2017 - 2018 Guide
Bachelor of Science
Nutrition and Dietetics Major

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This *Nutrition and Dietetics 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 and Dietetics (DPD) 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 and Dietetics Major at our university.

For more information about the Benedictine University undergraduate and graduate programs in the Nutrition Department, please visit our web site at: [http://www.ben.edu/nutrition](http://www.ben.edu/nutrition).
Welcome

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.

Mission of the University

The university Mission Statement is: Benedictine University is an inclusive academic community dedicated to teaching and learning, scholarship and service, truth and justice, as inspired by the Catholic intellectual tradition, the social teaching of the Church, and the principles of wisdom in the Rule of St. Benedict.

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. The programs will prepare future Registered Dietitian Nutritionists, health educators, community nutritionists, and nutrition managers to address important food and nutrition issues that impact the quality of life of people.

Mission of the Nutrition and Dietetics Major

The undergraduate Nutrition and Dietetics Major, which is a Didactic Program in Nutrition and Dietetics (DPD), will provide quality learning experiences to successfully prepare graduates for supervised practice leading to eligibility for the credentialing exam to become a registered dietitian nutritionist. The program provides learners with a comprehensive knowledge and applications of the interrelationships of food, nutrition, and health for disease prevention and medical nutrition therapy intervention.
**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/](http://www.ncahlc.org/)

**ACEND Accreditation of the Nutrition and Dietetics Major (Lisle, IL)**

The Benedictine University Nutrition and Dietetics Major Program 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. [http://www.eatrightacend.org/ACEND/](http://www.eatrightacend.org/ACEND/)

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. *Those students not in pursuit of the Nutrition and Dietetics major (or former Dietetics concentration) are not in an accredited DPD.*

**Accreditation Standards for the Nutrition and Dietetics Major Program (DPD): Core Knowledge for the RDN (KRDN)**

The Nutrition and Dietetics Major 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). 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 2017 core Knowledge for the RDN (KRDN), were adopted July 29, 2016 by ACEND; our university adopted these fall 2016. The related learning objectives follow.

**Guideline 5.2. The program’s curriculum must be designed to ensure the breadth and depth of requisite knowledge needed for entry to supervised practice to become a registered dietitian nutritionist.**

**a. The program’s curriculum must include the following required components, including prerequisites:**

1. Research methodology, interpretation of research literature and integration of research principles into evidence-based practice;
2. Communication skills sufficient for entry into professional practice;
3. Principles and techniques of effective counseling methods;
4. Governance of nutrition and dietetics practice, such as the Scope of
Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics; and interprofessional relationships in various practice settings;

5. Principles of medical nutrition therapy and Nutrition Care Process;
6. Role of environment, food, nutrition and lifestyle choices in health promotion and disease prevention;
7. Education and behavior change theories and techniques;
8. Management theories and business principles required to deliver programs and services;
9. Continuous quality management of food and nutrition services;
10. Fundamentals of public policy, including the legislative and regulatory basis of nutrition and dietetics practice;
11. Health care delivery systems (such as accountable care organizations, managed care, medical homes);
12. Coding and billing of nutrition and dietetics services to obtain reimbursement for services from public or private insurers, and fee-for-service and value-based payment systems;
13. Food science and food systems; techniques of food preparation and development, modification and evaluation of recipes, menus and food products acceptable to diverse populations;
14. Organic chemistry, biochemistry, anatomy, physiology, genetics, microbiology, pharmacology, statistics, logic, nutrient metabolism, functional and integrative nutrition, and nutrition across the lifespan; and
15. Cultural competence and human diversity; human behavior, psychology, sociology or anthropology.

b. The program’s curriculum must prepare students with the following core knowledge:

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

Knowledge

Upon completion of the program, graduates are able to:

KRDN 1.1 Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions.

KRDN 1.2 Use current information technologies to locate and apply evidence-based guidelines and protocols.

KRDN 1.3 Apply critical thinking skills.

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

Knowledge

Upon completion of the program, graduates are able to:

KRDN 2.1 Demonstrate effective and professional oral and written communication and documentation.

KRDN 2.2 Describe the governance of nutrition and dietetics practice, such as the Scope of Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics; and interprofessional relationships in various practice settings.

KRDN 2.3 Assess the impact of a public policy position on nutrition and dietetics practice.

KRDN 2.4 Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.
KRDN 2.5 Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates in the delivery of food and nutrition services.

KRDN 2.6 Demonstrate an understanding of cultural competence/sensitivity.

KRDN 2.7 Demonstrate identification with the nutrition and dietetics profession through activities such as participation in professional organizations and defending a position on issues impacting the nutrition and dietetics profession.

KRDN 2.8 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.

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

Knowledge

Upon completion of the program, graduates are able to:

KRDN 3.1 Use the Nutrition Care Process to make decisions, identify nutrition-related problems and determine and evaluate nutrition interventions.

KRDN 3.2 Develop interventions to effect change and enhance wellness in diverse individuals and groups.

KRDN 3.3 Develop an educational session or program/educational strategy for a target population.

KRDN 3.4 Demonstrate counseling and education methods to facilitate behavior change for diverse individuals and groups.

KRDN 3.5 Explain the processes involved in delivering quality food and nutrition services.

KRDN 3.6 Describe basic concepts of nutrigenomics.

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

Knowledge

Upon completion of the program, graduates are able to:

KRDN 4.1 Apply management theories to the development of programs or services.

KRDN 4.2 Evaluate a budget and interpret financial data.

KRDN 4.3 Describe the regulation system related to billing and coding, what services are reimbursable by third party payers, and how reimbursement may be obtained.

KRDN 4.4 Apply the principles of human resource management to different situations.

KRDN 4.5 Describe safety principles related to food, personnel and consumers.

KRDN 4.6 Analyze data for assessment and evaluate data to be used in decision-making for continuous quality improvement.
Nutrition and Dietetics Major (DPD) Student Learning Goals and Objectives

The Nutrition and Dietetics Major (DPD) student Learning Goals are aligned with the Knowledge for the RDN (KRDN). To meet the core Knowledge for the RDN (KRDN), 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 across the lifespan.
2. Demonstrate behaviors for professional practice, including (KRDN Domain 2):
   a. Effective and professional communication skills.
   b. Application of education and behavior change principles.
   c. Effective counseling methods.
   d. Applied knowledge of ethical principles.
3. Apply principles of food science and techniques of food preparation and modification.
4. Apply principles of food systems.
5. Demonstrate knowledge and strategic application of principles of management theories and systems.
6. Demonstrate use of scientific information and research for evidence-based practice.
7. Develop teamwork, cultural competence, problem solving and critical thinking skills.

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.
# Nutrition and Dietetics Major (Didactic Program in Nutrition and Dietetics, DPD) Student Learning Objectives and KRDN by Course

The KRDN 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>Objective</th>
<th>KRDN</th>
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<td>NUTR 150</td>
<td>80% of students will pass the ServSafe/State if IL sanitation exam (Scores from external exam).</td>
<td>3.5, 4.5</td>
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<tr>
<td>NUTR 200, 201, 241</td>
<td>80% of the students will ‘meet’ or ‘exceed’ critical thinking skills (CT rubric – instructor completes D2L grade column). Note: NUTR 200 and 201 are for GE QLS reporting, not for DPD reports.</td>
<td>1.3</td>
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<tr>
<td>NUTR 241</td>
<td>90% of students will receive a letter grade of ≥ ‘C’ on the final cumulative exam.</td>
<td>[Guideline 5.2]</td>
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<td>NUTR 242</td>
<td>90% of students earn a grade of ≥‘C’ on the RD roles and reflection and projects.</td>
<td>2.5</td>
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<tr>
<td>NUTR 244</td>
<td>90% of students will receive a letter grade of ≥ ‘C’ ≥on the Food Science final exam.</td>
<td>[Guideline 5.2]</td>
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<tr>
<td>NUTR 244</td>
<td>90% of students will receive a letter grade of ≥ ‘C’ on the Food Science Research project (Rubric).</td>
<td>1.0</td>
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<tr>
<td>NUTR 244</td>
<td>75% of students will receive a letter grade of ≥ ‘B’ on the Food Science Research project (Rubric).</td>
<td>1.0</td>
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<tr>
<td>NUTR 245</td>
<td>100% of students will receive a letter grade of ≥‘C’ on the food science lab sanitation and safety quiz.</td>
<td>4.5</td>
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<td>NUTR 245</td>
<td>80% of students will receive ≥ 3.0/4.0 on the Teamwork rubric. (students rate selves and others on team) [Indirect]</td>
<td>2.0</td>
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<tr>
<td>NUTR 246</td>
<td>90% of students will receive a letter grade of ≥ ‘C’ on the Recipe Development Project (Rubric).</td>
<td>1.0</td>
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<tr>
<td>NUTR 246</td>
<td>90% of students will receive a letter grade of ≥ ‘C’ on the Recipe Development Project component: Analysis of evaluation data and report findings and suggestions for improvement (Rubric)</td>
<td>4.6</td>
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<td>NUTR 250</td>
<td>90% of students can explain the processes involved in delivering quality food and nutrition services, with a grade of ≥ ‘C’ (Quiz #2)</td>
<td>3.5</td>
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<tr>
<td>NUTR 250</td>
<td>80% of student will receive a cumulative letter grade of ≥ ‘B’ on the foodservice operations project.</td>
<td>3.5</td>
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<td>NUTR 271</td>
<td>90% of students will receive a letter grade of ≥ ‘C’ on the lesson plan, including evaluation. (Rubric). – WI assignment</td>
<td>2.1, 3.2, 3.3</td>
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<td>NUTR 271</td>
<td>80% of students will earn a letter grade of ≥ ‘B’ on the presentation.</td>
<td>2.1</td>
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<td>NUTR 271</td>
<td>80% of the students will demonstrate ‘meeting’ or ‘exceeding’ ethical principles in the in related class activity (rubric – instructor completes D2L grade column).</td>
<td>2.2</td>
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<tr>
<td>NUTR 271</td>
<td>90% of students will demonstrate ‘meeting’ or ‘exceeding’ an understanding of cultural competence in the in related class activity (rubric – instructor completes D2L grade column).</td>
<td>2.6</td>
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<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 different health care delivery systems. As part of this exam, students will discuss the impact of these on food and nutrition services. (exam 2A, score sheet)</td>
<td>2.4</td>
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<td>Course</td>
<td>Objective</td>
<td>KRDN</td>
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<td>NUTR 280</td>
<td>Students will demonstrate identification with the nutrition and dietetics profession through advocacy. 80% of students will receive a letter grade of ≥ ‘B’ on the ‘legislation letter’ assignment. In addition to development of a letter, this assignment includes a public policy position explanation. Within this explanation, students must assess the impact of a public policy position on nutrition and dietetics practice. (Score sheet)</td>
<td>2.1, 2.3, 2.7</td>
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<td>NUTR 280</td>
<td>90% of students will receive a final letter grade of ≥ ‘B’ on the Fair booth (Rubric).</td>
<td>3.2, 3.3</td>
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<td>NUTR 315</td>
<td>80% of the students will ‘meet’ or ‘exceed’ critical thinking skills (CT rubric – instructor completes D2L grade column).</td>
<td>1.3</td>
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| NUTR 350 | 90% of students will receive a letter grade of ≥ ‘C’ on the following components of the Management Plan (Score Sheets):  
  - (Part 2): Budget and Finance.  
  - (Part 3): Management, Labor, and Human Resource Plan | 4.1, 4.2, 4.4 |
| NUTR 371 | 90% of students will receive a letter grade of ‘B’ or above on the ethics essay.                                                                                                                                                                                                                                                     | 1.1, 2.2 |
| NUTR 371 | 90% of students will receive a letter grade of ≥ ‘B’ on the ethics debate. (Score sheet)                                                                                                                                                                                                                                               | 1.1, 2.2 |
| NUTR 372 | 90% of students will receive a letter grade of ≥ ‘C’ on the group case study #2. (Rubric)                                                                                                                                                                                                                                               | 1.2, 3.1 |
| NUTR 372 | 80% of students will receive a letter grade of ≥ ‘B’ on the group case study #3. (Rubric)                                                                                                                                                                                                                                              | 1.2, 3.1 |
| NUTR 372 | 80% of students will receive a letter grade of ≥ ‘B’ on the individual case study. (Rubric)                                                                                                                                                                                                                                             | 1.2, 3.1 |
| NUTR 372 | 90% of students will receive a letter grade of ≥ ‘C’ using the Nutrition Care Process to complete the care planning (form) portion of the individual case study. (part of Rubric).                                                                                                                                                                            | 3.1, 3.2 |
| NUTR 372 | 80% of the students will receive a letter grade of ≥ ‘C’ on the individual case diet prescription.                                                                                                                                                                                                                                        | 3.1   |
| NUTR 372 | 80% of students will receive a letter grade of ≥ ‘B’ on PowerPoint presentation (not content) of individual case studies (rubric)                                                                                                                                                                                                  | 2.1   |
| NUTR 372 | 90% of the students will report gains in the course objectives for development of medical nutrition therapy assessment skills (pretest/posttest student survey; self-administered). [Indirect]                                                                                                                                                     | 3.1   |
| NUTR 372 | 90% of students will receive a letter grade of ≥ ‘C’ on individual medical record note (ADIME with PES). (Rubric)                                                                                                                                                                                                                 | 2.1   |
| NUTR 372 | 80% of students will receive ≥ 3.0/4.0 on the Teamwork rubric for case #2. (students rate selves and others on team) [Indirect]                                                                                                                                                                                                     | 2     |
| NUTR 372 | 80% of students will receive ≥ 3.0/4.0 on the Teamwork rubric for case #3. (students rate selves and others on team) [Indirect]                                                                                                                                                                                                     | 2     |
| NUTR 372 | 80% of the students will ‘meet’ critical thinking skills through completion of the case studies (CT rubric – instructor completes D2L grade column).                                                                                                                                                           | 1.3   |
| NUTR 372 | 80% of the students rate their overall problem solving skills as ≥4.0/5.0 using the rubric at the end of the term. [Indirect]                                                                                                                                                                                                    | 1.3   |

