



Helen and Arthur E. Johnson
Beth-El College of
Nursing and Health Sciences
UNIVERSITY OF COLORADO **COLORADO SPRINGS**

DEPARTMENT OF HEALTH SCIENCES
UNDERGRADUATE DIDACTIC PROGRAM IN
DIETETICS (DPD)
STUDENT HANDBOOK

Effective August 21, 2017

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Mission Statements

UCCS Mission Statement

The Colorado Springs campus of the University of Colorado shall be a comprehensive baccalaureate and specialized graduate research university with selective admission standards. The Colorado Springs campus shall offer liberal arts and sciences, business, engineering, health sciences, and teacher preparation undergraduate degree programs, and a selected number of master's and doctoral degree programs.

Helen & Arthur E. Johnson Beth-El College Mission Statement

Helen and Arthur E. Johnson Helen & Arthur E. Johnson Beth-El College of Nursing and Health Sciences is a distinguished and innovative college providing excellence in education, scholarship, and practice in the health professions.

Department of Health Sciences Mission Statement

The Department of Health Sciences provides instruction to its majors and the University as a whole, creates new knowledge through research and scholarly activity and provides service to the local, state, national and international communities in the specialized areas under the Health Sciences.

Program Mission Statement

The mission of the DPD is to provide students with a comprehensive, rigorous core of knowledge and professional skills to prepare them for future success in supervised practice leading to eligibility for the CDR credentialing exam to become a registered dietitian nutritionist.

Accreditation Status



University of Colorado Colorado Springs DPD Program is accredited by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, (800)877-1600, ext. 5400.

<http://www.eatrightpro.org/ACEND>

Goals and Learning Objectives

DPD Goal 1: The UCCS DPD will prepare graduates for successful entry into a supervised practice program.

- Objective 1: At least 80% of program students complete program/degree requirements within 6 years (150% of the program length).
- Objective 2: At least 50% of program graduates who respond to the Graduate survey will apply for admission to a supervised practice program prior to or within 12 months of completion of the DPD.
- Objective 3 At least 50% of program graduates who respond to the Graduate survey and applied to supervised practice programs are admitted to a supervised practice program within 12 months of graduation.
- Objective 4: At least 75% of program graduates who respond to the Graduate survey will rate themselves as “prepared” or “very prepared” for their supervised practice program.
- Objective 5: At least 75% of Supervised Practice Program Directors who respond to the Director survey will rate the overall preparation of program graduates as “above average” or “excellent”.
- Objective 6: The program’s one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.

DPD Goal 2: The UCCS DPD will prepare graduates for successful entry into a post-baccalaureate graduate/professional program and/or employment in food, nutrition, and health-related fields.

- Objective 1: At least 50% of program graduates who respond to the Graduate survey indicate they have a post-graduate plan for entering graduate/professional school or employment within 18-24 months of graduation.
- Objective 2: At least 75% of program graduates who respond to the Graduate survey and pursued a post-baccalaureate graduate/professional program and/or employment in food, nutrition, and health-related fields rate themselves as “prepared” or “very prepared” for their post-baccalaureate program or employment in food, nutrition and dietetics, or health-related fields.

Admission Requirements

The DPD program requires students to have a minimum cumulative GPA of 2.8 on a 4.0 scale to be admitted into the DPD Sequence. The cumulative GPA includes the CU GPA and transfer credit GPA. In addition, all prerequisite requirements must be fulfilled to start the 3-semester DPD sequence, generally the last 3 semesters of the degree program. If this includes transfer

courses, official transcripts from the other institutions must be sent to UCCS before the start of the 3-semester DPD Sequence. There is not a separate application process for the DPD program.

Withdrawal and Refund of Tuition and Fees

UCCS defines withdrawal as the termination of your enrollment for any given term. You are no longer registered for any courses nor have you completed any courses. Students should visit the registrar's website for important deadlines.

Performance Monitoring and Retention

All students in the DPD program are assigned an academic advisor when they declare the Health Care Science: Nutrition Option. Students are required to meet with their assigned academic advisor at least twice per academic year during the first year of the program. Students are not cleared for semester registration until after they have met with their assigned academic advisor.

