may request to force-add an HNFE course. On occasion, there may be additional seats, but once the safety capacity of the room has been reached no additional students can be added. Force-add instructions for HNFE courses are updated each semester and can be found on the timetable. Force-add information is also sent through the HNFE Advising site announcements which are emailed to students.

### **Prerequisites**

HNFE maintains a strict policy on prerequisites. Prerequisites are established so students are prepared with the knowledge base needed to understand and apply the information being taught in a course. Prerequisites are listed in the course description in the undergraduate catalog and in the timetable. Additionally, a student's plan of study should help anticipate prerequisite requirements as the student progresses through the major. It is the student's responsibility to complete all prerequisites before enrolling in a course. Students who enroll in a course for which they have not satisfied the prerequisites or equivalent will be dropped from the course. Deliberate false statements testifying to the satisfaction of prerequisites constitute a violation of the honor code. If a student fails to meet the prerequisite requirements, the HNFE instructor of record does not have the authority to force-add students into the course(s).

### **Substitutions**

Substitutions can be made for some courses. It is the responsibility of the student to identify courses for which a substitution form is needed. The student will need to consult his/her advisor to determine whether the course can be substituted. Some courses required for the DIET option must be taken at Virginia Tech and are not eligible to a substitution (see DIET policies). Substitutions require the approval and signature of the HNFE Undergraduate Program Director. Substitutions being used for completion of the DIET option are evaluated in

consultation with the DPD Director to assure ACEND KRDN equivalency. The substitution form is available on the HNFE website.

[http://www.hnfe.vt.edu/undergraduate\\_academics/resources\\_and\\_forms/index.html](http://www.hnfe.vt.edu/undergraduate_academics/resources_and_forms/index.html)

### **Transfer of Credit**

Authorization to take a course elsewhere is required and must be turned in before taking the course. To determine whether a course will transfer to Virginia Tech, a student should refer to the Registrar's Office Transfer Guide (<http://www.tranguide.registrar.vt.edu/>). If a course is not listed in the Transfer Guide, a course description and syllabus must be provided for evaluation. Approval is not guaranteed. In order for a course to transfer to VT, a student must earn a grade of C or better. Additional policies regarding transfer credit can be found on the Authorization of Transfer Credit Form as well as the Undergraduate Catalog (<http://www.undergradcatalog.registrar.vt.edu/>). The "Authorization of Transfer Credit" form is available on the CALS website (<http://www.cals.vt.edu/current/forms/>). Upon completion of the course(s), students are responsible for having their transcripts sent to VT for evaluation.

### **Procedure for securing authorization of transfer courses:**

1. Prior to taking a course somewhere else, students must check the VT Transfer Equivalency Database (TED) ([https://banweb.banner.vt.edu/ssb/prod/hzsktgid.P\\_DispTranGuide](https://banweb.banner.vt.edu/ssb/prod/hzsktgid.P_DispTranGuide)) to see if the course will transfer back to VT.
  - a. Print the information from the TED indicating which the course(s) being requested and the VT course(s) equivalent. Include this document with the Authorization of Transfer Credit form.
2. Complete the Authorization of Transfer Credit form (College of Agriculture and Life Science website (<http://www.cals.vt.edu/current/forms/>)). This form should be typed. Failure to complete this form means that permission to take a course elsewhere has not been granted.
3. Turn the completed form and transfer equivalency document to the HNFE Academic Advising Center for approval PRIOR to taking courses. The form requires the HNFE Undergraduate Program Director's signature. Please allow a minimum of 2 weeks for approval process. All Authorization of Transfer Credit forms are sent to the CALS Academic Programs office for final approval.

**IMPORTANT:** Upon completion of the course(s), request an official transcript be sent to the Office of the University Registrar (MC 0134) Student Services Building, Suite 250, Virginia Tech



800 Washington Street, SW Blacksburg, VA 24061. If a transcript does not get to the VT Registrar, students cannot get credit for this course. Once transfer credit is awarded, students must confirm on Hokie Spa that it is consistent with what is on this form.

## **DIET OPTION (DPD) ACADEMIC POLICIES AND PROCEDURES**

### **Didactic Program in Dietetics (DPD) Policies and Procedures- DIET Option**

The DIET option complies with all university and HNFE policies identified in this handbook and via university channels. University and HNFE policies outline the:

- Program Admission Requirements
- Student Performance Monitoring
- Student Retention Process
- Student Complaint Process
- Assessment of Student Learning

The DIET option is a Didactic Program in Dietetics (DPD). A DPD is the educational program that provides the required dietetics coursework to meet the core knowledge requirements to prepare graduates for a Dietetic Internship (DI) or dietetics supervised practice program as established by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). The DI or supervised practice program is required after completion of a DPD before individuals are eligible to take the Commission on Dietetic Registration (CDR) nationally-recognized examination to become a Registered Dietitian (RD/RDN). DIs and supervised practice programs are not guaranteed post-graduation from this DPD and require competitive application packets from applicants. Competitive applications include a minimum GPA of at least a 3.0, experience in dietetics related environments, strong letters of recommendation, and a well-written personal statement.

The DPD Verification Statement is the evidence provided from the DPD Director that a student has successfully fulfilled the requirements for completion of the DPD in accordance with institutional, Commission on Dietetic Registration (CDR), and ACEND policies. Based on ACEND standards, DIs require a minimum of an earned bachelor's degree and a DPD Verification Statement for admission. The accreditation of ACEND allows the Department of Human Nutrition, Foods, and Exercise (HNFE) to issue DPD Verification Statements to students who have completed all DPD requirements.

## **DPD Verification Statement Requirements Policy (DPD Policy Document #2)**

Students who are accepted into and complete all Virginia Tech requirements in the HNFE Dietetics option earn a Bachelor of Science degree in HNFE and an ACEND DPD Verification Statement.

Requirements to earn a DPD Verification Statement:

- Complete HNFE DIET option required courses or approved equivalent courses:
  - specific courses required to be taken at VT\*
  - specific courses required to be completed within a specific timeframe\*\*
- Maintain an overall GPA of 3.0 or higher in HNFE.
- Earn a grade of “C” or better in four courses:
  - CHEM 1035
  - CHEM 1036
  - CHEM 2514 or 2535
  - HNFE 1004
- Earn a minimum of a baccalaureate degree from a U.S. regionally accredited college/university. Earning a B.S. in HNFE fulfills this requirement.

\*To assure program quality, the following courses must be taken at Virginia Tech.

- HNFE 2004 Professional Dietetics (1 credit)
- HNFE 3034 Methods of Human Health Assessment (2 credits)
- HNFE 3025/4025 Metabolic Nutrition (3 credits)
- HNFE 3026/4026 Metabolic Nutrition (3 credits)
- HNFE 4004 Seminar in HNFE (3 credits)
- HNFE 4125 Medical Nutrition Therapy I (3 credits)
- HNFE 4126 Medical Nutrition Therapy II (3 credits)

\*\*Due to the dynamic nature with which dietetics knowledge evolves and practice transforms and the expectation of life-long learning for dietetics professionals, the following college-level courses (or equivalent courses) must have been completed, either at Virginia Tech or another approved institution, within a 10-year period before a Verification Statement is earned:

- HNFE 1004 Foods, Nutrition and Exercise (3 credits)
- HNFE 2004 Professional Dietetics (1 credit)
- HNFE 2014 Nutrition Across the Life Span (3 credits)
- FST 2014 Introduction to Food Science (2 credits)
- HNFE 3024 Science of Food Preparation Laboratory (2 credits)
- HNFE 3025/4025 Metabolic Nutrition (3 credits)
- HNFE 3026/4026 Metabolic Nutrition (3 credits)
- HNFE 3034 Methods of Human Health Assessment (2 credits)
- HNFE 3224 Communicating with Food (3 credits)
- HNFE 3114 Foodservice and Meal Management (4 credits)

- HNFE 4624 Community Nutrition (3 credits)
- HNFE 4644 Health Counseling (3 credits)

within a 5-year period before a Verification Statement is earned:

- HNFE 4125 Medical Nutrition Therapy I (3 credits)
- HNFE 4126 Medical Nutrition Therapy II (3 credits)

Substitutions for required DPD courses will be processed and approved or denied following the Virginia Tech, CALS, and HNFE course substitution policies. See [www.registrar.vt.edu](http://www.registrar.vt.edu) for Virginia Tech policies.

### **DPD Verification Statement Application and Issuance Procedure**

- Once all HNFE Bachelor of Science Dietetics option degree and DPD requirements have been completed, students and alumni are eligible for issuance of a DPD Verification Statement.
- Students/alumni desiring a hard copy Verification Statement, or submitting IP applications, must complete and submit the DPD Verification Statement application. The application is available on the HNFE website and from the Program Director.
  - The application fee is \$25.00. The one-time fee provides the applicant all necessary DPD documentation indefinitely. The applicant's student account will be billed directly.
  - The student/alumni must pay the application fee before the Verification Statement will be provided.
  - Application fees are housed in the HNFE Dietetics account used to support DPD administrative costs.
- Once the student/alumni submits the DPD Verification Statement application, the dietetics administrative support and program director will process the application and create the appropriate form within two (2) weeks.
  - The three possible DPD forms applicants may qualify for are:

#### **1. ACEND Verification Statement Form**

- Approval of the DPD Verification Statement application will result in issuing to the applicant six (6) originals of the form (per ACEND/CDR guidelines). Students/alumni have the option to choose to pick-up the forms in the HNFE office or have the forms mailed to the address of their choice. Delivery preference is provided by the student/alumni on the application.
  - Students/alumni may request more original Verification Statement forms at any time by completing the application online and/or contacting the Program Director if an application has been completed and approved in the past.

