2015 - 2016 Guide
Bachelor of Science, Nutrition Major

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for use on the Lisle, IL campus

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This *Nutrition Major Guide* does not replace official University policies or the current *Undergraduate Catalog*. This *Guide* does not constitute legal advice and should not be used as such. You are invited to contact your academic advisor or the Nutrition Major Program Director if you have further questions.

Benedictine University offers many opportunities and resources at the university, college, and department levels. It is essential that each student seek out all pertinent information and not rely solely on this Guide. The purpose of this Guide is to help you learn about and navigate through needed resources for success while pursuing the Nutrition Major at our university.

For more information about the Benedictine University undergraduate Nutrition programs, Master of Science in Nutrition and Wellness program, and Dietetic Internship program, please visit our web site at: [http://www.ben.edu/nutrition](http://www.ben.edu/nutrition).
Welcome to the Benedictine University Nutrition Major program! The program is designed as a future-orientated, comprehensive, dynamic, and interdisciplinary program. Cooperative learning from peers and mentors is encouraged, and self-responsibility is stressed. Benedictine University strives to develop an academic community that supports each person in the pursuit of knowledge and personal development.

Throughout your nutrition course work you will be applying and integrating principles in practical and problem-solving manners, such as through case studies, food demonstrations, and the creation of educational materials. Depending on your concentration, other applications include recipe development, menu planning, nutrition counseling, and experience developing, delivering, and evaluating health education programs in the community.

Our hope is to stir within students, the hopes, dreams, and passions to become the best they are able... to make a positive difference in the lives of others... to continue to learn and develop for the rest of their lives. This major, as part of Benedictine University, prepares its students for a lifetime as active, informed and responsible citizens and leaders of the nutrition, dietetics, health, and world communities.

Program Structure

The Nutrition Department is a part of the College of Education and Health Services (COEHS). The COEHS is one of the colleges within the university. In addition to the Nutrition Department, the COEHS houses the School of Education, Public Health Department, Center for Higher Education and Organizational Change, and Nursing and Health Department.

Benedictine University offers three options in the undergraduate Nutrition Major program:

1. Nutrition Major with Dietetics Concentration (combined) is the curriculum for the Didactic Program in Nutrition and Dietetics (DPD) - available on the Lisle, IL campus
2. Nutrition Major with Health and Fitness Concentration – available on the Lisle, IL campus
3. Nutrition Major with Exercise Biology Concentration - available on the Lisle, IL campus
4. Nutrition Major with Health Education Concentration - available on the Mesa, AZ campus
5. Nutrition Major without a specified concentration. This option allows student choice of electives from select disciplines to count towards the major. For example, a pre-med student may elect to take BIOL and HLSC courses to meet some of the electives in the Nutrition Major. A student interested in foods management might combine NUTR with MGT and MKTG courses, and even complete a practicum.

Mission of the University

The university Mission Statement is: Benedictine University is dedicated to the education of undergraduate and graduate students from diverse ethnic, racial and religious backgrounds. As an academic community committed to liberal arts and professional education distinguished and guided by our Roman Catholic tradition and Benedictine heritage, we prepare our students for a lifetime as active, informed and
responsible citizens and leaders in the world community.

### Vision of the Future

The Nutrition Programs will be recognized at the community, state, national, and international level for their leadership in developing optimal teaching and learning within nutrition programs. The programs will prepare future nutritionists, Registered Dietitian Nutritionists, and nutrition managers to address important food and nutrition issues that impact the quality of life of people.

### Mission of the Nutrition Major

The undergraduate Nutrition Program will assure the provision and promotion of high-quality education for preparation of competent future nutrition professionals. The program provides learners with a comprehensive knowledge of the interrelationships of food, nutrition, and health.

### Student Learning Goals of the Nutrition Major program

Upon completion of the Nutrition Major program, the student will successfully:

1. Demonstrate knowledge, application, and integration of principles of health promotion and disease prevention with normal nutrition, medical nutrition, and public health nutrition for varied populations.
2. Develop beliefs, values, attitudes, and behaviors for professional practice, including:
   a. Effective and professional communication skills.
   b. Application of education principles.
   c. Applied knowledge of ethical principles.
3. Apply principles of food and techniques of food preparation.
4. Demonstrate knowledge and strategic application of principles of management theories and systems.
5. Integrate scientific information and research into practice.
6. Have the opportunity to participate in opportunities to develop teamwork, cultural competence, problem solving and critical thinking skills.
Accreditation and Certification Information

University Accreditation

Benedictine University is accredited by the Higher Learning Commission (HLC) and is a member of the North Central Association of Colleges and Schools. In February 2003, Benedictine University was formally approved by the Higher Learning Commission of the North Central Association as an institution entitled to receive re-accreditation through an Academic Quality Improvement Program (AQIP). This alternative quality improvement process and outcomes review is only available to universities in good standing with the HLC.

Our university accreditation status is online: http://www.ncahlc.org/

Nutrition Major with Health Education Concentration (Mesa, AZ)

The Health Education Concentration of the Nutrition major on the Mesa, AZ branch campus is designed to prepare students to pursue the Certified Health Education Specialist (CHES) certification, which grants licensure to qualified individuals. The CHES examination is offered through the National Commission for Health Education Credentialing, Inc. (NCHEC – http://www.nchec.org).

Nutrition Major with Dietetics Concentration (Lisle, IL)

The Benedictine University Nutrition Major Program combined with Dietetics Concentration is the Didactic Program in Nutrition and Dietetics (DPD).

Our DPD is currently granted accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (Academy), 120 South Riverside Plaza, Suite 2000, Chicago, Illinois 60606-6995, 312/899-0040.

The ACEND is the Academy's accrediting agency for education programs that prepare students for careers as Registered Dietitian Nutritionists. The ACEND ensures the quality and continued improvement of nutrition and dietetics education programs. The ACEND is recognized by the United States Department of Education and the Council for Higher Education Accreditation. This affirms that the ACEND meets national standards and is a reliable authority on the quality of nutrition and dietetics education programs. In June 2011, our DPD was re-accredited by ACEND of Academy of Nutrition and Dietetics; our next accreditation site visit is in 2017. Those students not in pursuit of the Dietetics concentration are not in an accredited DPD.
Mission of the Nutrition Major with Dietetics Concentration (DPD)

The undergraduate Nutrition Major with Dietetics Concentration (Didactic Program in Nutrition and Dietetics, DPD) will assure the provision and promotion of high-quality education for preparation of competent future nutrition and dietetics professionals. The program provides learners with a comprehensive knowledge of the interrelationships of food, nutrition, and health for disease prevention and medical nutrition therapy intervention.

Accreditation Standards for the Nutrition Major Program with Dietetics Concentration (DPD): Core Knowledge for the RDN

The Nutrition Major combined with the Dietetics Concentration is designed to meet the core Knowledge (for the RDN). Core learning includes knowledge of a topic as it applies to the profession of dietetics, and the ability to demonstrate the skill (competency) at a level that can be developed further. To successfully achieve the core Knowledge (for the RDN), graduates must demonstrate the ability to communicate and collaborate, solve problems, and apply critical thinking skills.

These requirements may be met through separate courses, combined into one course, or as part of several courses as determined by our university, which is sponsoring an accredited program by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics. The core Knowledge (for the RDN), with related learning objectives, follow.

1. Scientific and Evidence Base of Practice: integration of scientific information and research into practice

   KRD 1.1. The curriculum must reflect the scientific basis of the dietetics profession and must include research methodology, interpretation of research literature and integration of research principles into evidence-based practice.

   a. Learning Objective: Students are able to demonstrate how to locate, interpret, evaluate and use professional literature to make ethical evidence-based practice decisions.

   b. Learning Objective: Students are able to use current information technologies to locate and apply evidence based guidelines and protocols. (Examples of evidence-based protocols include the Academy’s Evidence Analysis Library and Evidence-based Nutrition Practice Guidelines, the Cochrane Database of Systematic Reviews and the U.S. Department of Health and Human Services, Agency for Healthcare Research and Quality, National Guideline Clearinghouse Web sites).

   c. Learning Objective: Students are able to apply the scientific method. [addition by Benedictine University]

2. Professional Practice Expectations: beliefs, values, attitudes and behaviors for the professional dietitian level of practice.

   KRD 2.1. The curriculum must include opportunities to develop a variety of communication skills sufficient for entry into pre-professional practice.
a. Learning Objective: Students must be able to demonstrate effective and professional oral and written communication and documentation.

KRD 2.2. The curriculum must provide principles and techniques of effective counseling methods.

a. Learning Objective: Students are able to demonstrate counseling techniques to facilitate behavior change.

KRD 2.3. The curriculum must include opportunities to understand governance of dietetics practice, such as the Scope of Dietetics Practice and the Code of Ethics for the Profession of Dietetics; and interdisciplinary relationships in various practice settings.

a. Learning Objective: Students must be able to apply professional guidelines in a practice scenario.

b. Learning Objective: Students must be able to identify and describe the roles of others with whom the Registered Dietitian Nutritionist collaborates in the delivery of food and nutrition services.

3. Clinical and Customer Services: development and delivery of information, products and services to individuals, groups and populations.

KRD 3.1. The curriculum must reflect the principles of Medical Nutrition Therapy and the practice of the nutrition care process, including the principles and methods of assessment, diagnosis, identification and implementation of interventions and strategies for monitoring and evaluation.

a. Learning Objective: Students must be able to use the nutrition care process to make decisions, to identify nutrition related problems and determine and evaluate nutrition interventions.

KRD 3.2 The curriculum must include the role of environment, food, nutrition and lifestyle choices in health promotion and disease prevention.

a. Learning Objective: Students must be able to develop interventions that affect change and enhance wellness in diverse individuals and groups.

KRD 3.3. The curriculum must include education and behavior change theories and techniques.

a. Learning Objective: Students must be able to develop an educational session or program/educational strategy for a target population.

4. Practice Management and Use of Resources: strategic application of principles of management and systems in the provision of services to individuals and organizations.

KRD 4.1. The curriculum must include management and business theories and principles required to deliver programs and services.

a. Learning Objective: Students must be able to apply management theories to the development of programs or services.

b. Learning Objective: Students must be able to evaluate a budget and interpret financial data.

c. Learning Objective: Students must be able to apply the principles of human resource management to different situations.

KRD 4.2. The curriculum must include content related to quality management
of food and nutrition services.

a. Learning Objective: Students must be able to apply safety principles related to food, personnel and consumers.

b. Learning Objective: Students must be able to analyze data for assessment and evaluate data to use in decision-making.

KRD 4.3. The curriculum must include the fundamentals of public policy, including the legislative and regulatory basis of dietetics practice.

a. Learning Objective: Students must be able to explain the impact of a public policy position on dietetics practice.

KRD 4.4. The curriculum must include content related to health care systems.

a. Learning Objective: Students must be able to explain the impact of health care policy and different health care delivery systems on food and nutrition services.

KRD 4.5 The curriculum must include content related to coding and billing of dietetics/nutrition services to obtain reimbursement for services from public or private insurers.

5. **Support Knowledge: knowledge underlying the requirements specified above.**

KRD 5.1. The food and food systems foundation of the dietetics profession must be evident in the curriculum. Course content must include the principles of food science and food systems, techniques of food preparation and application to the development, modification and evaluation of recipes, menus and food products acceptable to diverse groups.

KRD 5.2. The physical and biological science foundation of the dietetics profession must be evident in the curriculum. Course content must include organic chemistry, biochemistry, physiology, genetics, microbiology, pharmacology, statistics, nutrient metabolism, and nutrition across the lifespan.

KRD 5.3. The behavioral and social science foundation of the dietetics profession must be evident in the curriculum. Course content must include concepts of human behavior and diversity, such as psychology, sociology or anthropology.
The learning goals for the students in the DPD extend (refer to underscored phrases added below) beyond that of the Nutrition Major goals. The core Knowledge for the RDN (KRD) are aligned with the DPD student Learning Goals. To meet the core Knowledge for the RDN (KRD), outlined by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics, by completion of the DPD, the student will:

1. Demonstrate knowledge, application, and integration of principles of health promotion and disease prevention with normal nutrition, medical nutrition therapy, and public health nutrition for varied populations. (KRD 2.3., 3.1., 3.2.)
2. Develop beliefs, values, attitudes, and behaviors for professional practice, including (KRD 2):
   a. Effective and professional communication skills (KRD 2.1.).
   b. Application of nutrition counseling techniques and group education principles. (KRD 2.2., 3.3.)
   c. Applied knowledge of ethical principles. (KRD 2.3)
3. Apply principles of food systems, food science, and techniques of food preparation. (KRD 4.1., 4.2.)
4. Demonstrate knowledge and strategic application of principles of management theories and systems. (KRD 4.1., 4.2.b., 4.3., 4.4.)
5. Integrate scientific information and research into practice (KRD 1).
6. Have the opportunity to participate in opportunities to develop teamwork (KRD 2.1.), cultural competence, problem solving and critical thinking skills. (standard 11)

These learning objectives have specific quantitative outcome measures. These measures establish the standards against which we determine learning success. Assessment includes both formative and summative methods, such as project artifacts and presentations. Embedded assessments are used, meaning that the individual instructor completes grading of projects and grades are reported to the DPD Director. Rubrics are utilized by instructors to grade many projects to provide greater inter-rater reliability across instructors and course sections.
The KRD are listed on nutrition course and lab syllabi, and met through course requirements. *The objectives are not guarantees of a particular grade to a student.*

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<th>Course</th>
<th>Objective*</th>
<th>DPD</th>
<th>KRD</th>
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<tr>
<td>NUTR 150</td>
<td>80% of students will pass the ServSafe/State if IL sanitation exam (Scores from exam).</td>
<td>3, 4</td>
<td>KRD 4.2.a.</td>
</tr>
<tr>
<td>NUTR 241</td>
<td>90% of students will receive an average letter grade of ‘C’ or above on the final exam.*</td>
<td>1</td>
<td>KRD 5.2</td>
</tr>
<tr>
<td>NUTR 244</td>
<td>90% of students will receive an average letter grade of ‘C’ or above on the Food Science Research project (Rubric).</td>
<td>3, 5</td>
<td>KRD 1.1.c.</td>
</tr>
<tr>
<td>NUTR 244</td>
<td>90% of students will receive an average letter grade of ‘C’ or above on the Food Science final exam.*</td>
<td>3</td>
<td>KRD 5.1</td>
</tr>
<tr>
<td>NUTR 245</td>
<td>100% of students will receive a letter grade of ‘C’ or better on the food science lab sanitation and safety quiz.</td>
<td>3</td>
<td>KRD 4.2.a.</td>
</tr>
<tr>
<td>NUTR 246</td>
<td>90% of students will receive a letter grade of ‘C’ or above on the Recipe Development Project (Rubric).</td>
<td>3, 5</td>
<td>KRD 1.1.c.; KRD 4.2.b.</td>
</tr>
<tr>
<td>NUTR 271</td>
<td>80% of students will receive a letter grade of ‘B’ or above on the PowerPoint presentation reviewing a professional journal article (Score Sheet).</td>
<td>2a</td>
<td>KRD 2.1</td>
</tr>
<tr>
<td>NUTR 271</td>
<td>90% of students will receive a letter grade of ‘C’ or above on the lesson plan, including evaluation. (Rubric).</td>
<td>1, 2b</td>
<td>KRD 3.2.a.; KRD 3.3.</td>
</tr>
<tr>
<td>NUTR 280</td>
<td>80% of students will receive a letter grade of ‘B’ or above on the ‘health care reform presentation’ group project (Score Sheet).*</td>
<td>1</td>
<td>KRD 4.4</td>
</tr>
<tr>
<td>NUTR 280</td>
<td>80% of students will receive a letter grade of ‘B’ or above on the ‘legislation letter’ assignment. (Score sheet)</td>
<td>1, 4</td>
<td>KRD 4.3</td>
</tr>
<tr>
<td>NUTR 280</td>
<td>90% of students will receive a letter grade of ‘C’ or above on the public policy position explanation. (Score sheet)</td>
<td>1, 2a, 4</td>
<td>KRD 4.3.</td>
</tr>
<tr>
<td>NUTR 280</td>
<td>90% of students will receive a letter grade of ‘C’ or above on test for health care policy and systems. (Score sheet)</td>
<td>1</td>
<td>KRD 4.4</td>
</tr>
<tr>
<td>NUTR 280</td>
<td>80% of students will receive a final letter grade of ‘B’ or above on the Fair booth (Rubric).</td>
<td>2b</td>
<td>KRD 3.3</td>
</tr>
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| NUTR 350 | 90% of students will receive a letter grade of ‘C’ or above on the following component of the Management Plan:  
  • (Part 1): Plans and Goals, and Marketing Plan (Score Sheet).  
  • (Part 2): Budget and Finance (Score Sheet).  
  • (Part 3): Management, Labor, and HR Plan (Score Sheet). | 4    | KRD 4.1.a.       |
<p>| NUTR 371 | 90% of students will receive a letter grade of ‘C’ or above on the ethics essay. (Score sheet) | 1, 2c, 5 | KRD 1.1.a.; KRD 2.3.a. |
| NUTR 372 | 80% of students will receive a letter grade of ≥ ‘B’ on the group case study #2. (Rubric) | 1, 6 | KRD 1.1.b.; KRD 2.3.a.; KRD 3.1. |
| NUTR 372 | 80% of students will receive a letter grade of ≥ ‘B’ on the group case study #3. (Rubric) | 1,6  | KRD 1.1.b.; KRD 2.3.a.; KRD 3.1. |</p>
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<th>Outcome*</th>
<th>DPD Objective</th>
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<td>NUTR 372</td>
<td>80% of students will receive a letter grade of ≥ ‘B’ on the individual case study. (Rubric)</td>
<td>1,6</td>
<td>KRD 1.1.b.; KRD 2.3.a.; KRD 3.1</td>
</tr>
<tr>
<td>NUTR 372</td>
<td>90% of students will receive a letter grade of ‘C’ or above on the care planning (form) portion of the individual case study. (part of Rubric).</td>
<td>1, 6</td>
<td>KRD 3.2.a.</td>
</tr>
<tr>
<td>NUTR 372</td>
<td>80% of the students will receive a letter grade of ‘C’ or above on the individual case diet prescription</td>
<td>1,6</td>
<td>KRD 2.3.a.</td>
</tr>
<tr>
<td>NUTR 372</td>
<td>90% of students will receive a letter grade of ‘C’ or above on individual medical record note (ADIME with PES). (Rubric)</td>
<td>2a</td>
<td>KRD 2.1; KRD 3.1.a.</td>
</tr>
<tr>
<td>NUTR 372</td>
<td>80% of students will receive an average letter grade of ‘B’ or above on PowerPoint presentation (not content) of case studies (rubric)</td>
<td>2a</td>
<td>KRD 2.1</td>
</tr>
<tr>
<td>NUTR 372</td>
<td>80% of students will receive ≥ 3.0/4.0 on the Teamwork rubric for case #2.</td>
<td>6</td>
<td>KRD 2.1</td>
</tr>
<tr>
<td>NUTR 372</td>
<td>80% of students will receive ≥ 3.0/4.0 on the Teamwork rubric for case #3.</td>
<td>6</td>
<td>KRD 2.1</td>
</tr>
<tr>
<td>NUTR 391</td>
<td>80% of students will receive a letter grade of ‘B’ or above on 'RD Roles' lab assignment.</td>
<td>2</td>
<td>KRD 2.3.b.</td>
</tr>
<tr>
<td>NUTR 391</td>
<td>80% of students will receive an average letter grade of ‘B’ or above on the ‘Nutrition Care Process and writing PES statements’ quiz (required to listen to the online modules on the Academy website at <a href="http://adaeal.com/ncp/tutorial.htm">http://adaeal.com/ncp/tutorial.htm</a>)</td>
<td>1, 5</td>
<td>KRD 3.1.a.</td>
</tr>
<tr>
<td>NUTR 391</td>
<td>80% of students will receive an average letter grade of ‘B’ or above on the individual assessment practical. (Rubric)</td>
<td>1</td>
<td>KRD 3.1.a.</td>
</tr>
<tr>
<td>NUTR 392</td>
<td>95% of students will complete the NIH ‘Education in the Protection of Human Subjects’ online tutorial <a href="http://grants.nih.gov/grants/policy/hs/training.htm">http://grants.nih.gov/grants/policy/hs/training.htm</a>. Students submit certificate of completion to instructor.</td>
<td>5</td>
<td>KRD 1.1.a</td>
</tr>
<tr>
<td>NUTR 392</td>
<td>80% of students will receive a letter grade of ‘B’ or above on worksheet completed during 'literature search presentation' by librarian (to locate evidence-based guidelines, protocols, and other professional resources). (Score sheet)</td>
<td>5</td>
<td>KRD 1.1.a.; KRD 1.1.b.</td>
</tr>
<tr>
<td>NUTR 392</td>
<td>90% of students will receive a letter grade of ‘C’ or above on journal critique. (Score sheet)</td>
<td>5, 6</td>
<td>KRD 1.1.a.</td>
</tr>
<tr>
<td>NUTR 392</td>
<td>90% of students will receive a letter grade of ‘C’ or above on manuscript assignment. (Rubric)</td>
<td>2a</td>
<td>KRD 2.1.</td>
</tr>
<tr>
<td>NUTR 392</td>
<td>80% of students will receive a letter grade of ‘B’ or above on press release assignment. (Score Sheet).</td>
<td>2a</td>
<td>KRD 2.1.</td>
</tr>
<tr>
<td>NUTR 395</td>
<td>80% of students will receive a final letter grade of ≥ ‘B’ on 'lifecycle interview case study' assignment (Score Sheet).</td>
<td>2b</td>
<td>KRD 2.2.</td>
</tr>
<tr>
<td>NUTR 395</td>
<td>80% of students will receive a final letter grade of ‘B’ or above on group ‘case presentations and mock counseling’ assignment (Score Sheet).</td>
<td>2a, 2b</td>
<td>KRD 2.2.; KRD 2.3.a.</td>
</tr>
<tr>
<td>NUTR 395</td>
<td>80% of students will receive a final letter grade of ≥ ‘B’ on individual 'case project' (video) assignment (Score Sheet).</td>
<td>1, 2b</td>
<td>KRD 2.2.; KRD 3.2.a.</td>
</tr>
<tr>
<td>NUTR 395</td>
<td>80% of students will receive a letter grade of ‘B’ or above on lab #7 - reimbursement</td>
<td>4</td>
<td>KRD 4.5.</td>
</tr>
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Updated 10/2013; *New additions to tracking - October 2013
Nutrition Major Program with Dietetics Concentration (DPD) Program Goals and Objectives

The DPD has established expected program objectives with appropriate target measures to assess achievement of each of the program’s goals. Measurable program objectives are aligned to each program goal. Benchmarks considered baseline performance, interests of students in program (e.g., not all are interested in pursuit of RDN), and historical data.

This complete DPD Goals Matrix Plan is available by request. The program goals and objectives measured are listed below.

Program and learning outcomes available by request

Goal 1

The Didactic Program in Nutrition and Dietetics (DPD) will provide quality academic experiences.

Objectives for Goal 1

A. Quality of DPD:
1. Over a 5-year period, the mean for 'Progress on Relevant Objectives' for NUTR courses in the DPD is at or above 4.0/5.0 (raw score), as reported on the IDEA (course evaluation) Group Summary Report (GSR).
2. Over a 5-year period, 80% of DPD students report (mean score of greater than or equal to 3.5/5.0) that the DPD program meets or exceeds each learning objective.
3. Over a 5-year period, 80% of DPD alumni will agree that "the Nutrition Department offers a quality undergraduate DPD."

B. Program Completion Rate:
1. Over a 5-year period, 85% of DPD students in the third year complete the program/degree requirements within 150% (3 years) of the time planned for completion.
2. Over a 5-year period, the 6-year graduation rate (150% completion rate) for first-time, full-time bachelor seeking undergraduates in the DPD is 70%.

C. Supervised Practice Program Application Rate:
1. Over a 5-year period, 60% of DPD graduates will apply to supervised practice programs the academic year they complete the program.
2. Of those DPD students who are not matched and/or did not apply to supervised practice programs, 10% will take the DTR exam (over a 5-year period).

D. Program Satisfaction Ratings:
1. Over a 5-year period, the departmental means for 'Excellence of Teacher' and 'Excellence of Course' are at or above 4.0/5.0 (raw score), as reported on the IDEA (course evaluation) Group Summary Report (DPD courses).
2. Over a 5-year period, 80% of DPD alumni will “agree” that they were satisfied with their experience in the program(s).
3. Over a 5-year period, 80% of Supervised Practice Program Directors will agree or strongly agree (score of 3.5/5.0 or above) that the Benedictine University DPD has met or exceeded preparation of our graduates accepted into their program.
Goal 2

The Didactic Program in Nutrition and Dietetics (DPD) will prepare competent entry-level practitioners.

Objectives for Goal 2

A. Supervised Practice Program Acceptance Rate:
   1. Over a 5-year period, 65% of those applying to supervised practice programs the academic year they complete the program will be accepted [for comparison, the national average was 50% for those in the April match].

B. Exam Pass Rate:
   1. Over a 5-year period, the pass rate for DPD graduates taking the registration examination for dietitians the first time will be at least 80%.
   2. Over a 5-year aggregated period, the one-year pass rate for DPD graduates taking the registration examination for dietitians will be at least 80%.
   3. Over a 5-year period, the pass rate for DPD graduates taking the registration examination for dietetic technicians for the first time will be at least 80%.

C. Leadership:
   1. Over a 5-year period, 10% of DPD alumni who respond to our survey will report receipt of some form of leadership recognition (e.g., position/office, publication, receipt of a grant), including an award.
   2. Over a 5-year period, 30% of DPD alumni who respond to our survey will report participation in life-long learning, evidenced by holding or being in progress with an advanced degree, and/or specialty certification, license, or registration.

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Dietetics Concentration Application Requirements (Lisle Campus only)

Candidates desiring to enter the Dietetics Program Concentration consult with their academic advisors early in their academic career to ensure that they enroll for the appropriate courses needed for admission to the Dietetics Concentration. Nutrition majors must apply to the Nutrition Department for acceptance into this concentration using the required form. (See Appendix F for a hyperlink [and image] of the form.) Students meeting the following eligibility criteria have the opportunity to apply to enter the Dietetics Concentration at Benedictine University:

1. Completion of the following courses with a grade of “C” or better: CHEM 101 [or CHEM 113 and 123], CHEM 103 [or CHEM 242 and 247], BIOL 197, BIOL 198, BIOL 199, and NUTR 241.
2. Completion of Basic Skills Courses (with a grade of "C" or better).
3. Completion of 24 semester hours of Benedictine courses/6 semester hours for transfer students.
4. Benedictine University cumulative GPA of at least 3.00/4.0.
5. Evidence of membership in the Academy of Nutrition and Dietetics.
6. Evidence that all vaccinations are completed.
7. No negative incidents reported on a background check.

Permission to enroll in and/or completion of courses required for the Dietetics concentration does not imply acceptance into the Dietetics concentration of the major.

Students who do not maintain a Benedictine University cumulative GPA of at least 3.00/4.0 will be dropped from the Dietetics Concentration; such students can continue to pursue the Nutrition Major, as well as reapply.
to the pursue the Dietetics Concentration if eligible in the future.

Students in the Dietetics Concentration are strongly encouraged, although not required, to maintain a cumulative GPA of 3.4 or higher if considering applying for a position in a Dietetic Internship program in the future.
Nutrition Major with an exercise Concentration (Lisle, IL campus)

Exercise Biology Concentration

With some additional coursework, students completing the Exercise Biology concentration have the option to seek certification as an ACSM Health Fitness Specialist (HFS) after graduation. Completion of the MS in Exercise Physiology degree meets the academic requirements for the ACSM Health Fitness Specialist and the ACSM Registered Clinical Exercise Physiologist (RCEP). More information about the requirements for these certifications are available at: http://certification.acsm.org/acsm-certified-health-fitness-specialist.

Enrollment in this concentration is limited; students must apply for acceptance. It is expected that those seeking this concentration have a GPA of 3.0 or better for acceptance. This is a “4+1” between the B.S. in Nutrition and M.S. in Exercise Physiology programs. A student who is interested in this concentration should apply for acceptance into the M.S. Exercise Physiology program in his/her junior year. Students must receive permission numbers (PIN) to enter select HLSC courses; priority for these PIN go to those students who are seeking this concentration and are accepted into the M.S. Exercise Physiology program. (PIN #s for the EXPY courses are available through the Program Director of the EXPY program.)

Health and Fitness Concentration

Students completing the Health and Fitness concentration have the option to seek external certification as a Certified Strength and Conditioning Specialist (CSCS) after graduation. More information about the requirements for this certification is available at: http://www.nsca.com/CSCS_Certification_2/.

Fitness trainers and instructors lead, instruct, and motivate individuals or groups in exercise activities, including cardiovascular exercise (exercises for the heart and blood system), strength training, and stretching. They work with people of all ages and skill levels.

Enrollment in this concentration is limited. Students must apply for acceptance (to the Nutrition Department) on or before the end of the first week of the term to be potentially accepted into this concentration starting the following term. This concentration begins in the spring 2015 term; only four (4) students will be accepted to begin in the 2014-2015 academic year. Due to course sequencing, the students accepted into this concentration should expect to need at least four terms to complete the required courses. Priority for acceptance will be given to those with higher BenU GPAs (minimum of 3.0/4.0). Only those accepted in this concentration may receive permission numbers (PINs) to enter these PHED and HLSC courses. (PIN #s for the PHED courses are available through the Program Director of the Exercise and Sports Studies program.) With the exception of PHED 302(3) Kinesiology, PHED courses, if taken individually and not as this entire concentration, do not count towards the nutrition major electives for the ‘no concentration’ option.
Nutrition Major with Health Education Concentration (Mesa, AZ campus)

Mission of the Nutrition Major with Health Education Concentration

The undergraduate Nutrition Major with Health Education Concentration will assure the provision and promotion of high-quality education for preparation of competent future nutrition and health education professionals. The program provides learners with a comprehensive knowledge of the interrelationships of food, nutrition, and health to design, conduct and evaluate activities that help improve the health of all people.