Goals and Objectives
<table>
<thead>
<tr>
<th>Course</th>
<th>Objective</th>
<th>KRDN</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUTR 374</td>
<td>90% of students will explain basic concepts of nutrigenomics, with a grade of ≥ ‘C’ (Quiz)</td>
<td>NUTR 374</td>
</tr>
<tr>
<td>NUTR 375</td>
<td>80% of students will earn a grade of ≥ ‘B’ on the mentoring and precepting reflection. Includes a self-assessment of professional skills and attitudes.</td>
<td>2.8</td>
</tr>
<tr>
<td>NUTR 391</td>
<td>80% of students will receive an average letter grade of ≥ ‘B’ on the Nutrition Focused Physical Exam lab.</td>
<td>3.1</td>
</tr>
<tr>
<td>NUTR 391</td>
<td>80% of students will receive an average letter grade of ≥ ‘B’ on the individual assessment practical. (Rubric)</td>
<td>3.1</td>
</tr>
<tr>
<td>NUTR 391</td>
<td>90% of students will demonstrate identification with the nutrition and dietetics profession through participation in at least 4 hours of professional CPEU.</td>
<td>2.7</td>
</tr>
<tr>
<td>NUTR 391</td>
<td>80% of students will receive a letter grade of ≥ ‘B’ on the ‘Nutrition Care Process’ quiz (required to listen to the online modules on the Academy website at <a href="http://adaeal.org/presentations">http://adaeal.org/presentations</a>)</td>
<td>2.1, 3.1</td>
</tr>
<tr>
<td>NUTR 391</td>
<td>80% of students will receive a letter grade of ≥ ‘B’ on 'RD Roles' lab assignment (which includes an interview of professionals, and discussion of the roles of mentoring and precepting others).</td>
<td>2.5, 2.8</td>
</tr>
<tr>
<td>NUTR 392</td>
<td>90% of students will receive a letter grade of ≥ ‘C’ on the manuscript assignment. (Rubric) – <strong>WI assignment</strong></td>
<td>1.1, 2.1</td>
</tr>
<tr>
<td>NUTR 392</td>
<td>75% of students will receive a letter grade of ≥ ‘B’ on the manuscript assignment. (Rubric) – <strong>WI assignment</strong></td>
<td>2.1</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="https://humansubjects.nih.gov/resources">https://humansubjects.nih.gov/resources</a> Students submit certificate of completion to instructor.</td>
<td>1.1</td>
</tr>
<tr>
<td>NUTR 392</td>
<td>95% of students will complete the worksheet during 'literature search presentation' (to locate evidence-based guidelines, protocols, and other professional resources) using current information technologies. (Score sheet)</td>
<td>1.1, 1.2</td>
</tr>
<tr>
<td>NUTR 392</td>
<td>90% of students will receive a letter grade of ≥ ‘C’ on journal critique. (Score sheet)</td>
<td>1.1</td>
</tr>
<tr>
<td>NUTR 395</td>
<td>90% of students will receive a letter grade of ≥ ‘B’ on Lab #7 [SOP/Ethics] to meet KRDN: Describe the governance of nutrition and dietetics practice, such as the Scope of Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics; and interprofessional relationships in various practice settings.</td>
<td>2.2</td>
</tr>
<tr>
<td>NUTR 395</td>
<td>90% of students will earn a grade of ≥’B’ on the lab 3, activity 2 (score sheet)</td>
<td>2.5</td>
</tr>
<tr>
<td>NUTR 395</td>
<td>90% of students will receive a letter grade of ≥ ‘B’ on lab #7b – reimbursement.</td>
<td>4.3</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 (lab 4) (Score Sheet).</td>
<td>3.4</td>
</tr>
<tr>
<td>NUTR 395</td>
<td>80% of students will receive a final letter grade of ≥ ‘B’ on group ‘case presentations and mock counseling’ assignment (lab 8) (Score Sheet).</td>
<td>3.4</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>3.2, 3.4</td>
</tr>
</tbody>
</table>
The Nutrition and Dietetics (DPD) Major 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.

**Goal 1**

The Didactic Program in Nutrition and Dietetics (DPD) graduates will be prepared to gain admittance into a Dietetic Internship (DI), Coordinated Program (CP), or Individualized Supervised Practice Pathways (ISPPs) Program.

**Objectives for Goal 1**

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 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) or database. [student input – IDEA course evaluation system]
3. Over a 5-year period, 80% of DPD graduates report (mean score of greater than or equal to 3.5/5.0) that the DPD program meets or exceeds each learning objective. [recent alumni survey Q1-12]
4. Over a 5-year period, 60% of DPD graduates will apply to supervised practice programs within 12 months of graduation/program completion.
5. Over a 5-year period, 65% of those applying to supervised practice programs within 12 months of graduation/program completion will be admitted.

**Goal 2**

The Didactic Program in Nutrition and Dietetics (DPD) will prepare graduates to become entry-level dietetics practitioners or registered dietitian nutritionists.

**Objectives for Goal 2**

1. Over a 5-year period, the first-time pass rate for DPD graduates taking the registration examination for dietitians the first time will be at least 80%.
2. Over a 5-year period, the one-year pass rate for DPD graduates taking the registration examination for dietitians the first time will be at least 80%.
3. Over a 4-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. [Survey of DI Directors at facilities who accepted our DPD graduates]
4. Of those DPD students who are not matched and/or did not apply to supervised practice programs, 10% will take the DTR exam within 12 months of graduation (report as a five-year period).
5. Over a 5-year period, the pass rate for DPD graduates taking the CDR credentialing exam for dietetic technician for the first-time will be at least 80%.
6. Over a 5-year period, the pass rate for DPD graduates taking the CDR credentialing exam for dietetic technician for the one-year will be at least 80%.
Goal 3

The Didactic Program in Nutrition and Dietetics (DPD) graduates will demonstrate a commitment to service and life-long learning.

Objectives for Goal 3

1. Ninety percent of the DPD students will complete a leadership self-assessment (e.g., Student Learning Practices Inventory) prior to completing the program, and will rate their leadership abilities/skills on average 3.8 or higher (on a 5.0 scale).
2. Over a 7-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.
3. Over a 7-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.

Benchmarks considered baseline performance, interests of students in program (e.g., not all are interested in pursuit of RDN), and historical data. Program and learning outcomes available by request.
Nutrition and Dietetics Major (Lisle campus only)

The B.S. Nutrition and Dietetics major must complete 82 credit hours, with a grade of “C” or better:

Basic Skills and Inquiry General Education Curriculum: WRIT 101(3) and 102(3), SPCH 110(3); PSYC 100(3); and an approved QPL ethics course (PHIL 245, 248, 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 242(3), 243(1), 247(3), and 248(1)]; BIOL 197(3), 198(3), 199(1), 203(4), 208(4), and 258(4); MGT 300(3); and BIOL 229(3) or PSYC 250(3).

Nutrition Courses: NUTR 150(1), 241(3), 242(1), 244(3), 245(1), 246(1), 250(3), 280(3), 298(2), 315(3), 345(3), 350(2), 371(4), 372(2), 373(1), 374(3), 375(0), 391(1), 392(2) and 395(1); and HLED 271(3).

Meeting the above major requirements also satisfies the following General Education requirements: Global, Sustainability, Engaged Learning, Learning Community, two NUTR Writing Intensive courses, QLS, QPS, QCM, QIO, and QPL or QRT.

Students pursuing this major must earn a cumulative Benedictine University GPA of 3.000/4.000 for acceptance, maintenance, and program completion for graduation.

A student may only earn one major in the Nutritional Sciences, Nutrition and Dietetics, and Food and Nutrition Management programs. A student earning a B.S. in Nutrition and Dietetics can earn a major in Health Education.

Biology Minor (Lisle campus only)

Students seeking a minor in biology must complete, with a grade of "C" or better: CHEM-113(3), 114(1), 123(3), 124(1); BIOL-197(3), 198(3), 199(1); and at least 15 semester hours in biology at the 200-level or above, including at least three semester credit hours at the 300-level.