- Electronic Verification Statement confirmation will also be provided for the Dietetic Internship Centralized Application System (DICAS) if requested by the student/alumni.

## **2. ACEND Intent to Complete Form**

- Students completing IP applications who have not completed all DPD requirements and have  $\leq 24$  credit hours remaining with a plan to complete those credits within a nine (9) month time frame and who will meet all HNFE undergraduate degree requirements also within that time frame will be issued an ACEND Intent to Complete Form and/or electronic DICAS Intent to Complete Form.

## **3. Letter of Deficiency for DPD**

- If an ACEND Verification Statement and Intent to Complete Form is denied, a letter of deficiency will be sent to the applicant by the DPD Director. The letter of deficiency will be maintained in the student's DPD file.
- Once the dietetics administrative support has processed the application and created the appropriate form, the DPD Director will be responsible for finalizing and approving (signing) the appropriate form within two (2) weeks.
- After the DPD Director's approval of the appropriate form, the dietetics administrative support or program director will distribute the final forms to the student/alumni.
- Issued Verification Statements must be kept indefinitely by the HNFE Department. Student DPD files are kept in the HNFE main. The Department Head, DPD Director, and dietetics administrative support have access to these files.

## **DPD Insurance Requirement Policy**

At Virginia Tech, domestic students are encouraged, but **not required**, to have personal health insurance. International students and Veterinary Medicine students are required to have health insurance either through the school Student Health Insurance Plan or a comparable plan. <http://risk.controller.vt.edu/studentmedicalinsurance.html>

Students enrolled in the DIET option are not required to carry professional liability insurance, and the HNFE department does not purchase professional liability insurance for students.

## **DPD Travel Policy**

The DIET option does not have any requirements for additional travel or safety requirements above those required by the University. The Commonwealth of Virginia provides world-wide insurance protection for all State agencies and their personnel through the Commonwealth of Virginia's Risk Management Plan. In general, this coverage includes property, general liability, medical malpractice, automobile liability, automobile physical damage (optional), fidelity bond

(faithful performance and crime), boiler and machinery, aircraft and watercraft. Students are covered while participating in an authorized scope of a clinical, internship, externship or other program in order to meet educational requirements. <http://risk.controller.vt.edu/faq.html>

### **DPD Injury/Illness Policy**

The DIET option follows all University policies related to student injury and illness. Virginia Tech students who have paid the student Health Fee are eligible to use on-campus health services. The Health Fee is required for full-time undergraduate students. The health service fee covers normal medical and nursing attention provided by Schiffert Health Center and counseling services provided by Cook Counseling Center. It also supports the Virginia Tech Rescue Squad. Students who are experiencing an injury or illness that will impact their academic progress are to work with the HNFE department, CALS Associate Dean for Academic Programs, and University Dean of Students office.

Should any student become ill or sustain injury while at an experiential learning site, treatment will be provided the same as for the facility's personnel at the student's expense. Students are responsible for financial/medical insurance to cover such emergencies and follow up care as needed. Students are responsible for treatment of personal illness.

### **DPD Drug Testing & Criminal Background Checks Policy**

The DIET option does not require nor administer or manage any drug tests or criminal background checks. However, there may be instances when students need to complete these tests to perform an individually chosen experience. Students notify HNFE faculty of an experiential or service learning site that they would like to use for a required or elective class. Before being used by a student, the site must meet the requirements and criteria established and become an approved site. If that site requires drug testing or a criminal background check, it is the student's responsibility to pay for and complete these tests.

### **DPD Experiential Learning and Compensation Policy**

The DIET option only requires experiential learning of 20-30 hours in one course, HNFE 4624 Community Nutrition. Students are never permitted to be used to replace employees or be paid for these experiences. Supervisors at experiential learning facilities are notified of this policy in the orientation materials provided by the course instructor prior to student placement.

### **DPD and ACEND Complaint Policy**

The DIET option follows all HNFE policies and procedures related to filing and handling of complaints as described in the complaint section of this handbook. Record of any complaints are maintained for a period of seven years in the "DPD Complaint" file in the HNFE main office.

### **DPD Prior Learning Credit Policy**

VT and HNFE policies are followed regarding granting credit for program coursework completed elsewhere and are described in those sections of this handbook. The DIET option does not grant credit for prior learning for students completing the undergraduate program in HNFE as these are all handled via the University Registrar; [www.registrar.vt.edu](http://www.registrar.vt.edu). In rare instances graduate students completing the DPD Verification Statement requirements may have credit granted by the DPD for prior experiences. This process for graduate students is identified and described in DPD Policy Document #3 and is available on the HNFE website.

### **DPD Assessment of Learning & Progress Reports Policy**

The universities and HNFE policies are followed regarding assessment of learning and progress reports. Student learning is assessed in each DPD course as identified in the course syllabus that is required to be provided to students on the first day of courses. Faculty are required to follow the VT Faculty Handbook [Instruction-Related Policies](#) regarding expected performance for which grades will be assigned, assessment processes and tools. The DPD Director performs a final assessment of program completion requirements for students before issuing the DPD Verification Statement.

### **DPD Retention, Remediation, and Disciplinary/Termination Policy**

VT and HNFE policies are followed regarding retention, remediation, discipline and termination and are described in those sections of this handbook. Students should also reference the following:

Student Conduct: <http://studentconduct.vt.edu/about.html>

Undergraduate Honor System: <http://www.honorsystem.vt.edu/>

### **DPD Verification of Student Identity for Distance Instruction Policy**

Distance instruction at Virginia Tech is offered for a limited number of DPD required courses. Students are encouraged to take courses at the Blacksburg campus, however, distance learning can expand access and minimize costs for some students. Online courses have been utilized to by external or internal transfer students to catch up in the program curriculum, to supplement a study abroad experience, or to repeat a required course.

Distance education is facilitated through VT's online learning management system (LMS), Canvas. **Distance Learning policy No. 6364** states that "all policies for distance learning, unless otherwise noted, are the same as for all university policies relating to faculty, students, courses and programs". VT Distance education meets the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) accreditation requirements for Distance and

Correspondence Education by requiring a secure login and pass code, at minimum, for the LMS to confirm student identity. The LMS tracks student specific analytics including, IP address and time and date of log-in and use of LMS. Some HNFE distance education courses require additional levels of activity by students to determine identity and students are required to follow those course requirements to successfully complete the course.

<http://www.sacscoc.org/pdf/DistanceCorrespondenceEducation.pdf>

### **DPD Withdrawal, Refund, and Schedule Policy**

VT policies are followed regarding withdrawal, refund, and academic schedule. Students should reference the following:

Student Withdrawal/Resignation: <http://registrar.vt.edu/registration-multi-brief/resignation-withdrawal-brief.html>

Student Schedule: <http://www.registrar.vt.edu/dates-deadlines-accordion/index.html>

### **DPD Protection of Privacy and Student Access Policy**

VT, HNFE and the DPD strictly adhere to FERPA (Family Educational Rights and Privacy Act of 1974 [U.S. Public Law 93-579]) and has policies established to protect the privacy of students and describe the process to have access to student files. The Office of the University Registrar is the university resource that provides guidance on these issues.

FERPA guarantee individuals' rights to the access of their academic record. This federal law also provides guidelines as to third party access and the appropriate security of the education record. FERPA stipulates that students have the right to

- inspect and review their academic record;
- right to control disclosure (designate confidentiality), and;
- request amendment to the educational record if an error is recorded.

Academic Records at Virginia Tech are defined as any portion of the educational history of a student that is maintained by the University for the purpose of sharing by other academic officials and is intended to support the academic degree progress of the student. Typical examples are the academic files maintained in a department or university administrative office. These records include: files, documents and materials in multiple mediums (handwritten, tape, disks, microfilm, CD-ROM, etc.) which contain information directly related to the academic educational efforts of the student. Academic records do not include law enforcement unit records, medical records (vis-à-vis doctor patient privilege), alumni records, or human resource records. The DPD records and student files are maintained in accordance with FERPA requirements.

### **DPD Student Access to Support Services and Resources Policy**

All DPD students have access to the same support services of VT and HNFE students. These services include health services, counseling, services for students with disabilities, financial aid, and other resources. Many of these services are described in this handbook and are administered through the VT Division of Student Affairs. <http://www.dsa.vt.edu/>

### **DPD Policy Documents are available on the HNFE website**

Policy #1: [Dietetics Programs Committee Purpose, Composition, and Responsibilities](#)

Policy #2: [ACEND Verification Statement Qualification & Issuance Procedure for Undergraduate Students earning a B.S. in HNFE](#)

Policy #3: [ACEND Verification Statement Qualification & Issuance Procedure for Graduate Students and HNFE Alumni](#)



## ETHICS

In addition to the Virginia Tech [Undergraduate Honor System](#), the following two ethical codes are also used in the HNFE department.

### **Academy of Nutrition and Dietetics**

The dietetics faculty in the Department of Human Nutrition, Foods and Exercise embrace the Ethical Code of the Academy of Nutrition and Dietetics for all conduct in the curriculum. We adopt this Code of Ethics for the Profession of Dietetics as the official standard of our Didactic Program in Dietetics.