Health Education Specialists

The Health Education concentration of the Nutrition Major is designed to prepare students to pursue the Certified Health Education Specialist (CHES) certification, which grants licensure to qualified individuals. The CHES examination is offered through the National Commission for Health Education Credentialing, Inc. (NCHEC - http://www.nchec.org/). Certified Health Education Specialists (CHES) are those who have met the standards of competence established by National Commission for Health Education Credentialing (NCHEC) and have successfully passed the CHES examination. Health Educators foster awareness of positive health behaviors and promote behavior change for health promotion and disease risk reduction. This Health Education concentration provides students with the knowledge and practice of skills to assess, create, plan, implement, monitor, and evaluate programs designed to promote, maintain, and improve the health of individuals, groups, and communities, as well as impact environments and policies. Students in the program learn to coordinate the provision of health education services and act as resources during field experiences, communicating needs, concerns, and resources. These activities can take place in a variety of settings that include schools, communities, health care facilities, businesses, colleges, and government agencies. This concentration provides a unique focus on nutrition for risk reduction.

The CHES examination is a competency-based tool used to measure possession, application, and interpretation of knowledge necessary for health educators in the seven areas of responsibility (http://www.nchec.org/credentialing/responsibilities/):

1. Assess individual and community needs for health education;
2. Plan health education strategies, interventions, and programs;
3. Implement health education strategies, interventions, and programs;
4. Conduct evaluation and research related to health education;
5. Administer health education strategies, interventions, and programs;
6. Serve as a health education resource person; and
7. Communicate and advocate for health and health education.

Prior to taking the exam, students must complete at least 25 semester hours of undergraduate of course work with specific preparation addressing the seven areas of responsibility mentioned previously.

Students completing the Nutrition Major with Health Education concentration have the opportunity to meet the knowledge and skills appropriate for this credential depending upon the electives chosen and previous coursework in health education. In addition to the 25 semester hours of courses in the Health Education concentration, Nutrition Major foundation courses intended to meet
the health education competencies include: PSYC 250(3), NUTR 271(3), NUTR 280(3), and NUTR 392(2). The required science courses provide the foundation for understanding health and disease processes. The nutrition courses provide specialized content for disease prevention and wellness.
Undergraduate Catalog Descriptions

Students enrolled in our undergraduate Nutrition Major should expect to study a wide variety of topics focusing on food, nutrition, and management. These areas are supported by the sciences: biological, physiological, behavioral, social, and communication.

Nutrition Major

The nutrition major must complete, with a "C" or better:

University Skills and Core:
WRIT 101 or 103(3) and 102(3), SPCH 110(3); PSYC 100(3); and an approved ethics course (PHIL 245, 248, or 346, or THEO 252).

Cognates:
CHEM 101(3) and 102(1) [or CHEM 113(3), 114(1), 123(3), and 124(1)]; CHEM 103(3) and 104(1) [or CHEM 242(3), 243(1), 247(3), and 248(1)] ; BIOL 197(3) and 198(3); BIOL 196(1) or 199(1); BIOL 208(4) and 258(4); and BIOL 229(3) or PSYC 250(3) or MATH 150(3).

Nutrition Science Courses - Foundation:
NUTR 150(1), 241(3), 244(3), 245(1), 251(3), 271 WI (3), 280(3), 298(2), and 392 WI (2).

Major Electives:
Students must also complete at least 24 additional hours from one of the options below, with a grade of a “C” or better.

1. Nutrition major with Dietetics Concentration: Students accepted into the Dietetics Program must complete all of the following courses with a grade of “C” or better: BIOL 203(4) or BIOL 359(3); MGT 300 WI (3); and NUTR 246(1), 250(3); 341(3), 345(3); 350(2); 371(4), 372(2), 373(1), 391(1), and 395(1). Students accepted into the Dietetics concentration must maintain a cumulative GPA of 3.00/4.0. Enrollment in this concentration is limited; students must apply for acceptance. Students should contact the Nutrition Department for acceptance criteria and application information. Students must receive permission numbers (PIN) for select NUTR courses specific to this concentration; priority for PIN go to those students accepted into this concentration. Due to course sequencing, the students accepted into this concentration should expect to need at least four terms to complete the required courses after acceptance into this concentration. All of the medical nutrition and counseling courses unique to this concentration are available only on the Lisle Campus.

2. Nutrition major with a Health Education Concentration: Students in pursuit of this concentration must complete all of the following courses with a grade of “C” or better: NUTR 246(1), 300(4), 361(1), 362(3), 363(3), 364(3), 366(3), 367(3) 368(3), and 393(1). Students in the Health Education Concentration must maintain a cumulative GPA of 2.75/4.0. Courses unique to this concentration are available only on the Mesa Branch Campus.

3. Nutrition Major with Health and Fitness Concentration: Students in pursuit of this concentration must complete all of the following courses with a grade of “C” or better: NUTR 300(4) and NUTR 345(3); BIOL 203(4); PHED 103(1), 107(1), 198(1), 201(2), 302(3); HLSC 200(4); and PHED 303(3) or MGT 300 WI (3); and one of the following courses PHED 200(3), 240(2), 241(2), 261(3), or 270(3). Enrollment in this concentration is limited. Students must apply for acceptance (to the Nutrition Department). Due to course sequencing, the students accepted into...
this concentration should expect to need at least four terms to complete the required courses after acceptance into this concentration. Priority for acceptance will be given to those with higher BenU GPAs (minimum of 3.0/4.0). Only those accepted in this concentration may receive permission numbers (PINs) to enter these PHED and HLSC courses. With the exception of PHED 302(3) Kinesiology, PHED courses, if taken individually and not as this entire concentration, do not count towards the nutrition major electives for the ‘no concentration’ option.

4. **Nutrition Major with Exercise Biology Concentration**: Students in pursuit of this concentration must complete all of the following courses with a grade of “C” or better: NUTR 300(4) and 345(3); MGT 300 WI (3); BIOL 368(3); HLSC/Biol 358(3); HLSC 321(1), 322(1), 360(3), 361(3), 381(1), 382(1), and 392(3). Enrollment in this concentration is limited; students must apply for acceptance. It is expected that those seeking this concentration have a GPA or 3.0 or better for acceptance. This is a “4+1” between the B.S. in Nutrition and M.S. in Exercise Physiology programs. A student who is interested in this concentration should apply for acceptance into the M.S. Exercise Physiology program in his/her junior year. Students must receive permission numbers (PIN) to enter select HLSC courses; priority for these PIN go to those students who are seeking this concentration and are accepted into the M.S. Exercise Physiology program.

5. **Nutrition major without a specified Concentration**: MGT 300 WI (3) and NUTR 300(4) plus at least 3 more credits of 300-level NUTR; and an additional 14 hours of 200-level or above coursework in one or more of the following areas: COMM, MGT, MKTG, NUTR, HLSC, and/or BIOL. The following courses in SPAN are allowed to count towards this option: SPAN 215, 216, 230, 313, 350, and 360 only. In addition, up to three 100-level credit hours (not courses) with non-redundant content in one of the aforementioned areas can count towards this option only with written approval of the Nutrition Academic Advisor and Nutrition Department Chair. *This option is available on both the Lisle and Mesa campuses.*

### Biology Minor (Lisle campus only)

Students seeking a minor in biology must complete, with a grade of "C" or better: CHEM-C113(3), C114(1), C123(3), C124(1); BIOL-C197(3), C198(3), 199(1), and at least 16 semester hours in biology at the 200-level or above, including at least three credit hours at the 300-level.

Students pursuing a major in nutrition often ask about minors. Nutrition majors already complete BIOL 208(4) and 258(4) and those in the Dietetics concentration complete BIOL 203(4). To complete the Biology Minor, three additional credits are required, which must be at the 300-level.

All Chemistry courses (8 semester credit hours) and all Biology courses (20 semester credit hours) must be passed with a grade of “C” or better to earn the Biology minor.
### Nutrition Major Course Descriptions

**NUTR 150 Food Service Sanitation.** An overview of applied Food Service Sanitation as it relates to proper food handling and training in the food service industry. Emphasis on prevention of food borne illness. At end of course, students take sanitation Certification exam. 1 semester hour.

- **Required Foundation Course**

**NUTR 241 Nutrition through the Life Cycle.** A life cycle approach to nutrition science; incorporates nutrient availability, function and sources; energy balance; health risk factors; and special nutrient needs for various stages of the life cycle. 3 semester hours. Life Science Core Elective.

- **Required Foundation Course**

**NUTR 244 Food Science.** A study of the physical and chemical composition, structure, and functional properties of carbohydrates, proteins, and fats; sensory evaluation principles; and applications to food and nutritional health. Pre-requisite: CHEM 101 or 123. 3 semester hours.

- **Required Foundation Course**

**NUTR 245 Food Science Laboratory.** Applied sensory and physiochemical examination of study of the composition, structure, and functional properties of carbohydrates, proteins, and fats. Pre-requisite: credit or co-registration in NUTR 244. Lab fee: $160. 1 semester hour.

- **Required Foundation Course**

**NUTR 246 Experimental Foods Laboratory.** Experimental application of physiochemical behavior of food. Includes recipe development/research. Prerequisite: NUTR 244 and 245. Lab fee: $160. 1 semester hour.

- **Required Dietetics Concentration**
- **Required Health Educ. Concentration**

**NUTR 250 Foodservice Operations.** This course presents the following food service principles: menu planning, purchasing and procurement, production, distribution and service, quality improvement, and layout and design. Pre-Requisite: NUTR 200 or 241 or 244. 3 semester hours. *BenU Lisle campus.*

- **Required Dietetics Concentration**
- **Elective for all others**

**NUTR 251 Nutritional Biochemistry.** A study of the basic concepts of biochemistry applied to cellular metabolism of carbohydrates, lipids, amino acids, vitamins and co-factors. Emphasis is placed on metabolic pathways, the interrelationships of major nutrients and the relation of the metabolic processes to the overall nutritional health of an individual. Prerequisite: CHEM 103 or CHEM 247. 3 semester credit hours.

- **Required Foundation Course**

**NUTR 271 Nutrition and Health Education.** Nutrition and health education for groups and individuals. Examination of health behavior change theories and the development of competencies of health educators. Focus on processes of assessing needs, assets and capacity as well as planning for health education. Intro. to the evaluation process. Prerequisite: credit or co-registration in NUTR 200 or 201 or 241. 3 semester credit hours.

- **Required Foundation Course**

**NUTR 280 Community Health and Nutrition.** Identification of current public health nutrition problems; influence of socioeconomic, cultural and psychological factors on food and nutrition behavior; available community programs; program development and marketing; advocacy and public policy legislation. Prerequisite: NUTR 200 OR 241, or Jr standing and co-registration in NUTR 241 and consent. 3 semester hours.

- **Required Foundation Course**
**NUTR 295 Nutrition Teaching.** Supervised teaching of nutrition in laboratories. Each semester. Prerequisite: NUTR 245, 246, or 298; Nutrition majors only. 1 semester hour. *Consent Required. Course Repeatable.*

- **Elective**

**NUTR 296 Community Health Practicum.**
Experience designed to meet interest of an individual student and serve a community need. Off-campus site. Transportation is required. Prerequisite: Nutrition majors only; additional coursework and GPA requirements are determined by the nature of the experience. Fee: $27.50. 1-3 semester hours. *Consent. BenU Lisle campus.*

- **Elective**

**NUTR 297 Quantity Foods Practicum.**
Supervised experience in foodservice operations and management, with emphasis on areas related to menu planning, food purchasing, cost control, and production, quality improvement, and applied sanitation and safety. May be at off-campus sites. Transportation may be required. Prerequisite: NUTR 250, 3.0 G.P.A, and nutrition majors only. 2-3 semester hours. *Consent Required. BenU Lisle campus.*

- **Elective**

**NUTR 298 Cultural Foods.** An overview of the food habits of world cultures, including discussion of ways in which food, food production, food consumption and food rituals are associated with cultural norms, behaviors, social conventions, religious practices, and individual and group ways of living. Laboratory component provides exposure to traditional foods and cooking techniques. Pre-requisite: NUTR 244 and 245; co-registration lecture and lab (NUTR 298A&B). Fee: $160. 2 semester hours.

- **Required Foundation Course**

**NUTR 300 Nutritional Aspects of Disease.**
Pathophysiology, symptoms and effects of disease associated with inadequate nutrition and excess. Topics include malnutrition, disordered eating and obesity, cardiovascular disease, hypertension and diabetes. Applications to clinical and community settings. (Not for students accepted into the Dietetics concentration). Prerequisites: BIOL 258; and NUTR 200 or 241; and credit or co-registration in NUTR 251 or BCHM 251. 4 semester credit hours.

- **Required Health Educ. Concentration**
- **Required for all students not in the Dietetics concentration**

**NUTR 341 Medical Nutrition II.** Physiological and biochemical aspects of nutrient metabolism; interrelationships between cellular reactions, nutrition, and health; biochemical and physiological principles of nutrition for obesity, eating disorders, alcohol metabolism, inborn errors, and the nervous system. Prerequisite: NUTR 200 or 201 or 241; BIOL 258; NUTR 251 or BCHM 251 or 261; and acceptance into the dietetics concentration. 3 semester hours. *BenU Lisle campus.*

- **Required Dietetics Concentration**

**NUTR 342 Applied Nutritional Physiology.**
This class is designed to provide a detailed survey of the literature related to the nutrition and physical activity aspects of Metabolic Syndrome Related Diseases. Students will be expected to have a comprehensive understanding of the epidemiology and scientific basis of Metabolic Syndrome. Detailed discussions will include CVD, diabetes, hypertension, obesity, hyperlipidemia and systemic inflammation as they relate to nutrition and physical activity. Prerequisite: NUTR 200 or 201 or 241; BCHM 251 or 261; and BIOL 258. Cross listed as NUTR 342/NUTR 542. 3 semester credit hours. *BenU Lisle campus.*

- **Elective**
**NUTR 345 Science of Nutrition and Fitness.**
The course examines the metabolic and physiologic basis for macronutrient and micronutrient recommendations during training, competition/performance, and recovery. Includes disease applications, recommendations for targeted educational interventions, and case studies. Prerequisites: BIOL 258; NUTR 251 or BCHM 251 or 261; and NUTR 200 or 201 or 241. 3 semester hours.

- **Required Concentration Course**

**NUTR 350 Food and Nutrition Services Management.** This course presents the students with information regarding the key concepts of organization structure and management principles including: fiscal control, performance measurements, human resource and information management, and marketing. Prerequisite: NUTR 250; and co registration in MGT/PSYC 320 or MGT 300. 2 semester hours. BenU Lisle campus.

- **Required Dietetics Concentration**
- **Elective for all others**

**NUTR 361 Health Education and Communications Lab.** Implementation, coordination, and examination of the effectiveness of health education strategies and communication methods. Provides approximately 30 practice hours. Off-campus sites. Transportation is required. Liability Fee $27.50. Prerequisites: NUTR 241 and 271; and credit or co-registration in NUTR 280. 1 semester credit hour. BenU Mesa, AZ campus.

- **Required Health Educ. Concentration**

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**NUTR 362 Evaluation of Health Outcomes.**
This course provides an overview of community health program evaluation skills and activities. Exploration of evaluation processes, including contextual issues surrounding planning for evaluation, selecting an appropriate evaluation design, steps involved in conducting an evaluation, instrument design, data collection and interpretation, and communicating findings and applications. Prerequisites: PSYC 150 or PSYC 250 or BIOL 229; and NUTR 241 and 271; and credit or co-registration in NUTR 392. 3 semester credit hours. BenU Mesa, AZ campus.

- **Required Health Educ. Concentration**

**NUTR 363 Management of Health Initiatives.**
This course presents the students with information regarding the key concepts of organization structure and management including: fiscal control, garnering support for strategies, leadership, performance measurements, human resource and information management, facilitating partnerships, and marketing. Prerequisites: NUTR 271. 3 semester credit hours. BenU Mesa, AZ campus.

- **Required Health Educ. Concentration**

**NUTR 364 Environmental Nutrition.**
Interdisciplinary evidence-based examination of agricultural production, food systems, and sustainability on food, nutritional quality, and societal health, from harvest to health. Includes identification of areas of concern and challenges. Discussion of policies, advocacy, and action opportunities. Development of intervention strategy. Prerequisites: NUTR 200 or 241; and WRIT 102. 3 semester credit hours. BenU Mesa, AZ campus.

- **Required Health Educ. Concentration**
NUTR 366 Health Education Field Experience. Students in the Community Nutrition Concentration participate in a pre-determined community health project during their senior year. Working in small teams, students take an active part in the total community health education process, including the organization, development, implementation, management, and evaluation of community health education and promotion programs. Students serve as health education resources and advocates during the processes. An integral piece of this service learning experience will be the seminar geared toward assuring the connection between the community experience and the theoretical and academic framework from which it is derived. In addition to the seminar meetings, this capstone experience provides approximately 120 practice hours. Off-campus sites. Transportation is required. Prerequisites: Senior standing; GPA of 2.5 or higher; and NUTR 241, 271, 280, 361, 362, 363, and 368. Liability Fee $27.50. 3 semester credit hours. BenU Mesa, AZ campus.

NUTR 371 Medical Nutrition Therapy I. Pathology, treatment and nutritional therapy of chronic and acute diseases. (Cannot take NUTR 300 and 371 for credit) Prerequisite: BIOL 258; NUTR 200 or 201 or 241; credit or co-registration in NUTR 251 or BCHM 251 or 261. 4 semester hours. BenU Lisle campus.

NUTR 372 Clinical Nutrition Case Studies Lab. A problem-based learning approach to case studies integrated with a traditional didactic approach to foster development of independent critical thinking skills. Incorporates medical record reviews, development of clinical and education plans, and documentation techniques. Part of the course is supervised at an off-campus site. Transportation is required. Required at start of course are documentation of all vaccinations completed, TB test, background check and drug screen (information available to registered students at end of prior term). Credit or co-registration in NUTR 371 and 391; and acceptance into the Dietetics concentration. Liability Fee $27.50. 2 semester credit hours. BenU Lisle campus.

NUTR 367 Health Education Practicum. Students take a leadership role in the total community health education process, including the organization, development, implementation, management, and evaluation of community health education and promotion programs. Students serve as health education resources and advocates during the processes. This optional capstone experience provides approximately 150 practice hours. Off-campus sites - individual placement at a site. Transportation is required. Prerequisites: Senior standing, acceptance into the Health Education concentration; GPA of 2.5 or higher; and NUTR 366. Liability Fee $27.50. 3 semester credit hours. BenU Mesa, AZ campus.

NUTR 368 Health in the Aging Population. A health promotion and disease prevention approach to the examination of the physical, cognitive, and affective functioning of older adults. Coverage of key topics, including chronic disease, disability, quality of life, and associated ethical issues. Prerequisites: NUTR 241; and BIOL 258. 3 semester credit hours. BenU Mesa, AZ campus.

NUTR 373 Advanced Menu Planning Lab. Applied process of translating the nutritional needs into menus for healthy persons and those with special dietary considerations, throughout the life span. Includes management and quality improvement principles. Prerequisite: NUTR 250; credit or coregistration in NUTR 371; and acceptance into the Dietetics concentration. 1 semester hour. BenU Lisle campus.
Public Health Courses Cross-Listed to Nutrition

NUTR 381 Behavioral and Social Aspects of Public Health. Addresses behavioral and social factors and theories related to individual and population health. This course provides an overview of social, psychological and biological determinants of human health behavior and behavior change methods. Prerequisite: Senior standing and consent of Nutrition Department Chairperson. Note: This course is a cross-listed public health course. It does not count towards science core or major credit. 3 semester hours. Consent Required. BenU Lisle campus.

NUTR 382 Health Systems. A multi-disciplinary examination of various aspects of health care organizations in the U. S. It explores government and economic influences on the system. Prerequisite: Senior standing and consent of Nutrition Department Chairperson. Note: This course is a cross-listed public health course. It does not count towards science core or major credit. 3 semester hours. Consent Required. BenU Lisle campus.

NUTR 383 Ethical and Political Issues. This course focuses on the ethical and political dimensions of public health and health care organizations and professions. Prerequisite: Senior standing and consent of Nutrition Department Chairperson. Note: This course is a cross-listed public health course. It does not count towards science core or major credit. 3 semester hours. Consent Required. BenU Lisle campus.

NUTR 391 Health Assessment Lab. Professional practice roles, methods, and skills. Emphasis on developing skills in medical terminology and nutrition assessment (i.e. anthropometrics and other body composition indicators, biochemical indices, clinical symptomatology, dietary intake) for health promotion and disease prevention. Learning experiences include practice in the campus and community. Transportation may be required. Pre-requisite: Credit or co-registration in NUTR 300 or 371; and acceptance into the dietetics concentration or consent. Lab fee: $160. 1 semester hour. BenU Lisle campus.

NUTR 392 Research and Professional Writing. Critique literature as foundation to develop a professional manuscript, journal critique and write for public audiences. Prerequisite: WRIT 102; BIOL 229 or PSYC 150 or 250; and credit or concurrent registration in NUTR 341 or NUTR 371. 2 semester hours. Writing Intensive.

NUTR 393 Health Assessment Lab. Presents the theory and process of health assessment. Focuses on developing skills in physical screening including anthropometrics and other body composition indicators, biochemical indices, clinical symptomatology, examination of personal history and food intake, disease prevention strategies, and health evaluations. Learning experiences include practice. Transportation may be required. Prerequisite: Credit or co-registration in NUTR 300 or 371; and acceptance into the Health Education Concentration or consent of the department. 1 semester hour. BenU Mesa, AZ campus.

NUTR 391 Health Assessment Lab. Professional practice roles, methods, and skills. Emphasis on developing skills in medical terminology and nutrition assessment (i.e. anthropometrics and other body composition indicators, biochemical indices, clinical symptomatology, dietary intake) for health promotion and disease prevention. Learning experiences include practice in the campus and community. Transportation may be required. Pre-requisite: Credit or co-registration in NUTR 300 or 371; and acceptance into the dietetics concentration or consent. Lab fee: $160. 1 semester hour. BenU Lisle campus.

NUTR 392 Research and Professional Writing. Critique literature as foundation to develop a professional manuscript, journal critique and write for public audiences. Prerequisite: WRIT 102; BIOL 229 or PSYC 150 or 250; and credit or concurrent registration in NUTR 341 or NUTR 371. 2 semester hours. Writing Intensive.

NUTR 393 Health Assessment Lab. Presents the theory and process of health assessment. Focuses on developing skills in physical screening including anthropometrics and other body composition indicators, biochemical indices, clinical symptomatology, examination of personal history and food intake, disease prevention strategies, and health evaluations. Learning experiences include practice. Transportation may be required. Prerequisite: Credit or co-registration in NUTR 300 or 371; and acceptance into the Health Education Concentration or consent of the department. 1 semester hour. BenU Mesa, AZ campus.

NUTR 391 Health Assessment Lab. Professional practice roles, methods, and skills. Emphasis on developing skills in medical terminology and nutrition assessment (i.e. anthropometrics and other body composition indicators, biochemical indices, clinical symptomatology, dietary intake) for health promotion and disease prevention. Learning experiences include practice in the campus and community. Transportation may be required. Pre-requisite: Credit or co-registration in NUTR 300 or 371; and acceptance into the dietetics concentration or consent. Lab fee: $160. 1 semester hour. BenU Lisle campus.

NUTR 392 Research and Professional Writing. Critique literature as foundation to develop a professional manuscript, journal critique and write for public audiences. Prerequisite: WRIT 102; BIOL 229 or PSYC 150 or 250; and credit or concurrent registration in NUTR 341 or NUTR 371. 2 semester hours. Writing Intensive.

NUTR 393 Health Assessment Lab. Presents the theory and process of health assessment. Focuses on developing skills in physical screening including anthropometrics and other body composition indicators, biochemical indices, clinical symptomatology, examination of personal history and food intake, disease prevention strategies, and health evaluations. Learning experiences include practice. Transportation may be required. Prerequisite: Credit or co-registration in NUTR 300 or 371; and acceptance into the Health Education Concentration or consent of the department. 1 semester hour. BenU Mesa, AZ campus.
NUTR 395 Nutrition Counseling Lab. Interviewing and counseling methods and techniques. Prerequisite: NUTR 271; and acceptance into the dietetics concentration or consent. Nutrition majors only. 1 semester hour. BenU Lisle campus.

- Required Dietetics Concentration

NUTR 396 Specialized Nutrition Practicum. Supervised experience designed to meet the interest of an individual student. May be at off-campus sites. Transportation may be required. Prerequisite: 3.0 GPA; Nutrition majors only; and Instructor consent; additional prerequisites as determined by the nature of the experience. Fee: $27.50 1-3 semester hours. Consent Required. BenU Lisle campus.

- Elective

NUTR 399 Nutrition and Health Research. A supervised nutrition and/or health research project that is conducted on or off campus. Pre-requisite: 3.2 GPA, Nutrition majors only, and Instructor consent. Fee: $160. 1-3 semester hours. Consent Required. Course Repeatable.

- Elective

Field Experiences

Students are strongly encouraged to take advantage of the opportunity to gain field experience through practica, peer teaching, and/or research through registration in the following elective choices:
- NUTR 295 Nutrition Teaching
- NUTR 296 Community Health Practicum
- NUTR 297 Quantity Foods Practicum
- NUTR 366 Health Education Field Experience
- NUTR 367 Health Education Practicum
- NUTR 396 Specialized Nutrition Practicum
- NUTR 399 Nutrition and Health Research

Students should take note of pre-requisites and campus location (e.g., Lisle, Mesa) and plan accordingly.

Affiliation with Graduate Degree Programs (Lisle campus only)

With careful planning of the undergraduate course sequence, the Nutrition Major offers the student the possibility of completing select cross-listed courses to meet some of the requirements of the following graduate programs while an undergraduate student. These graduate programs include: the Master of Science in Nutrition and Wellness, Master of Public Health, and Master of Science in Clinical Exercise Physiology. Students interested in the Exercise Physiology program are recommended to complete the Exercise Biology concentration of the Nutrition Major. Space in these cross-listed courses is limited. Admission to the graduate program is not automatic. The student must meet apply to, and receive acceptance into, the respective graduate program in his/her junior year in order to have the opportunity to take NTR (cross-listed as NUTR) courses during his/her undergraduate senior year.

M.S. in Nutrition and Wellness with Dietetic Internship (concentration)

Students who complete the Nutrition Major combined with Dietetic Concentration may apply, through a pre-match option, for acceptance into the graduate level accredited Dietetic Internship program at Benedictine University, which is combined with the M.S. in Nutrition and Wellness program. Students who elect to pursue the dietetic internship at Benedictine University must also complete the M.S. in Nutrition and Wellness program (and submit the graduate school application prior to or with their Dietetic Internship application). Currently approximately 49% of Registered Dietitian Nutritionists hold master degrees while 4% hold doctorate degrees. In
the future (approximately 10 years) all Dietetic Internship programs are required to be affiliated with a master's degree program.

Acceptance into the Benedictine University accredited Dietetic Internship program is by separate application and matching process, i.e., submit two separate applications - one to each program: (1) Dietetic Internship and (2) M.S. in Nutrition and Wellness program.

Placements into Dietetic Internships are competitive. A strong GPA and work and/or volunteer experience are vital. To be considered for the Benedictine University Dietetic Internship, candidates should have at least a cumulative GPA of 3.0/4.0 DPD GPA of 3.2/4.0, and score at least the 30th percentile on the GRE. Those interested in pre-match should have a cumulative GPA of 3.2/4.0 and DPD GPA of 3.4/4.0. These scores do not guarantee acceptance into our internship. Acceptance is not automatic nor guaranteed, even if accepted into the M.S. program.

By completing our undergraduate Nutrition Major with Dietetics concentration (DPD), you can gain a competitive edge as you will (1) meet the exact course prerequisites for our Dietetic Internship, (2) have the opportunity to create a portfolio of your undergraduate work, (3) be able to have an ongoing discussion with the Dietetic Internship Program Director during your stay at Benedictine University, and (4) participate in the Dietetic Internship pre-match process in your senior year, in which qualified applicants may receive early acceptance into our Dietetic Internship program. Admission requirements and procedures are online and in the MS Guide.
Undergraduate Checklists

The Checklists for the curriculum requirement in 2015-2016 Nutrition Major are included in this Guide. It is important to plan your curriculum based on the correct checklist based on your year of entry into the university.