Students pursuing a major in Nutrition and Dietetics often ask about minors. Nutrition and Dietetics majors already complete BIOL 203(4), 208(4), and 258(4) as required cognates. For those Nutrition and Dietetics Majors who have already completed the General Chemistry sequence (CHEM 113, 114, 123, and 124), only three additional semester credit hours are required to complete the Biology minor, which must be at the 300-level.

All Chemistry courses (8 semester credit hours) and all Biology courses (22 semester credit hours) must be passed with a grade of "C" or better to earn the Biology minor.
Application and admission to the Nutrition and Dietetics major is through the Nutrition department. Candidates desiring to declare the Nutrition and Dietetics major should consult with their academic advisors early in their academic career to ensure that they enroll for the appropriate courses needed for admission to this major.

Enrollment in this program is limited; those interested in pursuing the Nutrition and Dietetics majors must apply to the Nutrition department for acceptance into this major after meeting the criteria specified below and by using the required form available online or from the Nutrition Department.

Students meeting the following eligibility criteria have the opportunity to apply to enter this major 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 credit hours of Benedictine courses/6 semester credit hours for transfer students.
4. Benedictine University cumulative GPA of at least 3.000/4.000.
5. Evidence of membership in the Academy of Nutrition and Dietetics required prior to receipt of the DPD Verification Statement.
6. Evidence that all vaccinations (including flu), medical/laboratory tests, and drug screens are completed (subject to change as you must meet current requirements of our medical facility affiliation), required prior to NUTR 372.
7. No negative incidents reported on a background check, required prior to NUTR 372.

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 PIN go to those students who are accepted into this major. All of the medical nutrition and counseling courses unique to this concentration are available only on the Lisle main campus.

If it is determined at any time that a student cannot complete program requirements with a Nutrition and Dietetics degree, the student will be required to change his or her major and seek academic advising outside of that program. Students who do not maintain a Benedictine University cumulative GPA of at least 3.000/4.000 are given one term of probation. If the cumulative GPA does not meet or exceed the requirements in the major, the student will be dropped from the Nutrition and Dietetics Major. A student cannot graduate with this major without meeting or exceeding the GPA requirements at the time of graduation. Students can pursue an alternate major in the department (or another department), as well as reapply to pursue the Nutrition and Dietetics if qualified in the future. Permission to enroll in and/or completion of courses required for this major does not imply acceptance into the Nutrition and Dietetics major.

Students in the Nutrition and Dietetics major are strongly encouraged, although not required, to maintain a cumulative GPA of 3.400 or higher if considering applying for a position in a Dietetic Internship program in the future.
Nutrition and Dietetics 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 placed on prevention of food borne illness, and safety related to food, personnel, and consumers. At the completion of the course, students take the sanitation certificate exam. 1 semester credit hour.

**NUTR 241 Nutrition through the Life Cycle.** A life cycle approach to nutrition science; incorporates nutrient availability, function and sources; energy balance; lifestyle health risk factors; with a focus on special nutrient needs for various stages of the life cycle. Students are introduced to the case study process. 3 semester credit hours.

**NUTR/HLED 242 Introduction to the Profession.** An overview of the profession that will cover scope of practice, code of ethics, resources for evidence-based practice, professional organizations, career options, professional development, and professional trends. Co-registration in NUTR 241 is required. 1 semester credit hour.

**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. Prerequisite: CHEM 101 or CHEM 123. 3 semester credit hours.

**NUTR 245 Food Science Laboratory.** Techniques of food preparation. 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: $160.00 1 semester credit hour.

**NUTR 246 Experimental Foods Laboratory.** Experimental application of physiochemical behavior of food. Techniques of recipe development; recipe development research to meet special dietary requirements, including evaluation techniques. Prerequisite: NUTR 244 and 245. Lab fee: $160. 1 semester credit hour.

**NUTR 250 Foodservice Operations.** This course presents the following foodservice principles and processes to deliver quality services: menu planning, purchasing, procurement, production, distribution and service, quality improvement, and layout and design. Prerequisite: NUTR 200 or 241 or 244. 3 semester credit hours.

**HLED 271 Health Education.** Health education for groups. Examination of topics pertaining to competencies of health educators, including health behavior change theories and cultural competence. Focus on processes of program planning for health education, including pre-planning, needs assessment, writing and evaluating goals and objectives, and development of the intervention. Introduction to the evaluation process. Students develop a theory-based intervention to effect change and enhance wellness. This course counts towards the General Education curriculum as a required Writing Intensive (WI) Course. Prerequisite: credit or co-registration in NUTR 200 or 201 or 241. 3 semester credit hours.

**NUTR/HLED 280 Community Health and Nutrition.** Introduction to the role of the Public and Community Nutrition professional. Overview of health care policy, health care systems, and legislation, discussion of the legislative and regulatory basis of nutrition and dietetics practice, and advocacy. Discussion of current public health and nutrition problems, existing programs and
other resources, health literacy, role of environment, and marketing for improving the health of the population, as well as application through development of an educational intervention for the community. Transportation may be required. Prerequisite: NUTR 241; or junior standing by credits with Coregistration in NUTR 241 and consent. 3 semester credit hours.

NUTR 295 Nutrition Teaching. Supervised teaching of nutrition in laboratories. Prerequisite: NUTR 245, 246, 298 or 391; Nutrition majors only. Department Consent Required. 1 semester credit hour. Engaged Learning (EL) for nutrition majors

NUTR 296 Community Health Practicum. Experience designed to meet interest of an individual student and serve a community need. Off-campus site. Transportation required. Prerequisite: Nutrition majors only; additional coursework, credit, and GPA prerequisite are determined by nature of experience. May be repeated for credit. Liability Fee: $27.50. Department Consent Required. 1-3 semester credit hours. Engaged Learning (EL) for nutrition majors

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: Grade of C or better all of the following courses: NUTR 150, 231 or 241, 245, 250, and 350; and GPA of 2.500/4.0 or higher. Liability fee: $27.50. 3 semester credit hours. Department Consent Required. Engaged Learning (EL) for nutrition majors

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, health and behaviors, social conventions, religious practices, and individual and group ways of living. Laboratory component provides exposure to traditional foods and food preparation techniques. Pre-requisite: NUTR 245. Lab fee: $160. 2 semester credit hours. Global (G) designation, and optional Engaged Learning (EL) Learning Community (LC) experience.

NUTR 315 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: Grade of C or better in CHEM 103 or 247; Grade of C or better in NUTR 200, 201, or 241; and Grade of C or better in BIOL 198. 3 semester credit hours.

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. Prerequisite: Grade of C or better in BIOL 258, or BIOL 157 and 158. Grade of C or better in NUTR 200, 201, 231 or 241. Credit or co-registration in NUTR 251 or NUTR 315 or BCHM 261 or BCHM 365. Typically offered Online. 3 semester credit hours.

NUTR 350 Food and Nutrition Services Management. This course presents the students with key concepts and applications of organization structure, and management theories and operational principles, including: fiscal control, budgeting and interpretation of financial data, performance measurements
and continuous quality improvement, human resource and information management, and marketing. Prerequisite: NUTR 250 and credit or concurrent registration in MGT 300. 2 semester credit hours.

**NUTR 371 Medical Nutrition Therapy I.** Pathology, treatment and medical nutrition therapy of chronic and acute diseases and conditions, including those of the Gastrointestinal, Cardiovascular, Pulmonary, Respiratory, Urinary Systems, Diabetes, Trauma and Stress, Allergies, AIDS, and Cancer. Nutrition Support, along with related legal and ethical issues, is discussed. Includes nutrition assessment and diet prescription plans. (NOTE: cannot receive credit for both NUTR 300 and 371). Prerequisite: Grade of C or better in BIOL 258, or BIOL 157 and 158. Grade of C or better in NUTR 200, 201, or 241. Credit or co-registration in NUTR 315 or BCHM 261 or BCHM 361. 4 semester credit.

**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 and applies the Nutrition Care Process, including identification of nutrition-related problems, food and lifestyle health behaviors, development of clinical and education plan of care, and documentation techniques. Part of the course is supervised at an off-campus site. Transportation is required. Required at start of course: documentation of all vaccinations completed, TB test, background check, and drug screen (information available to registered students at end of prior term). Prerequisites: Grade of C or better in BIOL 258, or BIOL 157 and 158. Grade of C or better in NUTR 200, 201, or 241. Grade of "C" or better in SPCH 110. Credit or co-registration in NUTR 315 or BCHM 261 or BCHM 361. Credit or co-registration in NUTR 371 and 391. Liability Fee $27.50. 2 semester credit hours. **Engaged Learning.**

**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 and credit or co-registration in NUTR 371. 1 semester credit hour.

**NUTR 374 Medical Nutrition Therapy II.** Physiological and biochemical aspects of nutrient metabolism; interrelationships between cellular reactions, nutrition, and health; nutrigenomics; biochemical and physiological principles of medical nutrition therapy for obesity, eating disorders, anemia, bone diseases, alcohol metabolism, inborn errors, and the nervous system. Prerequisite: Grade of C or better in BIOL 198; Grade of C or better in BIOL 258, or BIOL 157 and 158. Grade of C or better in NUTR 200, or 201, or 241. Grade of C or better in NUTR 200, 201, or 241. Grade of C or better in NUTR 315 or BCHM 261 or BCHM 365. 3 semester credit hours.

**NUTR 375 Mentoring in Dietetics.** Exploration of roles and qualities of preceptors and mentors in dietetics. Collaboration with graduate interns providing experience as mentee in the practice of dietetics. Transportation required; off-campus sites. Prerequisite: Senior standing by credits earned. 3.00 GPA. Grade of C or better in NUTR 241. Grade of C or better in NUTR 271. Credit or co-registration in NUTR 371 and 372. 0 credit hours (pass/fail grading).

**NUTR/HLED 391 Health Risk 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. Transportation may be required. Pre-
NUTR 392 Health Research and Professional Writing. This course provides an overview of research methodology. Locate using current information technologies, interpret, and evaluate professional health literature as a foundation to develop a professional manuscript and complete a journal critique. Prerequisite: Grade of C or better in WRIT 102. Credit or co-registration in BIOL 229 or PSYC 250. Credit or co-registration in NUTR 300, or 345, or 371, or 374, or 378, or 379. Cross-listed as HLED/NUTR 392. 2 semester credit hours. Writing Intensive Course.

NUTR 395 Nutrition Counseling Lab. Students learn principles and demonstrate techniques of effective interviewing, and counseling to facilitate behavior change. The course includes an introduction to coding and billing to obtain reimbursement for services. Prerequisite: Grade of C or better in NUTR 271. Grade of C or better in NUTR 241. Credit or co-registration in NUTR 371 or 374. 1 semester credit hour.

NUTR 396 Specialized Nutrition and Health 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; additional course prerequisites are determined by nature of experience, and may include completion of all vaccinations (including flu shot), TB tests, background checks, and CPR. Liability fee: $27.50. 2-3 semester credit hours. Engaged Learning. Department Consent Required.