The fundamental principles of the Code of Ethics are:

- Dietetics practitioners conduct themselves with honesty, integrity and fairness.
- Dietetics practitioners support and promote high standards of professional practice (for the benefit of clients, the public, and the profession) by reporting perceived violations of the Code of Ethics.

Source: <http://www.eatright.org/HealthProfessionals/content.aspx?id=6868>

The Code of Ethics was published in the August 2009 *Journal of the American Dietetic Association*, now *Journal of the Academy of Nutrition and Dietetics*, (pages 1461-1467).

### **American College of Sports Medicine**

The Code of Ethics of the American College of Sports Medicine (ACSM) is intended to aid all certified and registered American College of Sports Medicine Credentialed Professionals (ACSMCP) to establish and maintain a high level of ethical conducts, as defined by standards by which an ACSMCP may determine the appropriateness of his or her conduct. Any existing professional, licensure or certification affiliations that ACSMCPs have with governmental, local, state or national agencies or organizations will take precedence relative to any disciplinary matters that pertain to practice or professional conduct. This Code applies to all ACSMCP's regardless of ACSM membership status (to include members and nonmembers). Any cases in violation of this Code will be referred to the ACSM CCRB Executive Council and the CCRB Ethics subcommittee, and if appropriate the ACSM Committee on Ethics and Professional Conduct as well. (<http://www.acsm.org/join-acsm/membership-resources/code-of-ethics>)

## PROTOCOL FOR GRIEVANCE AND COMPLAINTS

### University Grievance Policy

#### **Student Complaints**

Complaints about functions, personnel, or other members of the university community are ordinarily handled through the normal administrative chain. Students can take the following steps to file a formal complaint:

- If you are unsure of the most appropriate avenue for addressing a specific complaint, contact the Dean of Students Office.
- Write a letter to the dean, department head or director responsible for the area of complaint.
- Include in the letter an overview of the problem and the relief requested.

There are some types of complaints for which there are formal complaint processes. Some areas for complaints and/or concerns are explained in the Hokie Handbook:

<http://www.hokiehandbook.vt.edu/student-complaints.html>

#### **University Grade Appeal Procedure** - Undergraduate Course Catalog and Academic Policies:

Updated annually by the Office of the University Registrar:

<http://www.undergradcatalog.registrar.vt.edu>

[2017-2017 Undergraduate Course Catalog and Academic Policies](#)

University policy states the assignment of a grade is the sole prerogative of the instructor of the class. It is incumbent on the instructor to establish the criteria for grading in the syllabus that is distributed at the beginning of the term. All grades are to be based on established grading criteria and not on personal conduct or opinions unrelated to academic standards. A student may not do extra work to raise his/her grade. If a student feels that a grade has been calculated incorrectly or has been assigned in a prejudiced or capricious manner, the student should discuss the matter with the instructor. If discussion between the instructor and the student cannot resolve the issue, the student should appeal to the department/division head. In the unusual circumstance that resolution does not occur at the departmental/divisional level, the student may appeal to the college dean who will attempt to reconcile the matter by whatever mechanism seems most appropriate for that college and for the case. A grade appeal must be made by the student as soon as possible but no later than the end of the student's subsequent term of enrollment after the grade in questions has been assigned.

### **HNFE Department Grievance Procedure**

Students may appeal any academic decision that he/she considers arbitrary, capricious, or contrary to academic policies. It is the responsibility of the student to initiate the appeals procedure at all levels. A grade appeal must be made by the student as soon as possible but no later than the end of the student's subsequent term of enrollment after the grade in question has been assigned. The HNFE grade appeal process follows:

Step 1: Confer with the instructor of the course to discuss the problem;

Step 2: If the problem is not satisfactorily resolved with the instructor, schedule a meeting with the HNFE Undergraduate Program Director;

Step 3: If the problem remains unresolved, the student should schedule an appointment with the Department Head;

Step 4: If all attempts fail to solve the problem to the student's satisfaction, he/she should file a written request for a formal hearing before the Associate Dean of the College of Agriculture and Life Sciences.

The HNFE appeal process for academic issues other than course grades follows:

Step 1: Confer with an HNFE Academic Advisor to discuss the problem;

Step 2: If the problem is not satisfactorily resolved with the advisor schedule a meeting with the HNFE Undergraduate Program Director or DPD Director (DIET option);

Step 3: If the problem remains unresolved, the student should schedule an appointment with the Department Head;

Step 4: If all attempts fail to solve the problem to the student's satisfaction, he/she should file a written request for a formal hearing before the Associate Dean of the College of Agriculture and Life Sciences.

### **DIET (DPD) Grievance Procedure**

Students should follow the same university and department procedures identified for all HNFE students. Any student complaints are maintained in the HNFE main office for a minimum of seven years.

If a student is unable to resolve a complaint or grievance via university, college and department channels, the student should submit a written complaint to ACEND.

### **Accreditation Council for Education in Nutrition and Dietetics Grievance Procedure**

Complaints should only be directed to ACEND after all other options with HNFE and Virginia Tech have been exhausted.

The Accreditation Council for Education in Nutrition and Dietetics (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 or approved 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 procedure can be found on the website for ACEND: <http://www.eatrightacend.org/ACEND>  
<http://www.eatrightpro.org/resource/acend/accreditation-standards-fees-and-policies/filing-a-complaint/procedure-for-complaints-against-accredited-programs>

## **HNFE Advising**

### **HNFE Advising Center**

The HNFE Advising Center is staffed by professional advisors to assist students with all their academic needs. The HNFE academic advisors can provide assistance with:

- Plan of Study
- Curriculum Requirements
- Course Request
- Change into HNFE
- Declaring/Changing an Option
- Substitutions
- Prerequisites
- Transfer of Credit
- Course Withdrawal

A student's academic advisor should be consulted for any questions or concerns regarding the student's academic curriculum.

### **Statement of Student Responsibility**

The student shares the responsibility for developing an advising partnership with the advisor. Over time, the partnership results in increased responsibility for the student. The student will:

- Communicating goals, needs, wants, and concerns to the advisor in a respectful and sincere manner;
- Keeping abreast of their own academic progress and requirements related to their academic program;
- Making, keeping, and being prepared for appointments with advisor;
- Informing the advisor of changes in plans and/or circumstances that might impact academic performance;
- Knowing departmental procedures for changing advisors; and
- Bringing concerns regarding quality of advising to the attention of the advisor

### **Statement of Advisor Responsibility**

The advisor shares the responsibility for developing an advising partnership with undergraduate students. This is achieved through the advisor:

- Communicating with students and delivering individualized and accurate information in professional sincere manner;
- Being informed of, and providing accurate information about current academic policies and procedures;
- Keeping appointments and being available for assistance
- Providing appropriate referrals, contacts, and information;
- Doing appropriate follow-up with students; and
- Seeking out and taking advantage of opportunities for professional development

### **New Freshman HNFE Students**

All entering freshmen in the HNFE department are general HNFE majors and are required to take HNFE 1114: Orientation to HNFE or ALS 1234: CALS First Year Seminar their fall semester. During these courses, students will complete a plan of study and degree audit report demonstrating the understanding of degree requirements. They will also declare an option in HNFE. Upon declaring an option, a faculty mentor will be assigned to assist with career exploration/preparation.

### **Faculty Mentor**

Students will be assigned a faculty mentor upon declaring an HNFE option. The faculty mentor will assist the student in exploring career and educational goals. Faculty mentors have a wide range of knowledge and specialties to assist students with their future endeavors. A student may meet with their faculty mentor for references, questions and advice. Meeting with a faculty mentor is a professional meeting, therefore students should utilize professional behavior in all communications, appearance, and should come to the meeting prepared.

### **Meeting with an Academic Advisor**

All HNFE students are required to submit a Plan of Study and work closely with an academic advisor to prepare course schedules. Contacts and meetings with an academic advisor are one of the first professional interactions a student will have prior to an actual career. Therefore, students should view all interactions in a professional manner; these interactions are an opportunity for students to hone written and verbal communication skills prior to entering a profession.

### **Making an Appointment with an Academic Advisor**

The HNFE Advising Center has an on-line appointment scheduler system which students can utilize to schedule an appointment. Students should utilize the instructions below to make an appointment.

Go to <https://booknow.appointment-plus.com/kvs914y/10>

1. If you have not registered to use the site, you will need to do so prior to making an appointment.
2. Once logged in, you will need to choose HNFE Advising Center as the location.
3. Choose your assigned advisor.
4. Choose the reason for your appointment. If the reason is not listed, choose other.
5. Select an appointment time based on your advisor's availability.
6. Confirm your appointment.
7. Log out.

IF YOU DO NOT RECEIVE AN E-MAIL CONFIRMING YOUR APPOINTMENT, THE APPOINTMENT HAS NOT BEEN SCHEDULED. YOU WILL NEED TO LOG BACK INTO THE SYSTEM AND TRY AGAIN. If you have problems, please email the HNFE Advising Center at [hnfeadvise@vt.edu](mailto:hnfeadvise@vt.edu).

### **HNFE Undergraduate Course Offerings**

HNFE course descriptions are listed in the Undergraduate Catalog (<http://www.undergradcatalog.registrar.vt.edu/>). Many courses are only offered to students in the HNFE major and some are limited to a specific option. Many courses have prerequisites and are only offered in the fall or spring semester.