After the first year, students are encouraged to continue to meet with their assigned academic advisor at least twice per academic year.

Students evidencing sub-par performance in one or more courses are advised to seek academic assistance through the course professor or graduate teaching assistance during office hours, and academic support at an applicable Excel Center (<https://www.uccs.edu/excel/>).

Students who demonstrate a documented pattern of sub-par course performance over more than two semesters and therefore have minimal chances of success in the DPD program are advised to consider an alternative major and/or career pathway. Students will be directed to seek additional career counseling and degree program advisement through the Career Center (<https://www.uccs.edu/career/>).

Students in the DPD may be placed on academic probation if their cumulative GPA falls below 2.8 or if they receive a grade below a C- in any required prerequisite course for the first time. They may continue with required courses unless the course/courses in which they received a grade below a C- is/are (a) prerequisite(s) for upcoming courses. In that case, the course/courses in which they received a grade below a C- must be repeated prior to taking the course with that prerequisite. If this is not completed prior to the semester the subsequent course is offered, graduation may be delayed by a year or longer. Students may remain on academic probation for a maximum of two semesters with a GPA below 2.8. If, by the end of their second semester of probation, their cumulative GPA has not been raised to 2.8 or higher, they will be subject to suspension from the DPD, but may be able to continue as a student in another Health Science major/option. To continue in the DPD, students must maintain a minimum GPA of 2.8 or higher.

Receiving a grade below a C- for two required health sciences core and/or specialty courses of two credits or greater will result in dismissal from the College. Students may petition in writing to the Department Chair for re-admission to the College within 30 calendar days. Dismissal from

the Health Sciences Program does not imply dismissal from the University of Colorado Colorado Springs.

Students who have attended a collegiate institution other than UCCS, or who have been admitted to a different college within UCCS, may apply to transfer into the DPD in the Health Sciences program once 30 credit hours have been completed at UCCS with a cumulative GPA of 2.8 or better and their cumulative GPA, including transfer courses, is 2.8 or better. Students who have completed 30 or more credits at UCCS without achieving a cumulative GPA of 2.8 or better will be reviewed on a case-by-case basis to determine if additional hours may be completed before they are no longer eligible for admission to DPD in Health Sciences. While transferability of credits is determined by the Office of Admissions, final application to the degree program is determined by the Department of Health Sciences.

The UCCS Student Academics Ethic Code states that students shall observe complete honesty in all academic matters to include course requirements, classroom activities, research, and scholarship.

Student Academics Ethic Code

Students shall observe complete honesty in all academic matters to include course requirements, classroom activities, research, and scholarship.

Formal Assessment of Student Learning

Students will be formally assessed at specified intervals throughout the program. This includes, but is not limited to scores on quizzes, exams, and assignments in prerequisite and DPD courses. Students are also assessed on their performance during experiential learning hours by their preceptors.

Assessment of Prior Learning and Credit Toward Program Requirements

For the DPD, students who wish to substitute a course from another institution to be used in lieu of a health sciences requirement complete a Department of Health Science Student Academic Petition Form and submit it to the Department Chair. Forms are available from the Student Success Center. The DPD program does not grant credit for prior employment experience.

Identity Verification for Online Testing

Identity verification for online testing includes, but not limited to, logging into Blackboard with UCCS student username and password, and entering student identification number for the first question of the quiz/exam.

Process Policy for Allegations of Academic or Professional Conduct Issues

If a faculty member has reason to believe that a Code violation has occurred (due to either the faculty member's own observation or a report by a third party), the faculty member should discuss the matter with the student and consider whether the behavior is a violation of the UCCS

Honor Code (refer to the UCCS Honor Code published in the Bulletin for more information on possible violations). The faculty member should follow these steps:

1. Student is charged with an allegation of academic honor violation or professional behavior standard misconduct by a faculty member or third party (e.g., student).
2. If the charge is initiated by a student, the student submits the charge in writing to the faculty member teaching the course in which the violation occurred within 5 University working days.
3. If the faculty member believes that a code violation has occurred, the faculty member will present the information to the student and ask the student if the student violated the Code.
4. If the student admits to the Code violation, the faculty may levy a sanction at the course level.
 - a. Such sanctions may include, but are not limited to, the following:
 - i. downgrade the student on the assignment/exam/activity in which the academic code violation occurred, with or without the opportunity to redo;
 - ii. fail the student on the assignment/exam/activity in which the academic code violation occurred, with or without the opportunity to rewrite;
 - iii. lower the student's grade for the course;
 - iv. fail the student for the course.
 - b. If a student disagrees with the recommended sanction, the student may appeal the sanction to the Department Chair.
 - c. If the student admits to the code violation and the student has no disagreement to the recommended sanction, then the faculty member must report the violation to the department chair and the Dean.
5. If the student appeals the sanction, the student and the faculty levied the sanction meet with the department chair to discuss the allegation and sanction within 30 working days.
6. If the allegation is substantiated, consequences/resolution will be determined and enforced by the faculty and department chair and the violation will be reported to the Dean.
7. If the student denies he/she violated the Code, the faculty must:
 - a. inform the student what sanction the faculty member is intending to take;
 - b. inform the student of his/her right to proceed with internal college procedures.
8. If the above process does not result in resolution of the issues, then the student or faculty member may appeal the decision to the Dean who will submit case for review by the Academic and Professional Conduct Committee. The Dean makes the final ruling on the case.
9. ACEND will review complaints that relate to a program's non-compliance with the accreditation/approval standards after all other options with the program and institution have been exhausted. The ACEND board does not intervene on behalf of

individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion or dismissal of faculty or students. It acts only upon a signed allegation that the program may not be in compliance with the Accreditation Standards or policies. The complaint must be signed by the complainant. Anonymous complaints are not considered. A copy of the accreditation/approval standards and/or the Council's policy and procedure for submission of complaints may be obtained by contacting the Accreditation Council for Education in Nutrition and Dietetics (ACEND), 120 South Riverside Plaza, Suite 2190, Chicago, IL, 60606-6995 or calling 800/877-1600 extension 5400.

Undergraduate Grade Dispute/Appeal Process

It is the policy of the Helen and Arthur E. Johnson Beth-El College of Nursing and Health Sciences to provide a prompt and equitable resolution of student complaints and grievances. A student shall not be subject to reprisal for filing a complaint or grievance.

1. A student may grieve the following:
 - a. an alleged error in grading by an instructor or other designated person involved in the evaluation of performance;
 - b. a violation of a written policy regarding course requirements;
 - c. an alleged error in the recording of official grades;
 - d. alleged *unfair grading*. In an allegation of unfair grading the student bears the burden of proof, that is, the student must prove by a preponderance of the evidence either (a) that the faculty member has assigned a grade not on the basis of the academic merits of the work but on perceived irrelevant factors, or (b) that the faculty member has assigned different grades for relevantly similar work submitted by different students, or both (a) and (b).
2. While a student may appeal a grade, this **does not guarantee a grade change**.
3. All appeals regarding course grades (as specified in number 2) shall follow the procedures established by the college, as listed below:
 - a. The student is responsible for discussing the grade grievance and filing a written appeal with the **faculty member*** involved in the incident within 10 working days of receiving the grade in question.** After 10 working days the student relinquishes the right to grieve a grade. If a resolution is agreed upon by the student and the faculty member, then a written summary of the resolution shall be created and signed by both parties (this may be completed electronically) no later than 7 working days after the meeting. A copy of the agreement will be kept in the student's file.
 - b. If the issue remains unresolved, the student may bring their grade grievance to the **Department Chair** within 10 working days of the meeting with the faculty. The Department Chair will meet, in person, via phone teleconference or web conference with the student and faculty member to work towards a resolution. If a resolution is agreed upon by the student, the faculty member and the Department Chair, then a