NUTR/HLED 399 Nutrition and Health Research. A supervised nutrition and/or health research project that is conducted on or off campus. Transportation may be required. Prerequisite: GPA of 3.20 or higher. Grade of C or better in WRIT 102. Grade of C or better in BIOL 229 or PSYC 250. Credit or co-registration in NUTR or HLED 392. Instructor consent. Fee: $160. Cross-listed as HLED/NUTR 399. 1-3 semester credit hours. Engaged Learning

Field Experiences/Engaged Learning (EL)

An approved Engaged Learning (EL) course in nutrition has one of the following characteristics:

- involves work in the larger campus community
- significant level of volunteer service
- real-world simulation such as case-study problem-based learning
- fieldwork, such as practicum/ internship experience
- significant involvement in original research with a faculty member (e.g., one-on-one) in which there is a professional presentation or publication as an outcome
- professional project involving at least 30% fieldwork or real-world simulation

Per the description on the BenU website: “The common element in all of these experiences is that the student must apply previously learned information, values, and skills to a specific setting, and explore the connections between classroom knowledge and real-world experiences. Engaged Learning experiences help prepare students for full participation in the world as accomplished community members and ethical professionals.”

Students are strongly encouraged to take advantage of the opportunity to gain fieldwork experience through practica, external internships, 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 396 Specialized Nutrition Practicum
- NUTR 399 Nutrition and Health Research

Students should take note of pre-requisites and campus location and plan accordingly.

Students are not compensated for these learning experiences; the purpose of engaged learning is not to replace employees, but instead to gain supervised field based experiences.

Those in the Dietetics Concentration should note that the required course NUTR 372 Clinical Nutrition Case Studies Lab is classified as EL based on the case-study problem-based learning.

**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: Master of Science in Nutrition and Wellness, Master of Arts in Nutrition and Wellness, Master of Science in Nutrition and Dietetics, Master of Arts in Nutrition and Dietetics, Master of Public Health, and Master of Science in 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 a 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.

**Graduate Nutrition Courses that are Cross-listed to Undergraduate Courses as Electives**

**NUTR 378 Maternal and Child Nutrition.** Study the physiological and metabolic changes that occur in pregnancy, and infancy through early childhood. Examine the nutrition and cultural factors impacting growth and development. Evaluate and critique nutrition programs and strategies for this population. Prerequisites: Senior standing by credits earned. 3.00 GPA. Grade of C or better in BIOL 155, or BIOL 258, or BIOL 157 and 158. Grade of C or better in NUTR 200, or 201, or 241. Consent of Department Chair. This course is a cross-listed with NTR/NUTR 561. Online format only. 3 semester credit hours. Typically offered: Fall Term, Even Years. Department Consent Required.

**NUTR 379 Nutrition in Aging.** Study the physiological and metabolic changes that occur in the aging population. Examine the nutrition and cultural factors impacting health and independence. Evaluate and critique health programs and strategies for this population. Prerequisites: Senior standing by credits earned. 3.00 GPA. Grade of C or better in BIOL 155, or BIOL 258, or BIOL 157 and 158. Grade of C or better in NUTR 200, or 201, or 241. Consent of Department Chair. Cross-listed with NTR/NUTR 563. Online format only. 3 semester credit hours. Typically offered: Fall Term, Even Years. Department Consent Required.

**NUTR 386 Health and Wellness Research Planning.** Principles and application of the research process with a focus on community-based research and evaluating outcomes of
health educational programs. Prerequisites: Senior standing by credits earned. 3.00 GPA. Grade of C or better in BIOL 229 or PSYC 250. Grade of C or better in NUTR 392. Grade of C or better in NUTR 300, or 345, or 371, or 374. Must have applied to a master degree in nutrition program at BenU. Consent of Department Chair. This course is a cross-listed with NTR/NUTR 539. 3 semester credit hours. Typically offered: Fall Term. Department Consent Required.

NUTR 388 Obesity: Theory & Practice Applications. Discussion of the etiology, physiological, pathophysiological, and psychological impacts, and multidisciplinary assessment and treatment modalities of obesity for persons throughout the life cycle. Prerequisites: Senior standing by credits earned. 3.00 GPA. Grade of C or better in BIOL 155, or BIOL 258, or BIOL 157 and 158. Grade of C or better in NUTR 345. Must have applied to a master degree in nutrition program at BenU. Consent of Department Chair. This course is a cross-listed with NTR/NUTR 581. 3 semester credit hours. Typically offered: Spring Term. Department Consent Required.

M.S. and M.A. in Nutrition and Dietetics with accredited Dietetic Internship

Students who complete the Nutrition and Dietetics Major may apply, through a pre-match option, for acceptance into the graduate level accredited Dietetic Internship program at Benedictine University, which is combined with either the M.S. or the M.A. in Nutrition and Dietetics program. Students who elect to pursue the dietetic internship at Benedictine University must also complete the respective application for the M.S. or M.A. in Nutrition and Dietetics 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 (January 1, 2024) all those planning on taking the Registered Dietitian Exam must have completed both a Dietetic Internship and master’s degree program prior to sitting for the exam.

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. or M.A. in Nutrition and Dietetics 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 3.000/4.000 DPD GPA of 3.200/4.000, and score at least the 30th percentile on the GRE. Those interested in pre-match should have a cumulative GPA of 3.200/4.000 and DPD GPA of 3.400/4.000. These scores do not guarantee acceptance into our internship. Acceptance is not automatic or guaranteed. Only those accepted through pre-match or computer matched will receive full acceptance into the M.S. or M.A. in Nutrition and Dietetics.

By completing our BenU undergraduate Nutrition and Dietetics Major (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 graduate program Guides.
The Checklists for the curriculum requirement in 2017-2018 Nutrition and Dietetics Major are online and included in the Appendix of this Guide. It is important to plan your curriculum based on the correct checklist based on your year of entry into the university.

The URL for the freshman checklist is: http://www.ben.edu/documents/upload/Nutrition-and-Dietetics_1718_FR.pdf

The URL for the transfer checklist is: http://www.ben.edu/documents/upload/Nutrition-and-Dietetics_1718_TR.pdf

The following pages provide sample course sequences that can help guide you as to when to take particular courses.
# Sample Course Sequence - 2017-2018 'Freshman Rules'

## Nutrition and Dietetics Major (Lisle, IL)

### Fall Term (Freshman)<sup>1</sup>
- WRIT 101 Writing Colloquium (3)
- SPCH 110 Basic Speech (3)
- MATH Basic Math Skills (3)
- CHEM 101, 102 Intro to Chemistry and Lab (4)
- BIOL 197 Principles of Organismal Biology (3)

### Spring Term<sup>2</sup>
- WRIT 102 Research Writing (3)
- NUTR 241 Nutrition Through the Life Cycle (3)
- NUTR 242 Intro to Professions (1)
- CHEM 103, 104 Intro. Org and Bchm, Lab (4)
- BIOL 198 Principles of Biology (3)
- BIOL 199 Principles of Biology Lab (1)

### Fall Term (Sophomore)
- NUTR 244 Food Science (3)
- NUTR 245 Food Science Lab (1)
- NUTR 271 Health Education (3)
- PSYC 100 Intro to Psychology (3)
- BIOL 258 Physiology (4)

### Spring Term
- NUTR 150 Sanitation (1)
- NUTR 298 Cultural Foods Lab (2)
- NUTR 315 Nutritional Biochemistry (3)
- PSYC 250 or BIOL 229 Statistics (3)
- MGT 300 Management (3)
- IDS Catholic & Benedictine Intellectual Trad (3)

### Fall Term (Junior)
- NUTR 250 Food Service Operations (3)
- NUTR 371 Medical Nutrition I (4)
- NUTR 373 Advanced Menu Planning (1)
- BIOL 203 Anatomy (4)
- PHIL Ethics (3)

### Spring Term
- NUTR 246 Experimental Foods Lab (1)
- NUTR 350 Food and Nutr Services Mgt (2)
- NUTR 374 Medical Nutrition II (3)
- Political/Global/Economic (QPE) (3)
- Religions/Theological (QRT) (3)
- Historical (QHT) (3)

### Fall Term (Senior)
- NUTR 345 Science of Nutrition and Fitness (3)
- NUTR 372 Clinical Case Studies Lab (2)
- NUTR 391 Physical Assessment (1)
- IDS Human Dignity or Common Good (3)
- Literary/Rhetorical (QLR) (3)
- Electives (3)<sup>3</sup>

### Spring Term
- NUTR 392 Health Research and Prof Writing (2)
- NUTR 395 Nutrition Counseling (1)
- NUTR 375 Mentoring in Dietetics LC (0)
- BIOL 208 Microbiology (4)
- Artistic/Creative (QCA) (3)
- Electives (5)<sup>3</sup>

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**Notes:**

1. Students interested in pursuing a major in Nutrition and Dietetics initially enter the university as another major in the Nutrition department, such as a Nutritional Sciences major or Health Education and Promotion major, and/or can remain undecided in the department as “Undecided Pre-Dietetics” until he/she meets the requirements to apply to the major Nutrition and Dietetics.  
2. Interested students then apply for acceptance into the Nutrition and Dietetics major once the following program prerequisites are completed with a grade of C or better: CHEM 101 and 103, BIOL 197, 198, and 199, NUTR 241, and the university skills courses. It normally takes a minimum of two years to complete the degree after the program prerequisite courses are completed. Students in this program must maintain a GPA of 3.00/4.0. Application to the major is typically at the end of Freshman year for those who start their academic career at our university. Refer to the Nutrition and Dietetics Major Guide available online for additional details.  
3. Students need to complete some general electives in order to satisfy the minimum 120 hour semester credit graduation requirement. Transfer courses may count. There are a wide variety of general elective courses available, including the select graduate nutrition, exercise physiology, or public health courses. Those pursuing the Biology major would take the General Chemistry sequence (instead of CHEM 101/102) and a 300-level biology course, as his/her elective hours.

Also, students must participate in a Learning Community (LC) - [http://www.ben.edu/inquiry/requirements/learning-communities.cfm](http://www.ben.edu/inquiry/requirements/learning-communities.cfm)
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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. Suggestions of what to include:

- Cover Page
- Table of Contents
- 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. Good examples would be those that met the Nutrition and Dietetics Major Objectives and/or KRDN 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.

Include a short (typed) explanation of any item that is not self explanatory.

It is also recommended to include reflective statements by category, competency, or item, about how your work developed one or more 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 or the DPD Director (Dr. Paula Sochacki).

Use of Student Artifacts by the Nutrition Department

As part of course requirements, students will be asked to display work or outcomes publically and/or speak publically (e.g., nutrition fair, research, presentations).

In addition, 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 in an anonymous manner for program review and accreditation purposes. 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 the use of his/her materials for program review or accreditation purposes must provide the Undergraduate Nutrition Department Chair (Lisle campus) a statement in writing annually.
Career Opportunities

The Registered Dietitian Nutritionist (RDN) is an expert in food and nutrition.