### **Checksheets for Course Requirements**

Checksheets for the HNFE options are available on the HNFE website ([www.hnfe.vt.edu](http://www.hnfe.vt.edu)). The checksheets are option-specific and based upon a student's expected graduation year. Degree requirements must be approved two years prior to their effective date, which means students must ensure their plan of study fits is updated according to the correct year. The checksheet is a guide to ensure all University, department and option requirements are met. Students are required to submit a plan of study showing all required courses from the checksheet have been planned. A sample checksheet follows with important information notated.

College of Agriculture and Life Sciences  
Bachelor of Science: Human Nutrition, Foods and Exercise Major  
DIETETICS Option  
For students graduating in the calendar year 2015

**CURRICULUM FOR LIBERAL EDUCATION** (Areas 1 – 7)

I.	<b>Writing and Discourse</b> <sup>Ⓢ</sup> ENGL 1105-1106 First-Year Writing or COMM 1015-1016 Communication Skills <sup>4</sup>	
II.	<b>Ideas, Cultural Traditions and Values</b> - Choose any Area 2 course.	
III.	<b>Society and Human Behavior</b> PSYC 2004 Introductory Psychology (Mandatory for ACEND Didactic Program in Dietetics)..... PSYC 2084 <sup>2</sup> Social Psychology (Mandatory for ACEND Didactic Program in Dietetics).....	
IV.	<b>Scientific Reasoning and Discovery</b> <sup>3</sup> ♣General Chemistry: CHEM 1035 <sup>4</sup> and CHEM 1036 <sup>4</sup> ..... ♣General Chemistry Lab: CHEM 1045 and CHEM 1046.....	1 1
V.	<b>Quantitative and Symbolic Reasoning</b> MATH 1015-1016 Elementary Calculus with Trigonometry I.....	3 3
VI.	<b>Creativity and Aesthetic Experience</b> - Choose any Area 6 course.....	1
VII.	<b>Critical Issues in a Global Context</b> - Choose any Area 7 course.....	3

**Foreign Language Requirement**

A sequence of two foreign language courses is required for graduation unless two years of high school credits of the same foreign language or 6 transfer credits of one foreign language have been earned. These credits do not count toward graduation.

Curriculum for Liberal Education Requirement 36

**DEPARTMENT OF HUMAN NUTRITION, FOODS AND EXERCISE CURRICULUM**

		CREDITS
HNFE 1114 <sup>Ⓢ</sup>	♣Orientation to HNFE (Fall) .....	1
HNFE 1004 <sup>Ⓢ</sup>	♣Foods, Nutrition and Exercise.....	3
BIOL 1105, 1115 <sup>5</sup>	♣Principles of Biology, Principles of Biology Lab (Fall).....	3 1
BIOL 1106, 1116 <sup>5</sup>	♣Principles of Biology, Principles of Biology Lab (Spring).....	3 1
HNFE 2014 <sup>Ⓢ</sup>	♣Nutrition Across the Life Span (Pre: HNFE 1004, CHEM 1035).....	3
STAT 2004	♣Introductory Statistics (Pre: MATH 1015).....	3
BMSP 2135, 2136	♣Human Anatomy & Physiology (Pre: 1 year Biology; BMSP 2135 Fall, 2136 Spring).....	3 3
CHEM 2514 or 2535 <sup>4,6</sup>	♣Survey of Organic OR Organic Chemistry <sup>3</sup> (Pre: 1 year Chemistry) (Fall) .....	3
BCHM 2024	♣Concepts of Biochemistry (Pre: CHEM 2514 or 2535) (Spring) .....	3
COMM 2004 <sup>1</sup>	♣Public Speaking (Sophomore Standing required) <sup>1</sup> .....	3
HNFE 3025-3026 <sup>7</sup> Ⓢ	♣Metabolic Nutrition <sup>4</sup> (Pre: BMSP 2135, BMSP 2136, HNFE 2014, BCHM 2024).....	3 3
HNFE 4004 <sup>Ⓢ</sup>	♣Seminar in HNFE: Writing and Discourse in the Major (Pre: 3025) (Senior standing).....	3
<b>TOTAL DEPARTMENTAL REQUIREMENTS</b>		<b>42</b>

<sup>1</sup> A student who takes COMM 1015-1016 is exempt from taking COMM 2004, Public Speaking (+ 3 credits should be added to

<sup>2</sup> Acceptable substitution: HNFE 2664 or SOC 1004 or PSYC 2034 or PSYC 3054

<sup>3</sup> Acceptable substitution: CHEM 1055/1065 and 1056/1066 General Chemistry for Chemistry Majors

<sup>4</sup> A minimum grade of C is required in both CHEM 1035, 1036 (General Chemistry); HNFE 1004; CHEM 2514 or 2535.

<sup>5</sup> Acceptable substitution: BIOL 1005/1015 and BIOL 1006/1016 General Biology or BIOL 1205H, 1206H Honors Biology.

<sup>6</sup> Students taking CHEM 2535 are also recommended, but not required, to take CHEM 2536 to complete the material covered in Organic Chemistry. Many graduate programs require a full year of Organic Chemistry.

<sup>7</sup> HNFE 3025 (Fall only), HNFE 3026 (Spring only).

Ⓢ Required component of Visual Expression, Writing and Speaking requirement for students entering Fall 2005 and after.

♣ **In-major GPA:** These courses are included in the In-major GPA (continued on 2<sup>nd</sup> page).

**HNFE Satisfactory Progress GPA Requirements:** Minimum In-major GPA requirement: 2.5; HNFE Dietetics Overall GPA 3.0 (see page 3 for requirements).

**University Requirements:**

at the top of the first page. In general, this is the Curriculum for Liberal Education. Notice: General Chemistry does count towards in the in-major GPA.

**Department Requirements:**

at the bottom of the first page. The courses listed here are required for all HNFE majors, regardless of option. All courses here count towards the in-major GPA. Many of the courses have prerequisites and are offered only fall or spring.



## DIDACTIC PROGRAM IN NUTRITION AND DIETETICS<sup>1</sup>

Required	* All of the courses listed below are counted towards the in-major GPA	CREDITS
HNFE 2004.....	Professional Dietetics (Pre: CHEM 1036) (Spring).....	1
HNFE 2234.....	Food Selection and Preparation (Pre: CHEM 1036, HNFE 1004; Co: HNFE 2224).....	2
HNFE 2224.....	Food Selection and Preparation Lab (Pre: CHEM 1036, Co: HNFE 2234).....	1
BIOL 2604.....	General Microbiology (Pre: CHEM 1036, 1 year Biology).....	3
BIOL 2614.....	General Microbiology Lab (Pre/Co: BIOL 2604).....	1
HNFE 3034.....	Methods of Human Nutritional Assessment (Pre: BMSP 2135, BMSP 2136, HNFE 2014, BCHM 2024).....	2
HNFE 3224.....	Communicating with Food (Pre: HNFE 2224, 2234, HNFE 2014) (Spring).....	3
HNFE 3234.....	Science of Food (Pre: HNFE 2234, CHEM 2535 or CHEM 2514) (Fall).....	4
HNFE 3114.....	Foodservice & Meal Management (Pre: HNFE 2224, 2234) (Fall).....	4
MGT 3304.....	Management Theory and Leadership Practice (Junior standing required).....	3
HNFE 4644.....	Health Counseling (Junior standing) (Spring).....	3
AAEC 4814.....	Food and Health Economics (Spring) (Senior Standing required).....	3
HNFE 4125.....	Medical Nutrition Therapy I (Pre: HNFE 2004, 3026; Co: HNFE 3034) (Fall).....	3
HNFE 4126.....	Medical Nutrition Therapy II (Pre: 4125) (Spring).....	3
HNFE 4624.....	Community Nutrition (Pre: HNFE 2014, 3026) (Fall).....	3
TOTAL FOR OPTION		39
MINIMUM FREE ELECTIVE CREDITS		3
TOTAL CREDITS REQUIRED FOR GRADUATION <sup>2</sup>		120

**Option requirements:** at the top of the second page. The courses listed here are required for the specific option. All courses here count towards the in-major GPA. Many of the courses have prerequisites and are offered only either fall or spring.

The Checksheet also provides details regarding:

- Satisfactory progress towards the degree
- Which courses are designated as In-major GPA courses
- How options can meet preprofessional school requirements
- Total number of credits needed to graduate

### Plan of Study

The Plan of Study is an essential tool to assist students with mapping their academic plan at Virginia Tech. The Plan of Study assists students with the HNFE curriculum while making sure all University, department and option requirements are met. All students are required to complete a Plan of Study and to update it on a regular basis as well as anytime a change is made such as dropping or withdrawing from a course. The Plan of Study assists with determining prerequisites are met and allows students to plan specific electives to meet future career/educational goals.

The HNFE department requires all students to complete a Plan of Study either during HNFE 1114 / ALS 1234 or when changing into the HNFE major. The plan is reviewed by one of the HNFE Academic Advisors and a copy is kept on file in the HNFE Advising Center. Students should bring their Academic Advising Folder and notes from previous appointments to **ALL** advising appointments.

When completing a Plan of Study, students should:

- Follow the steps in the “Creating an HNFE Plan of Study” directions
- Be methodical
- Pay attention to prerequisites and semester offerings
- Ensure the 120 hour minimum for graduation is met

## **Individual Learning Experience**

An individual Learning Experience (ILE) is an opportunity for students to gain experience in the HNFE field outside of the classroom. Students may choose from a Field Study, Independent Study, or Undergraduate Research.