- written summary of the resolution shall be created and signed (this may be completed electronically) by all three parties no later than 7 working days after the meeting. A copy of the agreement will be kept in the student's file. (If the faculty member involved in the grievance is the Department Chair, the faculty member will recuse themselves from this step and forward the grievance to the Associate Dean of Academics and Operations.)
- c. If the issue remains unresolved, the student may bring their grade grievance to the **Associate Dean of Academics and Operations** within 10 working days of the meeting with the Department Chair. The Associate Dean of Academics and Operations will meet, in person, via phone teleconference or web conference with the student and faculty member to work towards a resolution. If a resolution is agreed upon by the student, the faculty member and the Associate Dean of Academics and Operations, then a written summary of the resolution shall be created and signed (this may be completed electronically) by all three parties no later than 7 working days after the meeting. A copy of the agreement will be kept in the student's file. (If the faculty member involved in the grievance is the Associate Dean of Academics and Operations, the faculty member will recuse themselves from this step and forward the grievance to the Dean.)
 - d. If the issue remains unresolved, the student may bring their grade grievance to the **Dean** within 10 working days of the meeting with the Associate Dean of Academics and Operations. The Dean will make the final decision on behalf of the college utilizing the resources deemed appropriate. A written summary of the final decision shall be created and signed (this may be completed electronically) by all three parties no later than 7 working days after the decision is determined. A copy of the agreement will be kept in the student's file. (If the faculty member involved in the grievance is the Dean, the faculty member will recuse him or herself from this step and may forward the grievance to the Student Affairs Council to hear the case and offer feedback to the Associate Dean of Academics and Operations for a final decision.)
4. When called to convene by the Dean of the Helen and Arthur E. Johnson Beth-El College of Nursing and Health Sciences, the Student Affairs Committee (SAC) will follow procedures for representation by Council members and inclusion of the student bringing the academic grievance. The SAC provides impartiality for the grievance process to allow the student the rights of: a hearing on violation of College policies, due process, presentation of student's case, appeals, and confidentiality. The SAC functions as an advisor to the Dean and submits prompt and equitable recommendations. The Dean retains authority for the final decision. The Student Affairs Council shall follow the following procedure:

- a. SAC chair will canvas faculty and student council members and the student bringing the grievance for potential meeting times within five (5) business days of notification by the Dean.
- b. All communication with council members, the student and any representative regarding the grievance procedure will be conducted through UCCS email.
- c. The SAC Chair will determine any conflict of interest and recusals.
- d. The SAC will convene the proceedings at the earliest possible date with a minimum of three (3) members who are representative of the council.
- e. All council members and administrative staff present will sign and date a confidentiality form. The SAC Chair, upon completion of the proceedings, will send confidentiality forms to the Dean's office.
- f. Prior to review by the Council, the Dean and SAC Chair will redact sensitive information regarding patients or individuals under HIPAA/FERPA.
- g. The SAC Chair will secure all documents related to the student grievance during the procedure and deposit documents in the shred container upon completion.
- h. Council members will meet prior to the student's participation to review and discuss the grievance. The student bringing the grievance will be informed by the SAC Chair of the purpose and procedure of the SAC process, and be given a specific time to attend.
- i. At the beginning of the proceedings, the student will be advised of student rights: right to a hearing, right to face charges, right to respond, right to appeal, and the right to confidentiality.
- j. The meeting is convened on behalf of the student. Any other person the student invites is an observer only. To include a parent or other person in the meeting the student must present a photo ID to Admissions and complete the required FERPA release form in advance of the meeting. The SAC reserves the right to restrict entry of a person other than the student.
- k. The SAC Chair will determine if the student is bringing legal counsel or any person with the capability of providing legal counsel. In that event, the SAC Chair will inform the UCCS Legal Counsel for the department's mandatory participation in the proceedings.
- l. The SAC Chair will contact the Director of Judicial Affairs to ascertain if any restrictions have been placed on the student's presence on campus, and subsequently, notify UCCS police about scheduled meetings with the student.
- m. A student who is restricted in movement on campus will wait in a designated area and be escorted to and from the SAC grievance meeting by a designated person.
- n. Police supervision may be requested or required.
- o. The SAC Chair will inform the Dean in writing and by MSWord document of the SAC findings and recommendations. Recommendations will be sent to the Dean of the college only.

p. To accommodate the distance learner, interactive technology may be utilized.

*Adjunct faculty members who are no longer under contract after final grades have been submitted may not respond to an inquiry by the student within the 10 working-day window. After the 10 working-day window has expired, the student should contact the Department Chair.

**Circumstances may arise because of travel or other commitments that prevent the faculty member from being reached during the 10 working-day window. After the 10 working-day window has expired, the student should contact the Department Chair.