According to the Occupation Outlook Handbook by the U.S. Bureau of Labor Statistics, the need for Dietitians and Nutritionists is expected to continue to grow much faster than average (16%) from 2014-2024. As compared to other metropolitan areas across the nation, the “Chicago-Naperville-Arlington Heights, IL” Metropolitan Division has the third highest number of Dietitians and Nutritionists employed in the nation. Per U.S. News and World Reports, the unemployment rate for Dietitians is low at only 2.9% (4-6% is considered “healthy”). In addition, The BLS predicts that the number of jobs for Dietetic Technicians from 2014-2024 is expected to grow at a rate of 13% nationally, much faster than average. Illinois has the 3rd highest level of employment and 3rd highest concentration of Dietetic Technicians, with the Chicago-Naperville-Arlington Heights Metropolitan Division having the highest (1st) level of employment as compared to other metropolitan divisions.

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.

Process to Become a Registered and Licensed Dietitian Nutritionist (RDN and LDN) in Illinois

The requirements to become a Registered Dietitian Nutritionist (RDN) are:

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 (KRDN) at a college/university accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of The Academy of Nutrition and Dietetics (AND).

Practice experience:

a. Satisfactorily complete a Supervised Practice Experience (Dietetic Internship) at an institution accredited by the ACEND. A dietetic internship is a post-baccalaureate accredited program averaging 10 to 12 months (ranges from 8 to 24 months) in length. There are about 250 programs in the U.S. Benedictine University does offer a combined Master Degree/Dietetic Internship program.

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

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

The undergraduate Nutrition and Dietetics Major (DPD), offered at the Lisle, IL campus, is an externally accredited program designed to prepare students gain the academic knowledge requirements of a Registered Dietitian Nutritionist (RDN).
Sit for and pass the national credentialing exam for dietitian nutritionists administered by the Commission for Dietetics Registration (CDR).
The clinical registered dietitian nutritionist (RDN), 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.

To become a Clinical or Medical Dietitian, one must be a Registered Dietitian Nutritionist (RDN). The BenU Nutrition and Dietetics Major (DPD) is designed to prepare students with the academic knowledge requirements of a RDN.
**Dietetic Technician as a Career Choice**

The 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.
- Develop 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 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 and Dietetics Major) are given the option to take the registration examination for dietetic technicians (DTR) 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 all of the current (not former catalog of entry) requirements of the Nutrition and Dietetics 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 (13%) between 2014-2024. 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 Certified Health Education Specialist (CHES) certification is recommended for 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 and Dietetics Major (DPD) 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 CHES are well prepared to serve in these roles. Those interested in this career choice are also encouraged to complete additional communications (COMM) courses and cross-listed public health courses (in senior year).

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. The Nutrition and Dietetics Major (DPD) provides a strong knowledge base for this practice area. Students also have the opportunity for inclusion of public health courses (cross-listed to HLED) on the Lisle, IL campus when students are senior standing. The credentials of a Registered Dietitian Nutritionist (RDN) and/or a master degree (especially in public health) may provide a competitive edge for career advancement.
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.

Students who complete the Nutrition and Dietetics Major qualify to sit for the CDM®, CFPP® Credentialing Exam under Pathway II. Per the Certifying Board of Dietary Managers, a “Certified Dietary Manager, Certified Food Protection Professional (CDM®, CFPP®) has the education and experience to competently perform the responsibilities of a dietary manager.” Additional MGT and MKTG courses would be of value as major electives or a minor.

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:

- 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. Earning the credentials of RDN may provide a competitive edge.

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 RDN is not required to enter a career in food technology. However, additional courses in advanced chemistry, biochemistry, and research, as well as courses to develop and enhance analytical laboratory abilities would be of value. 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 Information

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 2015, there was a 50% match rate, which includes pre-matched students. 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 3.00/4.00 gain acceptance into Dietetic Internships. The fact remains that there are not enough spaces to accommodate the number of DPD students (Nutrition and Dietetics Major) who apply for a dietetic internship program match nationally.

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.

Benedictine University offers qualified BenU students the opportunity to pre-match into the combined BenU Master Degree/Dietetic Internship program.
Preparing 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 3.00/4.00 minimum cumulative and/or DPD GPA for admission, but many report the average GPA for their interns as higher than that. Thus a cumulative GPA of 3.40/4.00 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 Benedictine University Nutrition and Dietetics Major are required to join the Academy of Nutrition and Dietetics in order to provide access to the online Evidence Analysis Library. This is a requirement for the BenU DPD Verification Statement, which means you need to become a member of the Academy before you apply for Dietetic Internship programs in your senior year (since it is required for the DPD Director to verify that you will complete the program).

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. 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.

You are also encouraged to attend the local dietetic association as a student member. Being a member of a local dietetic association permits attendance at continuing education programs on a variety of professional topics - some of which are held on our university campus. Some local dietetic associations, such as the West Suburban Academy of Nutrition and Dietetics (WSAND) of IL, use e-mail to regularly notify members of news, job opportunities, and continuing education meetings. More information is online at: http://www.eatrightillinois.org/index.php/districts-home/western

Become an active participant of Benedictine University Student Association of Nutrition and Dietetics (s.A.N.D.). The mission of this 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. Practica also qualify as an Engaged Learning (EL) experience.

**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. The DPD Director forwards emails about these programs to Nutrition and Dietetics 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. Follow the rules and conventions of standard English. 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. Avoid text speak such as LOL, BTW, abbreviations, or emoticons. Use mixed case, not all capital letters.

All correspondence should be dated, and provide one’s own name, complete address and telephone number. All correspondence should have the correct name and title of the director. Do not send the communication address to the director’s first name; address the director as Mr./Ms. “last name” or Dr. “last name” as appropriate.

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 and Dietetics Major (DPD), 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 ACEND web site and contact dietetic internship directors for information in your sophomore or junior year so you can meet any 'special requirements' of your choice internships. Links to programs are at http://www.eatrightacend.org/ACEND/

The Nutrition Office Suite (Kindlon 224) has a supplemental directory of programs which you can browse.

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!!

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

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!

Also review suggestions from the Academy of Nutrition and Dietetics that are online: http://www.eatrightacend.org/ACEND/content.aspx?id=6442485425
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. Benedictine University offers a combined M.S. in Nutrition and Dietetics with a Dietetic Internship that begins in the summer.

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. Benedictine University is pleased to announce that we have expanded our combined master degree/dietetic internship program. Starting January 2018 will be offering a dietetic internship (in Kankakee) combined with an online M.S. in 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 3.000/4.000 or higher (3.400/4.000 or greater is recommended). Some may have a higher GPA requirement.
- 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 Academic Career Enhancement (ACE) Center in Goodwin Hall.
- 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
Dietetic Interns

Application Information

Dietetic Internship programs generally mean 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, including Benedictine University, 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 Applications opens on **December 12, 2017** to allow so 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, 2018**. Last year the fee for DICAS is $40 for the first application submitted and $20 for each additional application.
- **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 are encouraged to use the same individuals as references for each application if appropriate.
- When completing the application form, applicants must request a verification statement (if the DPD program is completed and he/she has graduated) or a Declaration of Intent. The BenU DPD Program Director completes this online, and will send you a Course List for you to upload. Make sure to enter the name and contact information of our new DPD Director Dr. Paula Sochacki, psochacki@ben.edu.
- 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. Some programs require checks and others have online payment systems. This fee (per Dietetic Internship program) 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, 2018. Following this, there is a time period when applicants who have registered for the match can reorder Dietetic Internship priority rankings (until April 2, 2018); 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 $55 D&D Digital computer matching fee is not refundable.

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, 2018. There is $55 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 (11:59 p.m. CST April 2, 2018). Fees are not refundable.

Applicant matching results will be posted on https://www.dnddigital.com/ from 6:00 p.m. Central Time, on the Match Day of April 8, 2018 through April 9, 2018. 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 April 9, 2018 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.

Dietetic internships with openings may contact unmatched applicants and invite any of those applicants on their original list who did not match to attend their program. These appointments must be confirmed by April 11, 2018 8:00 p.m. Central Time.
Applicants who receive NO MATCH will be given instructions. Starting April 12, 2018, 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 12, 2018, “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 a.m. Central Time. Students should also visit the Dietetic Internship Program’s website for program specific application instructions.

The DICAS application portal closes June 15, 2018.

Pre-Match to the Benedictine University combined M.S. or M.A. in Nutrition and Dietetics -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.

The combined M.S. in Nutrition and Dietetics - Dietetic Internship program is based in Lisle, and students take the majority of courses in person. This program begins in summer with pre-work, and fall for courses and dietetic internship. The combined M.A. in Nutrition and Dietetics-Dietetic Internship program is based in Kankakee, IL. This program begins in January, and graduate courses are online.

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 and Dietetics Major) prior to the start date of the Dietetic Internship.
2. A degree-seeking graduate student currently enrolled at Benedictine University in one of the nutrition graduate programs, who has completed nine (9) or more graduate quarter hours within this graduate program, and already earned his/her DPD Verification Statement in recent years.
3. Alumni of the Benedictine University DPD who completed the DPD within the past five years.

To qualify for pre-match, the Benedictine University student or graduate, as defined above, must meet the following minimum requirements:

1. Cumulative GPA of at least 3.200/4.000 from all colleges/universities attended.
2. DPD GPA of at least 3.400/4.000.
3. GRE score of at least 30th percentile in each of the three sections of Quantitative, Verbal, and Analytical Writing sections.

Detailed instructions about the application to the combined Benedictine University M.S. or M.A. in Nutrition and Dietetics -Dietetic Internship program are in the graduate program Guides, available online. Read and carefully adhere to the instructions. Remember to apply to the M.A. or M.S. in Nutrition and Dietetics (submit to Enrollment Center) as this is a combined master degree dietetic internship program.

Note that applications for pre-match are due the first Friday of December for the April match. Late applications will not be accepted. 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
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.

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 for the April match. Following the interview, the Dietetic Internship Director contacts each candidate with the acceptance decision.

Six of the 14 total available full-time slots for the April/Spring match may be filled via pre-match annually in December. There are eight slots for the September/Fall match date.

Completion of the Nutrition and Dietetics Major (DPD) at BenU does not guarantee acceptance into the BenU 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. or M.A. in Nutrition and Dietetics-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.*
Text extracted from the image:  

**Academic Advisement and Registration - Policies, and Resources (Lisle campus)**

**Student Handbook**


**Academic Calendar**

The Academic Calendar is online: [http://www.ben.edu/degree-programs/calendars/index.cfm](http://www.ben.edu/degree-programs/calendars/index.cfm)

**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.


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) need to have a minimum of 2.5/4.0 cumulative GPA, 21 ACT, and 980 SAT. A checklist and form for applying to the university is online at: [http://www.ben.edu/admissions/undergraduate/freshman/process.cfm](http://www.ben.edu/admissions/undergraduate/freshman/process.cfm)

Transfer students must have a minimum of 20 transferable semester hours, a cumulative grade point average of a 2.000/4.000 scale or better from all colleges/universities previously attended, and no previous probation or dismissal. A checklist and form for applying to the university is online at: [http://www.ben.edu/admissions/undergraduate/transfer/process.cfm](http://www.ben.edu/admissions/undergraduate/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.
The Course Validation policy guidelines apply at the point of admissions. Refer to the Course Acceptance and Validation Policy in the Appendix of this Guide.