You will find the 2015-2016 checklists for:

- **Nutrition Major – all concentration choices (no concentration, Dietetics, Exercise Biology, Health and Fitness)** for those who entered Benedictine University as a Freshman. Note that the Dietetics concentration is by separate application – refer to the catalog and/or this Guide for the qualifications and the email from the program director in October 2014) – available only on Lisle, IL campus
- **Nutrition Major – all concentration choices (no concentration, Dietetics, Exercise Biology, Health and Fitness)** for those who entered Benedictine University as a Transfer student. Note that the Dietetics concentration is by separate application – refer to the catalog and/or this Guide for the qualifications and the email from the program director in October 2014) – available only on Lisle, IL campus

There are sample course sequences following each set of checklists. These can help guide you as to when to take particular courses.
### Sample Course Sequence - 2015-2016 'Freshman rules'
#### Nutrition Major without designated concentration (Lisle, IL)

**Freshman Year**

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 101 Introduction Chemistry (3) [QPS, MI]</td>
<td>CHEM 103 Introduction to Organic Chemistry (3)</td>
</tr>
<tr>
<td>CHEM 102 Introduction Chemistry Lab (1)</td>
<td>CHEM 104 Introduction to Organic Chemistry Lab (1)</td>
</tr>
<tr>
<td>WRIT S101 Writing Colloquium (3)</td>
<td>WRIT S102 Research Writing (3)</td>
</tr>
<tr>
<td>SPCH S110 Basic Speech Communications (3)</td>
<td>NUTR 241 Nutrition Through the Life Cycle (3)</td>
</tr>
<tr>
<td>BIOL 197 Principles of Organismal Biology (3) [QLS, MI]</td>
<td>BIOL 198 Principles of Biology (3)</td>
</tr>
<tr>
<td>MATH S110 College Algebra or MATH S108 Quant. Reasoning (3)</td>
<td>BIOL 199 Principles of Biology Lab (1)</td>
</tr>
<tr>
<td><strong>Total Fall credits = 16</strong></td>
<td><strong>Total Spring credits = 14</strong></td>
</tr>
</tbody>
</table>

**Sophomore Year**

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUTR 244 Food Science (3)</td>
<td>NUTR 150 Food Service Sanitation (1)</td>
</tr>
<tr>
<td>NUTR 245 Food Science Laboratory (1)</td>
<td>NUTR 251 Nutritional Biochemistry (3)</td>
</tr>
<tr>
<td>NUTR 271 Nutrition Health &amp; Education [WI] (3)</td>
<td>MGT 300 Management [WI] (3)</td>
</tr>
<tr>
<td>PSYC 100 Survey of Psychology [QIO, MI] (3)</td>
<td>Social Scientific II: Political/Global/Econ (3) [QPE, MI]</td>
</tr>
<tr>
<td>BIOL 258 Human Physiology (4)</td>
<td>Catholic and Benedictine Intellectual Trad [IDS 201-204] (3)</td>
</tr>
<tr>
<td></td>
<td>Artistic/Creative (3) [QCA, MI]</td>
</tr>
<tr>
<td><strong>Total Fall credits = 14</strong></td>
<td><strong>Total Spring credits = 16</strong></td>
</tr>
</tbody>
</table>

**Junior Year**

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUTR 345 Science of Nutrition and Fitness (3)</td>
<td>NUTR 280 Community Health and Nutrition (3)</td>
</tr>
<tr>
<td>NUTR 298 Cultural Foods Lab (2)</td>
<td>Literary/Rhetorical [QLR, MI] (3)</td>
</tr>
<tr>
<td>PSYC 250 Statistics [QCM, MI] (3)</td>
<td>Historical [QHT, MI] (3)</td>
</tr>
<tr>
<td>General Electives (3-4)</td>
<td>CONCENTRATION(^1) or MAJOR electives(^2) (6)</td>
</tr>
<tr>
<td><strong>Total Fall credits = 14-15</strong></td>
<td><strong>Total Spring credits = 15</strong></td>
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</table>

**Senior Year**

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Religious/Theological [QRT, MI] (3)</td>
<td>Human Dignity or the Common Good [IDS 301-304] (3)</td>
</tr>
<tr>
<td>BIOL 208 General Microbiology/Lab (4)</td>
<td>Ethics [QPL,MI] (3)</td>
</tr>
<tr>
<td>CONCENTRATION(^1) or MAJOR electives(^2) (8)</td>
<td>CONCENTRATION(^1) or MAJOR electives(^2) (4-5)</td>
</tr>
<tr>
<td><strong>Total Fall credits = 15</strong></td>
<td><strong>Total Spring credits = 15-17</strong></td>
</tr>
</tbody>
</table>

**Notes:**
1. Students pursuing a concentration complete 24 hours of specific courses in the concentration of this major, and are not required to complete additional electives in the major.
2. Students who are not pursuing a concentration complete MGT 300; NUTR 300 (4) and 3 more credits of 300-level nutrition; and 14 hours of 200-level on above coursework in: COMM, MGT, MKTG, NUTR, HLSC, ENVS, and/or BIOL. Up to 3 credits of 100-level credit with non-redundant content in one of the aforementioned areas may count towards this option with written approval of the Academic Advisor and Nutrition Department Chair.
3. Students who are required to complete only 24 hours in the concentration or major electives need to complete at least 4 hours of general electives. Students must successfully complete 120 semester credit hours to graduate.
4. Students must also take a course with Global (G) focus and one with a Sustainability (S) focus.
Sample Course Sequence - 2015-2016 'Freshman rules'
Nutrition Major with Dietetics concentration (DPD, Lisle, IL)

**Freshman Year**

<table>
<thead>
<tr>
<th>Fall</th>
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<tbody>
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<td>NUTR 241 Nutrition Through the Life Cycle (3)</td>
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**Sophomore Year**

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<td><strong>Total Spring credits = 16</strong></td>
</tr>
</tbody>
</table>

**Junior Year**

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUTR 345 Science of Nutrition and Fitness (3)</td>
<td>NUTR 246 Experimental Foods Lab (1)</td>
</tr>
<tr>
<td>NUTR 298 Cultural Foods Lab (2)</td>
<td>NUTR 280 Community Health and Nutrition (3)</td>
</tr>
<tr>
<td>PSYC 250 Statistics [QCM, MI] (3)</td>
<td>NUTR 350 Food &amp; Nutrition Services Mgmt (2)</td>
</tr>
<tr>
<td>General Elective7 (3)</td>
<td>BIOL 203 Anatomy (4)</td>
</tr>
<tr>
<td>Foodservice Operations (3)</td>
<td>Literary/Rhetorical [QLR, MI] (3)</td>
</tr>
<tr>
<td><strong>Total Fall credits = 14</strong></td>
<td>Historical [QHT, MI] (3)</td>
</tr>
<tr>
<td></td>
<td><strong>Total Spring credits = 16</strong></td>
</tr>
</tbody>
</table>

**Senior Year**

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUTR 371 Medical Nutrition I (4)</td>
<td>NUTR 341 Medical Nutrition II (3)</td>
</tr>
<tr>
<td>NUTR 372 Clinical Case Studies Lab (2)</td>
<td>NUTR 373 Menu Planning Lab (1)</td>
</tr>
<tr>
<td>NUTR 391 Nutrition Assessment Lab (1)</td>
<td>NUTR 392 Health Rsch &amp; Prof Writing [WI] (2)</td>
</tr>
<tr>
<td>Religious/Theological [QRT, MI] (3)</td>
<td>NUTR 395 Nutrition Counseling Lab (1)</td>
</tr>
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<tr>
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</tr>
<tr>
<td></td>
<td>General Elective7 (3)</td>
</tr>
<tr>
<td></td>
<td><strong>Total Spring credits = 16</strong></td>
</tr>
</tbody>
</table>

Notes:

1. Apply to Dietetics concentration/DPD once meet qualifications.
2. Students will need 6 hours of general electives to meet 120 credit hours required for graduation. Those pursuing the Biology major would take the General Chemistry sequence (instead of CHEM 101/102) and a 300-level biology course, and thus need no additional elective hours.
3. Students must also take a course with a Global (G) focus and one with a Sustainability (S) focus.
<table>
<thead>
<tr>
<th>Planning Worksheet</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Freshman Year</strong></td>
</tr>
<tr>
<td>fall</td>
</tr>
</tbody>
</table>

| **Sophomore Year** |
| fall | spring |

| **Junior Year** |
| fall | spring |

| **Senior Year** |
| fall | spring |
**Portfolio - Lisle campus**

It is recommended that all students create a Professional Portfolio. You can create it using a professional looking binder and plastic sleeves to hold materials, and/or electronically (e.g., PowerPoint template, Desire2Learn portfolio).

Collect and save examples of your professional/academic work (i.e., artifacts) to display in your portfolio. Personal Mission Statement/Career Goals essay (maximum of two pages)

- Resume (combined functional/chronological format is recommended)
- Degree plan (Major Checklist)
- Completed projects. It is acceptable to update them after receiving feedback from faculty. For those in the Dietetics Concentration, good examples would be those that met the Nutrition Major Objectives and/or KRD competencies outlined earlier in this Guide. You could sort examples by objectives or competencies
- Awards and Honors
- Professional conferences and workshops attended
- Description of work and volunteer experiences, and include pertinent artifacts as appropriate (e.g., photo of nutrition bulletin board)
- List of professional memberships, unless already on your resume. You might want to describe involvement if active, such as if an elected officer of a club or organization.

Type and include a short explanation of any item that is not self explanatory. Include how it developed one of your competencies or other skills.

Outside of the regular advising period, you can make an appointment to solicit feedback from a nutrition faculty member.

When creating your portfolio, consider the following for inclusion:

- Cover page
- Table of contents

**Use of Student Artifacts by the Nutrition Department**

On occasion, students may be asked to display work or outcomes publically as part of a course (e.g., nutrition fair, research).

The Nutrition Department may utilize projects, assignments, tests, displays, or other artifacts of learning for purposes of demonstrating student achievement, outcome of teaching method, and/or accreditation outcomes. Unless specifically requested by a student, the student name and any contact information will be removed prior to use, providing confidentiality to the student. Students who do not agree to this must provide the Undergraduate Nutrition Major Program Director (Lisle campus) a statement in writing annually.

**Portfolio - Mesa campus**

Students on the Mesa, AZ campus are required to develop a portfolio. Refer to guidelines provided by your campus.
The field of nutrition is one of the most dynamic, diverse professions. Thus, career opportunities are quite varied. Positions include Community Nutrition Professional, Health Educator or Wellness Manager, Clinical Registered Dietitian Nutritionist, Dietetic Technician, Food and Nutrition Services Manager, Food Nutrition and Health Communications Consultant, Scientist, Consultant for Businesses, and Private Practice in Counseling. In addition, the flexibility in the options of this bachelor degree allows it to be used as the knowledge foundation to enter Nutrition, Medical, Chiropractic, and Nursing school.

Clinical Registered Dietitian Nutritionist as a Career Choice

The clinical registered dietitian nutritionist (RD(N)), provider of medical nutrition therapy (MNT) nutrition services in health care settings, is a vital part of the medical team in hospitals, nursing homes, outpatient clinics, physician offices, correctional facilities, and research laboratories. The responsibilities generally include:

- Patient screening and assessment of nutrition status, especially those with complex disease conditions/states.
- Nutrition care planning and implementation using state-of-the-art techniques
- Client/family and staff nutrition education/counseling on ways nutrition can therapeutically alter disease risk and effects (medical nutrition therapy)
- Client/family and staff nutrition education/counseling on general healthier ways of eating
- Being an integral part of a health care team. The clinical dietitian may elect to specialize. Specialty areas include nutrition for gastrointestinal diseases, diabetes, surgery, organ transplants, coronary diseases, renal diseases, oncology, rehabilitation, eating disorders, pediatrics, maternity, and enteral and parenteral nutrition support.

As years of experience accumulate, the clinical dietitian may assume greater responsibilities in the management arena, such as that of a chief clinical dietitian who plans, organizes, implements, and maintains optimal clinical nutrition care services, and supervises other clinical dietitians and dietetic technicians. Other dietitians become regional supervisors.

The Nutrition Major combined with the Dietetics concentration (is a Didactic Program in Nutrition and Dietetics, DPD) of the Nutrition Major, offered at the Lisle, IL campus, is an externally accredited program designed to prepare students gain the knowledge requirements of a Registered Dietitian Nutritionist (RDN). The Registered Dietitian Nutritionist (RDN) is an expert in nutrition. The process to become a RDN is outlined below.
The need for Registered Dietitian Nutritionists (RDN) is expected to grow faster than average (21%) from 2012-2022. The requirements to become a RDN are detailed below:

1. Academic:
   a. You must also have completed a minimum of a bachelor degree at a U.S. regionally accredited college or university.
   b. Satisfactorily complete Didactic Program in Nutrition and Dietetics (DPD) core Knowledge for the RDN (KRD) at a college/university accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of The Academy of Nutrition and Dietetics (AND), such as Benedictine University (Nutrition Major combined with Dietetics concentration).

2. Satisfactorily complete a Supervised Practice Experience, for example a Dietetic Internship, at an institution accredited by the ACEND of the Academy of Nutrition and Dietetics. A dietetic internship is a post-baccalaureate accredited program averaging 10 to 12 months in length. There are about 250 programs in the U.S.

   Or complete a Coordinated Program, which includes both a DPD and internship in one full-time program. Benedictine University does not offer this option.

   Or complete an Individualize Supervised Practice Program (ISPP). Benedictine University does not offer this option.

3. Sit for and pass the national examination for Registered Dietitian Nutritionists administered by the Commission for Dietetics Registration (CDR). The Dietetic Internship program director will provide details regarding this process.

In the state of Illinois, all Registered Dietitian Nutritionists (RDN) must then submit an application for licensure that provides the right to practice as Licensed Dietitian Nutritionists (LDN). The RDN Exam by CDR counts as the Illinois state test for licensure.

### Nutrition and Dietetic Technician as a Career Choice

The Nutrition and Dietetic Technician works with the RDN in the employment setting, primarily in health care facilities, clinics, correctional facilities, public health agencies, food service facilities, schools, health clubs, and fitness facilities. The responsibilities may include:
- Conduct nutrition and/or health screenings.
- Assist the RDN in providing medical nutrition therapy to patients with less complex disease states/conditions.
- developing and deliver nutrition education classes.
- developing menus for companies, preparing labeling information, and/or overseeing sanitation of the facility.
- purchase foods, oversee food preparation, and manage employees.

An advanced degree and becoming a Registered Dietitian Nutritionist (RDN) is not required for a position as a nutrition and dietetic technician.

Effective June 1, 2009, individuals who have completed both a baccalaureate degree and a Didactic Program in Nutrition and Dietetics (DPD = our Nutrition Major with Dietetics Concentration) are given the option to take the registration examination for nutrition and dietetic technicians (NDTR) without meeting additional academic or supervised practice requirements.

If a student wishes to pursue registration as a dietetic technician by the Commission on Dietetic Registration (CDR) after graduation, he/she must complete the Dietetics concentration combined with the Nutrition
Major, as well as pass a national exam administered by CDR.

**Health Educator as a Career Choice**

Health Educators work in many settings, including health care and community wellness facilities and clinics, government agencies, corporations, schools, and fitness centers. The need for Health Educators is expected to grow faster than average (21%) between 2012-2022. The responsibilities may include the following:

- Assess the needs of the groups and communities they serve.
- Develop and implement educational programs and events, such as health screenings or fairs, to improve the nutritional status of the community.
- Work with officials and/or administrators to recommend changes to the environment within workplaces and/or the community to improve the health of the community.
- Work in policy planning in public health agencies and health associations, advocating for improvements in the health status of the community and related public health policies.
- Work as a health educator, health coach, or health promotion consultant in schools, health care facilities, corporations, wellness facilities, or fitness settings.
- Create and distribute health education materials, such as posters, brochures, and displays.
- Design and evaluate wellness education programming for groups, communities, or corporations.
- Supervise those delivering health promotion or education.

An advanced degree and becoming a Registered Dietitian Nutritionist is not required for many of the positions in this field. The **Health Education concentration** of the Nutrition Major, offered at the Mesa, AZ branch campus, is designed to prepare students to pursue the Certified Health Education Specialist (CHES) certification, which grants licensure to qualified individuals. Additional credentials, including a master degree (especially in public health) may provide a competitive edge for career advancement.

**Consultant as a Career Choice**

The consultant practices independently, having his or her own business. He or she may offer primarily one type of service, such as counseling, or a wide variety of services. For example, a consultant dietitian may:

- Advise the food and pharmaceutical companies
- Speak at professional seminars
- Counsel patients in nursing homes, medical offices, and/or dental centers
- Serve as a nutrition and fitness expert for athletes
- Develop a career as an author or editor of food, nutrition, and health-related print media
- Food and nutrition marketing expert in public relations and media (e.g., radio, newspapers, magazines, television)
- Nutrition inservice/education training coordinator

For consulting opportunities involving private counseling for patients/clients on medical nutrition therapy, one should be a Registered Dietitian Nutritionist. The Nutrition Major combined with the **Dietetics concentration** (is a Didactic Program in Nutrition and Dietetics, DPD) of the Nutrition Major, offered at the Lisle, IL campus, is an externally accredited program designed to prepare students gain the knowledge requirements of a Registered Dietitian Nutritionist (RDN). For education of others in a group setting, and on preventative health and nutrition, one should be credentialed. Both the RDN and health educator (Nutrition Major combined with **Health Education concentration**) are well prepared to serve in these roles. Those interested in this
career choice are also encouraged to complete
addition communications (COMM) courses.

Community Nutrition Professional
as a Career Choice

The Community or Public Health Nutrition Professional may take a position in a public health agency, health or wellness center, health association, commodity board, day care center, or health and fitness club. Community and public health nutrition professionals hold vital roles in programs such as WIC (Women, Infants, and Children), ENP (Elderly Nutrition Programs), Head Start, and public nutrition awareness and education. The responsibilities may include:

- Community screening and assessment of nutrition needs
- Development, coordination, implementation, and evaluation of community food and nutrition programs designed to improve the nutritional status of the community
- Policy planning in public health agencies and health associations
- Nutrition education to individuals and groups
- Manager of staff and program activities

An advanced degree and becoming a Registered Dietitian Nutritionist is not required for many of the positions in the field. Both the Health Education and Dietetics Concentrations provide a strong knowledge base for this practice area. In addition, the major without a concentration allows the inclusion of public health courses (cross-listed to NUTR) on the Lisle, IL campus. The credentials of a Registered Dietitian Nutritionist and/or a master degree (especially in public health) may provide a competitive edge for career advancement.

Food and Nutrition Systems Management
as a Career Choice

The Food and Nutrition Systems Management Nutrition Professional may elect to work in a health care or industrial facility, school foodservice program, catering, cafeteria, or restaurant. Responsibilities include:

- Assessing food needs and wants
- Planning and implementing healthy menus
- Organizing and coordinating the foodservice system
- Resource management, especially departmental human resources
- Fiscal management
- Quality control supervision for quality improvement

An advanced degree or becoming a Registered Dietitian Nutritionist is not required to enter a career in food and nutrition systems management. However, earning the credentials of Registered Dietitian Nutritionist may provide a competitive edge in some food service management positions, such as those in health care settings. You are encouraged to consider focusing your undergraduate general electives or major electives (if Nutrition Major without a concentration) toward your area of interest (i.e., management).
Business Food Professional as a Career Choice

The Business Food Professional works directly with corporations, sometimes in a consulting capacity. The responsibilities can be quite varied, depending upon the organizational needs, but some examples include serving as a:

- Professional resource to industry or corporations about food product design and development, food styling, menu design, product/menu nutrient analysis, and ingredient labeling.
- Sales representative, broker, or purchasing agent for food, equipment, or nutritional products
- Designer of food and nutrition production and delivery systems
- Representative for food and nutrition associations or boards, participating in activities such as trade shows and events.

An advanced degree and/or becoming a Registered Dietitian Nutritionist is not required to enter a career in the food industry or as a sales representative.

Food Scientist as a Career Choice

The Food Technology Scientist may work in the food industry, pharmaceutical companies, research laboratories, or government agencies designing, developing, and testing new food products and ingredients in experimental test kitchens. Others may develop new methods or forms of food packaging and processing, or establishing and monitoring quality control indicators.

Becoming a Registered Dietitian Nutritionist is not required to enter a career in food technology. However, it is recommended that those interested in food technology take more advanced chemistry, biochemistry, and research courses to develop and enhance analytical laboratory abilities, as well as consider an advanced degree in food science or chemistry.

Benedictine University Graduates

Some of the food and nutrition career positions held by our Benedictine University (Lisle, IL) graduates include: clinical dietitian, neonatal and pediatric clinical nutrition specialist, public health case management dietitian, dietitians working in gerontology, clinical services manager, enteral nutrition support sales representative, quality assurance manager, food and nutrition services director, consumer affairs specialist for a major grocery store chain, product buyer, director of client services, manager of Academy of Nutrition and Dietetics Dietetic Practice Teams, community and university educator, corporate health promotion and wellness specialist, public relations specialist for a food association, owner of a bakery, nutritionist in public health programs and on reservations, weight loss counselor, exercise physiologist, author, researcher, and consultant in private practice.
Dietetic Internship Application

Dietetic Internship Shortage

According to the March 2009 ACEND newsletter, "There is a serious shortage of internship sites which may prevent even qualified students from getting into dietetic internship and consequently access into the profession." This shortage has increased, not decreased since 2009 – refer to the graph below from ACEND. In April 2014, there was a 51% match rate, which includes pre-matched students (and an additional 4% of positions were unfilled). This does not mean there is a 50-50 random chance; dietetic internships utilize criteria for acceptance. Thus, generally students who have earned higher GPAs and gained work experience in the field do increase their potential for acceptance into a dietetic internship program. In only very rare instances those with a cumulative GPA less than 3.0/4.0 gain acceptance. The fact remains that there are not enough spaces to accommodate the number of DPD students (Dietetics concentration) who apply for a dietetic internship program match. Acceptance into a dietetic internship has never been guaranteed, and now competition for internships is considered “fierce.” An alternative type of supervised practice experience now exists, called the Independent Supervised Practice Program (ISPP).

According to ACEND, during 2010-2014, 34-36% of DPD applicants were never ranked by a dietetic internship program. Please read the next section "How Do I Increase My Chances for a Match into a Dietetic Internship?" in this Guide.
How Do I Increase My Chances for a Match into a Dietetic Internship?

Preparation for a Dietetic Internship

The Dietetic Internship match process has become very competitive. For the past few years, only about 50-55% of applicants were computer matched nationally each April. How can you increase your chances of acceptance?

- **Study!** Most programs require at least a 3.0 minimum cumulative and/or DP<br>  GPA for admission, but many report the average GPA for their interns as higher than that. Thus a cumulative GPA of 3.4 or higher is strongly recommended. Note that some program directors place more value on science courses completed at the institution issuing the Verification Statement versus summer school at a community college or the accepted transfer credit. For example, our university is known for a strong science program. Consult your advisor for recommendations.

- **Show professional commitment and involvement!** All those in the Dietetics Concentration of the Benedictine University Nutrition Major are now required to join the Academy of Nutrition and Dietetics in order to provide access to the online Evidence Analysis Library. You are also encouraged to attend the local dietetic association as a student member and attend continuing education meetings - some of the local ones are held on our university campus.

  Being a Student Member of the Academy of Nutrition and Dietetics provides you with benefits of the association, including access to member only resources, and also permits you to join local dietetic association at the student membership rate. Being a member of a local dietetic association permits attendance at continuing education programs on a variety of professional topics. Some, such as the West Suburban Dietetic Association of IL, use e-mail to regularly notify members of news, job opportunities, and continuing education meetings. When you join the Academy of Nutrition and Dietetics as a student while enrolled in the DPD, and plan to pursue a Dietetic Internship (DI), you can maintain the Student Membership status for up to six (6) years post graduation from the DPD, or until you pass a registration exam (RDN or DTR) - whichever comes first. However, if you do not join the Academy of Nutrition and Dietetics as a student while in pursuit of your DPD, there is no 'student rate' following graduation. You would renew your membership through the DPD until matched to a DI.

  Become an active participant of **Benedictine University Student Association of Nutrition and Dietetics (s.A.N.D.).** The mission of the Nutrition Club is to apply knowledge and communication skills in order to educate the entire Benedictine University community (including ourselves) about the relationship of nutrition to health and well being. This will be accomplished by the combined efforts of all the club members, through philanthropic events, seminars, and fun activities.

- **Lead!** Become a club officer and/or chair of a function. There are more than 40 student organizations on our Lisle campus, plus both intercollegiate and intramural sports. Leadership could be also demonstrated through various types of community involvement (e.g., chair of church or school group, sports team).

- **Gain experience!** Start early in your college career to prepare through working or volunteering in food or
nutrition organizations or departments, such as the local hospital, nursing home, WIC clinic, or in the foodservice industry. Some programs have a specific number of work or volunteer hours required to even qualify for acceptance. Some require a reference from a work and/or volunteer supervisor.

Aim to earn at least 50-100 (or more) hours annually in food and/or nutrition positions. Ideally this practice experience will complement your career goals. For example, volunteering at a children's residence camp for diabetes, creating educational materials about diabetes, and writing a manuscript on the topic of diabetes, allow help demonstrate your interest in diabetes education.

Volunteering also demonstrates commitment to the profession.

Gain experience through a Nutrition Practicum! Work with Ms. Julie Davis, the Nutrition Department undergraduate practicum coordinator, to help set up an experience to meet your learning goals. Each credit equates to approximately 50 experience hours.

Do a summer internship program or externship program. The National Association of College and University Food Service (NACUFS) and some contract food organizations, have summer internships. Ingalls Memorial Hospital (in Harvey, IL) offers externships three to four times a year, providing select (it is competitive) juniors and seniors an opportunity to earn experience in a clinical setting. The DPD Director forwards emails about these programs to Nutrition Majors using the ben.edu email system.

Professionalism. Follow good business etiquette in writing, emailing and phoning for information. For example, if you are interviewing or even just visiting an internship director, dress as if it were a job interview.

If contacting a Director, be professional - write a letter instead of an e-mail or text! You cannot predict when a program director or potential employer will form an opinion about you. Good business practices suggest that all written communications be on plain, good quality paper, typed, error-free, grammatically correct, well organized, and the request clearly stated. All correspondence should be dated, with the correct name and title of the director, and one's own name, complete address and telephone number.

Sometimes those interviewing prospective dietetic interns will google him/her and/or check social media (e.g., Facebook, LinkedIn). Ask yourself: What do your social media sites say about you? Do they convey the message you want to portray to prospective employers and interviewers? Also, consider your personal email address... does it convey a professional image (or is it something like 'hotchickie@gmail.com'?).

Consider building a Professional Portfolio. Although not a requirement for a course or graduation for students in the Nutrition Major with Dietetics Concentration (DPD) on the Lisle campus, this collection of your achievements can be shown during interviews. Or you can build a portfolio using Desire2Learn (D2L).

Start exploring early! Explore the Academy of Nutrition and Dietetics web site and contact internship directors for information in your sophomore or junior year so you can meet any 'special requirements' of your choice internships.

The Nutrition Office Suite (Kindlon 224) has a supplemental directory of programs. Go and visit the internship
sites; many have open houses and/or allow you to visit on other days. Realize that you are creating an impression of you when you attend these, so dress professionally!!

If you might be interested in graduate school, be sure to attend the annual presentation on that topic.

Attend the Benedictine University annual presentation about internships. Seniors applying for a dietetic internship should also attend the dietetic internship application forms presentation.

Suggestions from the Academy of Nutrition and Dietetics are online: [http://www.eatright.org/internship_suggestions/](http://www.eatright.org/internship_suggestions/)

- **Apply to numerous sites (5-7),** and ideally to some outside of the Chicagoland area. Since many internship programs prefer some diversity among their students, they may not rank more than one or two students from the same program on their acceptance list (or will list some lower). Don’t lose out because you limited yourself geographically!

- **Consider applying to combined Master degree dietetic internship programs.** If you have a strong GRE and GPA, you are encouraged to consider applying to a combined master-DI program. In 2024 all those who want to sit for the RDN exam must have a master degree. Although you may be done and practicing as a RDN already by then, the percent of those who are your competition for future positions will increasingly have a master degree. Since this is will required for entry to practice, it is likely employers will not pay for you to pursue the degree.

  In addition, at this time, there are less students applying to the combined programs in IL, as compared to a DI without a Master degree. Thus, the competition for a position in that program is lower.

  However, if you truly do not know which area of dietetics is of greatest interest (e.g., clinical, public health, management), that certainly is a case for working and then pursuing graduate school later.

  Are you strongly interested in research and/or teaching at the college/university level? If yes, perhaps look for a combined master degree dietetic internship at a university that also offers a doctorate!

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<th>Application to Dietetic Internships</th>
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For the 'April Match', most applications are due in early February, although some due dates are in January. Notification is in late April. These programs start in the summer or early fall.

A few programs have a fall timetable (September application date) with January starting date. See the application timetable from the Academy of Nutrition and Dietetics.

Beyond preparatory comments, at the time of application, most programs require:

- That your Supervised Application form is complete! Do not leave an area blank because you included transcripts or a resume! Your thoroughness and accuracy in completing this form is a reflection on you!
- A letter of intent or personal statement. Depending upon the Dietetic Internship programs of interest (refer to their website or their materials), you may be required to discuss achievements, strengths, limitations or weaknesses, goals, and/or ‘why them?’ among other items. Be authentic.
• A cumulative GPA of 3.0 or higher (3.4 or greater is recommended).
• Reference letters that reflect your strengths, academic performance, and notable personal characteristics, from at least three people who will strongly recommend you. Provide these individuals with information about you, such as a copy of your resume, transcripts or at least correct cumulative GPA, and draft of your letter of intent (or personal statement).
• An application fee.
• A Declaration of Intent - provided to you at your request by the DPD Director, after the fall term of your senior year.

Some programs require:
• A GRE, even if no graduate school component. Plan ahead and take the exam, or it may limit your choices. Planning ahead also gives you time to retake the GRE exam, if desired.
• A resume. Seek assistance from members of the Benedictine University Career Development Office (Krasa, room 010).
• A personal interview. Be prepared! Be knowledgeable about that internship (e.g., read literature and website, attend Open House). Practice your skills with a member of the Career Development Office. Make sure to be able to communicate 'why you' (what are your unique strengths?). Have questions prepared to ask them. Dress professionally for an interview and internship site visits. Send a personal thank you note!

When applying, read the requirements for each program of interest very carefully. When exploring sites and reviewing materials from various dietetic internship programs, consider how well you are a match or fit to their program. For example, does your cumulative GPA meet or exceed the minimum requirements? Does your GPA meet or exceed their average intern applicant GPA? How does your GRE score measure up? How well does your work or volunteer experience fulfill their requirements, if any? Is their emphasis a match to your interests? The greater the number of requirements you exceed normally means the greater your chance of acceptance to that internship program.