Academic Calendar

The DPD courses will adhere to the schedule and deadlines listed in the Academic Calendar.

Student Access to their Student File

Students have the right to review their student file upon request with the exception of any items such as letters of recommendation which they waived the right to access.

Protection of Privacy of Information

All information in student files is private and confidential except for assignments/projects the student has completed. UCCS, the Department of Health Sciences and the Program Director may use student work for outcomes assessment, accreditation reporting purposes, and examples of work. If a student's work is used, the student's name will be removed or covered to protect the student's identity.

Access to University Student Support Services

Academic Advising

It is recommended that students meet with their academic advisor once per semester academic for advising and counseling, and to ensure successful and timely degree completion.

Disability Services

If a student with a disability believes they will need accommodations for any courses, it is their responsibility to register with Disability Services and provide them with documentation of the disability. They will work with the student to determine what accommodations are appropriate for their situation. To avoid any delay, students should contact Disability Services as soon as possible. Please note that accommodations are not retroactive and disability accommodations cannot be provided until a Faculty Letter has been provided to instructors. Contact Disability Services for more information at Main Hall Room 105, 719-255-3354.

Excel Centers

The Excel Centers are a network of five centers, each offering a unique program of academic support to help all UCCS students succeed in every aspect of their academic careers. The centers include the Communication Center, Languages and Social Science Center, Mathematics Center, Science Center, and the Writing Center.

UCCS Financial Aid Office

Students can access information about financial aid and scholarships.

Office of Veteran and Military Student Affairs

Provides transition assistance for all veteran and military service members and families. To assist with any of your veteran or military needs, please contact this office.

Student in Crisis

Available to students to assist in assessing and coordinating responses to significant campus situations and events that require intervention such as a significant trauma, problematic medical or psychological concerns, and emergencies that affect the well-being of students. The Student Response Team is prepared to bring together the necessary resources to manage the situation. To contact the Student Response Team, call Public Safety at 255-3111.

Gallogly Recreation and Wellness Center

Health services and mental health services are available to students. Students are responsible for payment of services not covered by their health insurance provider. Appointments can be made by calling (719) 255-4444.

Career Center

Available to students and alumni with services such as career guidance, resume/CV review, and mock interviews.

Experiential Learning

Insurance Requirements

Students are not required to carry professional liability insurance when doing experiential learning at assigned sites to meet a course requirement. Students are not permitted to complete any experiential learning hours at any sites until written confirmation that a signed affiliation agreement is in place with that facility. Students are not covered under the university's professional liability insurance when doing volunteer hours at any site or location. Students are highly encouraged to carry health insurance.

Mandatory Background Check

All health science students participating in any experiential learning placement will be required to participate in a background check as directed. If the student is unable to pass or successfully appeal a negative background check, he/she will not be able to continue in the course and the program. Inability to participate in experiential learning experiences will force withdrawal from health science programs. Students will submit a mandatory criminal background check through the Health Sciences Department at least two weeks before they begin their experiential learning hours.

It is the responsibility of the student to know and abide by each facility's requirements, with enough advance notice, so the scheduled experiential learning can begin as scheduled. If a delay in starting the experiential learning is anticipated, then the student should speak to the course instructor as soon as possible to determine if the delay will impede course completion.

The cost of the UCCS required background check(s) and any additional background checks that may be required by individual facilities is the responsibility of the student.

Drug Screening

Drug screening may be required by individual experiential learning sites. Students with a positive drug test may not be eligible for placement at the sites that require drug screening. Students should contact the course faculty prior to site placement for experiential learning hours if this applies to them.

The cost of any site-specific required drug testing is the responsibility of the student.

Immunizations

Proof of immunizations or proof of immunity may be required by individual experiential learning sites. If a student is not current with the site-specific immunization requirements and cannot provide proof of immunity, they will need to receive the immunizations and provide proof of immunity before any experiential learning hours can be completed. If a student is unwilling or unable to receive immunizations, they may not be eligible for placement at the sites that require proof of immunizations or immunity. Students should contact the Program Director prior to site placement for experiential learning hours if this applies to them so they can be placed at sites that do not require proof of immunizations.