We do accept transfer credits from other colleges/universities that are accredited. We do accept international credit, but only following external and internal reviews. **For those desiring to pursue the Nutrition and Dietetics Major, he/she must meet the established admissions criteria in order to successfully apply to that program for acceptance by the Nutrition Department.** Refer to the Undergraduate Catalog or earlier section of this Guide for admissions requirements for the Nutrition and Dietetics Major.

**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/admissions/international/index.cfm](http://www.ben.edu/admissions/international/index.cfm)

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 the Appendix 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 Nutrition Department Chair and DPD Director for review.

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 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 the Appendix 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 the Appendix of this Guide. Our Nutrition and Dietetics 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 (as elective credit), but not in lieu of a course requirement for this degree.

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. International students normally need to submit their entire (translated) syllabus and transcript, along with course projects. To meet an outcome specified by our program, student's work must be deemed 'equivalent.' If projects and syllabi from multiple courses are to be considered, it is the student’s responsibility to identify and/or clarify how KRDN were met. Often faculty members who have taught the course are consulted. For undergraduate medical nutrition and counseling courses, the DPD Director will review submitted information and assess it for evidence of fulfilled knowledge requirements and learning outcomes, and match the completed KRDN to the course(s) completed. The Department Chair and DPD Director have the final determination if nutrition coursework will be accepted at the point of transfer, with the DPD Director the final decision-maker for medical nutrition and counseling courses. The full requirements for the Nutrition and Dietetics 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 and Dietetics at Benedictine University, you must officially declare your major. You cannot declare Nutrition and Dietetics at the point of entry into the university since there are program pre-requisites. However, one can apply for entry into the “Undecided Pre-Dietetics” program at the university, and we will assist in the transition to the Nutrition and Dietetics Major once program pre-requisites are successfully completed.

Admission Requirements for the Clinical Dietetics Concentration (Lisle Campus)

Candidates desiring to enter the Nutrition and Dietetics major should consult with their academic advisors early in their academic career to ensure that they enroll for the appropriate courses needed for admission to the Nutrition and Dietetics Major. Prospective Nutrition and Dietetics majors must apply to the Nutrition Department for acceptance into this concentration using the required form (provided in the Appendix section of this guide and online). Students meeting the following eligibility criteria have the opportunity to apply to enter the Nutrition and Dietetics Major 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 3.00/4.00.
5. Evidence of membership in the Academy of Nutrition and Dietetics required prior to receipt of the DPD Verification Statement.
6. 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 (including flu shot), TB test, background check and drug screen. This will meet the personal health and safety requirements for the Clinical Dietetics concentration. This is a non-negotiable requirement, as it is a requirement of the hospital affiliation for the safety and health of the patients. A student who
refuses to complete vaccinations required by our hospital affiliation will not be eligible to receive a DPD Verification Statement per the catalog requirement since s/he cannot satisfactorily complete NUTR 372.

Students who do not maintain a Benedictine University GPA of at least 3.000/4.000 will be subject to dismissal from the Nutrition and Dietetics Major (after one term of probation). Such students can reapply to the Nutrition and Dietetics Major if eligible in the future. A student cannot graduate with this major unless he/she has a minimum of 3.000/4.0 cumulative GPA.

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

Academic Advising

Once accepted into the university, each student is assigned an advisor. New freshmen and transfer students are advised by an enrollment counselor for one to two terms prior to transfer to the Nutrition Department.

Benedictine University Statement on Academic Advising

At Benedictine University academic advising is grounded in Benedictine values and the University mission. It is an interactive process between the advisor and student and is supported by technology. The goal is to promote each student’s academic, career and personal development.

Faculty and staff are committed to creating a decision-making framework through which students can identify and realize their educational goals. Although academic advising is a collaborative function of both student and advisor, the final responsibility for satisfying University and major requirements rests with the student.

The student actively participates in the educational decision-making process. Students will:

- Become knowledgeable of all the University's academic requirements, policies and procedures
- Develop and maintain a plan for a course of study
- Keep an accurate record of academic activities and documents
- Value the role of the advisor by preparing for and keeping advising appointments
- Initiate and maintain open and honest communication with the advisor
- Access additional University resources to facilitate the decision making process

The advisor listens to and guides the student through the educational decision making process. Advisors will:

- Foster the student's sense of responsibility for his/her academic progress
- Help the student obtain accurate information about educational and career options, academic requirements, policies and procedures
- Help the student plan and monitor an educational program consistent with individual interests and abilities
- Assist the student in maintaining an accurate record of course registrations and completions
- Be available on a scheduled basis for academic consultation and advice
- Refer the student to appropriate University resources

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 multi-term course plan to his/her advisor, who can
provide feedback as to feasibility of the plan. Students should also check availability of courses and check for course conflicts.

**Nutrition Department Advisors**

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/](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. Paula Sochacki (DPD Director), who can be contacted by e-mail at psochacki@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).

**Student Records and Disclosures**

Benedictine University maintains an educational record for each student who is or has been enrolled. In accordance with the Family Educational Rights and Privacy Act of 1974, as amended, all student rights as covered by the Act are described in the Catalog under the Student Records and Disclosure section. Each of these rights is explained in the University's policy statement available at [www.ben.edu/StudentAccounts](http://www.ben.edu/StudentAccounts). Current students may prohibit general disclosure of Directory Information by notifying the Registrar in writing (form on file) within 10 calendar days after the first scheduled class day of each term. It will be assumed that failure on the part of a student to request the withholding of Directory Information indicates the student’s consent to disclosure.


The form to authorize release of confidential information to parents is online at: [https://www.ben.edu/registrar/upload/AuthorizationReleaseofConfidentialInfotoParents.pdf](https://www.ben.edu/registrar/upload/AuthorizationReleaseofConfidentialInfotoParents.pdf)

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.

**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 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. Graduation Counselors, Student Service Coordinators 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. [http://www.ben.edu/student-life/student-handbook.cfm#Student-Statement-of-Responsibilities](http://www.ben.edu/student-life/student-handbook.cfm#Student-Statement-of-Responsibilities)

**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.

A blank copy of the current Nutrition and Dietetics Major Checklists are in this *Guide (Appendix)* 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.

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 199) during your freshman year. Many courses depend upon knowledge of college chemistry and biology. Successfully 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.*

Some courses are normally only offered once a year, so plan accordingly. Students will be notified on future terms of course offerings as registration nears each term.

*It is the responsibility of the student to make certain that pre-requisites are completed prior to the start of the courses.* Failure to do so can result in a delay in graduation. The Course Description section of this *Guide* include pre-requisite courses.

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. A few are offered online. Note: we do not rotate courses into different time periods or to online modes. Thus, our Lisle campus undergraduate nutrition program does not offer an evening program or daytime program or online 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 Department Chair (or DPD Director for medical nutrition courses) 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, are at: http://www.ben.edu/registrar/registration.cfm

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

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 transfer credit report
- View Early Warning Notices (ENW)
- View unofficial transcript

Academic forms are located online at: https://www.ben.edu/registrar/. These include:
- Add Course After Add/Drop Week Form
- Approval of Transfer Courses Form
- Community College Completion Credit Application Form - (CCCCA Form)
- Change of Academic Plan Form - Graduate
- Change of Academic Plan Form - Undergraduate
- Change of Student Information Form
- Confidential Release Information to Parents
- Confidential Release of Information to Third Party
- Duplicate Diploma Request Form
- FERPA Form
- Leave of Absence/University Withdrawal Form
- Petition For External Credit Form
- Request For An Independent Study Form
- Request For An Incomplete Form

Waitlist

**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 permission number (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. 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 (using the ben.edu email system), and if no timely response if given the department Chair, the Department Chair 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 by a departmental administrative drop by the end of the first week of the class. This action is primarily for two reasons: nonattendance in the first week of class or lab, or missing the pre-requisites for a course. Procedures may vary by department. The following is a description of the Administrative Drop Policy for NUTR courses and labs.

#### Administrative Drop Due to Nonattendance

One 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 ben.edu 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 ben.edu email address by the end of the first week.

- 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 ben.edu email address.

Administrative Drop Due to Missing Pre-requisite(s) Courses or Labs

Another intent of the Administrative Drop Policy in the Nutrition Department is to ensure completion of pre-requisite knowledge by students since learning builds upon prior knowledge gained in other courses. Since failure rate in courses with unsatisfactory grades (i.e., D, F, W) is higher, it would be inappropriate for us to allow entry without pre-requisites. **It is the responsibility of the student to make certain that pre-requisites are completed prior to the start of the courses.** For example, if a student withdraws from physiology (or earns a grade of F) in the spring after enrolling for a medical nutrition course for the following fall, and then fails to repeat the course and/or transfer the grade from another university in a timely manner, s/he may be subject to administrative drop from that medical nutrition therapy course. Or, a student who does not earn a grade of C or better in BIOL 198 would be administratively dropped from BIOL 208 (microbiology) or 258 (physiology) the following term by the Biology Department.

Procedure:
- To avoid being administratively withdrawn from a class, a student must make certain all pre-requisite courses appear on the BenU transcript prior to the start of the term. If there is a delay, it is the student’s responsibility to provide the official transcript by Thursday or Friday of the first week of the term.
- If the delay for providing a transcript extends past the first week of the term, the student is subject to Administrative Drop from the course.
- 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 ben.edu email address.
- In cases of a few days delay, a PIN may be given by the Department Chair for late entry (re-registration) once the official transcript reflects completion of the missing pre-requisite course(s). This procedure applies to the Nutrition Department.

**Failure of the student to complete pre-requisites may result in a delay in graduation.**

A delay in graduation, job offer, planned move, or other future plans are not valid reasons to allow a student to take a course with a missing pre-requisite.
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 Michelle Schaefer in the Academic & Career Enrichment Center, 214 Goodwin, (630) 829-6041. 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. Advisors review proposed courses and academic progress with students. Refer to the section on Academic Advising in this Guide for more information.

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.

Students are expected to be partners in their educational experience and to periodically monitor their progress in the course. Students may check grade status through:

1. D2L course site gradebook (for undergraduate students)
2. Computation of own grade using grades from assignments, tests, etc., and consulting with the instructor as needed.

Course assignments include projects. Course assignments will normally be graded and returned within 10 working days from the due date of that assignment. For assignments due during the last two weeks of a course, students interested in receiving a copy of their graded assignment should either (a) provide a stamped self-addressed envelope for the return of his/her assignment or (b) pick up his/her own assignments from the Nutrition Department Administrative Assistant in Kindlon 224 within 30 days of the start of the next semester. For courses that are 100% online, instructor will provide feedback on assignments due during the last two weeks of the term electronically (through D2L comments, email, or dropbox). Assignments will not be retained by the Nutrition Department after that time period. Per the Department of Nutrition Policy, students may not invoke an instructor’s failure to meet the above schedule for grading and providing feedback as the basis for a grade appeal.

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.

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).