Explore your potential choices early!

We encourage you to apply to numerous sites (5-7) depending upon how strong your drive for a match is that year. If you geographically limit yourself, you will have fewer options. Consider applying to those with fewer applicants for the number of positions/ openings, for example many combined master's degree/dietetic internship programs have fewer applicants. You do not want to 'kick' yourself saying that you wished you have applied to a few extra sites. You can apply to 14 sites at one time as a maximum. Carefully consider the your order of ranking your choices - consider not just which one you like the best, but which one is most likely to rank you highly to match.

Do you have an alternative plan if you do not get matched the first time? Consider if you will submit applications for post-match? Will you try the September match? Will you gain a year of experience and apply again? Will you start graduate school?

Online Application System for Computer Matching (using DICAS)

Many dietetic internship programs are using the Dietetic Internship Centralized Application System (DICAS) which can be accessed at https://portal.dicas.org/. If a dietetic internship program has indicated it is accepting applications through DICAS, students must submit the application through DICAS, not directly to the program.
Application Procedures:

- DICAS Application opens on December 9, 2015 to allow applicants to begin their application using https://portal.dicas.org/
- The on-line application(s) must be completed no later than 11:59 p.m. Central Time on the designated date of February 15, 2016. Last year the fee for DICAS is $40 for the first application submitted and $20 for each additional application.
- When completing the application form, applicants must include the name and contact information (specifically an e-mail address) for each reference. This will trigger an e-mail message requesting completion of a reference form. The form will be completed on-line.
- Official transcripts from all colleges and universities attended should be sent to: DICAS - Transcript Dept., PO Box 9118, Watertown, MA 02472.
- When completing the application form, applicants must include the name and contact information (specifically an e-mail address) for each reference. This will trigger an e-mail message requesting completion of a reference form. The form will be completed on-line. Students submitting more than one application will need to use the same individuals as references for each application.
- Applicants must check the specific requirements of each dietetic internship program. There may be a requirement for supplemental information, such as a resume, guidelines for completing the letter of application, and application fees.
- Applicants pay any required dietetic internship application fees directly to the dietetic internships of application. This fee is in addition to that paid to DICAS.
- Applicants must also register online for computer matching and select dietetic internship priority choices by 11:59 p.m. Central Time on February 15, 2016. Following this, there is a time period when applicants who have registered for the match can reorder Dietetic Internship priority rankings (March 21-28, 2016); however, no additional internships can be added to the list. If you make other arrangements and will not be able to accept a match that may occur, you must notify D&D Digital in writing of your decision to withdraw from Dietetic Internship matching. The $50 D&D Digital computer matching fee is not refundable.

**Pre-Match to the Benedictine University combined M.S./Dietetic Internship**

The pre-match process reserved for those affiliated with Benedictine University as a former (within the past five years) or currently enrolled undergraduate or graduate student who completed a Didactic Program in Dietetics (DPD) prior to the start date of the Dietetic Internship program.

To be eligible for “pre-match” a candidate for the Dietetic Internship must be one of the following:

1. A degree-seeking undergraduate student currently enrolled at Benedictine University, who will have completion of a bachelor degree and DPD (Nutrition Major with Dietetics concentration) by the end of August following pre-match.
2. A degree-seeking graduate student currently enrolled at Benedictine University in the M.S. in Nutrition and Wellness program, who has completed 9 or more graduate quarter hours within this program, and already earned his/her DPD Verification Statement.
3. Alumni of the Benedictine University DPD who completed the DPD within the past five years.

Note that applications for pre-match are due the first Friday of December. Applicants
should submit all of the materials required (paper, not electronic submission) in one large envelope. Submit dietetic internship application materials directly to:

Julie Moreschi, M.S., RDN
Dietetic Internship Director
Benedictine University
Kindlon Hall, Suite 224
5700 College Road
Lisle, IL 60532

Dietetic Internship Application materials are retained by Benedictine University Dietetic Internship program for those who match to our program. Materials are not retained for those who do not match to our program. Submitted materials will not be returned.

Late applications will not be accepted. Detailed instructions about the application to the combined Benedictine University M.S./Dietetic Internship program are in the M.S. in Nutrition and Wellness Guide, available online. Read and carefully adhere to the instructions.

Following review of application materials, the Dietetic Internship Director contacts qualified candidates to schedule a 15 minute interview with the Dietetic Internship Selection Committee. Interviews are given in December or January. Following the interview, the Dietetic Internship Director contacts each candidate with the acceptance decision.

Six of the 14 total available full-time slots may be filled via pre-match annually in December. Completion of the Nutrition Major with Dietetics Concentration (which combined is a Didactic Program in Dietetics, DPD) at Benedictine University does not guarantee acceptance into the Benedictine University Dietetic Internship program. However, the pre-match narrows the competition to highly qualified applicants of only our university who would rank our Dietetic Internship program as their first choice.

Only those who consider the BENU combined M.S./Dietetic Internship program as their first choice should participate in pre-match at BENU, as those who pre-match cannot participate in the computer matching process.

Remember to also apply to the M.S. in Nutrition and Wellness (submit to Enrollment Center) as this is a combined master degree dietetic internship program.

Computer Matching

Unless you pre-match to Benedictine University, you will need to submit your preferences through ‘computer matching.’

D&D Digital opens in December to allow applicants to register on their website at https://www.dnddigital.com/. Applicants must register online for computer matching and select internship priority choices by 11:59 p.m. Central Time on February 15, 2016. There is $50 charge for the computer match process due at or prior to this time, directly payable to D & D Digital Systems. The fee is the same whether your Computer Matching form lists one or more preferences! Applicants submit their dietetic internship preferences directly online to D & D Digital with this payment.

For more information, contact D & D Digital:
D&D Digital Systems
304 Main St., Suite 301
Ames, IA 50010
Website: www.dnddigital.com
Phone: 515-292-0490
Fax: 515-663-9427
Email: dnd@sigler.net

Submission of these preferences and payment does not replace or substitute for Dietetic Internship applications and/or fees due to the individual sites to which you are applying!
Decisions regarding site preferences and ranking should be carefully considered and prioritized; once the computer match process ends (refer to cut-off dates) you choices cannot be altered.

If you will not be able to accept a match that may occur, you must notify D&D Digital in writing of your decision to withdraw from Dietetic Internship matching by the end of this reorder period (March 28, 2016). Fees are not refundable.

Applicant matching results will be posted on https://www.dnddigital.com/ from 6:00 PM Central Time, on the Match Day of April 3, 2016. This is the ONLY source of notification for applicants; your DPD Director will not know about your match status at this time. Each applicant will receive either ONE MATCH or NO MATCH after Log In. All applicants who receive ONE MATCH will find the matched DI program name and contact information to accept the matched appointment. Matched applicants must contact the DI Program by 6:00 p.m. (refer to the time zone of the program and if any earlier time is required) on Monday, April 4, 2016 by FAX or email to confirm acceptance of the match. After this time, the program is under no obligation to hold the opening for the matched applicant. No arrangements should be made with any other DI programs.

Applicants who receive NO MATCH will be given instructions. The posting of programs with open positions will be available following the notification date on April 7, 2016.

Starting April 5, 2016, Dietetic Internship program directors who still have openings after the match may contact unmatched applicants who were originally entered on their list on the D&D website. If contacted, this appointment must be confirmed by April 6, 2016, at 8:00 pm Central Time.

Starting April 7, 2016, the names of the Dietetic Internship programs that did not fill their class, and who authorized release of their name, will be posted on www.dnddigital.com.

On April 7, 2016, “Non-Matched” applicants who are interested in participating in the second round selection are encouraged to update and submit their application on DICAS after 11:00 am Central Time. Students should also visit the Dietetic Internship Program’s website for program specific application instructions. The DICAS application portal closes June 15, 2016.
Student Handbook

The university Student Handbook describes campus services, offices, policies, and procedures. This Handbook is available online:
http://www.ben.edu/student-life/student-handbook.cfm or at the Student Success Center (Krasa Center, lower level).

Academic Calendar

The Academic Calendar is online:
http://www.ben.edu/academic_programs/academic_calendars.cfm (right hand side of web page)

Admissions

Admissions Process and Requirements

Benedictine University is an equal opportunity educator and employer. The University admits students of any age, religion, race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the University. Whenever the person is otherwise qualified, the University does not discriminate on the basis of race, color, national or ethnic origin, age, gender, disability or veteran status in administration of educational and employment policies, admissions policies, scholarship and loan programs and athletic and other school-administered programs.

The 'Non-discrimination Policy' is in the Student Handbook, available at:

Students are accepted into the university through the Enrollment Center through rolling admissions, which means that applications are accepted and admissions decisions are made throughout the year.

- Freshmen (those with less than 20 college/university credits earned) include a 2.5/4.0 cumulative GPA, 21 ACT/990-1010 SAT, and being at the top 50% of your graduating class. A checklist and form for applying to the university is online at:
http://www.ben.edu/future_students/freshmen/process.cfm

- Transfer students must have a minimum of 20 transferable semester hours, a cumulative grade point average of a 2.0/4.0 scale or better from all colleges/universities previously attended, and no previous probation or dismissal. Application procedures, transfer FAQ, transfer guides, and other information are online at:
http://www.ben.edu/future_students/transfer/process.cfm

Students who do not meet the above admissions requirements may contact the Enrollment Center to set up an appointment with a counselor to discuss the possibility of a conditional acceptance.

All students apply to the university through the Enrollment Center. The Nutrition Department does not complete any articulations outside of this process. The Nutrition Department Chairperson works with the Enrollment Center to complete transfer student articulations for nutrition courses upon a student’s acceptance into the university.

However, note that the Course Validation policy guidelines apply. Refer to the Course Acceptance and Validation Policy in Appendix B of this Guide.
We do accept transfer credits from other colleges/universities that are accredited. We do accept international credit, but only following an external review.

There are no additional pre-requisites to enter the Nutrition Major beyond the admission policies established by the university. **However, for those desiring to pursue the Dietetics Concentration of the Nutrition Major, he/she must meet the established criteria in order to successfully apply to that concentration/Dietetics (DPD) program for acceptance.**

**Admissions Process and Requirements for International Students**

The general articulation process for an international student is similar to that of a transfer student. In addition to submitting official transcripts, the international student must also submit official translations and the international evaluation (the application checklist is on the internet from our International Center): [http://www.ben.edu/future_students/international/admissions-process.cfm](http://www.ben.edu/future_students/international/admissions-process.cfm)

The required documents for International Admissions are posted online at: [http://www.ben.edu/future_students/international/admissions-process.cfm](http://www.ben.edu/future_students/international/admissions-process.cfm). Submit these documents directly to Enrollment Center.

While your articulation is in progress, expect to receive a request for further information if any of your coursework includes the nutrition major cognates or nutrition courses. However, note that the Course Validation policy guidelines apply. Refer to the Course Acceptance and Validation Policy in Appendix B of this Guide.

Normally international students are asked to provide a copy of the entire course syllabus per degree (original, and translated to English if needed), a copy of your original transcripts, and course assignments and projects s/he believe related to the undergraduate Nutrition Major Director (Lisle campus).

Once requested items are received, an appointment for review can be scheduled; the process may take one or two hours. The articulation of the nutrition and food courses occurs after the rest of the articulation process is completed by the Enrollment Center representative and you are accepted as a student into the University. A Transfer Counselor in the New Student Advising Center will assist you throughout the transfer process and your first term of registration. Your advising file is then sent to the Nutrition Department.

**Course Acceptance and Validation Policy**

Refer to the Course Acceptance and Validation Policy in Appendix B of this Guide.

**Prior Learning Policy**

We do accept nutrition, cognate, and skills courses taken at other colleges/universities for specific required courses, as long as they are ‘equivalent’ to a Benedictine University course. Refer to the Validation Policy in Appendix B of this Guide. Our nutrition major does not accept prior work or volunteer experience in lieu of coursework to meet academic/didactic objectives or competencies. However, those with several years of full-time managerial level work experience in a nutrition or food facility can request credit for work experience, which is counted towards the 120 semester credit hours required for graduation, but not in lieu of a course requirement.

In order to potentially be accepted, each nutrition and related cognate course must be articulated by our staff (Enrollment Center, relevant Department Chairs and sometimes faculty teaching courses in question). This
review starts with a course description. Often a course syllabus is required. A course syllabus, and often projects and sometimes notes or tests, are mandated for nutrition courses. To meet an outcome specified by our program, student’s work must be deemed 'equivalent.' The undergraduate nutrition program Director (Lisle campus) has the final determination if coursework will be accepted at the point of transfer. The full requirements for the Nutrition major will not be waived. Students must take courses in the program.

In addition, a student cannot earn a DPD at our institution if a current DPD Verification Statement exists that was earned at another institution.

### Declaring Your Major

When you decide to major in Nutrition at Benedictine University, you must officially declare your major. If you have transferred to this university, and designated your intended major as nutrition on your application, then you have already declared your major. If you began your studies at Benedictine University, you generally declare your major through your advisor in the Freshman Advising Program. However, if you entered the university or left the Freshman Advising Program with a different major declared (or were undeclared), you must petition to change your major. To accomplish this, simply obtain a "Change of Major" form from the university web site, with the Nutrition Department Chairperson, and bring it to the Student Success Center. Please complete these forms in a timely manner for advising and registration purposes.

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<th>Dietetics Concentration Application Requirements (Lisle Campus only)</th>
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Candidates desiring to enter the Dietetics concentration consult with their academic advisors early in their academic career to ensure that they enroll for the appropriate courses needed for admission to the Dietetics concentration. Nutrition majors must apply to the Nutrition Department for acceptance into this concentration using the required form (provided in the appendix section of this guide). Students meeting the following eligibility criteria have the opportunity to apply to enter the Dietetics concentration at Benedictine University:

1. Completion of the following courses with a grade of “C” or higher: CHEM 101 [or CHEM 113 and 123], CHEM 103 [or CHEM 242 and 247], BIOL 197, BIOL 198, and NUTR 241.
2. Completion of Basic Skills Courses (with a grade of “C” or higher).
3. Completion of 24 semester credit hours of Benedictine courses / 6 semester credit hours for transfer students.
4. Benedictine University cumulative GPA of at least 3.00/4.0.
5. Evidence of membership in the Academy of Nutrition and Dietetics.
6. Evidence that all vaccinations are completed.
7. No negative incidents reported on a background check.

Students who do not maintain a Benedictine University GPA of at least 3.00/4.0 will be dropped from the Dietetics concentration; such students can continue to pursue the Nutrition major, as well as reapply to the Dietetics concentration if eligible in the future. Permission to enroll in and/or completion of courses required for the Dietetics concentration does not imply acceptance into the Dietetics concentration of the Nutrition major.
Academic Advising

Once accepted into the university, each student is assigned an advisor. New freshmen and transfer students are advised by a counselor in the New Student Advising for one to two terms prior to transfer to the Nutrition Department. For more information about this Center, visit: https://www.ben.edu/new-student-advising-center/. You are encouraged to read the New Student Advising Handbook online: https://www.ben.edu/new-student-advising-center/nsac-handbook.cfm.

Students who change their major to Nutrition are assigned an advisor from the Nutrition Department. If you are uncertain as to whom your advisor is - you can look up your advisor’s name online at: “MyBenU” accessible here in the “Student Login” section: https://www.ben.edu/current-students/.

The undergraduate nutrition advisors are:

- Dr. Catherine Arnold, who can be contacted by e-mail at carnold@ben.edu.
- Dr. Bonnie Beezhold, who can be contacted by e-mail at bbeezhold@ben.edu.
- Ms. Julie Davis, who can be contacted by e-mail at jdavis@ben.edu.
- Ms. Stephanie Ellis, who can be contacted by e-mail at sellis@ben.edu.

The Nutrition Department offices are located in Suite 224 in the Kindlon Hall of Learning.

When you meet with your advisor you are encouraged to discuss academic progress, career interests and goals, and plan for your future (e.g., employment, dietetic internship, graduate degrees). To view the university statement on academic advising, visit the web site: http://www.ben.edu/registrar/advising.cfm.

It is encouraged that all students meet and consult with their advisor at least once a semester. It is the responsibility of the student to seek academic assistance and advice. Full-time students are especially encouraged to submit a complete course plan to his/her advisor, who can provide feedback as to feasibility of the plan.

Student Records and Disclosures

Access

Advising files of nutrition majors are maintained within the office of the advisor. A student can request to view his/her advising file when the advisor is available on campus. Office are locked when faculty are not available. Letters of recommendation or other materials to which the student has waived his/her rights will not be available for review by the student.

Protection of Privacy

More information about student records and disclosure can be found in the Undergraduate Catalog online: http://www.ben.edu/registrar/upload/UGcatalog15-16FINALd2FINAL.pdf (select 'Undergraduate' then 'Student Records and Disclosures' and the section 'Educational Records: Disciplinary and Counseling'). Read about Family Education Rights and Privacy Act (FERPA) at: http://www.ben.edu/compliance/ferpa-act.cfm or in the Student Handbook. Information on Academic Records e.g., transcripts) and procedures (e.g., registration) can also be found in the Student Handbook.

Responsibility to One’s Education

A statement of student accountability is found in the Student Handbook: To ensure a comprehensive and authentic education, the student is responsible for planning his/her
academic program and progress, and for evidencing academic performance with honesty and integrity. Intended learning cannot be evidenced if one misrepresents the work of others as his/her own. While the University encourages students to assist one another (e.g. tutoring; group projects), the student is accountable for work submitted to meet his/her requirements. Faculty members and advisors are available to assist the student in program planning and in academic achievement. The student has accountability for meeting course, degree and graduation requirements.

Planning Your Program

The student has the final responsibility for meeting graduation requirements. The university catalog specifies requirements for the major, and is updated and posted online annually in August.

Access Nutrition Major Checklists at: http://www.ben.edu/academic_programs/majorsheets/index.cfm. The current Checklists are in this Guide (Appendix F) for you to use to track your progress. This Checklist is also provided (paper copy) to transfer or second major/degree students upon articulation of coursework. A blank copy of the Checklist is included annually in this Guide, which is posted online and passed out to students when enrolled in NUTR 241.

Ideally, you should plan your program for a year in advance. Try to take at least two lower division courses each semester until you finish them, so you are able to spend your junior and senior years taking upper division courses. Unless there are compelling reasons for doing otherwise, you should plan on taking the Introductory Chemistry sequence (CHEM 101, 102, 103, and 104) and introductory Biology courses (BIOL 197, 198, and 196 or 199) during your freshman year. Many courses depend upon knowledge of college chemistry and biology.

Successful earning an average of 15 credits per semester, or 30 credits per year, is necessary to graduate at the end of 8 semesters (4 years). Students who are part-time or taking fewer credits per semester should plan to attend summer session(s) or plan to graduate after 9 or more semesters. Consider non-academic aspects of your life as you plan how many credits to take each term. When planning, follow the 3-to-1 Rule: For every 1 credit you take, expect to spend 3 hours studying each week. That means a 15 credit semester will require 45 hours of study time each week.

Students can complete the degree on a part-time or full-time basis. On the Lisle campus, undergraduate courses are offered in the daytime, evening, and on rare occasions on a weekend. Note: we do not rotate courses into different time periods. Thus, our Lisle campus undergraduate nutrition program does not offer an evening program or daytime program only, but rather a hybrid.

Course Registration

Students MUST receive approval via electronic signature from their advisor prior to registration online. Consult with your advisor for details. Seek advising during posted dates. Register in a timely manner! Remember to take care of outstanding financial and health services holds on your account or you will not be allowed to register by the PeopleSoft system, even once the advisor provides approval. The faculty members in the program do not hold open spaces just in case someone cannot register on time. The program normally does not allow entry into closed classes. Students with registration issues should consult the DPD Director prior to the registration period. Students who attempt late registration may be unable to find courses s/he requires, and take electives instead if a full schedule must be maintained.
Resources for registration procedures, including a video demonstration of self registration and ‘how-to’ sheets, can be found on at:

- [http://www.ben.edu/registrar/registration.cfm#register_video](http://www.ben.edu/registrar/registration.cfm#register_video)
- [http://www.ben.edu/current_students/registration/self-registration-fact-sheet.cfm](http://www.ben.edu/current_students/registration/self-registration-fact-sheet.cfm)

MyBenU is the university's online student information system.

Some available features:
- Self-registration (add/drop courses)
- View address/e-mail information
- View grades
- View class schedule
- View transfer credit report
- View unofficial transcript
- Registration procedures

Academic forms are located online at: [https://www.ben.edu/registrar/](https://www.ben.edu/registrar/). These include forms to:
- Apply for Graduation
- Gain Approval of Transfer Credit
- Request Independent Study
- Request an Incomplete

Also available are:
- FERPA (Family Educational Rights and Privacy Act) Form
- Confidential Release

The current and next term course schedules and availability are posted online at [http://www.ben.edu/benulive/index.cfm](http://www.ben.edu/benulive/index.cfm). However, the most up-to-date information is in the PeopleSoft live registration system.

<table>
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<th>Waitlist</th>
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**Being on a waitlist does NOT guarantee that you as a student will get into a course;** rather, the waitlist merely establishes the order that students will be auto-enrolled if a seat becomes available. If no students drop, no additional students are enrolled. Do not negotiate with a department for a higher position on a waitlist, nor for a PIN when a waitlist is in place. Additionally, do not ask to be placed on a waitlist when it is at capacity. Do email the Nutrition Department Chair for input if you need to wait list more than one nutrition course. This is no guarantee of entry into a closed course of interest.

### Procedures for Waitlisted Classes

1. Students may place themselves on a course waitlist through MyBenU using BenUConnect (there is no need to provide contact information).
2. If a seat becomes available prior to the start of the term, the students who are highest on the list will be auto-enrolled and notified via their Benedictine University email account. Hence, students on waitlist(s) should check their Benedictine email account regularly to see if they have been auto-enrolled in the course. This is a University-wide policy applicable to all academic departments.

For more information, carefully read: [https://www.ben.edu/registrar/registration.cfm#course_schedule](https://www.ben.edu/registrar/registration.cfm#course_schedule). It is the student’s responsibility to review this information about multiple sections, time conflicts, credit limit, etc. that will impact the ability of the system to auto-enroll you using the waitlist (or if it will skip over you!).

Sometimes a department Chair will issue PINs (permission numbers) for entry into a closed class, but you cannot assume this to be the case as it normally is not. On occasion the department Chair may email a student on the wait list to determine level of interest in obtaining a PIN, and if no timely response is given the department Chair, he/she may contact the next person on the list. This underscores the importance of keeping your email up to date, and/or always using the
ben.edu email. It is the student’s responsibility to keep his / her contact information up to date.

During the first week of school, all students need PIN numbers to enroll in a class if it is showing as closed, even if there are open seats or if the student is currently on the waitlist with open seats. The instructor/Department Chair of that respective course/department has full control over who enrolls in the class if the class is closed.

Realize that the Waitlist is void on the last Sunday at midnight before the first week of classes. While waitlists are voided on Sunday at midnight, waitlist status will still appear on your account as inactive. The "first come first serve" rule may apply if there are any open seats left in the class. If an instructor approves you into his/her class, then it is the student's responsibility to follow through immediately with officially registering for the class(es).

If the class is open and there is no wait list, then there is open registration through the week, until next Sunday evening at midnight, when the add/drop has expired. Refer to the “Late Enrollment” policy for procedures to follow after the add/drop period has expired.

### Administrative Drop Policy

Undergraduate students may be dropped from a class for nonattendance by a departmental administrative drop by the end of the first week of the class. The primary intent of the Administrative Drop Policy is to ensure full enrollment in classes in which demand for seats exceeds supply. The purpose is to free seats held by non-attending students in such classes so that students who wish to take the class may be able to do so.

Procedure:

- To avoid being administratively withdrawn from a class, a student must request permission to remain in the course. Permission must be requested from the Department Chair prior to the first class meeting. Such requests must be made in writing (by email using the student’s University email account) and must specify which dates during the first week of class will be missed and the reason for the proposed absence. It is the student’s responsibility to ensure that the request has been received.
- Upon receipt of the request, the Department Chair shall notify the student as to whether his/her request has been granted. This notification will be made to the student’s University email address by the end of the first week of the class.
- The Department Chair shall notify the Registrar of all administrative drops for his/her department prior to the end of the first week of the class.
- The Registrar shall drop the student from the class and notify the student and the student’s academic advisor of the administrative drop. Notification will be made to the student’s University email address.

### Late Enrollments After Add/Drop Week (for Traditional Undergraduate Courses)

If a student wants to register for a class after the first week of the semester (after Add/Drop Week), the following procedure must be followed. The student must complete an “Add Course After Add/Drop Week” Form and obtain the following approvals:

- 1st Approved by the Instructor, with signature
- 2nd Approved by Department Chair in which the course is offered, with signature. As appropriate, the Department Chair may provide a course PIN Number to a student.
• 3rd Approved by the student’s Advisor, with signature
• 4th Approved by the Student Success Center, in Krasa 012
• 5th Student will then submit approved Add Course After Add/Drop Week Form for processing to the Registrar’s Office, in Krasa Center - 030A. Failure to follow this last step in a timely manner will likely result in the instructor denying entry into the classroom and D2L course site; only registered students are allowed in the classroom after week 1 of the semester.

**Important note:** The instructor and/or Department Chair will likely deny registration of additional students into closed courses.

The Nutrition Department Chair will normally deny all requests to add a nutrition course after the first week of classes, except for nutrition majors who have instructor approval to add a nutrition practicum, research, or TA.

The Add Course after Add Drop Week Form can be found at the [Registrar’s Office](#) (basement of Krasa Student Center).
Academic Performance – Policies and Procedures (Lisle campus)

Accommodations Policy

Americans with Disabilities Act (ADA)

If you have a documented learning, psychological or physical disability, you may be eligible for reasonable academic accommodations or services. To request accommodations or services, please contact the Student Success Center, Krasa lower level, (630) 829-6512. All students are expected to fulfill essential course requirements. The University will not waive any essential skill or requirement of a course or degree program.

Religious Accommodation

A student whose religious obligation conflicts with a course requirement may request an academic accommodation from the instructor. Students must make such requests in writing by the end of the first week of the class. Upon receiving such a request, the instructor will offer reasonable academic accommodations, whenever feasible, and communicate this to the student. However, the course requirements listed in the syllabus remain in effect if accommodations cannot be offered.

Realize that an accommodation might not be approved or feasible.

Assessment of Progress

Students are requested to develop multi-term course plans to share with advisors at each advising session (at least once annually). Students are responsible for updating faculty on plans (in writing, via email), and if changes were made in registration since students register after advisor approval of the plan is granted.

If a student received an Early Warning Notice about academic performance, absenteeism, etc. in a course, s/he is strongly encouraged to meet with his/her instructor and advisor to discuss plans for remediation.

Nutrition courses use multiple tools (e.g., several projects or labs, several tests, quizzes, etc.) to assess student progress throughout a course. Formative assessments also include self-assessments or evaluations, peer review, and rough drafts. A student can solicit feedback from the instructor if s/he has questions about project description, etc. However, instructors do not 'pre-grade' assignments; for example, only a few sample sections of a project might be read and the instructor-student meeting should be driven by student questions. Students soliciting feedback should do so at least a week in advance of due dates when the instructor is on campus (check office hours). Note that some instructors do not conduct reviews of this nature via electronic communications (electronic is not recommended because a true discussion cannot take place).

No nutrition course has a single tool for assessment. All nutrition syllabi provide percent allocations of the grade to each assessment tool, allowing the student to formatively compute progress throughout the course, and consult with the instructor if there are problems. A course grade is issued at the end of the course time period.

Some courses offer study review sessions for the students, although not all course do this as it is not required. A student can and should clarify subject matter with the instructor if s/he has questions about it. Students still 'in need' should contact the DPD Director to inquire about the availability of a Teaching Assistant for a course if help is needed to review concepts - students should not wait
until a few days before a test, but rather allow adequate time for this potential hiring. If approved, this is not individual tutoring but group review from an Assistant scheduled in the Student Success Center. Students are always permitted to hire their own individual tutors for classes if desired (on own).

Under no circumstances is extra credit provided for just one or a few students in a course to help 'raise a course grade.' Instructors believe that instead of doing extra credit, students should place the effort and time on required projects and tests.

Nutrition course projects submitted at the end of a term can be reviewed or picked up the following semester (refer to the policy of the instructor of that course). Usually the Department Secretary will facilitate this process of pick up. Projects not picked up within one year will not be retained by the Nutrition Department. A student who wishes that a project sent to him/her is expected to submit a self-addressed envelope of the appropriate size, stamped with appropriate amount of postage.

Tests taken during a term are returned to students during class time for review. However, the instructor has the option to pick up and maintain all tests in his/her (instructor) possession. Final exams will not be returned to students. However, the following term students can make an appointment with the instructor (or DPD Director if the adjunct instructor is not teaching that term). Exams will be shredded after one term.

Throughout the program, the undergraduate nutrition Program Director assesses student learning. Those in the Dietetics Concentration (DPD) are assessed for achievement of the Knowledge Requirements (KRD). Specific projects, tests, etc. assessed are listed by course in an earlier section of this Guide. To maintain student confidentiality, individual student work is not reported or summarized by the Director, only outcomes by project (course).

**Undergraduate Final Exams**

If a final examination of any type is given in a course, per the Registrar’s Office, it must be given at the time that examination is officially scheduled during the final examination period.

No student should be expected to take more than three final exams on the same day. Only students who have more than three final exams scheduled on the same day should arrange a more suitable schedule with his/her instructors prior to the final examination period.