The cost of any site-specific immunizations (or testing to provide proof of immunity) required by individual experiential learning sites is the responsibility of the student.

Educational Purpose of Experiential Learning

Experiential learning is for educational purposes only and is not intended to replace facility employees, except as planned to demonstrate competence/planned learning experiences. DPD student experiential learning experiences will adhere to competency attainment as described in the curriculum and work assignments for the purpose of education, i.e., demonstration of techniques and reinforcing knowledge.

Liability for safety in travel to and from experiential learning sites

Students are responsible for their own transportation to and from all experiential learning sites.

Injury or illness while in a facility for experiential learning

During experiential learning hours, any illness or injury should be reported immediately to the preceptor at the internship site. The ISPP Program Director needs to be notified regarding any injury or illness at a supervised practice site.

Disciplinary Procedures during Experiential Learning

Students are required to comply with the experiential learning site and university rules, regulations and procedures. This includes following the administrative policies, standards, and practices established by the university while completing experiential learning hours at the site. Students are required to abide by the CDR Code of Ethics at all times.

If the course instructor is informed by the site that a student has not complied with the above requirements, they may be subject to progressive discipline.

Filing and Handling Complaints with Experiential Learning

If at any time a student feels emotionally or physically unsafe while completing hours at an experiential site, the student should leave the site and contact the course instructor immediately.

If a student has a grievance against a preceptor, another experiential learning site staff member, or the content or process of an experiential learning experience, the following steps must be followed in the order listed in order for the grievance to be considered:

1. The student must first undergo the informal procedure of conferring with the Preceptor, stating the evidence and reasons for questioning the evaluation received or point of grievance. The Preceptor is obliged to review the matter with the student. The student is responsible to discuss the grievance within 5 UCCS working days of the alleged incident/grievance. After 5 UCCS working days, the student relinquishes the right to grieve. If a resolution is agreed upon by the student and the Preceptor, then a written summary of the resolution shall be created and signed by both parties (this may be done electronically) no later than 2 UCCS working days after the meeting and submitted to the course instructor and the Program Director. A copy of the agreement will be kept in the student's DPD file.
2. If the issue remains unresolved, the student may bring their grievance to the course faculty that requires the experiential hours within 5 UCCS working days of the meeting with the Preceptor. After 5 UCCS working days, the student relinquishes the right to further grieve. The course faculty will meet, in person, via phone teleconference or via web conference with the student and/or the Preceptor to work at a resolution. If a resolution is agreed upon by the student, the Preceptor and the course faculty, then a written summary of the resolution shall be created and signed (this may be done electronically) by all three parties, no later than 2 UCCS working days after the meeting. A copy of the agreement will be kept in the student's DPD file.
3. If the issue remains unresolved, the student may bring their grievance to the Health Sciences Department Chair within 5 UCCS working days of the meeting with course faculty. After 5 UCCS working days, the student relinquishes the right to further

grieve. The Health Sciences Department Chair will meet, in person, via phone teleconference or via web conference with the student, the course faculty, and the preceptor, to work at a resolution. If a resolution is agreed upon by the student, the course faculty, the preceptor and the Health Sciences Department Chair, then a written summary of the resolution shall be created and signed (this may be done electronically) by all three parties, no later than 2 UCCS working days after the meeting. A copy of the agreement will be provided to the Program Director and kept in the student's DPD file.

4. If the issue remains unresolved, the student may bring their grievance to the Dean within 5 UCCS working days of the meeting with the Health Sciences Department Chair. After 5 UCCS working days, the student relinquishes the right to further grieve. The Dean will make the final decision on behalf of the college utilizing the resources deemed appropriate. A written summary of the final decision shall be created and signed (this may be done electronically) by all involved parties, no later than 2 UCCS working days after the meeting. A copy of the written summary will be provided to the Program Director and kept in the student's DPD file.

ACEND Complaint Policy

ACEND will review complaints that relate to a program's non-compliance with the accreditation standards after all other options with the program and institution have been exhausted. The ACEND board does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion or dismissal of faculty or students. It acts only upon a signed allegation that the program may not be in compliance with the Accreditation Standards or policies. The complaint must be signed by the complainant. Anonymous complaints are not considered. A copy of the accreditation standards and/or the Council's policy and procedure for submission of complaints may be obtained by contacting the Accreditation Council for Education in Nutrition and Dietetics (ACEND), 120 South Riverside Plaza, Suite 2190, Chicago, IL, 60606-6995 or calling 800/877-1600 extension 5400.