Throughout the program, the DPD Director assesses student learning by course of those in the Nutrition and Dietetics Major (DPD). To maintain student confidentiality, individual student work is not reported by the DPD Director, only outcomes by project or exam (by course). *A table of Student Learning Outcomes and benchmarks assessed can be found in an earlier section of this Guide.* Throughout the program, the DPD Director monitors the GPA of those in the Nutrition and Dietetics Major (DPD). *Refer to the section on GPA in this Guide, and the Catalog requirements.*

**Extra Credit**

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.

**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 3.500/4.000 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:
- 3.900 — summa cum laude
- 3.750 — magna cum laude
- 3.500 — 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: 3.500 - 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 Department Chair.

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.

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 in order for them to count towards degree and program completion.

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 schedule submitted.

The university has a minimum GPA requirement of 2.000/4.000 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.

As stated in the Undergraduate Catalog and this Guide, students accepted in the Nutrition and Dietetics Major on the Lisle Campus must maintain a 3.000/4.000 GPA.

A student interested in pursuing graduate or dietetic internship programs should maintain at least a 3.400/4.000 GPA to improve the potential for acceptance.
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 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

Repetition of Courses
University Policy (effective Fall 2009)

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. Realize that if this pertains to a course required by the Nutrition and Dietetics 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).

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.

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.
Community College Credit Policy
University Policy (effective June 2016)

Undergraduates with junior or senior standing (60 or more semester credit hours earned) will not be eligible to transfer community college course credit back to Benedictine University. Credit from accredited four-year institutions is not affected, nor is coursework required by special agreements such as 2+2 or 2+3 programs. This policy became effective in the Summer 2016 term.

Exceptions to the Community College Credit Policy: An undergraduate student who is 15 or fewer credit hours from degree completion may petition to complete no more than 6-8 of those hours (two courses, including any labs or co-requirements) through eligible community college credit under the following conditions:

1. The student's major advisor and chair of the major department both support the request in writing, with rationale and approval of specific transfer courses to complete the requirement(s), AND

2. All other degree requirements have been met or are currently in progress, as demonstrated by current transcript and records;

AND one of the following:

3a. The requirements represented by the course(s) are not available in any format at or from the student's home campus for a full term (relative to the student's usual academic calendar, i.e. semester, quarter, etc.) following the planned degree completion date, thus delaying degree completion for two full terms;

OR

3b. The requirements represented by the course(s) are not available in any format at or from the student's home campus prior to the student's planned graduation date (as applied for and audited), and the student provides documentation establishing that failure to complete the degree by that date will result in loss of secured employment, promotion or professional certification already in progress;

OR

3c. The student's permanent place of residence (as established by FAFSA, tax records or other proof of long-term residency) is more than 100 miles from the home campus;

OR

3d. The student's place of residence has been relocated as a consequence of active military service.

Any student who wishes to apply for such an exception is to file a Community College Completion Credit Application Form. As part of completing this form, the student must provide clear course equivalencies and indicate which of the above exceptions applies, and append any required documentation. The form must also be signed by the student’s academic advisor and approved by the Chair or Director of the program from which the student is seeking a degree. The completed form must be submitted and approved by the Dean before any relevant credit is posted to the student’s transcript. If such a request is approved, all other Benedictine University policies relevant to transfer and credit still apply, including but not limited to those governing eligibility for GPA inclusion, non-repeatability, and articulation with native programs and requirements.

The Community College Completion Credit Application Form is online at: http://www.ben.edu/registrar/upload/Community-College-Completion-Credit-Application-Form-Updated-6-15-17-2.pdf
Approval of Transfer Courses form

Students are required to use the Approval of Transfer Courses form to secure approval of any courses to be taken at another institution during or after their first term of enrollment. The form should be completed and approved prior to enrollment in the desired class. Completion of the form is the student’s, not advisor’s, responsibility. If an equivalency is not established and posted to the BenU website, the student should seek approval for equivalencies to non-NUTR courses by the Department ‘owner’ (e.g., the Biology Department Chair for Biology courses, the Chemistry Department Chair for Chemistry courses), as well as from his/her Nutrition advisor. Following completion of the course, students must submit an official transcript to Benedictine University. This is not an automatic process; the student must submit a request to the college/university at which the course was taken. All official transcripts should be sent to the Benedictine University Registrar’s Office.

Students are responsible for understanding and complying with all curricular requirements stated in the current Undergraduate Catalog.

Undergraduates with junior or senior standing (60 or more semester credit hours earned) will not be eligible to transfer community college course credit back to Benedictine University. Credit from accredited four-year institutions is not affected, nor is coursework required by special agreements such as 2+2 or 2+3 programs. This policy is effective as of the Summer 2016 term.

The Approval of Transfer Courses form is online at: http://www.ben.edu/registrar/upload/Approval-of-Transfer-Courses-Form-Updated-6-15-17-3.pdf

Academic Assistance

If you need academic assistance, do not hesitate or wait! 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 and Career Enrichment Center

The Academic and Career Enrichment Center (ACE) provides a variety of programs and services to support students’ academic development at Benedictine University. These services include:

- Academic support and tutoring functions.
- Accommodations services for students with disabilities.
- Study skills workshops.
- Career development services

The Academic and Career Enrichment Center (ACE) is located in Goodwin, room 214.

Early Alert Team

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/emergency/eat.cfm
**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 the Appendix 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 that may be on the syllabus about the use and need for technology for a course, the following statement holds for all nutrition courses (except online 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.

Exceptions or changes to this policy for particular courses will be on the syllabus.
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 and Dietetics 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. The Department Chair maintains a record of complaints.
5. Meet with Dean of the College of Education and Health Services.
6. Consultation with the Vice President for Academic Affairs.

If a student bypasses any of the above steps, s/he is directed to the proper step before proceeding.

If the university is unable to resolve the problem, and you are in the Nutrition and Dietetics major (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. Among the questions that you will be asked on the Complaint Investigation Request, you will need to document which ACEND standards or the policies and procedures were being violated by this issue, and what steps you have already taken to address this issue with the BenU Nutrition and Dietetics program as well as that outcome. You will need to send it directly to ACEND at: Accreditation Council for Education in Nutrition and Dietetics (ACEND, 120 South Riverside Plaza, Suite 2000 Chicago, IL 60606-6995. 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. The procedure for complaints against accredited programs is detailed on the ACEND website.

http://www.eatrightacend.org/ACEND/content.aspx?id=6442485390
Graduation with a Bachelor of Science in Nutrition and Dietetics

The university has a minimum GPA requirement of 2.000/4.000 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 a minimum of 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, satisfy all General Education requirements (e.g., Mode of Inquiry, IDS interdisciplinary courses, Engaged Learning, and course with Global designation), and satisfactorily complete all NUTR and cognate 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/](http://www.ben.edu/registrar/).

Graduation with a major in Nutrition and Dietetics requires a 3.000/4.000 cumulative BenU GPA.

The ultimate responsibility for fulfilling graduation requirements rests with the individual student. Students should regularly review their academic programs, BenU transcript, and meet with their advisors to review progress towards degree completion.

Nutrition and Dietetics Major (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 and Dietetics (which is a 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 and Dietetics (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 and Dietetics (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 Mode of Inquiry, math, and/or IDS Interdisciplinary courses specified upon articulation of transcripts by the Enrollment Center.
We do not verify students who do not complete all major requirements (nutrition, cognate, and communication skills courses) specified by the major, and if transfer courses, articulated by the Enrollment Center and undergraduate DPD Director.

To qualify for receipt of the Didactic Program in (DPD) Dietetics Verification Statement, Benedictine University students must have earned a minimum of a bachelor degree with a cumulative GPA of at least 3.00/4.00, and met all the requirements (e.g., NUTR courses, cognates, skills, grades, Clinical Dietetics Concentration application requirements) of the Benedictine University Clinical 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 Nutrition Department Chair and 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 3.00/4.00 on all undergraduate college/university coursework. These individuals must meet all the requirements (e.g., NUTR courses, cognates, skills, grades, Nutrition and Dietetics application requirements) of the Benedictine University Dietetics Program in the Bachelor of Science in Nutrition and Dietetics (Major), as determined by the undergraduate Didactic Program in Dietetics (DPD) 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 Guide.

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 some personal information on it. After degrees are conferred, Verification Statements will be generated and mailed to graduates successfully completing the DPD and providing this requested personal information. 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 Nutrition and Dietetics
**Major, and/or were accepted but do not continue to meet the minimum Benedictine University cumulative GPA (includes courses taken at all Benedictine University campuses) requirement for the Nutrition and Dietetics Major will not be awarded a DPD Verification Statement, even if all courses specified by the Nutrition and Dietetics Major are completed.** A second degree will be awarded to those successfully completing the Second Degree Program.

Verification Statements are forms completed by the undergraduate DPD Director certifying completion of the DPD Program (i.e., Nutrition and Dietetics Major). The form is prescribed by the ACEND. The Verification Statements require an original signature of the DPD 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 DPD Verification Statement (VS) policy in Appendix of this Guide.

**Declaration of Intent**

The completion of a “Declaration of Intent” by the DPD Director for a Dietetic Internship (DI) program is not the same as the official VS. The student must complete all requirements of the Nutrition and Dietetics application requirements, including maintenance of a 3.000/4.000 GPA, student AND membership, and be expected to graduate prior to the start of that DI program to be issued a “Declaration of Intent”.

**Maximum Amount of Time**

There is no maximum amount of time to graduation for completion of the undergraduate Nutrition Major, regardless of the concentration, once accepted, assuming continuous enrollment. If a student in the Clinical Dietetics concentration knows s/he will be taking longer than three years to completion once earning junior status, it is recommended that s/he should consult with his advisor to ensure that medical nutrition courses in the Clinical Dietetics concentration are completed near the end of the degree.

**Graduation Application**

The Application for Graduation is available through the following link: [https://www.ben.edu/commencement/2018.cfm](https://www.ben.edu/commencement/2018.cfm). Here you can access the application form for graduation via a downloaded PDF file.
Dress Code Policy (NUTR Courses)

**Food Laboratory Courses**

All Nutrition and Dietetics 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, 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](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
- WBDM 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](http://www.emergencyclosings.com), [www.cancellations.com](http://www.cancellations.com), or [www.ben.edu/emergency](http://www.ben.edu/emergency). 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/emergency](http://www.ben.edu/emergency).

**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 of 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.

For students participating in practicum activities off campus, students are expected to have a regular schedule at the site and fulfill work hours that are agreed upon with the supervisor. Fifty (50) hours per credit is required. If a student does not complete the required hours, a deduction of 10% of the attendance grade per hour missed (50 hour class) will be applied. For example, if a student completes 45 hours, a 50% deduction on attendance, or a 10% deduction of the overall grade will be awarded. For a 2-credit 100 hour class, 5% of the attendance grade per hour missed will be applied. For example, if the student completes 90 hours, a 50% deduction on attendance, or 10% deduction of the overall grade will be awarded. Students who are ill during practicum experiences should confer with their instructor and site supervisor about alternate days and times to make up hours missed.

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.