### **Field Study: HNFE 4964**

A Field Study is a work experience course approved by the student's faculty mentor and is selected to augment traditional classroom activities. The student is evaluated on the knowledge and skills acquired during of the experience. Examples of field study are shadowing medical providers, volunteering in hospitals, facilitating health education programs, and interning with health and wellness facilities. Emphasis is placed on the academic and practical value of work. It is taken Pass/Fail. The field study contract must be completed by the second Friday of class for the semester in which you have registered for the course (first day of classes for summer and winter sessions). The field study packet and other specific requirements of this course can be found on the HNFE website ([www.hnfe.vt.edu](http://www.hnfe.vt.edu)).

No retroactive credit can be awarded for a field study. Therefore, students must do their field study work during the semester in which they are enrolled in the course.

### **Independent Study: HNFE 4964**

The Independent Study course generally involves extensive reading and tutorial sessions with a faculty supervisor and also may involve written papers. The subject of the independent study usually is a continuation in greater depth of a topic covered in a regular course, allowing students to study topics of particular individual interest. A student may also earn credit for independent study by serving as an undergraduate teaching assistant (TA). The form to register for Independent Study can be found on the HNFE website ([www.hnfe.vt.edu](http://www.hnfe.vt.edu)). Students wishing to be a teaching assistant in a course should communicate with the respective faculty member teaching the course.

### **Undergraduate Research: HNFE 4994**

The Undergraduate Research course is individual research projects carried out by students under faculty supervision. The student defines the research topic, proposes a methodology, carries out the research, and writes a report. This course requires an application and is competitive based on the number of faculty and projects available to supervisor and number of students who apply to do a project. The application can be found on the HNFE website. ([www.hnfe.vt.edu](http://www.hnfe.vt.edu)). Students are encouraged to review faculty information and research areas, read faculty research papers, and communicate with the faculty member prior to applying.

## **Global Education Office**

Every student who plans to study abroad should complete an Education Abroad application and meet with an Education Abroad Advisor. The online application can be found on the Education Abroad website (<http://www.educationabroad.vt.edu/>). The Global Education Office is located at 526 Prices Fork Road, Room 131. Students must complete the Authorization of Transfer Credit Form (<http://www.cals.vt.edu/academic-programs/current/student-forms.html>) and submit it along with the course syllabi to the HNFE office, 338 Wallace Hall. Students should allow a minimum of 3 months for courses evaluations.

## **Dietetics Advising**

In addition to an academic advisor, students enrolled in the Dietetics option are assigned a HNFE faculty mentor who is a Registered Dietitian (RD) and have ample opportunity to work with the DPD Director to discuss post-graduation planning. All students are required to submit a Plan of Study and work closely with his/her academic advisor to prepare course schedules. Students are encouraged to meet with their faculty mentor and the DPD Director for more targeted career and post-graduation advising/mentoring. Students are responsible for scheduling meetings and building a relationship with their advisor and mentor. Advising/mentoring sessions may include discussing the student's Plan of Study, the RD process, student dietetic organizations and the importance of gaining varied dietetic experiences. Faculty mentors review student Professional Portfolios and discuss short and long term academic and career goals. They also provide guidance on the requirements to be competitive for dietetics supervised practice programs post-graduation. Students are encouraged to get involved in the Student Nutrition and Dietetic Association (SNDA) at Virginia Tech.

## **Pre-Health Advising**

### **Health Professions Advising (HPA)**

Health Professions Advising coordinates all pre-professional health advising for students with an interest in but not limited to dentistry, genetic counseling, health administration, medicine (allopathic, osteopathic, and naturopathic), nursing, occupational therapy, optometry, pharmacy, public health, veterinary medicine, and any others. Although the vast majority of pre-health students major in a science program, any major is acceptable to health professional schools so long as certain specific admission requirements are satisfied. Thus HPA provides advice and assists students in preparing for admission to a professional school; it is not a degree program. Students interested in a health career are encouraged to pursue a broad undergraduate study in the humanities, social sciences as well as biology and the natural sciences. Admissions requirements to identify qualified students include a competitive grade point average of 3.5/4.0 or higher, national standardized tests for each health profession (Dental Admission Test [DAT], Graduate Record Examinations [GRE], Medical College Admission Test [MCAT], Optometry Admission Test [OAT], and the Pharmacy College Admission Test

[PCAT]), significant participation in volunteer and clinical health care activities, letters of recommendation/evaluation, and an interview at the professional school. Successful candidates exhibit high levels of scholastic achievement and intellectual potential as well as motivation and concern for one's fellow human being.

HPA provides individual advising about careers in the health profession, preparation for application to professional schools, and the admission process. This office works collaboratively with students to assist them to gain practical experience in the health care arena through volunteering and/or working at local or regional hospitals and clinics. A limited number of students may be placed with local physicians for a one-semester two-credit preceptorship. The Health Professions Evaluation Committee which is made up of faculty advisors and health professionals from the community, provides on-campus interviews and upon request, furnishes committee letters of evaluation. <http://career.vt.edu/advising/hpa.html>

### **Career Advising**

Students are encouraged to talk with their academic advisors and faculty mentors regarding their career interests and referrals are often made to appropriate contacts across the University as well as professional organizations.

Virginia Tech Career Services provides guidance and workshops for students in preparation for internships, summer jobs, and career positions. Career Services also offers a 3-credit course "Exploring Careers" (UNIV 2004) to assist students in dedicating a significant amount of time and effort towards exploring careers and preparation for applying. (<http://www.career.vt.edu>)

### **Additional University Advising Resources**

**Chemistry Learning Center** <http://alphachisigma.wixsite.com/axsvt/tutoring>

Alpha Chi Sigma (Professional Chemistry Fraternity) provides free tutoring services in the Chemistry Learning Center. For additional Chemistry tutoring resources, please see your chemistry professor.

**Computing** <http://computing.vt.edu/>

One-stop computing resource site for Virginia Tech. Tutorials, software, requesting help, trouble-shooting, finding computer labs, virus protection updates, etc.

**Cook Counseling Center** <http://www.ucc.vt.edu/>

Offers group and individual support addressing issues that impact a student's academic success (procrastination, test related stress, time management, relationship problems, etc.) Cook Counseling Center offers free and anonymous online screening for depression, alcohol use, eating disorders, and anxiety.

**Curriculum for Liberal Education (CLE)** <http://www.cle.prov.vt.edu/guides/>

The guide for the CLE can be found at this website. This describes the purpose and goals of the CLE. It also lists courses which can be taken for each Area and the purpose and goals for each Area. It is a university policy that all students must meet the requirements for each CLE area.

**Cranwell International Center** <http://www.international.vt.edu/>

This resource meets the needs of international students, including academic, personal advocacy, and crisis. The center is also available to meet the needs of faculty and staff working with these students.

**Division of Student Affairs** <http://www.dos.vt.edu/>

Provides support to students, families, and parents of students in crisis or in challenging situations. Provides orientation to new students and is responsible for fostering a welcoming climate for all students. The student life office should be contacted when there is a family emergency that will take you away from classes. <http://www.dos.vt.edu/dosadvocacy.html>

**Hokie Handbook** <http://www.hokiehandbook.vt.edu/>

Student guide to the Code of Conduct, the University Policies for Student Life, and other key policies and procedures which students are required to know and abide.

**Math Emporium** <http://www.emporium.vt.edu/>

The Math Tutoring Lab offers extended one-on-one math tutoring. “Math Helpers” are real live people available at the Math Emporium to offer help with math courses many hours each day for students enrolled in 1000-2000 level courses.

**Office for Diversity and Inclusion** <http://www.inclusive.vt.edu/index.html>

This office offers a variety of programs and services aimed at promoting and supporting diversity and minorities.

**Online University Advising Resource** [www.advising.vt.edu](http://www.advising.vt.edu)

Frequently asked advising questions and timely academic information. Provides information about advising philosophy of Virginia Tech and responsibilities of student, advisors, and the University.

**Student Success Center** <http://www.studentsuccess.vt.edu/>

Provides tutoring for most 1000 and 2000 level courses. Offers workshops on study skills, time management, note taking, goal setting, stress management, test taking, reading assessment and improvement, memory, and other academically useful topics. Offers programs to develop

students' preparedness for graduate and professional programs. Also provides programs for students on academic probation.

**Undergraduate Catalog & Academic Policies** <http://www.undergradcatalog.registrar.vt.edu/>

Information on Academic Policies and department and course descriptions for all courses offered by Virginia Tech. Students should follow the policies for the year they enter Virginia Tech.

**University Honors** <http://www.honorscollege.vt.edu/>

The purpose of University Honors at Virginia Tech is to provide assistance for the academically talented student to make choices that will well serve the long-term interests of the individual and create leadership opportunities within a global environment.

**Virginia Tech Library** <http://www.lib.vt.edu/>

Print and electronic information resources. Reference librarians. The HNFE department librarian is Ginny Pannabecker; 540-231-7980, [vpannabe@vt.edu](mailto:vpannabe@vt.edu)

**Virginia Tech Writing Center** <http://www.composition.english.vt.edu/writing-center/index.html>

Open to all VT students. Assistance with writing and reading assignments from any course in the University. Assistance with writing projects that are not linked to classes. The Center is free and open for regular appointments and walk-in sessions.

## **DIETETICS OPTION**

The Virginia Tech Didactic Program in Dietetics (DPD) is an ACEND accredited program that enables students to apply to an ACEND accredited dietetics supervised practice program (dietetic internship) upon graduation and to become a registered dietitian/registered dietitian nutritionist upon completion of the internship.