**Academic Recognition**

**Recognition by the University**

University level academic recognition for students who earn at least a 3.5 semester G.P.A. with at least a "C" in each course includes:

- Dean’s List: Full-time students
- Dean's Recognition List: Part-time students

Graduation honors are awarded to students who have achieved cumulative grade point averages for Benedictine University course work as follows:

- 3.90 — summa cum laude
- 3.75 — magna cum laude
- 3.50 — cum laude

Eligibility for the above graduation honors is contingent upon completion of at least 55 undergraduate credit hours (not including external credit) at Benedictine University. Graduation honors are awarded to students who earn 30-54 undergraduate hours at Benedictine University as follows: 3.50 - with
honors. The university recognizes outstanding graduating seniors through awards. This list is posted annually. More information on academic recognition and awards can be found in the university Student Handbook.

**Recognition by Department**

The Nutrition Department recognizes the student achievements through annual presentation of Nutrition Awards. *It is the student’s responsibility to convey external field related participation to the DPD Director.*

Annual departmental awards include:
- Nutrition Recognition Awards
- Nutrition Achievement Award
- Outstanding Senior Nutritionist Award

Other departmental awards presented to a graduating senior may include: the Community Nutrition Service Award, the Leadership in Nutrition Award, and Clinical Nutrition Award. For departmental award criteria and to view a list of former recipients, please visit the department website at [www.ben.edu/nutrition](http://www.ben.edu/nutrition).

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<th>Repetition of Courses University Policy (effective Fall 2009)</th>
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<tr>
<td>For courses taken at Benedictine University, undergraduate students that are degree seeking or students-at-large may repeat a course in which they received grades of W, D, or F no more than two times. <strong>Realize that if this pertains to a course required by the Nutrition Major (NUTR or cognates), the student will not receive approval to graduate with the major and/or concentration (because the major and/or concentration will be incomplete).</strong></td>
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Students may not repeat any course in which they receive a grade of “C” or better. When a course is repeated for credit, the earlier earned grade remains on the student’s permanent record and will appear on all transcripts. Only the last enrollment and earned grade will be used in computing the cumulative grade point average and awarding of credit. If a student wishes to repeat a course originally taken at Benedictine University and in which an earned grade was received, the repeat must be a course at Benedictine University. **A repeat may not be by independent study or at another institution.** The Academic Standing Committee may provide exceptions to this policy. An earned grade is a grade of A, B, C, D, and F.

**GPA Requirement**

All nutrition courses, cognate courses specified by the major (e.g., biology, chemistry, biochemistry, etc.), and the three communications skills courses (WRIT and SPCH) must be completed with a grade of a 'C' or better.

*Students are responsible for checking their grades each term and seeking advising for a change in registration the first week of the next term if needed, or providing adjustments in course scheduled submitted.*

The university has a minimum GPA requirement of 2.0/4.0 for graduation. Policies regarding probation and dismissal are in the university Student Handbook. Students who do not meet the GPA criteria are placed on academic probation by the university.

Students accepted in the Dietetics Concentration on the Lisle Campus must maintain a 3.00/4.0 GPA.

A student interested in pursuing graduate or dietetic internship programs should maintain at least a 3.4/4.0 GPA to improve the potential for acceptance.
Students who have graduated may not repeat a course for credit in which they earned a grade of A, B, C, or D previously. A student who has graduated may only audit a course in which they previously earned credit.

### Academic Assistance

*If you need academic assistance, do not hesitate or wait!* The Student Success Center provides a variety of programs and services to support students' academic development at Benedictine University. These services include:

- Individual Tutoring and Support
- Study Sessions
- The "Study Zone"
- Structured Learning Assistance Program
- Accommodations for Disabilities
- Evaluation of transfer and testing credit
- Academic Advising
- "Advising Matters" web site

The Student Success Center is located in the lower level of the Krasa Center, room 012.

The Early Alert Team (EAT) is to provide early intervention and prevention for students who are experiencing distress, engaging in harmful or disruptive behaviors, or who have been identified as at risk. The EAT serves as a point of referral for faculty, staff members, students and/or parents who are concerned about the physical, emotional, academic or financial health of a University student. The EAT can assess the situation, offer support and provide referrals to the appropriate resources on and off campus. Contact information can be found online at: [http://www.ben.edu/campus_resources/early-alert-team.cfm](http://www.ben.edu/campus_resources/early-alert-team.cfm)

If the problem relates to a course, immediately discuss the problem or situation with your instructor. Contact information for your instructor can be found on your syllabus. If the problem is not satisfactorily resolved or is related to major or graduation requirements, please discuss the issue with your academic advisor (and refer to Conflict Resolution Procedures).

### Academic Honesty Policy

The following statements apply to all nutrition courses and lab, and are printed on all nutrition syllabi:

The search for truth and the dissemination of knowledge are the central missions of a university. Benedictine University pursues these missions in an environment guided by our Roman Catholic tradition and our Benedictine heritage. Integrity and honesty are therefore expected of all members of the University community, including students, faculty members, administration, and staff. Actions such as cheating, plagiarism, collusion, fabrication, forgery, falsification, destruction, multiple submission, solicitation, and misrepresentation, are violations of these expectations and constitute unacceptable behavior in the University community. The penalties for such actions can range from a private verbal warning, all the way to expulsion from the University. The University’s Academic Honesty Policy is available at [http://www.ben.edu/AHP](http://www.ben.edu/AHP) and students are expected to read it.

Violation of this Academic Honesty Policy for a test/exam, quiz, and/or assignment/project in any nutrition course results in:

- 0% grade on the graded item for the 1st offense/violation
- F for the course for the 2nd offense/violation

### Nutrition Department

**Student Responsibility Policy**

It is the policy of the Benedictine University nutrition programs to support the university policies regarding student responsibilities and behavior. Students who behave in a
disruptive, unprofessional, disrespectful manner to the instructor and/or peers, and/or may be overly rude are (1) not treating others with respect and (2) obstructing teaching. In addition, a student who comes into Nutrition and Food Lab (Birck-230) for a class or lab under the influence of alcohol or drugs will be subject to dismissal from class that day – no exceptions. This student will be considered a potential harm to others because of the nature of the culinary equipment readily accessible to students in this area.

Students who violate these policies can expect receipt of a poor participation grade in class and possibly being dismissed from class or lab that day by the instructor. Students may also be referred to the Associate Vice President for Student Life’s office. Refer to Appendix D of this Guide for additional details and procedures of this policy.

**Technology Use - Nutrition Department Policy**

One aspect of being a member of a community of scholars is to show respect for others. One way of showing respect for others in the educational community is to do your part to create or maintain an environment that is conducive to learning. Electronic devices, especially phones, can be a distraction for your classmates and instructor, and thus degrade the overall classroom experience.

The use of Laptops and iPad may be encouraged in the classroom, if appropriately used to enhance productivity related to that specific course, such as reference to a course required e-book. Voice recorders may be utilized only if permission is granted specifically to you by the instructor.

In addition to the statement on a syllabus about the use and need for technology for a course, the following statement holds for all nutrition courses and labs, and are printed on all nutrition syllabi:

Any electronic devices (e.g., iPads, laptops, iPods, iPhones, Palms, Blackberries, PDAs, Treos, any cell phone, MP3 Players) that are not actively contributing positively to the productivity of that course should be turned off and stored prior to the beginning of class – every class. Pagers should be placed on vibrate, but no calls taken. Texting and reading of text messages during class and/or lab that are not specifically related to enhancing the productivity of that course will not be tolerated. If student violates this policy, s/he will be asked to leave the classroom and receive zero points for attendance for that day (negatively impacting his/her class participation grade). If this occurs during a lab session, the student will receive a zero for that lab report that day. Under no circumstances should electronic devices be exposed during a test/exam or quiz. The penalty for violation of this section of the policy is zero percent on the test/exam or quiz. If you have a critical need to use your electronic device during a class session for personal reasons, discuss it with the instructor in advance of the start of that particular class session. If approved, note that the instructor may require it be in the front of the class on the instructor’s desk/podium.

**Academic Conflict Resolution Procedures**

The online university Student Handbook describes the academic appeals and academic honesty policies, the procedures for a grade appeal, and conflict resolution (grievance) policies and procedures.

If a Nutrition major wishes to proceed with a complaint regarding an academic dispute of any nature (for any course), he/she should proceed in the following sequence for the most efficacious response per university policy. A written record of all communications...
should be maintained throughout the process by the student and as it would be required in the event of an appeal. The student proceeds to the next level, if the prior level does not resolve the complaint.
1. Communicate directly with faculty member or site preceptor.
2. Communicate with Nutrition Department Chair. As requested the Department Chair communicates, in writing, the appeal process.
3. File a written notice of appeal providing the needed documentation per the request of the Department Chair (e.g., unadulterated electronic file and paper copy of assignments or projects in question, original grading rubrics completed by instructor, written explanation).
4. Meet with Nutrition Department Chair.
5. Meet with Dean of the College of Education & Health Services.
6. Consultation with the Vice President for Academic Affairs.

If the university is unable to resolve the problem, and you are in the Dietetics concentration (DPD), please realize that it is your right to contact Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics. ACEND will review complaints that relate to program's compliance with the accreditation standards. ACEND is interested in the sustained quality and continued improvement of dietetics education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff, or students.

A copy of the accreditation standards and/or ACEND's policy and procedure for submission of complaints may be obtained by contacting the Education and Accreditation Team at the Academy of Nutrition and Dietetics, 120 S. Riverside Plaza, Ste. 2000, Chicago, IL 60606-6995, (312) 899-0040.
Program Completion

The university has a minimum GPA requirement of 2.0/4.0 for graduation. To graduate, one must meet the requirements of the major, including completion of specified cognates, with a grade of a 'C' or better. One must complete 120 semester hours, of which at least 55 are from a four-year degree granting college or university. A student must successfully complete all required skills, core, and Cultural Heritage courses specified by his/her Major Checklist at the year of entry into the university. Catalogs can be found online at: http://www.ben.edu/registrar/.

Nutrition Major with Dietetics Concentration (DPD): Verification

Candidates seeking a career as a Registered Dietitian Nutritionist (RDN) should have a sincere desire to provide individualized counseling which could include medical nutrition, show intellectual promise, and display personal, professional and academic characteristics indicative of Registered Dietitian Nutritionists. The requirements for attaining the RDN credential are established by ACEND, and include completion of academic course requirements prescribed by a Didactic Program in Nutrition and Dietetics (DPD; Plan III and IV are not accepted) and an ACEND accredited Dietetic Internship program, then passing of the Registration Examination for Registered Dietitian Nutritionists.

To have completion of the DPD, which results in receipt of a DPD Verification Statement, a student would have to earn one of the following:

- Bachelor of Science degree in Nutrition with a Dietetics concentration (DPD), when it is the first degree earned at our university and all university core, skill (e.g., written communications, speech, math), and Cultural Heritage courses are also completed. A student needs to complete 120 semester credit hours of approved (not all transfer credit is approved) college/university credit to graduate, of which 55 hours must be completed at a '4-year' baccalaureate offering college/university.

- Bachelor of Science degree in Nutrition with a Dietetics concentration (DPD), when it is the second degree earned and the first baccalaureate degree was earned from another college or university. This often requires completion of one or more additional university core, skill, or Cultural Heritage courses.

- Second Major in Nutrition with a Dietetics concentration (DPD), when it is the second degree earned at our university, and/or the student already earned a bachelor degree from another college or university and elects not to complete the required core, math, and/or Cultural Heritage courses specified upon articulation of transcripts by the Enrollment Center.

We do not verify students who do not complete all requirements (nutrition, cognate, and communication skills courses) specified by the major, and if transfer courses, articulated by the Enrollment Center and undergraduate Nutrition Major Director.

To qualify for receipt of the Didactic Program in Nutrition and Dietetics Verification Statement, Benedictine University students must have earned a minimum of a bachelor degree with a cumulative GPA of at least 3.00/4.0, and met all the requirements (e.g., NUTR courses, cognates, skills, grades, Dietetics Concentration application requirements) of the Benedictine University Dietetics Concentration in the Bachelor of Science in Nutrition Major.
Credits to be transferred from other regionally accredited institutions are evaluated on the basis of their equivalence at Benedictine University. Benedictine University accepts course credit in transfer from regionally accredited colleges and universities if the courses are comparable in scope and level of difficulty to courses offered at Benedictine University. Acceptance of transfer credit to be applied to the areas of nutrition, food, and/or dietetics is determined by the DPD director. Courses taken prior to specific dates may be unacceptable as transfer credit because of substantial subsequent developments.

Those seeking DPD Verification of coursework after completing a Baccalaureate degree granted by another U.S. regionally accredited college or university, or equivalent as determined by an independent foreign degree evaluation agency must have earned a minimum cumulative GPA of at least 3.00/4.0 on all undergraduate college/university coursework. These individuals must meet all the requirements (e.g., NUTR courses, cognates, skills, grades, Dietetics Concentration application requirements) of the Benedictine University Dietetics Program in the Bachelor of Science in Nutrition (Major), as determined by the undergraduate Didactic Program in Dietetics Director at Benedictine University, Lisle campus. To have external (to Benedictine University) transcripts evaluated and accepted, the prospective student must first apply to the Enrollment Center of Benedictine University as a Second Degree candidate and submit an original copy of all college and university transcripts, along with his/her application materials. At the time of course acceptance, courses completed at another university must meet the Course Acceptance and Validation Policy, as stated in the Nutrition Major Handbook. Students accepted into this program are required to successfully complete at least 12 hours of 200/300 level classroom courses at Benedictine University within a seven year time period. Typically, much more than twelve semester hours are required for completion of the DPD.

All students successfully completing the requirements as established by the DPD receive Verification Statements. You will be asked to return a ‘graduating senior information form’ with your social security number written on it. After degrees are conferred, Verification Statements will be generated and mailed to graduates successfully completing the DPD. Students must have a transcript showing that a baccalaureate degree has been granted before the Verification Statement can be issued to a student by the DPD Director.

Upon successful completion of all of the requirements, normally upon graduation (unless the student is a Second Degree candidate), the Didactic Program in Nutrition and Dietetics (DPD) Verification Statement will be awarded. Note: Those not accepted into the university Dietetics Concentration, and/or are accepted but do not continue to meet the minimum Benedictine University cumulative GPA (includes courses taken at all Benedictine University campuses) requirement for the Dietetics concentration will not be awarded a DPD Verification Statement upon completion/graduation, even if all courses specified by the Nutrition Major with Dietetics Concentration are completed. A second degree will be awarded to those successfully completing the Second Degree Program.

Verification Statements are forms completed by the undergraduate Nutrition Major Director certifying completion of the DPD Program (i.e., Nutrition Major with Dietetics concentration). The form is prescribed by the ACEND. The Verification Statements require an original signature of the DPD Director (the DPD Director is also the undergraduate Nutrition Major Director); copies are not acceptable. The Didactic Program in Nutrition
and Dietetics (DPD) Verification Statement is used when applying to dietetic internship programs.

Refer to the policy in Appendix C of this *Guide*. 
# Dress Code Policy (NUTR Courses)

## Food Laboratory Courses

All dietetics/nutrition students are expected to adhere to the following dress code while in food laboratory courses (NUTR 245, 246, 295, and 298):

- Recommend wearing a bib apron. Optional.
- *No* dangling jewelry, no rings or bracelets. *Must* remove.
- *No* finger nail polish or artificial finger nails.
- *Must* bind loose hair in a holder and/or wear a hairnet.
- Non-slip, flat sole shoes with enclosed toes. *Students in sandals will be asked to leave the food lab.*
- *No* gum chewing during lab.
- *No* wearing of strong perfumes/scents (including no ‘smoking breaks’), or may be asked to leave the lab.

## Hospital Visits (NUTR 372, 396)

Professional dress code for hospital visits required:

- Women are expected to wear business casual, such as pants suit, dress pants and blouse/sweater, skirt and blouse, or dress with nylons.
- Men are expected to wear front-buttoning shirts with a tie (or sweater), slacks, and socks. Wear comfortable dress shoes.
- *You must wear a clean white lab coat* (preferably longer length with pockets).
- Wear a name tag at all times (provided by the instructor)
- Avoid strong perfumes/scents.

*Not acceptable:* sundresses without jackets, very, shorts or short skirts, stirrup pants, tight fitting pants, jeans of any color, revealing or tight fitting tops, bare midriffs, casual t-shirts, No clogs, casual sandals, flip-flops, open-toe shoes, or gym shoes.

## Practica (NUTR 296, 297, 366, 367, 396)

For practica, ask the Site Supervisor the Dress Code of that facility.
Absence – Policies (Lisle campus)

Emergency Class Cancellations

In the case of inclement weather, unsafe conditions, absence of an instructor, or other unforeseen situations, classes may be cancelled and information is posted at: http://www.emergencyclosings.com/ecc/home.jsp. Decisions to cancel day classes are made by 6 a.m., while decisions to cancel evening classes are made by 3 p.m. In cases of inclement weather, you may telephone Public Safety at (630) 829-6122.

The University will also notify the following radio and television stations with Emergency Closing information.

Radio Stations:
- WMAQ AM 670
- WGN AM 720
- WBBM AM 780

TV Stations:
- CBS
- CLTV
- FOX
- NBC
- WGN

Canceled classes may need to be rescheduled, depending upon the nature of the learning that was missed. The faculty member will confer with the department chairperson as needed about alternative meeting times (sometimes established by administrative areas in the University).

Department Attendance Policy for Continuity of Learning

During the term, a variety of conditions may disrupt normally scheduled classes. These include university closures due to severe weather, building issues (loss of power, water, etc.), and health related issues, such as flu. For severe weather, contact the Benedictine University Emergency Information Line at (630) 829-6622; www.emergencyclosings.com, www.cancellations.com, or www.ben.edu/emergencyinformation. In addition, radio stations announce closings. Refer to ‘Emergency Class Cancellations’ policy’ in this Guide for additional information. Please review the University’s Emergency Response and Recovery Plan at www.ben.edu/emergencyinformation.

Short Term Absence

Students are expected to attend all classes. Attendance is considered mandatory for all laboratory days and all student presentation days (even if that student is not presenting). You cannot receive credit for work completed in a course or lab in which you did not attend. Guidelines on attendance are found in course syllabi. Some may differ, but all will include the following (see italics):

Attendance at regular class meetings is strongly encouraged and the responsibility of the learner to take notes (or obtain them from a peer if absent), complete readings, in-class worksheets - even if absent. It is the responsibility of the learner to seek clarifications of course information, if necessary, from the instructor. You may lose participation points if absent. If a lab, you will receive a zero percent for the day absent; note some lab sessions cannot be ‘made up.’ Attendance is defined as being present for the full duration of the class. Exceptions should be discussed with the instructor in advance. Attendance is not the same as participation.

Normally laboratory syllabi will say that missing three or more laboratory sessions will result in a grade of F for the course.
During the term, students should notify instructors of individual circumstances surrounding their enrollment status: health, family emergencies, and University business.

If a student is ill, that student is encouraged to seek medical assistance to foster recovery, verify an extended illness, and document the “return to school” date. If the student’s illness will result in a missed class, the student is encouraged to call the instructor (required if he/she was to deliver a presentation and/or submit an assignment). To prevent loss of points, students should submit assignments in a timely manner via e-mail or fax, even if not on campus. If a student missed a lab day (for illness or other reasons, approved by the instructor or not), he/she may be required to complete the assignment (e.g., as a new case study or project, even if he/she began work on another work with a group) on his/her own instead of with the assistance of group members; if several students are absent, the instructor may allow group work. The instructor makes the determination regarding allowances for group work in such situations. Access to course assignments will be granted electronically (e.g., e-mail, Desire2Learn) and be due within one week.

A student who is ill and contagious and consults with the instructor in advance will be allowed to reschedule their date (not time) for presentations, etc.

Consistent with our Benedictine University catalogue, students have various options to manage courses, subject to instructor approvals, such as withdrawals and Incompletes (limited to students in good academic standing and only by approval of instructor and Department Chair). Students are expected to self-manage drops and add-ons after the first week of classes, using MyBenU.

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**Instructor Absence/University Closing**

If the instructor is out ill for only one week, course content will be flexibly rearranged. If students and/or instructor were ill during presentations due to a temporary university closure (e.g., widespread health concern), digital submissions of presentations and/or assignments may become required (instructor to notify students). If the instructor absence or closure was for two or more weeks, attendance may be required on a weekend to make up the time. As appropriate in such event, information would be made available by the instructor electronically; the instructor will notify students of the method of transmission (e.g., Desire2Learn, e-mail). Online conversations and/or online meeting at normal class times may be required by the instructor in the event of an extended absence; students will be notified and provided procedures if the need arises.

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**Course or University Withdrawal**

Approval to withdraw from a course or to change registration in any way can be processed by Benedictine Central, MyBenU, or through BenUConnect (off campus link to MyBenU). Not attending class does not constitute a legitimate withdrawal. A student may withdraw from a course before completion of four-fifths of the course by filing the proper form with Benedictine Central or by using BenUConnect. For reasons of a compelling personal nature, a student may request a course withdrawal after the completion of four-fifths of the course. A written statement from the student, including supporting documentation, must be submitted to the Associate Registrar to justify this late course withdrawal. Submission of a statement and/or documentation is not a guarantee of acceptances of the withdrawal by the university.
If you must withdraw from the university, procedures are found online in the Undergraduate Catalog.

**Leave of Absence**

If a 'Leave of Absence' is needed, procedures are found online in the Undergraduate Catalog. These are intended for one term. *Extended leaves require a new application to the university;* students must adhere to nutrition major (and DPD as applicable) requirements in effect at the time of entry, even if changes to the curriculum occur. In other words, students who leave the university for an extended period, or without a leave of absence on file, must apply for readmission to the university and will need to adhere to the (new) Undergraduate Catalog requirements in effect at the time of re-acceptance. Acceptance is not guaranteed (e.g., students with poor academic performance might not be readmitted).
Communication (Lisle campus)

Email

You will automatically be issued a Benedictine University email account. Enter your User Name and Password. This works better in Internet Explorer than in Mozilla Firefox. If you do not plan to use that account, you must forward it to an email account that you do use. All official communication from the department (and University) will be sent via your @ben.edu email address. This communication includes information about registration, policies, internship and job opportunities, information about scholarships, etc. It is the student’s responsibility to use it and check it regularly. If you choose not to check your Benedictine email, you are expected to forward it to an email account you do check.

To forward your ben.edu email:
1. Go to https://fsmail.ben.edu/exchange (you must use Internet Explorer for this)
2. Enter your user name and password in the pop-up window and click OK
3. Go to Rules (see #1 below)
4. New (#2) and a pop-up window will open
5. Name (#3) the rule something logical like Email Forward
6. Select the “Forward it to” radial button (#4), type your personal email address and ensure “Keep a copy in my inbox” is not selected (or else you will exceed your 40 MB limit)
7. Save and Close (#5). Your ben.edu email will now be forwarded.

If you change your email address, please modify the rule using (#6) “Change Rule...” after clicking the rule name. You can also delete the rule by clicking on the rule name and then clicking the X button.
Use of Computers on Campus

Every Benedictine University student must use his or her personal account in order to use the network services on any Benedictine-supplied PC on-campus (i.e. printing, network drive access, network-loaded software, and email). Students have access to PCs in Kindlon 228 and Atrium, Scholl 218, Birck 2nd and 3rd floor hallways, and the Library (typically 8:00 a.m. - 11:00 p.m.) The hours are shorter on weekends and in the summer while hours may stretch at the end of the semester. Students also have 24-hour access to PCs in Krasa. Resident students have 24-hour access to PCs in Ondrak, Neuzil, and Jaeger.

Students should be certain to save all documents to a flash drive or your H: drive; do not save documents to the hard drive as the student computers will erase saved information as part of the logout process. Additionally, the H: drive is backed up nightly.

Wireless hot spots are available in a number of campus locations. Use of these hot spots is free to Benedictine students. Go to https://www.ben.edu/IT/technologies.cfm for the most up-to-date hot spot locations. All Benedictine students can use their university user name and password for the wireless network. One must have a properly installed wireless adapter on your mobile device.

Desire2Learn

Desire2Learn (D2L) is the learning management systems adopted by Benedictine University for all on-campus programs. How it is utilized for courses will vary across the instructors. Some instructors will utilize it for posting syllabi, assignments, grade books, and occasional news items, while others will have students use the ‘drop box’, online quizzes/tests, online rubrics, and may have online discussions. Students are strongly encouraged to familiarize themselves with the system. Refer to Appendix E for information on how to access the Desire2Learn system. In addition, numerous tutorials exist if assistance is needed (just google ‘Desire2Learn’).

Facsimiles

If your instructor has approved receipt of your assignments through the Nutrition Department (Kindlon 224) facsimile (fax) machine, send your assignments to (630) 829-6595, clearly marked with your name and the name of your instructor.

Updating Contact Information

If you need to update your contact information, refer to the instructions by Benedictine Central:
http://www.ben.edu/current_students/enrollment/change-of-information.cfm

Contact Information for the Nutrition Department

Contact Information:
Egle Liutkus, Administrative Asst.
Kindlon Hall, Suite 224
eliutkus@ben.edu

phone (630) 829-6596
fax (630) 829-6595

Mailing Address:
Benedictine University
Nutrition Department
Kindlon Hall, Suite 224
5700 College Road
Lisle, IL 60532
Cost

**Tuition and Fees** (and Textbooks)

For a listing of tuition and fees, visit: [http://www.ben.edu/future_students/freshmen/Tuition-and-Fees.cfm](http://www.ben.edu/future_students/freshmen/Tuition-and-Fees.cfm). This site is updated annually by the university, usually in August.

The cost of all textbooks are variable, estimated at $300-500 per term for Nutrition textbooks, depending upon whether the book is new or used, and how many courses you take in a term. Some textbooks are used for several courses. For example, the Medical Nutrition book is used in Medical Nutrition I and Medical Nutrition II, as well as a resource in Clinical Nutrition Case Studies Lab and Assessment Lab. It is recommended you consider keeping your textbooks if you plan to pursue a Dietetic Internship.

Our campus’ Barnes & Noble (Benedictine University Official Bookstore) is accessible online to view course material per term, department, course, and section. One of the benefits the campus bookstore offers is the ability to use scholarships and loan funds for the purchase of course materials. If you have a surplus in your student financial aid account then you may be eligible for a book award. Please contact your Financial Aid counselor for more information.

The Student Success Center has a limited funding program, Fr. Kevin J. Sheeran Textbook Program. Please view the information there to see if you may qualify to apply for this. ([http://www.ben.edu/student-life/student-success-center/textbook.cfm](http://www.ben.edu/student-life/student-success-center/textbook.cfm))

In addition to Benedictine University tuition and fees (listed in the current catalog), and living expenses, potential fees associated may include:
- Laboratory coat $30.00
- Transportation related to courses, supplies/materials for class projects, sanitation exam, and attendance at professional meetings estimated $100-200 per term
- Students enrolled in a practicum (elective) pay professional liability insurance $27.50
- Student membership in local dietetic association variable (approximately $10.00 per year) - optional expense
- Associate membership in Academy of Nutrition and Dietetics $50.00 per year - required for those in the Dietetics concentration and optional for others.
- Membership in the Student Association of Nutrition and Dietetics cost $10.00 - optional expense
- Depending upon medical history, may need additional medical tests prior to the start of NUTR 372 (refer to that course description in an earlier section of this Guide) - for students in the Dietetics concentration
- Cost of applying to Dietetic Internships and participate in computer matching is variable (cost of continuing education, not cost of education for DPD)

**Insurance**

Transportation is required in some of the courses (e.g., nutrition fair, hospital visits). You are responsible for maintaining your own driver’s license, mode of transportation, and liability insurance on your motor vehicle. If students use a University-owned vehicle, liability for safety in travel is covered by university policy. If students travel in a private vehicle, the owner/driver is required by Illinois law to carry individual liability.
If you register for a practicum, you pay a fee ($27.50) for malpractice liability. You do not need to purchase an additional policy.

**Financial Aid, Scholarships and Loans**

Many opportunities exist for nutrition students in need of financial assistance. Grants, low interest bank loans, or scholarships may be available from the government, corporations, community or civic groups, philanthropic and religious organizations, and Benedictine University. If you are pursuing financial aid, visit: [http://www.ben.edu/future_students/freshmen/Financial-Aid.cfm](http://www.ben.edu/future_students/freshmen/Financial-Aid.cfm) and directly contact a Financial Aid representative. A student should always ask, even if he/she does not believe him/herself to be eligible for financial aid, as there often are Merit Scholarships based on academic performance available as well. It is the responsibility of each student to consult with a Benedictine Central representative.

Marriott International Corporation has established a scholarship/award open to Benedictine University juniors and seniors majoring in nutrition. The Dr. Scholl Scholarship fund was established for nutrition and other science students. In addition, there are other scholarships not designated to a specific major, but based on financial need, achievement, and sometimes leadership. The application information for all of these is posted on the endowed scholarship page of the Benedictine University web site, and the link is sent out to students each spring (using the @ben.edu email).

In addition, those in the Dietetics concentration can apply for scholarships sponsored through external dietetics association, such as the Academy of Nutrition and Dietetics or a local district dietetic association.
The Student Handbook is available online: [http://www.ben.edu/student-life/student-handbook.cfm](http://www.ben.edu/student-life/student-handbook.cfm) and from the Student Success Center (Krasa Center, room 012). It is divided into sections:

- Information about all aspects of academic life
- Campus resource information
- Hours of use of campus facilities
- University policies and procedures that pertain to students

### Campus Map

A campus map and building access hours are located online at: [http://www.ben.edu/about/location.cfm](http://www.ben.edu/about/location.cfm)

### Bookstore

The Barnes & Noble bookstore, located on the 1st floor of the Krasa Student Center, carries new and used textbooks, supplies, and Benedictine insignia items. You can also reserve your books ahead of time for in-person pick-up. [http://www.ben.edu/studentlife/barnes_and_noble.cfm](http://www.ben.edu/studentlife/barnes_and_noble.cfm)

### Commuter Needs

Benedictine University recognizes and values the fact that there is a significant body of students who reside off campus.