Program Complaints

Students in the DPD who have complaints regarding specific issues relating to the DPD (not including grade disputes within a DPD class as those are procedures are outlined under the university polices referenced above) must first send the complaint to the DPD Director. If the student and DPD Director are unable to resolve the complaint, the complaint will then be forwarded to the Health Sciences Department Chair for resolution.

Graduation Requirements

Students need to meet all academic requirements of the DPD to obtain a Bachelor of Science in Health Care Science. Students are responsible for tracking their academic progress in the Degree

Audit Requirement System (DARS). Students are encouraged to meet with their advisor and the Program Director on a regular basis to confirm they are progressing as expected.

DPD students are encouraged to complete all program and degree requirements within two years after beginning the 3-semester DPD sequence (150% of the program length). Additional coursework may be required if program and degree requirements extend beyond two years.

Verification Statement Requirements:

Graduates of the DPD receive a Bachelor of Science in Health Care Science upon completion of the program and degree requirements. Program and degree requirements include completion of a minimum of 120 credit hours with a cumulative grade point average of 2.8 or higher and a C- or better in all required health science courses. See Bachelor of Science Health Care Science: Nutrition Option Advising Guide for full curriculum.

Post-baccalaureate students seeking only a Verification Statement for completion of requirements through the DPD at UCCS must take a minimum of 25 credits at the 3000 level or above from the following courses (and the prerequisites):

- HSCI 2070 Nutrition for Health Professionals
- HSCI 2080 Profession of Dietetics
- HSCI 3920 Community Nutrition
- HSCI 3940 Nutrition Science and Food Preparation
- HSCI 3950 Food Systems Management I
- HSCI 4020 Food Systems Management II
- HSCI 4430 Advanced Nutrition I
- HSCI 4440 Advanced Nutrition II
- HSCI 4910 Dietetic Internship Application Process
- HSCI 4920 Nutrition Assessment
- HSCI 4930 Medical Nutrition Therapy I
- HSCI 4940 Nutrition Practicum
- HSCI 4960 Medical Nutrition Therapy II

All of these courses must be taken through the Department of Health Sciences at UCCS or accepted as an equivalent transfer course and the student must have earned academic credit for the remaining coursework including the prerequisite courses for the above listed courses.

If any of the courses listed above are not taken at UCCS, the approved equivalent transfer course must have been completed through an approved/accredited U.S. or Canadian academic program. The student must have earned academic credit for the remaining coursework including the DPD required prerequisite courses for any of the above listed courses that are accepted as transfer courses.

Post-baccalaureate international students seeking only a Verification Statement for completion of requirements through the DPD at UCCS must take a minimum of the following courses from UCCS:

- HSCI 2070 Nutrition for Health Professionals
- HSCI 2080 Profession of Dietetics
- HSCI 3920 Community Nutrition
- HSCI 3940 Nutrition Science and Food Preparation
- HSCI 3950 Food Systems Management I
- HSCI 4020 Food Systems Management II
- HSCI 4430 Advanced Nutrition I
- HSCI 4440 Advanced Nutrition II
- HSCI 4910 Dietetic Internship Application Process
- HSCI 4920 Nutritional Assessment
- HSCI 4930 Medical Nutrition Therapy
- HSCI 4940 Nutrition Practicum
- HSCI 4960 Medical Nutrition Therapy II

APPENDICES

UCCS DPD Student Handbook Acknowledgement Form.....x



Helen and Arthur E. Johnson
Beth-El College of
Nursing and Health Sciences
UNIVERSITY OF COLORADO **COLORADO SPRINGS**

DEPARTMENT OF HEALTH SCIENCES UNDERGRADUATE DIDACTIC PROGRAM IN DIETETICS (DPD) STUDENT HANDBOOK

Effective August 21, 2017

I have read and understand the handbook. By signing below, I agree to abide by all policies and procedures.

Student Name (printed)

Signature & Date