Dietetics is the science and art of applying the principles of food and nutrition to health and is a vital growing profession with a broad variety of career possibilities.

The Virginia Tech Didactic Program in Dietetics is accredited with commendation by the Accreditation Council for Education in Nutrition and Dietetics. The Five Year Program Assessment Report was approved by the ACEND Board in February 2014.

### **Satisfactory Progress Toward Dietetic Degree**

An HNFE (Dietetics option) student will be considered to have made satisfactory progress toward the degree when he/she has successfully completed...

1. In-major GPA  $\geq$  2.5 or higher.
2. Overall GPA  $\geq$  3.0 or higher.
3. Grade of C or better in HNFE 1004, CHEM 1035, CHEM 1036 and CHEM 2535 or 2514.
4. These courses must be completed by the time the student has attempted 72 hours:
  - BIOL 1105-1106 or equivalent
  - CHEM 1035-1036 or equivalent
  - CHEM 2535 or 2514
  - HNFE 1004

### **Transfer credits:**

It is possible to take some required DPD courses at institutions other than VT. However, the following courses must be taken at VT:

HNFE 2004, HNFE 3034, HNFE 3025/4025, HNFE 3026/4026, HNFE 4004, HNFE 4125, HNFE 4126

### **DPD Policy Information:**

Please see the policy section in this handbook.

### **Job Opportunities**

- Clinical dietitians: provide medical nutrition therapy required in the treatment of certain diseases and counsel individuals
- Community dietitians: prepare and deliver programs that emphasize health, fitness and weight management for all age groups

- Administrative dietitians: manage nutrition services in hospitals, cafeterias, schools, retirements communities, or colleges and universities
- Research dietitians: expand knowledge and solve food and nutrition problems

## **Curriculum**

- chemistry, physiology, and microbiology courses
- nutrition requirements, metabolism, and dietary treatment of disease
- foods courses examining the physical and chemical properties of foods and food selection for people of different cultural, ethnic, and economic backgrounds
- health behavior, counseling, communication skills, and management courses

## **Program Outcomes-**

### **Match Rate for Internship Program in Nutrition and Dietetics**

Historically, VT Dietetic's students applying to ACEND accredited internships the match rate is above the national average. See the program website for up to date outcomes.

### **Pass Rate on the Registration Exam for Dietitians**

Of alumni moving forward on the dietetics career path, 100 percent have passed the [Registration Exam for Dietitians](#) within one year of their first attempt, while ~95 percent have passed on their first attempt. Our alumni consistently score above the national mean on the exam.



## **SCIENCE OF FOOD, NUTRITION AND EXERCISE**

This program prepares students for entry into health science areas and professional and graduate programs. Growing attention to the role of nutrition and exercise in health promotion and disease prevention makes this degree appropriate for those entering medicine or a related health field. The curriculum offers a strong background in basic sciences including a year of chemistry, biology, and human anatomy and physiology. Students tailor the degree to their needs through controlled elective courses. Students also receive hands-on experience through field studies and internships.

### **Satisfactory Progress Toward Science of Food, Nutrition and Exercise Degree**

An HNFE (SFNE option) student will be considered to have made satisfactory progress toward the degree when he/she has successfully completed...

1. In-major GPA  $\geq$  2.5 or higher.
2. Overall GPA  $\geq$  2.5 or higher
3. Grade of C or better in HNFE 1004, CHEM 1035, CHEM 1036 and CHEM 2535 or 2514.
4. These courses must be completed by the time the student has attempted 72 hours:

BIOL 1105-1106 or equivalent  
CHEM 1035-1036 or equivalent  
CHEM 2535 or 2514  
HNFE 1004

### **Job Opportunities**

- Meets the pre-professional academic requirements for medical, dental, physical therapy, nursing, physician assistant, veterinary, and other professional programs.
- Research in a variety of laboratory settings.
- Clinical exercise physiology and other health and fitness settings.

### **Curriculum**

In addition to basic sciences, students take courses in areas of exercise physiology, nutrition, epidemiology, metabolism, and behavior modification.

### **Curriculum Change beginning Spring 2015**

The SFNE option and EHP option will merge to create a new SFNE option beginning in spring 2015. The revised option continues to provide a strong science background but allows students a greater opportunity to tailor their degree. See 2015 checksheet.

<b>Health Profession</b>	<b>Undergraduate Coursework</b>	<b>Professional Organization</b>
Allopathic Medicine	<a href="#">Allopathic undergrad coursework</a>	<a href="#">Association of American Medical Colleges (AAMC)</a>
Athletic Training	<a href="#">Athletic Training undergrad coursework</a>	<a href="#">National Athletic Trainers' Association (NATA)</a>
Chiropractic Medicine	<a href="#">Chiropractic undergrad coursework</a>	<a href="#">Association of Chiropractic Colleges (ACC)</a>
Clinical Lab Sciences	<a href="#">Clinical Lab undergrad coursework</a>	<a href="#">American Society for Clinical Laboratory Sciences (ASCLS)</a>
Dentistry	<a href="#">Dentistry undergrad coursework</a>	<a href="#">American Dental Association (ADA)</a>
Nursing	<a href="#">Nursing undergrad coursework</a>	<a href="#">American Association of College of Nursing (AACN)</a>
Occupational Therapy	<a href="#">OT undergrad coursework</a>	<a href="#">American Occupational Therapy Association (AOTA)</a>
Optometry	<a href="#">Optometry undergrad coursework</a>	<a href="#">Association of Schools &amp; Colleges of Optometry (ASCO)</a>
Osteopathic Medicine	<a href="#">Osteopathic undergrad coursework</a>	<a href="#">American Assoc. of Colleges of Osteopathic Medicine (AACOM)</a>
Pharmacy	<a href="#">Pharmacy undergrad coursework</a>	<a href="#">American Assoc. of Colleges of Pharmacy (AACP)</a>
Physical Therapy	<a href="#">PT undergrad coursework</a>	<a href="#">American Physical Therapy Association (APTA)</a>
Physician Assistant	<a href="#">PA undergrad coursework</a>	<a href="#">Physician Assistant Education Association (PAEA)</a>
Podiatric Medicine	<a href="#">Podiatric undergrad coursework</a>	<a href="#">American Assoc. of Colleges of Podiatric Medicine (AACPM)</a>
Public Health	<a href="#">PH undergrad coursework</a>	<a href="#">Assoc. of Schools of Public Health (ASPH)</a>
Veterinary Medicine	<a href="#">Vet Med undergrad coursework</a>	<a href="#">Assoc. of American Veterinary Medical Colleges (AAVMC)</a>

## **CLUBS & ORGANIZATIONS**

### **Student Organizations**

#### **Alpha Epsilon Delta (AED)**

National Health Pre-professional Honor Society. The mission is to encourage and recognize excellence in premedical scholarship; to stimulate an appreciation of the importance of premedical education; to promote communication between medical and premedical students and educators; to provide a forum for students with common interests; and to use its resources to benefit health organizations, charities and the community.

#### **American Medical Student Association (Pre-Med Chapter) (AMSA)**

The American Medical Student Association (AMSA), with more than a half-century history of medical student activism, is the oldest and largest independent association of physicians-in-training in the United States. The meetings not only teach students about getting into medical school, but how to be a better, more informed doctor when students get out.

#### **Multicultural Association for Pre-Health Students (MAPS)**

Promote cultural sensitivity and awareness in medicine to better serve a diverse population.

#### **Nursing Club**

At the meetings, they discuss various career opportunities in the field of nursing and have special guest speakers. They also talk about pre-requisite courses and different degree options.

#### **Physical Therapy Club (PT@VT)**

The Physical Therapy Club at Virginia Tech is essentially a tool for anyone thinking about applying to physical therapy school. They often have meetings just to answer any questions that underclassmen might have. On occasion, they will have representatives from other physical therapy schools come inform the club about their latest requirements. VT alumni often come back and speak about their physical therapy school experience thus far as well.

#### **Pre-Dental Club**

The Pre-Dental Club of Virginia Tech is designed to prepare the students of Virginia Tech for a career in dentistry. The meetings are designed to promote fellowship amongst pre-dental students along with inform pre-dental students about opportunities.

#### **Pre-Pharmacy Club**

A club dedicated to helping those interested in the field of pharmacy explore the many options available to them. Emphasis is placed on presentations from pharmacy school representatives, as well as undergraduate/PCAT preparation.

#### **Pre-Physician Assistant Club (PA Club at VT)**

Pre-Physician Assistant club at Virginia Tech is geared toward providing a supportive environment and recent information about applying to Physician Assistant School.

**Pre Students of the Osteopathic Medical Association (Pre-SOMA)**

This organization was created to allow more students to learn about Osteopathic Medicine. Pre-SOMA meets with students and staff at VCOM to learn more about Osteopathic medicine and to hear first-hand what it takes to be a doctor of Osteopathy.

**Pre-Veterinary Medical Association (Pre-Vet Club (PVC))**

To expose students in veterinary medicine to all areas of the veterinary field and related animal sciences. Also, perform service within the community through volunteering at animal shelters and hosting community fundraising events.

**Student Nutrition and Dietetics Association (SNDA)**

The Student Nutrition and Dietetics Association is for students in the HNFE Department at Virginia Tech who are preparing for careers in Dietetics.

**Women's Health and Fitness Club (WHFC)**

Organization for women interested in overall wellness, fitness nutrition, and living a healthy lifestyle. The purpose is to bring together like-minded women with hopes of sharing and learning new ideas in the health and fitness world.