The Public Safety Department can assist with parking information and the issuance of stickers. Read the parking rules online: [http://www.ben.edu/police/parking-traffic.cfm](http://www.ben.edu/police/parking-traffic.cfm). Public Safety provides a service to individuals wishing to be escorted from a building on campus to their vehicle or another building. Contact Public Safety at (630) 829-6666 to utilize this service.

### Career Development

The Career Development office, housed in the lower level of the Krasa Center, helps students and alumni “practice interview” and develop resumes. Job fairs, job opportunities, and the AlumniNet are available to graduate students seeking employment and career assistance. Hours are by appointment. Call (630) 829-6040 or: [http://www.ben.edu/student_life/career_development/](http://www.ben.edu/student_life/career_development/)

### Fitness Resources

The Rice Center (Fitness Center) serves the campus as the main recreational center for Benedictine students who have access to open gym time, weight training and fitness equipment, intramural sports and other campus recreational pursuits. The university also has a strong intercollegiate athletic program. Special events, such as concerts, speakers, forums and ceremonies are also held in the Rice Center.

The Sports Complex at Benedictine University in Lisle provides top quality football, soccer, track, softball, and baseball fields for Benedictine University, the local community and that attracts visitors to Lisle. This joint-use facility is attracting a variety of local, regional, and national sporting and related events.

### Food and Dining Services

In addition to vending machines throughout the buildings, food is available through services offered by Sodexho Services, which include the Eagle's Nest and the Main Dining Room (both on the second floor of the Krasa Center), and Coffee Shop (lower level
Benedictine Hall). Commuters may purchase a 20 meal block through Sodexho Marriott Services. Additionally, commuters may take advantage of purchasing a meal card for use at the above locations from the Food Service office. The office is located on the second floor of the Krasa Center, Room 206. For more information, please contact Food Services at extension 3900 (on campus) or (630) 852-1317 (from off campus).

**Health Services and Counseling**

The goal of the Health Service is to assist students in maintaining an optimal level of good health. Services include:

- Assessment of illness and injuries
- Referral to physician or local emergency room
- Family practice physician on campus once a week
- Allergy injections
- Tetanus/diphtheria and TB test
- Rapid Strep Screen, Mono tests
- Variety of over the counter and prescription medications
- Referral to specialty areas, both on and off campus
- Health education resources
- Consultations for personal, social, and emotional issues

The office is located at 116 Krasa Center, and open Mondays through Fridays from 9:00 am to 4:00 p.m. Call 829-6046 for an appointment.

**ID Cards**

A permanent identification card is issued to each student upon enrollment and registration. Students are required to display their ID card to be admitted into the Dining Room, Rice Athletic Center and to check out books from the Library. ID cards are available in the Public Safety Office during specific hours. For ID cards, contact Public Safety at (630) 829-6122 or 6669 or visit their office on the 1st floor of the Parking Garage.

**International Office**

The International Office provides advising to international students. Additional services include coordination of study abroad opportunities for any interested students. The International Office is located in the Lower Level of the Krasa Center.

**Library Resources and Services**

The Library provides research materials and services for the entire academic community. Materials include access to more than 14,000 periodicals electronically or in print and more than 90 different databases. The library also houses a range of print nutrition and health related books and journals. A student can conduct an online search through the library web site. The library is located on the Lower Level, 2nd and 3rd floors of Kindlon Hall of Learning.

**University Ministry**

The University Ministry is located on the 4th floor of Kindlon Hall. The University Ministry is an integral part of student development and campus life at Benedictine University. They offer programs and services that assist in the spiritual growth of our students, staff and administration.

**Healthy Table**

The Healthy Table nutrition education center offers health screening and nutrition presentations to all members of the university community. Services are provided by Benedictine University Dietetic Interns. The Healthy Table is located in Kindlon 224. Call 630-829-6518 or email (healthytable.benu14@gmail.com) to make an appointment.
APPENDICES
APPENDIX A:
Academy of Nutrition and Dietetics Code of Ethics

**Preamble**

The Academy of Nutrition and Dietetics and its credentialing agency, the Commission on Dietetic Registration (CDR), believe it is in the best interest of the profession and the public it serves to have a Code of Ethics in place that provides guidance to dietetics practitioners in their professional practice and conduct. Dietetics practitioners have voluntarily adopted this Code of Ethics to reflect the values and ethical principles guiding the dietetics profession and to set forth commitments and obligations of the dietetics practitioner to the public, clients, the profession, colleagues, and other professionals. The current Code of Ethics was approved on June 2, 2009, by the Academy of Nutrition and Dietetics Board of Directors, House of Delegates, and the Commission on Dietetic Registration.

**Application**

The Code of Ethics applies to the following practitioners:
(a) In its entirety to members of the Academy of Nutrition and Dietetics who are Registered Dietitian Nutritionists (RDNs) or Dietetic Technicians, Registered (DTRs);
(b) Except for sections dealing solely with the credential, to all members of Academy of Nutrition and Dietetics who are not RDNs or DTRs; and
(c) Except for aspects dealing solely with membership, to all RDNs and DTRs who are not members of the Academy of Nutrition and Dietetics.

All individuals to whom the Code applies are referred to as “dietetics practitioners,” and all such individuals who are RDNs and DTRs shall be known as “credentialed practitioners.” By accepting membership in Academy of Nutrition and Dietetics and/or accepting and maintaining CDR credentials, all members of the Academy of Nutrition and Dietetics and credentialed dietetics practitioners agree to abide by the Code.

**Principles**

**Fundamental Principles**

1. The dietetics practitioner conducts himself/herself with honesty, integrity, and fairness.

2. The dietetics practitioner supports and promotes high standards of professional practice. The dietetics practitioner accepts the obligation to protect clients, the public, and the profession by upholding the Code of Ethics for the Profession of Dietetics and by reporting perceived violations of the Code through the processes established by Academy of Nutrition and Dietetics and its credentialing agency, CDR.

**Responsibilities to the Public**

3. The dietetics practitioner considers the health, safety, and welfare of the public at all times. The dietetics practitioner will report inappropriate behavior or treatment of a client by another dietetics practitioner or other professionals.

4. The dietetics practitioner complies with all laws and regulations applicable or related to the profession or to the practitioner’s ethical obligations as described in this Code.
   a. The dietetics practitioner must not be convicted of a crime under the laws of the United States, whether a felony or a misdemeanor, an essential element of which is dishonesty.
   b. The dietetics practitioner must not be disciplined by a state for conduct that would violate one or more of these principles.
   c. The dietetics practitioner must not commit an act of misfeasance or malfeasance that is directly related to the practice of the profession as determined by a court of competent jurisdiction, a licensing board, or an agency of a governmental body.

5. The dietetics practitioner provides professional services with objectivity and with respect for the unique needs and values of individuals.
   a. The dietetics practitioner does not, in professional practice, discriminate against others
on the basis of race, ethnicity, creed, religion, disability, gender, age, gender identity, sexual orientation, national origin, economic status, or any other legally protected category.
b. The dietetics practitioner provides services in a manner that is sensitive to cultural differences.
c. The dietetics practitioner does not engage in sexual harassment in connection with professional practice.

6. The dietetics practitioner does not engage in false or misleading practices or communications.
a. The dietetics practitioner does not engage in false or deceptive advertising of his or her services.
b. The dietetics practitioner promotes or endorses specific goods or products only in a manner that is not false and misleading.
c. The dietetics practitioner provides accurate and truthful information in communicating with the public.

7. The dietetics practitioner withdraws from professional practice when unable to fulfill his or her professional duties and responsibilities to clients and others.
a. The dietetics practitioner withdraws from practice when he/she has engaged in abuse of a substance such that it could affect his or her practice.
b. The dietetics practitioner ceases practice when he or she has been adjudged by a court to be mentally incompetent.
c. The dietetics practitioner will not engage in practice when he or she has a condition that substantially impairs his or her ability to provide effective service to others.

Responsibilities to Clients

8. The dietetics practitioner recognizes and exercises professional judgment within the limits of his or her qualifications and collaborates with others, seeks counsel, or makes referrals as appropriate.

9. The dietetics practitioner treats clients and patients with respect and consideration.
a. The dietetics practitioner provides sufficient information to enable clients and others to make their own informed decisions.

b. The dietetics practitioner respects the client’s right to make decisions regarding the recommended plan of care, including consent, modification, or refusal.

10. The dietetics practitioner protects confidential information and makes full disclosure about any limitations on his or her ability to guarantee full confidentiality.

11. The dietetics practitioner, in dealing with and providing services to clients and others, complies with the same principles set forth above in “Responsibilities to the Public” (Principles #3-7).

Responsibilities to the Profession

12. The dietetics practitioner practices dietetics based on evidence-based principles and current information.

13. The dietetics practitioner presents reliable and substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist.

14. The dietetics practitioner assumes a life-long responsibility and accountability for personal competence in practice, consistent with accepted professional standards, continually striving to increase professional knowledge and skills and to apply them in practice.

15. The dietetics practitioner is alert to the occurrence of a real or potential conflict of interest and takes appropriate action whenever a conflict arises.
a. The dietetics practitioner makes full disclosure of any real or perceived conflict of interest.
b. When a conflict of interest cannot be resolved by disclosure, the dietetics practitioner takes such other action as may be necessary to eliminate the conflict, including recusal from an office, position, or practice situation.

16. The dietetics practitioner permits the use of his or her name for the purpose of certifying that dietetics services have been rendered only if he or she has provided or supervised the provision of those services.
17. **The dietetics practitioner accurately presents professional qualifications and credentials.**
   a. The dietetics practitioner, in seeking, maintaining, and using credentials provided by CDR, provides accurate information and complies with all requirements imposed by CDR. The dietetics practitioner uses CDR-awarded credentials ("RDN" or "Registered Dietitian Nutritionist"; "DTR" or "Dietetic Technician, Registered"; "CS" or "Certified Specialist"; and "FADA" or "Fellow of the Academy of Nutrition and Dietetics") only when the credential is current and authorized by CDR.
   b. The dietetics practitioner does not aid any other person in violating any CDR requirements, or in representing himself or herself as CDR-credentialed when he or she is not.

18. **The dietetics practitioner does not invite, accept, or offer gifts, monetary incentives, or other considerations that affect or reasonably give an appearance of affecting his/her professional judgment.**

   **Clarification of Principle:**
   a. Whether a gift, incentive, or other item of consideration shall be viewed to affect, or give the appearance of affecting, a dietetics practitioner’s professional judgment is dependent on all factors relating to the transaction, including the amount or value of the consideration, the likelihood that the practitioner’s judgment will or is intended to be affected, the position held by the practitioner, and whether the consideration is offered or generally available to persons other than the practitioner.
   b. It shall not be a violation of this principle for a dietetics practitioner to accept compensation as a consultant or employee or as part of a research grant or corporate sponsorship program, provided the relationship is openly disclosed and the practitioner acts with integrity in performing the services or responsibilities.
   c. This principle shall not preclude a dietetics practitioner from accepting gifts of nominal value, attendance at educational programs, meals in connection with educational exchanges of information, free samples of products, or similar items, as long as such items are not offered in exchange for or with the expectation of, and do not result in, conduct or services that are contrary to the practitioner’s professional judgment.
   d. The test for appearance of impropriety is whether the conduct would create in reasonable minds a perception that the dietetics practitioner’s ability to carry out professional responsibilities with integrity, impartiality, and competence is impaired.

### Responsibilities to Colleagues and Other Professionals

19. **The dietetics practitioner demonstrates respect for the values, rights, knowledge, and skills of colleagues and other professionals.**
   a. The dietetics practitioner does not engage in dishonest, misleading, or inappropriate business practices that demonstrate a disregard for the rights or interests of others.
   b. The dietetics practitioner provides objective evaluations of performance for employees and coworkers, candidates for employment, students, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.

NUTRITION DEPARTMENT POLICIES AND PROCEDURES

Policy Name: DPD Course Acceptance and Validation Policy

APPROVALS:

Approvals (initials or signature)

________ Nutrition Department Chairperson

POLICY STATEMENT:

It is the policy of the Benedictine University DPD program (Nutrition Majors with Dietetics concentration) to only accept previously completed coursework that is considered both “equivalent” and current. Recency is defined through the procedures.

PROCEDURES:

1. The Enrollment Center is to utilize the guidelines established by other departments to determine “equivalency” of the cognate coursework on transcripts of prospective nutrition students.

2. The Enrollment Center defers evaluation of “equivalency” of nutrition coursework to the Nutrition Department.

3. All courses must have been completed with a grade of a “C” or higher.

4. A successful pass score on an Advanced Placement (AP) or CLEP exam is accepted as meeting the related DPD cognate coursework. There is no limit to the number of AP or CLEP tests that may be applied towards the relevant coursework.

5. The Enrollment Center and Nutrition Department are to utilize the following guidelines when determining recency of coursework. **Even if a course is deemed “equivalent” by content, if it was not taken within the acceptable term limits, it is not to be accepted.**

6. Courses with **no time limit** at term of entry:
   a. Written Communications (WRIT 101, 102)
   b. Speech (SPCH 110)
   c. Introductory psychology (PSYC 100)
   d. Introductory chemistry (CHEM 101, 102)
   e. Organic chemistry (CHEM 103, 104)
f. Introductory biology with lab (BIOL 108, 109 or 197, 198, 199)
g. Microbiology with lab (BIOL 208)
h. Statistics (PSYC 25) or Biometry (BIOL 229)
i. Anatomy (BIOL 203)

7. Courses with a **7 year time limit** at term of entry:
   a. Physiology (BIOL 258). *Note: a combined anatomy and physiology course does not count towards this requirement unless a two semester sequence has been completed.*
   b. Pathophysiology (BIOL 359)
   c. Nutritional Biochemistry (NUTR 251)
   d. Management (MGT 300)
   e. Food Service Operations (NUTR 250)
   f. Food Service Management (NUTR 350)
   g. General Nutrition
   h. Lifecycle Nutrition (NUTR 241)
   i. Food Science lecture (NUTR 244)
   j. Food Science lab (NUTR 245)
   k. Cultural Foods lecture and lab (NUTR 298)

8. Courses with a **5 year time limit** at term of entry:
   a. Nutrition and Health Education (NUTR 271)
   b. Community Health and Nutrition (NUTR 280)
   c. Science of Nutrition and Fitness. (NUTR 345) *Note: This course must have a physiology, biochemistry, and general nutrition course pre-requisite.*
   d. Nutrition Counseling (NUTR 395)
   e. Medical Nutrition I and II (NUTR 341 and 371)
   f. Clinical Nutrition Case Studies Lab (NUTR 372)
   g. Nutritional Aspects of Disease (NUTR 300)
   h. Menu Planning (NUTR 373)
   i. Nutrition Assessment Lab (NUTR 391)

9. Defer to the Nutrition Department for special evaluation:
   a. Experimental Foods Lab (NUTR 246)
   b. Nutrition Writing and Research (NUTR 392)
   c. Sanitation certificate must be current at admit (NUTR 150)
   d. Practica (NUTR 296, 297, 396)
   e. Research (NUTR 399)

10. As determined by the Nutrition Department Chairperson (*not* student), courses that have been completed by “title/topic”, but are short on the number of credits (i.e., less than those required at Benedictine University) and/or are past the time limit will receive special evaluation by the department. The following are some options to be offered by the Nutrition Department Chairperson:
    a. The prospective/student may take a food science validation test (NUTR 244).
    b. The prospective/student may take a life science validation test (NUTR 241).
    c. The prospective/student may provide job descriptions and employer validation of related work experience (e.g., laboratories).
11. Validation tests:
   a. If and when any validation tests are permitted by the Nutrition Department Chairperson, only one sitting is permitted per type of examination.
   b. The student must pay the Nutrition Department the test validation fee of $100.00 prior to the exam (check payable to Benedictine University). This includes the grading, processing, and posting fee. The Nutrition Department Chairperson will update the articulation sheet in the advising file, and notify the Enrollment Center and Student Success Center of any changes.
   c. The student must pass the validation exam with a score of 70% or higher.
POLICY STATEMENT:

It is the policy of the Benedictine University DPD to issue the DPD Verification Statement following verification of program completion.

PROCEDURES:

1. The undergraduate Nutrition Major is also the DPD Director. The DPD Director is responsible for verification and issuance of the DPD Verification Statement.

2. A preliminary verification of completion of program requirements occurs prior to program completion.
   a. One semester prior to program completion, a graduation audit is normally completed by the departmental advisor and signed by the Department Chairperson. The completion of the audit is initiated by the student’s application for graduation. The Bachelor of Science in Nutrition degree will not be awarded by Benedictine University until the identified course requirements are complete.
   b. In the event that a 2nd degree seeking student requests a DPD Verification Statement only, the DPD Director verifies completion of a baccalaureate degree from a U.S. regionally accredited college or university (or foreign degree equivalency) in addition to all DPD completion requirements.
   c. In the NUTR 372 senior-level course, the student is responsible for completing and submitting a ‘graduating student information form’ back to the instructor, in which s/he provides her/his social security number, contact information, and plans (e.g., dietetic internship, graduate school).

3. Following actual December, May and August graduation dates, a copy of the university transcript is printed to verify program completion and receipt of the baccalaureate degree. Typically this is done twice, once in July once conferments are complete, and again in September for August completers. No DPD Verification Statements are awards until the degree conferral process is complete, which may take several months post completion.

4. The DPD Verification Statements are normally issued annually in August to September. Graduates may request a DPD Verification Statement prior to this pre-established month, but after his/her program completion and degree is conferred.

5. Seven copies of the DPD Verification Statement are printed for each student completing the program. The DPD Director signs each in blue ink. The “Instructions for Completing the Verification Statement” are printed on the reverse side of each page for reference.
6. A permanent electronic file is created for each graduate. In each file are one copy of each of the following documents of the graduate:
   a. Transcript (unofficial, but directly from the Benedictine University PeopleSoft system) showing the date and degree completed.
   b. Copy of the completed advising checklist used for the audit.
   c. Copy of the DPND Verification Statement (signed in blue ink).
NUTRITION DEPARTMENT POLICIES AND PROCEDURES

Policy Name: Nutrition Department Student Responsibilities Policy
Adopted: March 28, 2012

POLICY STATEMENT:

It is the policy of the Benedictine University nutrition programs to support the university policies regarding student responsibilities and behavior. Refer to the Appendices of this document for the university policies:

A. Student Statement of Rights and Responsibilities policy
B. Alcohol policy and Signs of Inebriation
C. Drug Free Campus/Workplace Policy
D. Conflict Resolution Procedures

Class Participation is not the same as class attendance. Students may be in attendance while still demonstrating negative participation. Students who behave in a disruptive, unprofessional, disrespectful manner to the instructor and/or peers, and/or may be overly rude are (1) not treating others with respect and (2) obstructing teaching.

- Respect: Polite expressions showing consideration or appreciation or worth or value or esteem.
- Disrespectful behavior is disruptive. Disruptive behavior is speech or action which is (a) disrespectful, offensive, rude, intimidating, and/or threatening, (b) interferes with the learning activities of other students, and/or (c) has a negative impact on the learning environment. Disruptive behavior includes physically, verbally or psychologically harassing, threatening, or acting abusively toward an instructor, staff member, or toward other students in any activity authorized by the University. The behavior may stem from a conflict with the instructor, staff or another student, from the course itself, or personal problems that may be causing inappropriate behavior.
  - Examples of disruptive words or actions include: the student deliberately distracts other students from the task at hand (e.g., disruptive noise, making uncontrolled inappropriate laughter, carrying on side conversations with others in class); talks loudly out of turn during lecture; uses cell phones, pagers, and/or other electronic devices to carry on a conversation during class (also refer to the Nutrition Department technology use policy on all nutrition syllabi); uses inappropriate language (profanity or vulgarity) or gestures; sarcastic comments to instructor or students; makes disrespectful comments (written or verbal) to the instructor or to another student; comes late and is disruptive settling in; hinders cooperation, including being inappropriately argumentative; harasses or intimidates a college employee or another student; and/or engages in other negative behaviors covered in the Student Handbook.

This behavior is in violation of the Student Handbook, Student Statement of Rights and Responsibilities, sections II and II, as listed below:

- To allow others to engage fully in the pursuit of their own education, one must treat other members of the University community with respect. To do so involves a commitment not only to refrain from conduct that harms, but also to engage in the conduct that makes the community a better place for all to live and learn.
• *Disruption of the University community or obstruction of teaching, research, administration, disciplinary proceedings or other institutional activities.*

For reasons of safety, a student who comes into Nutrition and Food Lab (Birck-230) for a class or lab under the influence of alcohol or drugs will be subject to dismissal from class that day – *no exceptions.* This student will be considered a potential harm to others because of the nature of the culinary equipment readily accessible to students in this area.

Thus, students who violate these policies can expect receipt of a poor participation grade in class and being dismissed from class or lab that day by the instructor. In such circumstances, students may be referred to the Associate Vice President for Student Life’s office.

**PROCEDURES:**

The Department Chair annually sends out a copy of this policy to all instructors within the department annually.

The Department Chair will make available a copy of this policy to nutrition majors (in this *Handbook*, available in print and online).

If an instructor believes a student is the influence of alcohol or drugs during the class period, and/or is being disrespectful and/or otherwise obstructing teaching, the instructor should (immediately):

1. Show concern for the student. Do not respond in a negative manner. We are in a learning environment and should model the expectations.
2. Make a reasonable attempt to talk to the student first. Very often a private conversation with the student can be more productive than a scolding or a warning in the presence of other students. For example an instructor could provide the class with a reading and/or discussion activity and ask the student in question to step outside of the classroom for more privacy.
3. Determine whether the disruptive behavior is in any way related to problems that the student is having in class or to other situational factors which the instructor may be able to directly affect.
4. If being disrespectful and/or obstructing teaching for a reason other than drugs or alcohol is divulged, the instructor will decide if the student will be allowed to return to class that day with the stipulation of no further obstructions. The instructor can optionally require that this be written: the student must clearly identify disruptive behaviors to cease and the consequences of inappropriate behaviors, including dismissal from class that day.
5. If by student admission and/or physical signs of intoxication (refer to Signs of Inebriation in Appendix B) or under the influence of drugs, the instructor should dismiss the student immediately from lab for that day. *Under no circumstances should a student under the influence of alcohol or drugs remain in the Nutrition and Food Lab (BK-230) classroom.* The student is to receive a 0% for class or lab for that day, without opportunity for make-up. Encourage the student to remain on campus and not drive a vehicle for safety of self and others, or to take a taxi for transportation.
6. If there is an immediate threat, and/or the situation escalates to one, contact the Campus Police at 630-829-6666 or call 911.
7. During your conversation, refer to the student Early Alert Team. The mission of the Early Alert Team (EAT) is to provide early intervention and prevention for students who are experiencing distress, engaging in harmful or disruptive behaviors, or who have been identified as at risk for personal, academic, social or financial success. The EAT can assess the situation, offer support and provide referrals to the appropriate resources on and off campus. Additionally, the EAT will provide policy and procedure recommendations when appropriate. The student can contact Linda Owens, the Associate Dean for Student Development, at (630) 829-6123 or lowens@ben.edu.
8. Following class, the instructor should document the incident by informing the Department Chair of Nutrition of the incident in writing, describing student and instructor actions.
The University reserves the right to implement changes at any time. All changes are applicable to all students when and as announced.

Student Statement of Responsibilities

Benedictine University is a Catholic and an academic community dedicated to the advancement of learning and committed to a philosophy of mutual tolerance and respect. Benedictine is a community of people with distinct ethnic, racial, cultural and religious backgrounds. We are also a community with a variety of roles: faculty, staff and student. Despite these differences, we are a community with a common interest in creating an environment which encourages the growth and development of all people. We understand that such an education consists of both classroom work and the full experience that university life can provide. To promote such a learning environment, the University requires each student to accept a Statement of Responsibilities and set of policies while a member of the Benedictine community at the Lisle campus, the Margaret and Harold Moser Center in Naperville, Springfield or Mesa branch campuses, or the University’s cohort and online programs. Community members are also expected to observe all current local and county ordinances as well as state law.

The University attempts to establish a climate which encourages the assumption of responsibility by students for their individual and collective actions with minimum regulation. It shall be the responsibility of each student to comply with the appropriate standards of conduct and decorum befitting members of an educational community. The activities enumerated below constitute violations of University rules, regulations, policies, and standards of conduct and shall be subject to disciplinary action. A student attending a University-sponsored function off campus is subject to the same standards of conduct as those expected on campus. Any Benedictine University student who has violated criminal laws also may be subject to University proceedings. Violations of local, state or federal laws on campus may also result in the filing of criminal charges.

We encourage students to develop an awareness and sensitivity to their environment by formulating and accepting a personal code which is compatible with the code of the community of which you are a member; that is, the Benedictine Community. This means you must analyze your motives and impulses, discover new freedoms and understand the limitations of those freedoms as a community member. When a student becomes a member of the Benedictine University community, that student agrees to abide by all University policies and accept four main responsibilities: one’s education to self, colleagues and community, and to the University. The following sections detail responsible activities and list actions that are prohibited by University policy.

I. Responsibility to One’s Education

To ensure a comprehensive and authentic education, the student is responsible for planning their academic program and progress, and for pursuing academic excellence with honesty and integrity. Academic excellence cannot be achieved if one misrepresents the work of others as their own. While the University encourages students to assist one another (e.g. tutoring; group projects), the individual student is accountable for meeting their requirements. Faculty members and advisors are available to assist the student with program planning and academic achievement. The student is accountable for meeting course, degree and graduation requirements. Academic policies and procedures related to academic courses and programs can be found in both Undergraduate and Graduate Catalogs.
II. Responsibility to Ourselves

One must treat oneself with respect to fully engage in the pursuit of an education. This means many things, but such self-respect is a fundamental commitment to personal integrity and individual wellness. Those who are committed to personal integrity show a willingness to be held accountable for their own actions. They conduct themselves honestly, thoughtfully and consistently within the values of the community. In addition, they strive for comprehensive personal health. In doing so, they avoid practices which harm the body and the mind such as excessive consumption of alcohol or the recreational use of drugs. They endeavor to develop self-esteem and feel called to live in ways that exhibit leadership, ethics and values. All students are required to pursue their academic studies to the best of their abilities. Students may lose privileges (on-campus housing, parking, etc.) if they do not maintain their commitment to their coursework. The following includes specific student conduct prohibited by the University:

A. All forms of dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution, forgery, and alterations or use of institutional documents or instruments of identification with the intent to defraud are prohibited. Required papers may be submitted for review to Turnitin.com for the detection of plagiarism.

B. Misuse of alcohol. The legal age for the possession and use of all alcoholic beverages in Illinois is 21. Fraudulent identification for the purpose of acquiring alcoholic beverages and/or purchasing such beverages for minors is a violation of state and local law.

C. Unauthorized gambling is not permitted on University grounds, in residence halls, apartments or at official functions of student organizations.

D. Possession, use or sale of controlled substances or drug paraphernalia is not permitted. Benedictine University has an obligation to uphold federal, state and local laws with regard to the possession and use of drugs. The University will cooperate with legal authorities when necessary. The University reserves the right to view each case of drug-related activity individually, to include the kind of drug and level of involvement to determine the criteria for the University’s response (see “Substance Abuse Policy”).

E. According to the University’s fire safety action plan, failing to, leave the building in which a fire alarm is activated immediately may result in the issuance of a civil citation and fine up to $500.

III. Responsibility to Colleagues and Community

One must treat other members of the University with respect to allow them to fully engage in the pursuit of their own education. This involves a commitment to refrain from harmful conduct, and engage in conduct that makes the community a better place for all to live and learn. Only the individual can accept the duty to act affirmatively. The University is committed to creating an environment that encourages such a duty, and has established the following prohibited conduct concerning classmates and other members of the community:

A. Actual physical harm or the threat of confrontation to harm any person is prohibited. This includes physical conflict, lethal and less-than-lethal use or possession of weapons/ammunition.

B. Hazing of any person by a campus organization or another person is prohibited. Benedictine University prohibits conduct by an individual, organization or group affiliated with the University that is in violation of the Illinois Hazing Act, or any hazing activity which threatens a person’s rights of self-respect, which disrupts community life, or which encourages the violation of local, state or federal law, or Benedictine University Policies and Procedures.

C. Discriminatory harassment to any person on University premises or at University-sponsored functions is prohibited.

D. Promotion of self-inflicted activities on the Internet, including harming others and underage drinking, is prohibited.

E. Failure to comply with directions of University officials acting in performance of their duties is prohibited.
F. Community members may not engage in conduct unbecoming of a Benedictine University student.

IV. Responsibility to the University

To assist the University in offering the finest education possible, one must treat the University campus and its resources with respect. Such respect involves stewardship of community assets through responsible use, as well as refraining from damaging or misusing University facilities and resources. The following is prohibited:

A. Disruption of the University community or obstruction of teaching, research, administration, disciplinary proceedings or other institutional activities.
B. Theft from or damage to University property or the property of a member of the University community.
C. Acts of vandalism or malicious defacement of property, or the property of the University community, including tampering with telephones, the computer network/university’s website and safety and/or fire equipment on campus.
D. Unauthorized possession or use of campus keys, access cards or identification cards. Every student must ensure that they have their BenCard at all times and that the card has the correct information and is valid while the student is at the University.
E. Violation of published University regulations including those relating to entry and use of University facilities, and any other regulations, which may from time to time be enacted.
F. Violation of rules applicable to residence halls and apartments.
G. Contempt of the conduct process or its authorities.
H. Violation of local, state or federal laws.
I. Non-payment of Student Accounts

Alcohol Policy


Abide by current local ordinances, state law and University policies. View Benedictine University’s policy at www.ben.edu/about/gci/alcohol_drug_policy.pdf. Students should be aware whether possession of alcohol occurs inside or outside the University, legal sanctions under applicable law for unlawful possession and/or consumption of alcoholic beverages may include fines or imprisonment.

Alcohol education programs are conducted routinely at Benedictine University. Students experiencing difficulties with alcohol or drug use are encouraged to talk with a staff member in Student Health Services, the vice president for the Office of Student Life, or other members of the University staff.

Signs of Inebriation (NOT LISTED in 2015-2016 HANDBOOK)

The following are some signs of alcohol intoxication:

- Breath that smells like alcohol.
- Enlarged pupils (the black circles in the center of eyes). Eyes move quickly or in a way that is not normal for that person.
- Quick mood changes.
- Slurred or loud speech.
- Loss of balance. May not be able to walk straight or stand still. May fall easily.
- Nausea and vomiting.
- Fast heartbeats and slow breaths.
- Blackouts or seizures.
Drug Free Campus / Workplace Policy

The use, possession or distribution of any drug, including marijuana, or drug paraphernalia on any University property or as part of a University sponsored activity, in violation of the law is strictly forbidden. Anyone violating the law may be turned over to civil authorities for prosecution and will be subject to all of the University’s disciplinary procedures. Students should not be in a room where drugs or drug paraphernalia are present. Both Illinois and federal law prohibit the possession and/or distribution of illicit drugs and any student suspected of breaking the law will be subject to University review and sanction. Criminal penalties include fines, imprisonment and, in certain cases, the seizure and forfeiture of the violator’s property. In addition, federal and other forms of financial aid may be forfeited.

Smoking/Tobacco Policy

In an attempt to respect the rights of both non-smokers and smokers, and with a definite concern for the health of all members of its community, Benedictine University has developed the following policy for tobacco use on campus. Smoking or use of any form of tobacco IS NOT permitted inside any academic, residential or administrative building on campus. This policy invokes applicable Illinois law (specifically, the Smoke-Free Illinois Act (effective as of January 2, 2008) and the previous law, the Illinois Clean Air Act of 1990).

All smoking or tobacco materials are to be properly extinguished and disposed of in a cautious, sanitary and appropriate manner.

Non-Discrimination Policy

Benedictine University does not discriminate in its admissions or educational policies, programs or activities; scholarship and loan programs; athletic and other University administered programs or employment practices on the basis of age, religion, sex, disabilities, race, color, national ethnic origin, or any other legally protected characteristic. In addition to meeting non-discrimination obligations under federal and state laws, Benedictine University is committed to maintaining a community in which a diverse population can live and work in an atmosphere of tolerance, civility and mutual respect for the rights and sensibilities of each individual, regardless of economic status, ethnic background, political views or other personal characteristics and beliefs.

The University is also committed to providing all of its students, faculty, staff and visitors with reasonable access to its programs, events and facilities. To this end, and in compliance with the Americans with Disabilities Act of 1990, the University has made and continues to make modifications to its facilities and programs to provide access for individuals with disabilities. If a person believes they have been a victim of discrimination or harassment or for further information and assistance, they may contact the vice president for the Office of Student Life.

Compliance with Federal Non-Discrimination Regulations Several federal regulations have been adopted for the protection of students’ rights. Of particular interest are the following:

A. Equal Opportunity: Benedictine University supports the principles of equal opportunity for employment to all qualified persons without regard to race, gender, religion, color, national origin, age or other legally protected characteristics. Inquiries regarding compliance may be directed to the University’s Office of Personnel Resources or to the director of the Offices for Civil Rights at the U.S. Department of Education.

B. Title IX: Benedictine University does not discriminate on the basis of gender, in accord with Title IX of the 1972 Education Amendments, in its educational programs, admission policies, activities or employment policies. This legislation provides that no person in the United States shall, on the basis
of gender, be excluded from participation in, be denied the benefits of, or be subjected to
discrimination under any education program or activity receiving federal financial assistance. This
includes protection from sexual harassment. Inquiries regarding compliance may be directed to the
Vice President for the Office of Student Life.

C. Accommodation Services: Benedictine University is dedicated to creating an accessible environment
through reasonable and appropriate accommodations for students with disabilities. Students with a
disability are encouraged to seek assistance with Jennifer Golminas, coordinator of Accomodation
Services in the Student Success Center. Special accommodation services are available for students
with disabilities on a case-by-case basis, provided that documentation from a properly licensed
clinician supports the accommodation. Students eligible under the Americans with Disabilities Act
(1990) and/or Section 504 of the Rehabilitation Act (1973) and/or state law, whose disability
interferes with a major life activity, are urged to self identify so that the process for receiving
assistance can begin as soon as possible. Commonly granted accommodations include the following:

- Extended time for testing in a quiet test environment
- Designated note-taker in class
- Modified or enlarged classroom/reading materials
- Books in alternate formats
- Preferential classroom seating

Students with questions or in need of special academic or housing accommodations should stop by
the Student Success Center in Krasa 020 or call (630) 829-6512 to arrange proper documentation for
equal access to educational and campus services.

Hate Crime Policy

A hate crime is classified by law as a felony offense and is in direct violation of the University’s
nondiscriminatory policies. Therefore the University, in addition to processing hate crimes in accordance with
the law, may simultaneously proceed with internal investigatory and disciplinary processes as defined by the
Handbook. A person commits (a) hate crime(s) when by reason of the actual or perceived race, color, creed,
religion, ancestry, gender, sexual orientation, physical or mental disability or natural origin of another
individual or group of individuals, he commits assault, battery, aggravated assault, misdemeanor or criminal
damage to property, criminal trespass to property, mob action or disorderly conduct, and/or harassment by
telephone.

A person who has been a victim of a hate crime may report the crime to the Benedictine University Police
Department (630) 829-6666, a residence hall staff member, the vice president for the Office of Student Life,
health/counseling office or an outside community agency. Those who report a hate crime will be advised of
the importance of preserving evidence which may be necessary to provide proof for prosecution. Hate crimes
will be reported to Benedictine University Police. The University will provide support services for persons who
have been victims of hate crimes. Staff will serve in an advocacy role and help refer individuals for appropriate
medical, police, and counseling assistance.

Student Sexual Misconduct Policy and Procedure

One of Benedictine’s stated goals is to maintain an environment that is healthy and safe. Sexual misconduct is
not consistent with this goal and the University is committed to providing a living and learning environment
that is free of such threats. It is the University’s policy that acts of sexual misconduct will not be tolerated. For
purposes of this policy, “sexual misconduct” is defined as any attempted or actual act of non-consensual or forcible sexual touching. This would include, but is not limited to, fondling, kissing, groping, attempted
intercourse (whether oral, anal or genital), penetration or attempted penetration with a digit or any other object.
“Consent” requires speech or conduct indicating a freely given, uncoerced agreement to engage in sexual contact. Consent may not be inferred from silence or passivity alone and a current or previous relationship is not sufficient to constitute consent. Consent may be withdrawn at any time prior to a specific sexual act by either person.

To be valid, the person giving consent must be physically and mentally able to:

- understand the circumstances and implication of the sexual act;
- able to make a reasoned decision concerning the sexual act; and
- able to communicate that decision in an unambiguous manner.

There are a number of factors which may limit or negate a person’s ability to consent to a sexual act. These include impairment due to the influence of alcohol or drugs (illegal or prescription), a person’s mental or physical impairment of which the other person is aware or should reasonably have been aware, unconsciousness, fear or coercion.

Persons accused of sexual misconduct will be subject to disciplinary action in accordance with Benedictine University’s policies and procedures for student conduct. At the discretion of the University, persons accused of sexual misconduct may be immediately suspended or restricted from campus pending final disposition of any disciplinary proceedings. Individuals found to have committed sexual misconduct will be subject to sanctions, up to and including dismissal from the University.

In addition to student disciplinary action, persons accused of sexual misconduct may be subject to criminal prosecution by the law enforcement agency with appropriate jurisdiction in that case. In the course of a criminal investigation or prosecution, Benedictine may choose or may be required to provide information and records related to its disciplinary proceedings involving the same act. However, Benedictine’s student disciplinary process is independent of and not dependent upon any criminal process. The decision to prosecute or not prosecute and the ultimate outcome of any criminal proceedings do not affect or influence the University’s student conduct proceedings.

A person who has been a victim of sexual assault may report the crime to Benedictine University Police at (630) 829-6666, a residence hall staff member, the vice president for Student Life, the health/counseling office or an outside community agency such as the DuPage Women Against Rape Hotline at (630) 971-3927. Benedictine University provides support services for persons who have been victims of sexual assault. Staff will serve in an advocacy role and help refer individuals for appropriate medical, law enforcement, judicial and counseling assistance. Upon request, assistance will be provided in changing academic schedules and living arrangements.

Even if a victim decides not to file criminal charges with the police, it is recommended that the individual contact a University or community resource for support. Victims are entitled to confidential services either on or off campus whether or not charges are pressed. Resources both on campus and in the community are:

**On-Campus Resources**

Student Health Services  
Krasa Center, Room 116  
(630) 829-6046
Off-Campus Resources

DuPage Women Against Rape (DWAR)
24-hour emergency number (630) 971-3927
Non-emergency number (630) 790-6600

DuPage County State’s Attorney Victim/Witness Advocates
505 N. County Farm Road
Wheaton, IL 60187
(630) 407-8008

The Bill of Rights for Victims and Witnesses of Violent Crime is an Illinois law that ensures fair and compassionate treatment for victims and witnesses of violent crime. The law guarantees two basic rights to crime victims and witnesses—the right to obtain information from the criminal justice system, and the right to be treated in a humane way by the system.

Illinois Domestic Violence Act: Rights of Victims

“Domestic violence is a crime. Any person who hits, chokes, kicks, threatens, harasses or interferes with the personal liberty of another family or household member has broken the Illinois Domestic Violence law. Under Illinois law family or household members are defined as:

- family members related by blood;
- people who are married or used to be married;
- people who share or used to share a home, apartment or other common dwelling;
- people who have or allegedly have a child in common or a blood relationship through a child in common;
- people who are dating, engaged or used to date, including same sex couples; people with disabilities and their personal assistants”

(Excerpt from the Illinois Domestic Violence Act Web page, Illinois Attorney General)

Domestic violence consists of physical assault, sexual abuse and stalking. The violence takes many forms and can happen all the time or once in a while. If you are in an abusive situation, you are urged to seek help. For on-campus resources refer to the following resources:

Domestic Violence Resources

Family Shelter Service
24 hours a day
(630) 469-5650

Illinois Coalition Against Domestic Violence

877-863-6338

Discriminatory Harassment and Sexual Harassment Policy

We are all responsible for creating an environment where we are treated with respect and dignity. Sometimes behavior that seems acceptable to you may be offensive to others. Any harassment or false accusations of harassment, of or by employees or students, is not acceptable. Benedictine University prohibits harassment
on the basis of sex, race, religion, age, national origin, disability, sexual orientation, or membership in any other group protected by law, including the following behaviors:

- Unsolicited remarks, gestures, or physical contact; display or circulation of written material or pictures that are negative or offensive to gender or to racial, ethnic, religious or other groups protected by law;
- Unwelcome sexual advances, request for sexual favors, and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where submission to such conduct is made either explicitly or implicitly a term or condition of employment or academic advancement or status, or the basis for employment-related decisions affecting the employee or decisions affecting the individual’s academic advancement or status; or
- Conduct that has the purpose or effect of interfering with an employee’s work or academic performance or creating an intimidating, hostile, or offensive working or learning environment.

Harassment of any sort is a serious breach of University policy. The University will take prompt and appropriate corrective action, up to and including termination of employment, expulsion and/or other sanctions against anyone who engages in harassment. If you believe you have been the subject of harassment (or a violation of the University’s Equal Employment Opportunity policy), report the alleged conduct immediately to the Vice President for the Office of Student Life, director of Personnel Resources, the compliance officer, or any other senior University official. Benedictine University prohibits any form of retaliation against any employee or student for filing a complaint or for assisting in a complaint investigation.

Students are encouraged to report all incidents of sexual harassment. The University will conduct an appropriate and discreet investigation of all reports of sexual harassment. The details of the investigation will be kept as confidential as feasible, consistent with University policies and applicable federal, state and local laws. Students are encouraged to report all incidents of sexual harassment.

- Complaints of sexual harassment by a University executive, faculty member, staff member or teaching assistant are reported to and investigated by the employee’s immediate supervisor, or the director of Personnel Resources, the compliance officer or any other senior University official. (If any person to whom the report would be directed is involved in or is associated with the alleged conduct, the report must be directed to another senior official who is not involved.)
- Complaints of sexual harassment by a student are reported to and investigated by the vice president for the Office of Student Life. (If any person to whom the report would be directed is involved in or is associated with the alleged conduct, the report must be directed to another senior official who is not involved.)
- An appropriate and timely response to each complaint will be provided.
- No individual who makes a good faith report shall be subjected to retaliation, including harassment or any adverse employment, academic or educational consequence, as a result of making a report.

**Responsible Use of University Technology Resources Policy**

The Office of Information Technology maintains an [Acceptable Use Policy](#) for the responsible use of technology resources for all members of the campus community. This document provides guidance on the use of technology at the University, including your responsibility to abide by all laws in your use of technology, including copyright and other laws protecting intellectual property.

Students should be aware of the basics of Internet etiquette in communicating via text, chat room, online or email. Your behavior will be evaluated online as if you would demonstrate in person. Know that when you are in cyberspace, respect other people’s time and bandwidth, use appropriate upper and lowercase punctuation, and respect other people’s privacy.
Freedom of Expression Policy

In its role as an academic institution, Benedictine is committed to an environment in which a variety of ideas can be reasonably proposed and critically examined. The University community recognizes that the freedom of inquiry and expression may produce conflicts of beliefs, and proposals for action. It is the responsibility of all members of the University community to maintain channels of communication which will foster a favorable climate for the freedom of expression to thrive.

Implicit in this freedom and with regard for the common purposes of the institution is the right to dissent and demonstrate in a peaceful and non-disruptive manner without unreasonable obstruction or hindrance. The University expects those who enjoy these freedoms to also accept responsibility for order and discipline. Permissible speech does not include unlawful activity, activity that threatens or endangers the safety of any member of the community, destruction of property or obstruction of the normal operations of the University and will not be tolerated.

Insurance Policy

In the event of loss or damage to your personal property while working, residing or visiting at Benedictine University, the Business Office can issue a statement, should you wish to file a claim against your personal insurance policy. The University is not responsible for any personal property loss.

In order to have the statement prepared, the damage or loss should be reported to University Police as soon as possible. A copy of the University Police report should be brought to the Office of Business and Finance Services with a note indicating the name and address of your insurance carrier and your address. Our statement will be prepared and mailed to you for attachment to your claim.

Accommodations Procedures

Benedictine University will make every attempt to provide eligible students with reasonable accommodations based on individual learning needs and recommendations. In order to provide accommodations in a timely manner, the University requires reasonable notice of specific needs and requested accommodations.

Students needing accommodations should first complete the Disability Services Request Form. In addition, documentation of the disability from a licensed clinical professional should also be included. Students should provide these documents to the coordinator of Special Services to begin the process for receiving accommodations.

When accommodations are approved, the coordinator of Special Services contacts students and provides them with the Student Academic Accommodations Approval (SAAA) form, which notifies the instructors of the approved accommodations. Each semester students are responsible for obtaining their SAAA forms from the coordinator.

All inquiries about referrals to clinical professionals, who administer testing, modifications to accommodations, and temporary accommodations, should be directed to the coordinator of special services in the Student Success Center.

Please read the Benedictine University Accommodations Policy for complete details.
Family Educational Rights and Privacy Act (FERPA) Annual Notice to Students

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review your education records within a reasonable time after Benedictine University receives a request for access. If you wish to review your record, contact the registrar or the University office that maintains the record to make arrangements. You are required to submit your requests in writing and identify the record(s) you wish to inspect.

2. The right to request an amendment of your education record if you believe it is inaccurate or misleading. If you feel there is an error in your record, you should submit a statement to the University official responsible for the record, clearly identifying the part of the record you want changed and why you believe it is inaccurate or misleading. That office will notify you of their decision and advise you regarding appropriate steps if you do not agree with the decision.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. This includes any University faculty or staff employee (including the University Police Department) acting within the scope of his or her University employment and with appropriate supervisory authority; any individual or entity with whom the University has contracted as its agent to provide a service to the University when acting within the scope of the contract or agency and who is subject to appropriate confidentiality requirements; any member of the University's Board of Trustees; any student serving on an official committee, such as a disciplinary or grievance committee; and any student assisting a University official in performing tasks for which the University official may have access. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill professional responsibilities.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:
   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Ave. SW
   Washington, DC 20202-5901

Benedictine University's policy is to not release student record information without the expressed consent of the student. However, there are some exceptions. For example, directory information may be released without the student's consent and includes the following: name, address, telephone number, major and minor fields of study; participation in officially recognized activities and sports, dates of attendance, degrees and awards received; most recent education institution attended; full-time/part-time enrollment status; photo. In compliance with the Solomon Amendment, directory information is provided to the U.S. Department of Defense, upon request. You may withhold disclosure of directory information by completing the “FERPA Non-Disclosure of Designated Directory Information” form available in the Registrar’s office, within ten (10) calendar days of the first scheduled class day of each fall term. A request to withhold disclosure of directory information is effective for one academic year only and must be renewed each year.

The University may also disclose student account and financial aid information without the student's consent to the student’s parents if the parent requests the information in writing, completes the Parent Certification section of the Authorization For Release of Confidential Information to Parents and provides evidence that the student is their dependent for federal income tax purposes, or if there is a health or safety emergency involving their son or daughter, or if their son or daughter is under the age of 21 and has violated a federal, state or local law or any University rule or policy concerning the use or possession of alcohol or a controlled
Appendix D: Student Responsibility Policy

Information from student disciplinary or counseling files is considered a confidential, educational record and is not available to unauthorized persons on campus. To comply with federal law, as well as for reasons of confidentiality, disciplinary records/files may not be released to anyone off-campus unless under legal compulsion or in cases where the safety of persons or property is involved. A student’s disciplinary record/file may only be reviewed by the student within the confines of the Benedictine University campus and the guidelines designated by the appropriate University administrator, generally the vice president for the Office of Student Life. Only the student and authorized persons may have access to such records. The University will take all reasonable steps to ensure that the confidentiality of student educational records is maintained. Any questions concerning the student’s rights and responsibilities under FERPA should be referred to the Office of the Registrar or the compliance officer.

Demonstrations Procedures

Persons planning a demonstration should meet with the vice president for the Office of Student Life or their designee to discuss arrangements for the event.

The Chief of University Police, in consultation with University officials, will determine the point at which the normal operations of a specific building or area are disrupted. The demonstrators will be informed specifically how they may continue their demonstration in a manner which is not disruptive. If the above described internal measures fail to achieve the desired results, the University reserves the right to ask for the assistance of civil authorities. Any person not officially associated with the University who is participating in a disruptive demonstration will be arrested and may be prosecuted. Just as Benedictine University expects the members of its community to abide by the above regulations, it likewise expects that any action taken to enforce compliance with regulations or prevent prohibited activity should be appropriate. The University expects all persons to comply with the directions of an authorized official.

Student Life Conduct Process

Failure to abide by your responsibilities and any University policies and procedures will be resolved through the Student Life Conduct Process. Many times misconduct can be resolved informally, but situations may require a more formal procedure. The procedure is grounded in the concept of fairness and impartiality, thereby supporting the values of our community by addressing misconduct in a constructive and positive way. If University action is warranted, a student will receive a phone call and/or email to their student email account notifying them that a conversation is required. The following options will be considered by the Office of Student Life:

Mediation

Incidents may be resolved through mediation – a voluntary, private and informal process.

Hearings

Two kinds of hearings are possible: an administrative hearing (appointed University officials) and panel hearing (representatives of the student body, faculty and administration act as panel hearing members). The purpose of the hearings is to come to an understanding of the misconduct by the student(s), determine
responsibility and remedies. Hearings can be used to resolve minor disciplinary matters or more serious matters (not limited to theft, dangerous weapon possession, misuse of fire protection equipment, sexual assault, illicit use of drugs and repetitious misconduct) that may result in a student being suspended or dismissed from the University or residence halls. Hearings may be conducting by a designated hearing officer or board depending on the incident as determined by the Office of Student Life.

**Hearing Process**

Students are expected to obtain further details if they attend a hearing. The hearings will follow appropriate procedures to ensure a fair process, and parties will have the opportunity to present any facts to substantiate the claim, including witnesses.

Hearings will proceed in the absence of a respondent who was given proper notice, who does not request a postponement and who does not attend the hearing. No parent, guardian, legal counsel or person outside of the University community is allowed to appear at the hearing, except if criminal proceedings are occurring simultaneously.

To ensure a fair process, parties may request that community members assist and participate in the investigation and hearing process. Students, faculty or staff who agree to assist and/or attend the hearing with the party but do not speak at the hearing shall provide such assistance. In the event a party is unable to locate someone to act in this capacity, they may request the assistance from the Office of Student Life. The administrator or Hearing Panel will be responsible for assigning a remedy in the event it finds that a violation of the Statement of Responsibilities or University policy has taken place. Consideration of a student’s entire disciplinary record at Benedictine University will be taken into account when designing an appropriate sanction.

**Appeal Process**

A student may appeal a decision made by a hearing concerning the finding of a violation or the remedy imposed within five days of notification of a decision. To do so, the student must deliver a written explanation on the grounds upon which the appeal is made to the Office of Student Life. The burden of demonstrating an inequity in the hearing or remedy shall lie with the student. The responsibility of making a final decision will rest with the Office of Student Life.

**Sanctions**

This does not and cannot include all information that may lead to sanctions. Sanctions are defined and imposed as follows:

A. **Warning:** A written statement to the student indicating disapproval of their conduct or violation of regulations, and stipulating that continuation or repetition of such action may be cause for more severe action.

B. **Restitution:** Reimbursement for damage to or mishap of property. Restitution may take the form of monetary compensation or the appropriate service to repair damages and may be combined with another type of sanction.

C. **Monetary Fine:** Financial assessment imposed according to specific sums stipulated in published rules and regulations, or when no sum is so stipulated, according to the merits of the case and established precedents.

D. **Disciplinary Probation:** The student is informed in writing that any subsequent misconduct or violation of institutional regulations during a specified period of time will be evaluated within the
Appendix D: Student Responsibility Policy

context of their probationary status and may result in suspension or expulsion. The terms of probation apply during the period of probation and may include any of the following:

1. May not become an officer or student representative in any University organization or committee.
2. May not represent the University at any public function, including intercollegiate or co-curricular activities.
3. May not be eligible for scholastic honors or distinctions

E. Counseling or Psychological Treatment Mandate: If deemed necessary due to physical or psychological problems, a student can be required to provide a release of information form to verify psychological/substance abuse/evaluation and may have further treatment mandated as a condition of enrollment.

F. Residency Probation: The student is informed in writing that their general behavior in the residence hall indicates that they are not able to appropriately adjust to group living, and that any subsequent misconduct or violation of institutional regulations may result in the termination of their residence hall contract. In such cases, room and board charges will not be prorated or refunded.

G. Community Service: The student will be assigned a task to complete that will, on many occasions, relate to the inappropriate behavior. A time frame will be set up for the completion of this task and the student will be assigned a supervisor to whom to report.

H. Behavioral Contract: A contract between the student and the University that limits student activities and spells out specific consequences for violation of the contract may be issued.

I. Special Projects: An assignment relating to the offense may be issued as a possible sanction.

J. Suspension: The student is informed in writing they must leave the University community temporarily. Suspension shall be interpreted to include any or all of the following stipulations: the student may not attend classes, contact faculty, reside on campus or visit residence halls, frequent campus facilities, and participate in campus activities or exercise student privileges. Suspension may be specified as follows:

1. Terms: suspension may be stipulated for a specified period of time. After the suspension period, the student is automatically eligible for readmission.
2. Conditional: suspension may be stipulated for an indefinite period of time premised on the student’s accomplishment of certain specified conditions.
3. Interim: the University reserves the right to suspend a student on an interim basis when circumstances and facts indicate the student’s continued presence on the campus constitutes an unreasonable danger to institutional property, the student or others. Interim suspension may be interpreted to permit all of the stipulations stated above, or may permit students to continue attending classes while they are suspended from representing the University in extracurricular activities, including intercollegiate athletics.

K. Expulsion: The student is informed in writing that they are permanently separated from the University.

Non-Sanction Resolutions

Interim Intervention: The University reserves the right to suspend a student on an interim basis when circumstances and facts indicate that the student’s continued presence on the campus constitutes an unreasonable danger of harm or injury to institutional property, the student involved or others. Students may also be suspended on an interim basis while undergoing resolution by University or civil authorities.

Involuntary Withdrawal: A student may be subject to involuntary withdrawal from the University or from the residence halls if it is determined that the student is suffering from a mental illness and/or engages (or threatens to engage) in behavior which poses a danger of causing physical harm to self or others; engages in behavior which would cause property damage; impedes the lawful activities of others; or disrupts the community.
**Student Complaint Process**

Your concerns are important to us. If you encounter a problem involving the application of a Benedictine University policy or procedure or have any other dispute with the University that you cannot resolve informally and which adversely impacts you, you may file a complaint in writing.

For purposes of this process, a “complaint” is an expression of dissatisfaction concerning, a University employee, department, service or process, or a University administrative action, that requires clarification, investigation and/or resolution.

- A complaint must be made in writing, preferably using the Complaint Form below.
- It is important to report complaints promptly and to include a short and concise statement of all the relevant facts and the action or remedy you are requesting so that an investigation can be completed and a resolution achieved.
- Complaints must be filed within 15 business days from the date of the action or occurrence which is the subject of the complaint.
- The Office of Student Life will assign a tracking number to the complaint and acknowledge its receipt using the contact information you have provided on the Complaint Form.
- The Office of Student Life reviews each complaint to determine if it is one upon which action should be taken. If the complaint is properly the subject of the academic or financial appeals processes, or is a question of academic discretion, the complaint will be dismissed without further action.
- The Office of Student Life refers complaints requiring further action to the appropriate academic or administrative official (typically, a Dean or Director, or another appropriate administrator whom they have designated) for investigation and resolution.
- Within 10 business days after receiving a complaint, the Office of Student Life will advise the student in writing either (a) that it has referred the complaint to an administrator for investigation and resolution, and to whom the complaint was referred, or (b) that it has dismissed the complaint and the reason for the dismissal.
- An administrator to whom a complaint has been referred has 20 business days from the date of the referral to investigate and address the complaint. During the investigation and resolution process the administrator will communicate directly with the student who has filed the complaint. At the conclusion of the investigation and resolution the administrator will notify the student and the Office of Student Life in writing of the results of the investigation and the resolution of the complaint.
- The Office of Student Life may extend the investigation period beyond 20 business days by notifying, in writing, the student who filed the complaint, using the contact information provided on the Complaint Form.
- A complaint may be dismissed without further action if the student fails to cooperate in the investigation.

**NOTE:** Dealing with concerns in the most direct and honest fashion should always be the first step toward resolution. Many problems are resolved when one makes an appointment with a faculty or staff member and calmly and honestly communicates their concerns.
Access D2L by following the Login link located in the upper right of the Benedictine home page, http://www.ben.edu. You’ll see a link to Desire2Learn on the page that loads. Or, access D2L directly at http://ben.desire2learn.com.

Your D2L Username and password are the same as your Benedictine Network ID and password. If you cannot log in please use the Student - Forgot Password? link located below the Login button or contact the Service Desk at 630-829-6684 or helpdesk@ben.edu.

After logging in you’ll arrive at your D2L My Home page where you’ll find:

- **News** – important announcements from system administrators such as planned maintenance outages and advance information about upgrades.
- **Calendar** – events that have been scheduled by your instructors or by you.
- **My Courses** – links to your D2L Course Home pages. Your regular courses will be listed under the Student tab.

If you are a member of a committee that uses D2L, or if your department maintains a D2L site for departmental resources those site home pages will be linked under the Member tab.

**My Home Pages** are similar to the one shown here:

The Mini Bar includes dropdown menus, email/pager alerts and chatter links.

The Nav Bar includes the dropdown Help menu and a link to ePortfolio.

The User Dropdown Menu, shown expanded below, includes the Logout link as well as links to personal Notifications and Account Settings. Set up Notifications if you’d like to be texted or emailed about course activities.
Dropdown Menus in the Nav Bar provide links to course tools grouped by function as shown below. Your instructor may remove tools that will not be used in your course.

The left side of the Mini Bar provides links to My Home and to the Course Home page.
APPENDIX F:
Forms

Application for Admission (for 2013-2016 Academic Years)
Dietetics Concentration of the Nutrition Major (Didactic Program in Dietetics/DPD)

Bachelor of Science in Nutrition – Freshman Rules – 2015-2016 Academic Year

Bachelor of Science in Nutrition – Transfer Rules – 2015-2016 Academic Year
Application for Admission (for 2013-2016 Academic Years)

Dietetics Concentration of the Nutrition Major (Didactic Program in Dietetics/DPD)

Directions: If you were accepted into the university on the 2013-2014 catalog or later (refer to your articulation/checklist) or were a Freshman who started here in fall 2013 or later, you MUST complete this formal application form in its entirety for acceptance into the Dietetics Concentration of the Nutrition Major. If this applies to you, and you fail to submit the form completed, your curricular plan will be designated as Nutrition Major with ‘no concentration.’ If you submit an incomplete application, you will be designated as Nutrition Major with ‘no concentration.’ The DPD Director (Dr. Arnold) cannot complete a Declaration of Intent or Verification Statement for those who are not in the Dietetics concentration. Submit this completed form to the Nutrition Department, Dr. Arnold (in KN-224) by May 29, 2015. Letters of official confirmation will be sent out mid-summer. Those accepted into the university on earlier catalogs can elect to complete the form if desiring an official letter of confirmation.