Virginia Tech has over 800 clubs and organizations. Please visit Gobbler Connect (<https://gobblerconnect.vt.edu/>) to find additional information about the clubs listed above or to search of other clubs and organizations.

### **Professional Organizations**

**Student Member of the Academy of Nutrition and Dietetics**

Students in a didactic program in dietetics are eligible for student membership in the Academy of Nutrition and Dietetics (AND). Students can learn more from the DPD Director and submit an online application. Be sure to indicate that you are enrolled in a “didactic program in dietetics” on the application.

Student Membership benefits in the AND include:

- Automatic membership in State Dietetic Association
- Opportunity for membership in Dietetic Practice Groups
- AND Journal and AND Courier
- Scholarships, Awards and Honors
- Associate Newsletter (Semi-annual newsletter for students)
- National Nutrition Month Program and Materials
- See Student AND web page for more benefits  
(<http://www.eatright.org/membershipinfo/#studentmember>)

**American College of Sports Medicine**

Professional organization for individuals in sports medicine and exercise science. There are over 50,000 members and certified professionals worldwide. Special membership rate for student members.

Access to the following student resources:

- Award and grant opportunities to fund your research and travel
- Free career webinars
- Networking opportunities at ACSM meetings and through regional chapters
- Resources to flagship journals and the weekly Sports Medicine Bulletin  
(<http://acsm.org/join-acsm/who-should-join/students>)

\*Please see the SFNE option section of this handbook for specific health professional organizations.

## Frequently Asked Questions about Advising

### Who is my academic advisor?

*Log in to Hokie Spa and select “View Your General Student Information.” Your academic advisor will be listed here. Faculty Mentor information is not listed in Hokie Spa at this time. You will receive an email when you have been assigned to a faculty mentor, and you will also be emailed once each semester with your advisor and faculty mentor information.*

### When am I supposed to see my advisor?

*It is the student’s responsibility to make appointments to see their advisor in the HNFE department. You should meet with your advisor a minimum of once each semester to insure that you are meeting your course requirements for your degree. You are free to contact your advisor at any time for any other issues relating to your college experience.*

### What is a checksheet?

*A checksheet is a list of requirements that must be completed to graduate for any given major at Virginia Tech. HNFE has developed our own checksheets for each option. They are available at [www.hnfe.vt.edu](http://www.hnfe.vt.edu). You must choose a checksheet based on the option you have chosen and the year in which you will graduate. Our checksheets include **courses** required by the University, the HNFE department and the specific option. They also contain controlled electives required for the Science option.*

### What are the different options within HNFE?

*There are currently two options within HNFE: Science of Food, Nutrition and Exercise and Dietetics.*

### What is a Plan of Study?

*This is a work in progress document that we utilize at all advisor meetings regarding your curriculum. Your plan of study will outline for each semester (including the summer sessions) what courses you have taken and which courses you plan to take. You should note if a course is being taken for the core curriculum or for an elective (controlled or free). Each semester you should update your Plan of Study to reflect what courses you have actually taken so that you can best plan the rest of your semesters.*

### How do I know what courses I am supposed to be taking?

*Consult your academic advisor. Your advisor is here to help you identify your academic and career goals and then to assist in choosing the courses from your checksheet(s) that will enable you to achieve these goals. In the HNFE department we also utilize the Plan of Study as an integral part of planning the courses you take.*

### **What is a DARS?**

*Upon applying for your degree, the Registrar prepares an analysis of all course work, listing the courses taken, those left to take, and any deficiency in GPA. This report is a Degree Audit Report or a DARS. Applying early ensures that each student will have time to take courses that may have been overlooked, and it allows the student to correct the Registrar's analysis if errors have been made.*

*Even if students are uncertain as to exactly when they will graduate, they should still apply for graduation at the beginning of the junior year and make a reasonable guess as to their graduation date. The graduation analysis does not commit to graduation, but it serves as an excellent tool by reviewing the requirements left to complete. Students should view it as a planning guide for the senior year.*

### **How/When do I apply for graduation?**

*Students should apply for graduation at the beginning of the junior year by filling out an Application for Degree, available on Hokie Spa.*

### **What is a course withdrawal?**

*Course Withdrawal is a policy whereby you can drop a maximum of 6 hours during your academic career at Virginia Tech. Course Withdrawal is not available until after the normal six-week drop deadline date for a semester. The deadline for using course withdrawal is always the Friday of the week before the last regular day of classes for a semester, you must meet with your advisor to initiate a course withdrawal. Courses for which you have applied course withdrawal remain on your transcript with a "W" grade.*

### **How do I find my overall and in-major GPAs?**

*The fastest way to find your current overall GPA is to go to Hokie Spa and check out your online unofficial transcript. Although the grades for the current semester will not be there, if you look under the GPA column for the previous semester, you'll find two GPAs listed: current and cumulative. The current GPA is for that single semester; the cumulative one is your overall GPA for all the time you've been at Tech.*

*You can also find that information on your DARS report (either your "real" one or a "What-If" one). Run an updated DARS report. You'll find your current overall GPA and in-major GPA at the top of the DARS in the bar graph.*

### **I took X course last spring and did not do as well as I would have liked. I would like to take the class again. Can I?**

*Please review the Repeated Courses policy in the Undergraduate Catalog. If you repeat it, you need to be aware of special circumstances governing repeated courses:*

1. *If you actually dropped or withdrew from that course and you enroll in it another semester, you will get the second grade.*
2. *If you received a C- or lower in the course the first time you took it, both grades will be calculated in your GPA but only one of them will count in your overall hours toward graduation. (In other words, the grades will be averaged, and instead of 6 hours -- for taking the course twice -- you'll get only 3 hours, because it is "duplicated credit").*
3. *If you received a C or better in the course the first time you took it, your second grade for it will be Pass/Fail only. Again, the course will count only once toward your overall hours.*

### **How many classes can I take P/F?**

*If it is a course on your Checksheet, you cannot take the course Pass/Fail unless the course is only offered as a Pass/Fail.*

*You can receive Pass/Fail credit for 10% of the overall hours you take at Virginia Tech. The minimum number of hours you need to graduate is 120, if you take all of your coursework here at Tech, then you have available 12 hours of P/F credit.*

*If you are a transfer student, however, or you bring in any "outside" credit (even AP credit), the number of Pass/Fail credits you can take decreases: you must subtract your transfer hours from the hours you need to graduate. For example, if you transfer in 60 hours, then that means to reach the magical 120, you'd be accumulating 60 hours at Tech, which would translate to 6 available hours of P/F credit ( $120-60=60$ ;  $10\%$  of  $60=6$ ).*

*Please review the full Pass/Fail policy in the Undergraduate Catalog.*

### **What are free electives?**

*Free electives are opportunities. Students can choose courses from any department in the university. Electives present unlimited possibilities for tailoring a curriculum to fit interests, educational plan, and career goals. Students may even pursue a double major, earn one of the many minors at Virginia Tech, select courses that complement their major, continue special interests or talents, or explore new areas.*

*Free electives are one of the many ways students can demonstrate their initiatives and interests. Speaking to faculty members, reading about the minors and majors, considering interests and career goals, and meeting with an academic advisor are all helpful in planning how best to use free electives.*



**I want to register for a class but I do not have the prerequisites, can I take it anyway?**

*No, HNFE strictly enforces prerequisite requirements. Prerequisites are established so students are prepared with knowledge base needed in order to understand and apply the new information being taught in a class. Prerequisites are spelled out in the course description in the undergraduate catalog, the checksheets, and in the timetable. It is the student's responsibility to be sure they have the prerequisites completed before enrolling in a subsequent course.*

## Frequently Asked Questions About Dietetics

### What is a Registered Dietitian (RD) or Registered Dietitian Nutritionist (RDN)?

*Registered Dietitians (RDs)/Registered Dietitian Nutritionists (RDNs) are experts in food and nutrition that have met the following criteria to earn the credential:*

- *Completion of a minimum Bachelors of Science degree from a United States regionally accredited university or college and an ACEND accredited curriculum.*
- *Completion of an ACEND accredited supervised practice program also called a dietetic internship.*
- *Pass a national RD examination administered by the Commission on Dietetic Registration (CDR).*
- *Maintain a Professional Development Portfolio which includes continuing professional education in order to maintain registration status.*

*\*Please note the RDN and RD are two credential designation options for one certification program. Practitioners may choose to use one or the other.*

### What is a Didactic Program in Dietetics (DPD)?

*The Didactic Program in Dietetics (DPD) includes the required didactic (knowledge) to become eligible to apply for an accredited dietetic internship to qualify to take the Commission on Dietetic Registration nationally-recognized Registered Dietitian exam to earn the credential Registered Dietitian (RD)/Registered Dietitian Nutritionist (RDN).*

### How does the Didactic Program in Dietetics (DPD) fit into the credentialing process for RDs?

*After graduation and upon completion of all DPD requirements, the graduate of the DPD Program is eligible to apply and complete a post-baccalaureate ACEND accredited dietetic internship which provides supervised competency based experiences. Upon completion of the dietetic internship, the student is eligible to sit and pass the national registration examination for dietitians sponsored by the Commission on Dietetic Registration in order to use the RD credential.*

### What will you learn in this Dietetics Program?

*The dietetics curriculum is designed to meet the ACEND's foundational knowledge and skills in eight content areas: communications, physical and biological sciences, social sciences, research, food, nutrition, management and health care systems. You learn about economics, food, chemistry, biochemistry, foodservice, management, nutrition, anatomy and physiology and the*