FULL Name
Maiden Name (if applicable)
Student BenU ID
Permanent Address
City, State, Zip Code
Today’s Date

Gender  
Male  
Female

Ethnicity  
White  
Black  
Hispanic  
Asian  
Pacific Islander  
Native American/American Indian

Please provide the grade earned in all of the following courses you completed:

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade(s)</th>
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<tbody>
<tr>
<td>CHEM-101 [or CHEM 113 and 123]</td>
<td></td>
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<tr>
<td>CHEM-103 [or CHEM 242 and 247]</td>
<td></td>
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<tr>
<td>BIOL-197 Prin of Organismal Biology</td>
<td></td>
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<tr>
<td>BIOL-198 Principles of Biology</td>
<td></td>
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<tr>
<td>BIOL-199 Principles of Biology lab</td>
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<tr>
<td>NUTR-241 Nutrition Through Life Cycle</td>
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<tr>
<td>WRIT-S101 Writing Colloquium (or HRNS-190)</td>
<td></td>
</tr>
<tr>
<td>Or Freshman with AP credit for WRIT-S101 must take WRIT-S104 (1)</td>
<td></td>
</tr>
<tr>
<td>WRIT-S102 Research Writing (or HRNS-191)</td>
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<tr>
<td>SPCH-S110 Basic Speech (or HRNS-191)</td>
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<tr>
<td>MATH-S110 College Algebra or MATH-S108 Quantitative Reasoning</td>
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</table>

Note: ALL of the aforementioned courses must be completed with a grade of “C” or better prior to acceptance into the Dietetics Concentration of the Nutrition Major. YOU MUST ALSO ATTACH A COPY OF YOUR TRANSCRIPT(S) – a copy from your myBenU is acceptable.
Total Number of Semester Credits completed at end of Spring 2015
Minimum needed = 24 total with at least 6 at BenU

Total cumulative BenU GPA at end of Spring 2015
Minimum required if started in fall 2013 = 2.8/4.0
Minimum required starting June 1, 2014 = 3.00/4.0

Note: Students who do not maintain the BenU cumulative GPA as designated in their catalog of entry (see above) will be dropped from the Dietetics Concentration; such students can continue to pursue the Nutrition Major, as well as reapply to the pursue the Dietetics Concentration if eligible in the future.

Academy of Nutrition and Dietetics (Academy) Student Member Number

Note: It is an expectation that you join the Academy of Nutrition and Dietetics (Academy). Our DPD requires the use of Academy resources in select courses in the Dietetics concentration. If you are not yet a member of the Academy, you may record 00000 in the space provided at the time of application. However, you MUST provide a copy of your Academy membership card prior to seeking a Declaration of Intent (when applying to Dietetic Internship programs in your senior year or later) or Verification Statement (after graduation) in order to have the DPD Director certify that you are in the DPD.

Prior to the start of the NUTR 372 course (typically taken in the senior year), students will be required to provide documentation of successful completion (i.e., no negative reports) of: all vaccinations, TB test, background check and drug screen. This will meet the personal health and safety requirements for the Dietetics concentration.

*** ***** ***

All students are expected to read and adhere to the policies and procedures in the Undergraduate Catalog (http://www.ben.edu/registrar/index.cfm), Student Handbook (http://www.ben.edu/student-life/upload/Student-Handbook14-15.pdf), and Nutrition Major Guide (http://www.ben.edu/college-of-education-and-health-services/nutrition/bs-nutrition.cfm).

Permission to enroll in and/or completion of courses required for the Dietetics Concentration does not imply acceptance into the Dietetics Concentration of the Nutrition Major.

Normally all official communications from the university and department will be sent to your ben.edu email addresses. Students can elect to forward their ben.edu emails to another account. Students are expected to regularly read emails from the university and the department.

Please sign and date this form to acknowledge your understanding of the aforementioned statements and officially apply to the Dietetics Concentration of the Nutrition Major.

__________________________  __________________________
Signature                     Date
Inquiry Curriculum Requirements | A Liberal Arts Curriculum

Basic Skills | Grade of "C" or better required. 12

<table>
<thead>
<tr>
<th>COLLEGE</th>
<th>COURSE</th>
<th>CR</th>
<th>GR</th>
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<tr>
<td></td>
<td>WRIT S101</td>
<td>Writing Colloquium</td>
<td>3</td>
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<tr>
<td></td>
<td>WRIT S102</td>
<td>Research Writing</td>
<td>3</td>
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<td></td>
<td>SPCH S110</td>
<td>Basic Speech</td>
<td>3</td>
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<tr>
<td></td>
<td>MATH S108</td>
<td>Quantitative Reasoning or</td>
<td>3</td>
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<tr>
<td></td>
<td>MATH S110</td>
<td>College Algebra</td>
<td>3</td>
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</table>

Interdisciplinary Seminars | Must be completed at BenU. 6

<table>
<thead>
<tr>
<th>COLLEGE</th>
<th>COURSE</th>
<th>CR</th>
<th>GR</th>
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</thead>
<tbody>
<tr>
<td>BenU</td>
<td>IDS 201:04</td>
<td>Catholic and Benedictine Intellectual Traditions (WI)</td>
<td>3</td>
</tr>
<tr>
<td>BenU</td>
<td>IDS 301:04</td>
<td>Human Dignity or The Common Good</td>
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Modes of Inquiry (MI) | Scholars Program students please refer to specific checklist for requirements. 15

<table>
<thead>
<tr>
<th>COLLEGE</th>
<th>COURSE</th>
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<tr>
<td></td>
<td>Religions/Theological (QRT)</td>
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<td>Philosophical (QPL)</td>
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<td></td>
<td>Historical (QHT)</td>
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<td>Literary/Rhetorical (QLR)</td>
<td>—</td>
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<td></td>
<td>Artistic/Creative (QCA)</td>
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<tr>
<td></td>
<td>Natural Sciences</td>
<td>—</td>
<td>—</td>
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<tr>
<td></td>
<td>Life-Scientific (QLS)</td>
<td>—</td>
<td>—</td>
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<td></td>
<td>Physical-Scientific (QPS)</td>
<td>—</td>
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<td>Computational, Math and Analytical (QCM)</td>
<td>—</td>
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<td>Social Sciences I and II</td>
<td>—</td>
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<td></td>
<td>Individuals/Organizations/Societies (QIO)</td>
<td>—</td>
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<tr>
<td></td>
<td>Political/Global/Economic Systems (QPI)</td>
<td>—</td>
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</tbody>
</table>

Cocurricular | Requirements may be met through MI or major courses.

Course or Experience:

- Global Designation (G)
- Sustainability (S)
- Writing Intensive (WI)
- Learning Community (LC)

Notes | All Undergraduate Degree Programs:

INQUIRY CURRICULUM REQUIREMENTS: Remaining MI courses must be chosen from classes labeled with appropriate designation in catalog or course schedule. Some MI requirements are satisfied by major requirements. Substitutions are not allowed after entry.

1 Engaged Learning-designated course/experience and Learning Community-designated course/experience are mandatory for undergraduates starting fall 2016.

Freshman Rules

2015-2016

Bachelor of Science in Nutrition

ACADEMIC YEAR

Concentration if applicable

Graduation Requirement | Min. Semester Credit Hours 120

Major Requirements | Grade of "C" or better required. 80

<table>
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<tr>
<th>COLLEGE</th>
<th>COURSE</th>
<th>CR</th>
<th>GR</th>
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<tbody>
<tr>
<td></td>
<td>CHEM 101</td>
<td>Introduction to Chemistry</td>
<td>3</td>
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<tr>
<td></td>
<td>CHEM 102</td>
<td>Introduction to Chem Lab</td>
<td>1</td>
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<tr>
<td></td>
<td>CHEM 103</td>
<td>Intro to Organic/Biochem</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CHEM 104</td>
<td>Intro to Organic/Biochem Lab</td>
<td>1</td>
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<tr>
<td></td>
<td>BIOL 197</td>
<td>Prin of Organism Biology</td>
<td>3</td>
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<tr>
<td></td>
<td>BIOL 198</td>
<td>Principles of Biology</td>
<td>3</td>
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<tr>
<td></td>
<td>BIOL 199</td>
<td>Principles of Biology lab</td>
<td>1</td>
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<tr>
<td></td>
<td>BIOL 204</td>
<td>General Microbiology</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>BIOL 229</td>
<td>Biostatistics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MATH 170</td>
<td>Introduction to Statistics I or</td>
<td>3</td>
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<tr>
<td></td>
<td>PSYC 250</td>
<td>Basic and Applied Statistics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>BIOL 258</td>
<td>Human Physiology</td>
<td>4</td>
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<tr>
<td></td>
<td>MGT 301</td>
<td>Management (WI)</td>
<td>3</td>
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<tr>
<td></td>
<td>PSYC 100</td>
<td>Survey of Psychology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PHIL 242</td>
<td>General Ethics or</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>THEO 252</td>
<td>Bus Ethics in the Context of</td>
<td>3</td>
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<td></td>
<td></td>
<td>Catholic Social Teaching</td>
<td>3</td>
</tr>
</tbody>
</table>

Nutrition Foundation Courses (24 semester credit hours)

|        | NUTR 150 | Food Service Sanitation | 1 |    |
|        | NUTR 241 | Nutrition Through Life Cycle | 3 |    |
|        | NUTR 244 | Food Science | 3 |    |
|        | NUTR 245 | Food Science Lab | 1 |    |
|        | NUTR 251 | Nutritional Biochemistry | 3 |    |
|        | NUTR 271 | Nutrition and Health Education | 3 |    |
|        | NUTR 280 | Community Health and Nutrition | 3 |    |
|        | NUTR 299 | Cultural Foods Lab | 2 |    |
|        | NUTR 345 | Science of Nutrition and Fitness | 3 |    |
|        | NUTR 392 | Health Res & Prof Writing (WI) | 2 |    |

Required courses for those not pursuing a concentration in the Nutrition major

|        | NUTR 300 | Nutritional Aspects of Disease | 4 |    |

Nutrition Major Electives (17 semester credit hours) 3

|        | COMM, MGT, MKTG, NUTR HLSC, and/or BIOL | 17 |    |

Major Specific Notes | Nutrition

All major and cognate courses required for the major must be completed with a grade of "C" or better, including WRIT and SPCH.

2 Of the 17 semester credit hours of major electives, at least 12 semester credit hours must be at the 200 level, including at least three semester credit hours at the 300 level. Students cannot receive credit for more than one of the following equivalents to Benedictine University general nutrition courses toward graduation or Nutrition major requirements: NUTR 100, NUTR 110, NUTR 200 or NUTR 201. Students should select electives in consultation with an academic advisor.

3 Students pursuing a Nutrition Concentration are not required to complete 17 semester credit hours of Nutrition Major Electives. Three optional Nutrition concentrations are available, see Page 2 for requirements.
# Graduation Requirement | Min. Semester Credit Hours: 120

## Nutrition Concentrations | Requirements

### Dietetics | Grade of "C" or better required.

<table>
<thead>
<tr>
<th>COLLEGE</th>
<th>COURSE</th>
<th>CR</th>
<th>GR</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 203</td>
<td>Human Anatomy</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>BIOL 359</td>
<td>Pathophys</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>NUTR 256</td>
<td>Food Science Operations</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>NUTR 341</td>
<td>Medical Nutrition II</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>NUTR 356</td>
<td>Food/Nut Service Mgmt</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>NUTR 371</td>
<td>Medical Nutrition I</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>NUTR 372</td>
<td>Clinical/Nut Case Studies Lab</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>NUTR 373</td>
<td>Adv Menu Plan Lab</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>NUTR 391</td>
<td>Health Assessment Lab</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>NUTR 396</td>
<td>Nutrition Counseling Lab</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

### Notes

Dietetics Concentration
Enrollment in this concentration is limited; students must apply for acceptance. It is expected that those seeking this concentration have a GPA of 3.0 or better for acceptance. Students accepted into the dietetics concentration must maintain a cumulative GPA of 3.0/4.0. Students must receive permission numbers (PIN) for select NUTR courses specific to this concentration; priority PIN go to those students accepted into this concentration. All of the medical nutrition and counseling courses unique to this concentration are available only on the Lisle Campus.

## Exercise Biology | Grade of "C" or better required.

<table>
<thead>
<tr>
<th>COLLEGE</th>
<th>COURSE</th>
<th>CR</th>
<th>GR</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 368</td>
<td>Biomechanics</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>HLSC/BIOL 358</td>
<td>Exercise Physiology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>HLSC 321</td>
<td>Fitness Testing</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>HLSC 322</td>
<td>EKG Lab</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>HLSC 369</td>
<td>Adv Cardiovascular and Respiratory Physiology</td>
<td>3</td>
<td></td>
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<tr>
<td>HLSC 361</td>
<td>Cardiovascular Pathophysiology and Prevention</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>HLSC 381</td>
<td>Professional Experiences in Clinical Exercise Physiology</td>
<td>1</td>
<td></td>
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<tr>
<td>HLSC 382</td>
<td>Adv Exercise Physiology I</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>HLSD 390</td>
<td>Exercise Biochemistry and Metabolism</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>NUTR 300</td>
<td>Nutritional Aspects of Disease</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

### Notes

Exercise Biology Concentration
Enrollment in this concentration is limited; students must apply for acceptance. It is expected that those seeking this concentration have a GPA of 3.0 or better for acceptance. This is a "4+1" between the B.S. in Nutrition and M.S. in Exercise Physiology programs. A student who is interested in this concentration should apply for acceptance into the M.S. Exercise Physiology program in his/her junior year. Students must receive permission numbers (PIN) to enter select HLSC courses; priority for these PIN go to those students who are seeking this concentration and are accepted into the M.S. Exercise Physiology program.

## Health and Fitness | Grade of "C" or better required.

<table>
<thead>
<tr>
<th>COLLEGE</th>
<th>COURSE</th>
<th>CR</th>
<th>GR</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 203</td>
<td>Anatomy</td>
<td>4</td>
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</tr>
<tr>
<td>PHED 103</td>
<td>Physical Fitness Activities</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>PHED 107</td>
<td>Weight Training</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>PHED 198</td>
<td>Health and Fitness Professional Seminar</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>PHED 201</td>
<td>Assessment and Teaching for Lifetime Physical Fitness</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>PHED 302</td>
<td>Kinesiology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>HLSC 200</td>
<td>Applied Exercise Science</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>NUTR 300</td>
<td>Nutritional Aspects of Disease</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

One of the following courses (2-3 semester credit hours)

<table>
<thead>
<tr>
<th>COLLEGE</th>
<th>COURSE</th>
<th>CR</th>
<th>GR</th>
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</thead>
<tbody>
<tr>
<td>PHED 200</td>
<td>Philosophy and Foundation of Physical Education</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PHED 240</td>
<td>Teaching Team Sports and Activities</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>PHED 241</td>
<td>Teaching Individual Sports and Activities</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>PHED 261</td>
<td>Prevention and Care of Athletic Injuries</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PHED 270</td>
<td>Growth and Development of Children and Adolescents</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PHED 303</td>
<td>Sport Administration</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

### Notes

Health and Fitness Concentration
Enrollment in this concentration is limited; students must apply for acceptance. It is expected that those seeking this concentration have a GPA of 3.0 or better for acceptance. Only those accepted into the concentration may receive permission numbers (PIN) to enter these PHED and HLSC courses. Students completing this concentration have the option to seek certification as a Certified Strength and Conditioning Specialist (CSCS) after graduation.

### Notes
Graduation Requirement | Min. Semester Credit Hours 120

<table>
<thead>
<tr>
<th>Summary of Evaluation</th>
<th>Minor</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Please consult with your department advisor regarding further evaluation of major credits and remaining major requirements. *</td>
<td>Minors are optional, but recommended. Please see the Benedictine University Undergraduate Catalog and the department for specific requirements. List courses taken toward earning a minor.</td>
</tr>
<tr>
<td><strong>Hours</strong></td>
<td><strong>Hours</strong></td>
</tr>
<tr>
<td>Completed</td>
<td>Remaining</td>
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<td>Basic Skills</td>
<td></td>
</tr>
<tr>
<td>Interdisciplinary Seminars</td>
<td></td>
</tr>
<tr>
<td>Arts and Humanities Modes of Inquiry</td>
<td></td>
</tr>
<tr>
<td>Natural Sciences Modes of Inquiry</td>
<td></td>
</tr>
<tr>
<td>Social Sciences Modes of Inquiry</td>
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<tr>
<td>Major</td>
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</tr>
<tr>
<td>Electives</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
</tr>
</tbody>
</table>

Summary of Transferable Credit

The following semester credit hours will be posted to your transcript.

Residency Requirements

Please note the checked boxes that apply to you:

- A minimum total of 120 semester credit hours are required for graduation (with a minimum cumulative GPA of 2.0 from Benedictine University).
- At least 22 semester credit hours at the 200 level or above in the major field must be from Benedictine University.
- 45 semester credit hours must be completed at Benedictine University.
- At least 30 of your final 45 semester credit hours must be completed at Benedictine University.
- At least the last 30 semester credit hours of your undergraduate degree must be completed without interruption at Benedictine University or as a degree-seeking student.

Special Notes

1. This checklist is applicable for the major indicated. If a different major is chosen, the requirements for the major, minors, and semester credit hours remaining will vary.
2. This checklist is for advising purposes. Students must follow the requirements for graduation as stated in the University Undergraduate Catalog at the time of entry.
3. Semester credit hours in progress are not included in the totals of this evaluation.
4. Courses must have a grade of "C" or better to be accepted in the Basic Skills and the major or minor area. A grade of "D" or better is required in all other areas, except where program requirements specify otherwise.
5. Duplicate semester credit hours will not be given for repeated courses.
6. Courses taken at Benedictine University may be repeated only at Benedictine University. Please see the catalog for the Course Repeat Policy.
7. Only courses taken at Benedictine University will be included in your GPA.
8. An Approval of Transfer Courses form must be completed by current Benedictine students to transfer courses from other schools. Please see your advisor.

Notes

Highest level of math completed (if applicable).

Date: |

Signature: |
**Inquiry Curriculum Requirements**  
A Liberal Arts Curriculum

### Basic Skills

<table>
<thead>
<tr>
<th>COLLEGE</th>
<th>COURSE</th>
<th>CR</th>
<th>GR</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>WRIT 101: Writing Colloquium</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>WRIT 102: Research Writing</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SPCH 110: Basic Speech</td>
<td>3</td>
<td></td>
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<tr>
<td></td>
<td>MATH 120: Quantitative Reasoning or MATH 110: College Algebra</td>
<td>3</td>
<td></td>
</tr>
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**Interdisciplinary Seminars**  
Must be completed at BenU.

<table>
<thead>
<tr>
<th>COLLEGE</th>
<th>COURSE</th>
<th>CR</th>
<th>GR</th>
</tr>
</thead>
<tbody>
<tr>
<td>BenU</td>
<td>DS 313:04: Catholic and Benedictine Intellectual Traditions (WI)</td>
<td>3</td>
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<tr>
<td>BenU</td>
<td>DS 313:04: Human Dignity or The Common Good</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

**Modes of Inquiry (MI)**  
Sociors Program students please refer to specific checklist for requirements.

**Collegiate Course**  
CR | GR
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>Arts and Humanities</td>
<td>15</td>
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<tr>
<td>Natural Sciences</td>
<td>9</td>
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<tr>
<td>Social Sciences I and II</td>
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**Required by Major**

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<thead>
<tr>
<th>Course or Experience</th>
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<tbody>
<tr>
<td>Religious/Theological (QRT)</td>
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<td>Philosophical (QPL)</td>
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<td>Historical (QHT)</td>
</tr>
<tr>
<td>Literary/Rhetorical (QLR)</td>
</tr>
<tr>
<td>Artistic/Creative (QCA)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course or Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Life-Scientific (QLS)</td>
</tr>
<tr>
<td>Physical-Scientific (QPS)</td>
</tr>
<tr>
<td>Computational, Math and Analytical (QCM)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course or Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individuals/Organizations/Societies (QIO)</td>
</tr>
<tr>
<td>Political/Global/Economic Systems (QPE)</td>
</tr>
</tbody>
</table>

**Notes**

- Undergraduate Degree Programs
- Inquiry Curriculum Requirements: Remaining MI courses must be chosen from classes labeled with appropriate designation in catalog or course schedule. Some MI requirements are satisfied by major requirements. Substitutions are not allowed after entry.
- Engaged Learning designated courses/programs and Learning Community designations are mandatory for undergraduates starting fall 2026.

### Transfer Rules

**Academic Year**

**Bachelor of Science in Nutrition**

**Graduation Requirement**

| MIN. SEMESTER CREDIT HOURS | 120 |

**Major Requirements**

<table>
<thead>
<tr>
<th>COLLEGE</th>
<th>COURSE</th>
<th>CR</th>
<th>GR</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CHEM 101: Introduction to Chemistry</td>
<td>3</td>
<td></td>
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<tr>
<td></td>
<td>CHEM 102: Introduction to Chem Lab</td>
<td>1</td>
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<tr>
<td></td>
<td>CHEM 103: Intro to Organic/Biochem</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CHEM 104: Intro to Organic/Biochem Lab</td>
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<tr>
<td></td>
<td>BIOL 197: Prin of Organismal Biology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BIOL 198: Principles of Biology</td>
<td>3</td>
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<tr>
<td></td>
<td>BIOL 199: Principles of Biology Lab</td>
<td>1</td>
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<tr>
<td></td>
<td>BIOL 206: General Microbiology</td>
<td>4</td>
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<tr>
<td></td>
<td>BIOL 220: Biostatistics or MATH 150: Introduction to Statistics I or PSYC 250: Basic and Applied Statistics</td>
<td>3</td>
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<td></td>
<td>BIOL 258: Human Physiology</td>
<td>4</td>
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<td></td>
<td>MGT 300: Management (WI)</td>
<td>3</td>
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<td></td>
<td>PSYC 240: Survey of Psychology</td>
<td>3</td>
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<tr>
<td></td>
<td>PHIL 245: General Ethics or THEO 252: Bus Ethics in the Context of Catholic Social Teaching</td>
<td>3</td>
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</table>

**Nutrition Foundation Courses (24 semester credit hours)**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CR</th>
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</thead>
<tbody>
<tr>
<td>NUTR 100: Food Service Sanitation</td>
<td>1</td>
</tr>
<tr>
<td>NUTR 241: Nutrition Through Life Cycle</td>
<td>3</td>
</tr>
<tr>
<td>NUTR 244: Food Science</td>
<td>3</td>
</tr>
<tr>
<td>NUTR 245: Food Science Lab</td>
<td>1</td>
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<tr>
<td>NUTR 251: Nutritional Biochemistry</td>
<td>3</td>
</tr>
<tr>
<td>NUTR 271: Nutrition and Health Education</td>
<td>3</td>
</tr>
<tr>
<td>NUTR 390: Community Health and Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>NUTR 296: Cultural Foods Lab</td>
<td>2</td>
</tr>
<tr>
<td>NUTR 345: Science of Nutrition and Fitness</td>
<td>3</td>
</tr>
<tr>
<td>NUTR 392: Health Prof &amp; Prof Writing (WI)</td>
<td>2</td>
</tr>
</tbody>
</table>

**Required courses for those not pursuing a concentration in the Nutrition major**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CR</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUTR 300: Nutritional Aspects of Disease</td>
<td>4</td>
</tr>
</tbody>
</table>

**Nutrition Major Electives (17 semester credit hours)**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CR</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM, MGT, MKTG, NUTR HLSC, and/or BIOL</td>
<td>17</td>
</tr>
</tbody>
</table>

### Major Specific Notes

**Nutrition**

- All major and cognate courses required for the major must be completed with a grade of "C" or better, including WRIT and SPCH.
- Of the 17 semester credit hours of major electives, at least 12 semester credit hours must be at the 200 level, including at least three semester credit hours at the 300 level. Students cannot receive credit for more than one of the following equivalents to Benedictine University general nutrition courses toward graduation or Nutrition major requirements: NUTR 120, NUTR 110, NUTR 200 or NUTR 201. Students should select electives in consultation with an academic advisor.
- Students pursuing a Nutrition Concentration are not required to complete 17 semester credit hours of Nutrition Major Electives.
- Three optional nutrition concentrations are available, see page 2 for requirements.
Graduation Requirement | Min. Semester Credit Hours 120

Nutrition Concentrations | Requirements

<table>
<thead>
<tr>
<th>COLLEGE</th>
<th>COURSE</th>
<th>CR</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BIOL 203 Human Anatomy or</td>
<td>4</td>
<td></td>
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<tr>
<td></td>
<td>BIOL 359 Pathophysiology</td>
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<td></td>
<td>NUTR 246 Food Service Operations</td>
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<td>NUTR 250 Food Service Operations</td>
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<td>NUTR 341 Medical Nutrition I</td>
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<td>NUTR 350 Food/Nutrition Management</td>
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<td>NUTR 371 Medical Nutrition I</td>
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<td>NUTR 372 Clinical Nutrition</td>
<td>2</td>
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<td>NUTR 373 Adv. Nutr. Counseling Lab</td>
<td>1</td>
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<tr>
<td></td>
<td>NUTR 391 Health Assessment Lab</td>
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<tr>
<td></td>
<td>NUTR 395 Nutrition Counseling Lab</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

Notes | Dietetics Concentration
Enrollment in this concentration is limited; students must apply for acceptance. It is expected that those seeking this concentration have a GPA of 3.0 or better for acceptance. Students accepted into the Dietetics concentration must maintain a cumulative GPA of 3.0/4.0. Students must receive permission numbers (PNs) for select NUTR courses specific to this concentration; priority PN number is assigned to those students accepted into this concentration. All of the medical nutrition and counseling courses unique to this concentration are available only on the Lisle Campus.

Exercise Biology | Grade of "C" or better required.

<table>
<thead>
<tr>
<th>COLLEGE</th>
<th>COURSE</th>
<th>CR</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BIOL 368 Biomechanics</td>
<td>3</td>
<td></td>
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<tr>
<td></td>
<td>HLSC/BIOL 358 Exercise Physiology</td>
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<tr>
<td></td>
<td>HLSC 321 Fitness Testing</td>
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<td>HLSC 322 EKG Lab</td>
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<tr>
<td></td>
<td>HLSC 360 Adv. Cardiovascular and Respiratory Physiology</td>
<td>3</td>
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<td>HLSC 361 Cardiopulmonary and Pathophysiology and Prevention</td>
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<tr>
<td></td>
<td>HLSC 381 Professional Experiences in Clinical Exercise Physiology</td>
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<td></td>
<td>HLSC 382 Adv. Exercise Physiology</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>NUTR 300 Nutritional Aspects of Disease</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

Notes | Exercise Biology Concentration
Enrollment in this concentration is limited; students must apply for acceptance. It is expected that those seeking this concentration have a GPA of 3.0 or better for acceptance. This is a "4+1" between the B.S. in Nutrition and M.S. in Exercise Physiology programs. A student who is interested in this concentration should apply for acceptance into the M.S. Exercise Physiology program in the junior year. Students must receive permission numbers (PNs) to enter select HLSC courses; priority for these PN numbers is assigned to those students who are seeking this concentration and are accepted into the M.S. Exercise Physiology program.

Date: __________________________ Signature: __________________________

Transfer Credit Evaluation and Articulation
Graduation Requirement | Min. Semester Credit Hours 120

**Summary of Evaluation**

* Please consult with your department advisor regarding further evaluation of major credits and remaining major requirements.

<table>
<thead>
<tr>
<th>Hours Completed</th>
<th>Hours Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Skills</td>
<td></td>
</tr>
<tr>
<td>Interdisciplinary Seminars</td>
<td></td>
</tr>
<tr>
<td>Arts and Humanities Modes of Inquiry</td>
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<tr>
<td>Natural Sciences Modes of Inquiry</td>
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<td>Social Sciences Modes of Inquiry</td>
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<tr>
<td>Major</td>
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<tr>
<td>Electives</td>
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<td>TOTAL</td>
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**Summary of Transferable Credit**

The following semester credit hours will be posted to your transcript.

**Minor**

Minors are optional, but recommended. Please see the Benedictine University Undergraduate Catalog and the department for specific requirements. List courses taken toward earning a minor.

**General Electives**

General Elective courses may be necessary to meet graduation requirement of 120 semester credit hours. Students may list completed courses below.

**Residency Requirements**

Please note the checked boxes that apply to you:

- A minimum total of 120 semester credit hours are required for graduation (with a minimum cumulative GPA at 2.0 from Benedictine University).
- 55 semester credit hours at the baccalaureate level must be completed at a four-year regionally accredited college/university.
- At least 12 semester credit hours at the 200 level or above in the major field must be from Benedictine University.
- 45 semester credit hours must be completed at Benedictine University.
- At least 30 of your final 45 semester credit hours must be completed at Benedictine University.
- At least the last 30 semester credit hours of your undergraduate degree must be completed without interruption at Benedictine University as a degree-seeking student.

**Notes**

Highest level of math completed (if applicable).

**Special Notes**

1. This checklist is applicable for the major indicated. If a different major is chosen, the requirements for the major, modes and semester credit hours remaining will vary.
2. This checklist is for advising purposes. Students must follow the requirements for graduation as outlined in the University Undergraduate Catalog at their term of entry.
3. Semester credit hours in progress are not included in the totals of this evaluation. Additional semester credit hours will be credited upon receipt of credentials.
4. Courses must have a grade of "C" or better to be accepted in the Basic Skills and the major or minor area. A grade of "D" is better is required in all other areas, except where program requirements specify otherwise.
5. Duplicate semester credit hours will not be given for repeated courses.
6. Courses taken at Benedictine University may be repeated only at Benedictine University. Please see the catalog for the Course Repeat Policy.
7. Only courses taken at Benedictine University will be included in your GPA.
8. An Approval of Transfer Courses form must be completed by current Benedictine students to transfer courses from other schools. Please see your advisor. 

Date: ____________________
Signature: ________________

Transfer Credit Evaluation and Articulation