*social plus behavioral sciences. Translating the science of nutrition into healthy food choices for individuals, families and groups requires the integration of many different disciplines. The dietetics curriculum in HNFE provides a broad and integrated academic program that is strongly grounded in the physical, biological, and social sciences. The program emphasizes critical thinking, communication skills, basic sciences, metabolism of the nutrients, and the application of theory to practice.*

*Students begin with basic courses in chemistry, social sciences, and the science of nutrition. Then student progress to organic chemistry, physiology and courses that examine the nutritional and physiochemical properties of foods. Advanced courses taken in the junior and senior years apply biochemistry, physiology, and social sciences to problems in medical nutrition therapy, community nutrition, health counseling, and foodservice and nutrition management. Throughout the program students develop knowledge, skills and abilities that will foster personal and professional growth as life-long, service learners who have the ability to work effectively as team members making a positive impact to the health and well-being of those they serve.*

*Students successfully completing the dietetics requirements are issued six (6) copies of a verification statement by the DPD Director. The verification statement allows students to apply for an ACEND accredited Internship Program in Nutrition and Dietetics.*

### **What is a Verification Statement?**

*This statement certifies that the VT alumnus has successfully completed the requirements of our ACEND didactic program in dietetics. Copies of these forms are submitted with Internship Programs for Nutrition and Dietetics applications (supervised practice programs), to apply for AND active membership, application to and for state licensure or certification where applicable and may be requested by employers or graduate school programs as applicable.*

*For more information regarding verification statements, please see [Policy #2](#).*

### **Who is given a Verification Statement?**

*Dietetic students who meet the following criteria:*

- All coursework specified for the Dietetics (DPD) option must be completed. This includes the university core requirements, HNFE department requirements, Dietetics option requirements and free electives to fulfill a bachelor's degree.*
- Select HNFE Dietetic courses must be completed at VT (i.e. HNFE 4125, 4126).*
- Courses other than Dietetic courses that are required for the DPD may be taken at other institutions if they are accepted as equivalent to the VT course, and approved by the*

*HNFE Department and DPD Director. The DPD Director may request that the student provide a course description and syllabi for review.*

*For more information regarding verification statements, please see [Policy #2](#).*

### **What is a Declaration of Intent Form?**

*If an applicant has  $\leq 24$  credit hours remaining to complete the DPD requirements, based on the Transcript Evaluation, three copies of the Intent to Complete Forms with the DPD Director's original signatures will be issued to the individual. One original form will be maintained in the HNFE Departmental office for no less than 50 years. If DPD requirements cannot be completed within a nine-month time frame, Intent to Complete Forms will not be issued.*

*This is a temporary form to document what a student has left to take usually their last semester. Current students in the program must include this form with Internship Program in Nutrition and Dietetics applications if they are applying prior to graduation. Upon successful completion of these courses they will be issued 2 "verification statements" which are required for admission into an accredited Internship Program in Nutrition and Dietetics (IP).*

*Students are issued the form after they have submitted a transcript evaluation form to the HNFE Main Office staff. The form will be given to the students prior to winter break for spring IP applications and within the first week of classes for the fall IP applications. The DPD Director reviews their transcript to ensure all DPD requirements will have been met by the time the student graduates. Students are billed a \$25.00 fee through Virginia Tech's Student Account Office.*

### **What is Virginia Tech's DPD's Accreditation Status?**

*The Didactic Program in Dietetics (DPD) is 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 60606-6995, 800/877-1600, ext. 5400. The accreditation was granted in March 2008 and received continued status in February 2014.*

### **Why an Internship Program in Nutrition and Dietetics (IP)?**

*Completing an ACEND accredited Internship Program in Nutrition and Dietetics (IP) is required before you are eligible to take the national exam to become a Registered Dietitian. To apply to an IP, individuals must complete at least a bachelor's degree and ACEND accredited coursework requirements (Didactic Program in Dietetics).*

*To learn more information students can join the Dietetics Advising site. Students must email the DPD Director to request access to the site.*

### **What is the route to getting an internship?**

***To be eligible, you must have met the following criteria:***

- 1. Completed a B.S. or B.A. degree*
- 2. Completed a Didactic Program in Dietetics and earned a verification statement.*
- 3. Earned a minimum GPA to meet internship program requirements; usually at least **3.00/4.00** overall and an average of at least **3.00/4.00** in professional courses.*
- 4. Had experience (paid or unpaid) in a food, nutrition, or dietetic setting.*

***Typical IP Application Components (vary from program to program)***

- 1. Application fee*
- 2. Application letter – The letter is an opportunity for you to introduce yourself and highlight your goals, interests, and experiences. Please do not staple.*
- 3. Application form – online application through [DICAS system](#). (unless otherwise directed)*
- 4. Didactic Program in Dietetics “Verification Statement” (for those who have already completed all course requirements) or “Intent to Complete” (who have course requirements to complete) with the original signature of the program undergraduate DPD Director.*
- 5. Three letters of reference (unless otherwise directed) Reference choices typically include:*
  - Faculty member in nutrition, foods, or foodservice management*
  - A supervisor from your experience in a work setting (paid or volunteer)*
  - A professional of your choice – can be an additional faculty member or work supervisor.*
- 6. Official transcripts from **all** institutions where you took courses to fulfill your dietetic program requirements. If you have graduated, your transcript must reflect completion of the bachelor or master’s degree. Foreign degrees must be validated by an AND recommended agency (<http://www.eatright.org/BecomeanRDorDTR/content.aspx?id=9725>).  
***Incomplete applications will not be considered by many IPs.****

### **Are Internship Programs in Nutrition and Dietetics guaranteed?**

*No. Appointments to IPs are awarded on a competitive basis and most use a national computer matching process. A strong GPA, plus work or volunteer experience in clinical dietetics, food service and/or community nutrition is recommended. When you complete the dietetics option at Virginia Tech, you will receive a verification statement that is required to apply for an*

*Internship Program in Nutrition and Dietetics; this document does not guarantee you a dietetic internship.*

### **What is the national computer match process?**

*All applicants to Internship Programs in Nutrition and Dietetics (IP) must participate in computing matching. Applicants must register online with D&D Digital Systems ([www.dnndigital.com](http://www.dnndigital.com)). There is a \$55.00 charge to participate in the computer match process.*

*AND uses a contract company to facilitate matching through a computerized process. Applicants “rank” the programs they apply to and submit the ranking. Each IP reviews its own applications and submits a priority listing of acceptable applicants to D&D Digital Systems, along with the number of positions to be filled. An applicant is “matched” with the highest ranked program that offers the applicant a position. There is a fee for computer matching that must be submitted at the time you register online or submit your mark/sense card to the computer company. **Only one match is made for each applicant.***

*Computer matching occurs in April and November of each year. Some programs participate in either one or both computer matching periods. Deadlines for submitting materials and matching generally occur two months in advance of April and November. Specific information regarding the deadline for submission can be obtained from any DPD Director or from AND staff. Materials arriving after deadlines have passed cannot be considered for appointments to programs.*

### **What are some professional development recommendations that might make me more competitive for an internship program?**

*Appointments to these IPs are very competitive. Program Directors are looking for students with high academic ability (GPA), work experience, strong letters of recommendation, and professional potential. An application package that follows directions explicitly is very important. A well-written application letter may be a good reflection of your maturity and communication skills. Be flexible about your choices of IPs. The ability to relocate from densely populated urban sites also may be helpful.*

*To increase your chances of getting the internship or graduation experience you want, experiences that provide **breadth** and **depth** are pivotal. Breadth translates into gaining experiences in all areas of dietetics (clinical, foodservice & community) whereas depth is deciding on one area of interest and acquiring more “in-depth” experiences. Staying connected with your academic advisor and faculty mentor can provide both experience opportunities and professional contacts. Please see DPD@VT scholar site for more information.*

### **What other activities should I participate in to increase my experience and chances to get an Internship Program?**

*Get involved with the Student Nutrition and Dietetics Association (SNDA) and assume leadership positions. Become a student member of the Academy of Nutrition and Dietetics and the Southwest Virginia Dietetic Association.*

*Maintain academic excellence; most IPs require a minimum GPA average of 3.0 for consideration.*

### **What else can I do to enhance my chance to get an Internship Program in Nutrition and Dietetics?**

*Gain experiences that develop the following attributes: leadership potential, initiative, adaptability, perseverance, organization & time management skills, interpersonal skills, communication skills, responsibility and maturity.*

*Be sure to get to know those well who will write a recommendation: faculty, work supervisor, or academic advisor.*

### **What are some strategies in the event you do not match with an Internship Program?**

*Post-match date, internship programs often have openings. If you complete the application process, but are not matched to a program, there are 4 strategies to consider:*

- 1. After the initial match process, D&D Digital systems will release a list of internship programs that did not fill their allotted internship slots and are willing to take additional students. Think about contacting one of these schools or programs for internship slot consideration.*
- 2. Contact the HNFE DPD Director. Sometimes IP Directors do not release their name even if they have openings. They often contact DPD Directors to obtain names of students who did not match but are will qualified applicants.*
- 3. Consider your application. Is your GPA < 3.0? Do you lack diverse dietetic experience? Do you need to improve your GRE scores? You might contact a IP Director and ask how you can make yourself more competitive for that respective program for the next application cycle.*
- 4. Consider graduate school.*