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.
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 re-admission 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 Methods

Communication (Lisle campus)

E-mail

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 the Appendix 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/registrar/upload/Change-of-Student-Information-Updated-6-15-17-2.pdf

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

For a listing of tuition and fees at Benedictine University, visit: [http://www.ben.edu/student-accounts/tuition-and-fees.cfm](http://www.ben.edu/student-accounts/tuition-and-fees.cfm). This site is updated annually by the university, usually in August.

The 2017-2018 tuition cost is $16,200 per semester, or $1,080 per semester credit hour for part-time students. Refer to the Financial Aid, Scholarships, and Loans section on the next page of this Guide for opportunities to lower your tuition.

Benedictine University uses Desire2Learn (D2L) Learning Management System. Syllabi, grade books, and other course based information is accessible in this secure system, which requires the use of individual university login for access. There is no additional fee specific to the Nutrition and Dietetics major for use of D2L.

For all Nutrition and Dietetics Majors, there is a semester student service fee of $695, science lab fee of $130-170 per lab, and statistics course fee of $35. Transportation related to courses, supplies/materials for class projects, cost of sanitation exam, and attendance at professional meetings estimated $100-200 per term.

Fees that are required for those in the Nutrition and Dietetics Major include:

- A clean white laboratory coat costs approximately $30.00, and is required for NUTR 372 course.
- Associate membership in Academy of Nutrition and Dietetics $58.00 per year - required for those in the Nutrition and Dietetics Major prior to program completion.

Optional, but recommended, expenses include memberships:

- 2017-2018 Membership in the BenU Student Association of Nutrition and Dietetics (s.A.N.D.) costs $10.00
- Student membership in local dietetic association variable (approximately $20.00 per year)

Students enrolled in a practicum (elective course NUTR 296, 297, and 396) pay professional liability insurance $27.50

Those in the Nutrition and Dietetics Major may apply for application into Dietetic Internship programs and participate in computer matching. The cost is variable, and is for continuing your education to become a Registered Dietitian, not to graduate with the Nutrition and Dietetics Major. Refer to those sections of this Guide for estimated costs. For those pursuing pre-match into the BenU combined M.S. or M.A. in Nutrition and Dietetics-Dietetic Internship program, there are no application, DICAS, or computer matching fees.

### Textbooks

The cost of all textbooks are variable, estimated at $1,000 per year for Nutrition textbooks, depending upon whether the book is new or used, paper or an e-book, owned or rented, 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)](http://www.ben.edu/student-accounts/tuition-and-fees.cfm) 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 ACE 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/academic-career-enrichment-center/academic-support/textbook-program.cfm](http://www.ben.edu/academic-career-enrichment-center/academic-support/textbook-program.cfm))

### Health

The State of Illinois College/University Immunization Law (77ILL.ADM.CODE 694) requires all college students born after 1956 to submit immunization information unless you have a medical or religious exemption. If you do not submit documentation showing your immunizations, the College is required to place you on medical hold which may delay your registration for a second term.

Depending upon one’s medical history, the student may need additional medical tests, a background check, and drug testing prior to the start of NUTR 372 (refer to that course description in an earlier section of this Guide), thus the cost will vary among students but is estimated at $100-150.

The Benedictine University Student Health Service offers numerous services (Refer to the later section of this Guide), including:

- Tetanus/diphtheria or Tdap vaccine
- TB test

Benedictine University also offers an optional student health insurance policy. For more information, visit: [https://www.ben.edu/student-life/student-health-services/](https://www.ben.edu/student-life/student-health-services/).

### Insurance

Transportation is required in some of the courses (e.g., community nutrition fair in NUTR 280, hospital visits in NUTR 372, practicum). 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 insurance.

If you register for a practicum, you pay a fee ($27.50) for malpractice liability. You do not need to purchase an additional policy.

### Living Expenses

Living expenses are varied. The on campus room and board expenses are listed at [http://www.ben.edu/student-accounts/tuition-and-fees.cfm](http://www.ben.edu/student-accounts/tuition-and-fees.cfm).

### 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
Marriott International Corporation has established a scholarship/award open to Benedictine University juniors and seniors majoring in an area of 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 Nutrition and Dietetics Major can apply for scholarships sponsored through external dietetics association, such as the Academy of Nutrition and Dietetics or a local district dietetic association.

The Academy of Nutrition and Dietetics offers scholarships to students. Application requests are honored by The Academy of Nutrition and Dietetics from September 15 through January 15 only; refer to the September Supplement of the *Journal of the Academy of Nutrition and Dietetics* (available in the library) or the web site: [http://www.eatright.org/](http://www.eatright.org/) Generally, you must be a member of the Academy of Nutrition and Dietetics to receive an Academy of Nutrition and Dietetics scholarship. Membership information is posted in the Nutrition Office Suite, Kindlon 224.

District dietetic associations (e.g., West Suburban Academy of Nutrition and Dietetics) sometimes offer scholarships to members. To be a member of the state or district associations, you must first be a member of the Academy of Nutrition and Dietetics. More information about dietetic districts can be found at the Illinois Academy of Nutrition and Dietetics’ web site: [http://www.eatrightillinois.org](http://www.eatrightillinois.org).
Campus Resources (Lisle campus)

The Student Handbook is available online: 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

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.

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. 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.

Academic and Career Enrichment Center

The Career Support office is housed in 214 Goodwin Hall. ACE provides a variety of services to help students and alumni determine where they are and where they want to be in their careers. Individual career and job search assistance is available to help students choose a major or career field, write a résumé and cover letter, conduct a job search, identify occupations within a certain major, master interviewing strategies and obtain graduate school information. Hours are by appointment. Call (630) 829-6041 or: http://www.ben.edu/academic-career-enrichment-center/career-support/index.cfm

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 Sodexo Services, which
include the Eagle’s Nest and the Main Dining Room (both on the second floor of the Krasa Center), Coal Ben, the Kindlon Cafe (1st floor of Kindlon Hall) and Starbucks (2nd floor of Goodwin Hall). Meal plans are available. Commuters may purchase a 20, 25, or 50 meal block through Sodexo Marriott Services. Additionally, commuters may take advantage of purchasing (weekdays, between 8 am – 4 pm) 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 6380 (on campus) or (630) 852-6380 (from off campus).

**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 (Master of Science in Nutrition and Dietetics) Dietetic Interns. The Healthy Table is located in Kindlon 224. Call 630-829-6518 or email (healthytable.benu14@gmail.com) to make an appointment.

**ID Cards (BenCard)**

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 and Rice Athletic Center. ID cards are required to check out books from the Library as well as using with the campus printers. ID cards are available in the Benedictine University Police Department during specific hours. For ID cards, contact the campus police department at (630) 829-6122 or visit the department on the 1st floor (lower level) of the Parking Garage.

**International Programs and Services**

International Programs and Services provides services and programming to Benedictine’s international and study abroad student populations. You can learn more about their services at www.ben.edu/ips or you can visit them in their office located in Goodwin 320. Please contact them by e-mailing IPS@ben.edu or calling 630-829-6342.

**Library Resources and Services**

The Library provides research materials and services for the entire academic community. Materials include access to more than 200,000 books, 30,000 periodicals
electronically or in print and more than 115 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 website. 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.
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.

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.

POLICY STATEMENT:

It is the policy of the Benedictine University DPD program (Nutrition and Dietetics Major) and Nutrition Department 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 or other major in the Nutrition Department 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 197, 198, 199)
   g. Microbiology with lab (BIOL 208)
   h. Statistics (PSYC 250) 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 315)
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. 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 371 and 374)
   f. Clinical Nutrition Case Studies Lab (NUTR 372)
   g. Nutritional Aspects of Disease (NUTR 300)
   h. Menu Planning (NUTR 373)
   i. Physical 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, practicum).

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.
APPENDIX C: 
Benedictine University DPD Verification Policy

NUTRITION DEPARTMENT POLICIES AND PROCEDURES

Policy Name: DPD Verification Statement
Adopted: January 1, 2004
Revised: January 3, 2005; August 23, 2005; September 8, 2006; July 23, 2010; September 4, 2012; June 30, 2016

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 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. *Students who do not apply for graduation in a timely manner may delay their graduation date.* 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 student is in pursuit of the DPD Verification Statement (VS) 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 DPD completion requirements. *It is the responsibility of the student to provide an official transcript to the DPD Director at least one semester prior to graduation.*
   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 mother’s maiden name, date of birth, contact information, and plans (e.g., dietetic internship, graduate school). The student must also complete the ‘transfer release form’ and submit it to that instructor. In the event that the student does not complete this form, the student is notified after program completion to complete the form(s), and no VS is issued until the information to complete the form is received (an in progress VS, identified as “VSip”, is in the folder instead).

3. Following actual December, May and August graduation dates, a copy of the university transcript accessible to the DPD Director directly from the university official system (PeopleSoft) is viewed and printed to verify program completion and receipt of the baccalaureate degree. Typically this is done twice, once in July once conferrals are complete, and again in September for August completers. A copy of this transcript is saved to the folder on the S (share) drive. No VSs are awards until the degree conferral process is complete, which may take several months post completion. VS cannot be issued to students who do not provide needed personal information to complete the VS form (refer to 2 c above).
4. The DPD Verification Statements are normally issued in August, September, and February. Graduates may request a DPD Verification Statement prior to this pre-established month, but after his/her program completion and degree is conferred. Delays in determination of program completion by the university (e.g., missing documentation by the student, course(s) not transferred to BenU from another college/university by the student) will result in delays in issuance of a DPD VS.

5. The completion of a “Declaration of Intent” by the DPD Director for a DI is not the same as the official VS. A student must complete all requirements as posted in the catalog of entry in order to be issued a VS. (The student must complete all Clinical Dietetics concentration application requirements, including maintenance of a 3.000/4.000 GPA, student AND membership, and be expected to graduate prior to the start of that DI program to be issued a “Declaration of Intent”.

6. 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. This is sent to the student as part of the “DPD Exit Packet”.

7. 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, as a PDF.
   b. Copy of the graduation audit (cover sheet).
   c. Copy of the advising checklist used for the audit.
   d. Copy of the DPD Verification Statement (signed in blue ink) as a PDF.

Occasionally, additional copies of memos, syllabi from other universities, copy of a transcript from another university, sanitation certificate if completed elsewhere, and other pertinent items, may be saved to the S (share) drive under the student’s name.
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.
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.
APPENDIX D-1

Student Statement of Responsibilities

Updated August 21, 2017

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, cohort off-site locations and online, and Springfield or Mesa branch campuses. Community members are also expected to observe all current local and county ordinances as well as federal and state laws.

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. Graduation Counselors, Student Service Coordinators 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 detection 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 selfrespect, 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
Updated August 21, 2017

Abide by current local ordinances, state law and University policies. View Benedictine University's here. (http://www.ben.edu/policies/upload/Benedictine-University-Alcohol-and-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 2017-2018 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. Designated smoking areas can be found at Founders' Woods Clubhouse Drive, Krasa northwest side, between Neuzil Hall and the Rice Center, south side of Scholl Hall and Parking Garage east side. 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 staff in the Academic and Career Enrichment 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 Academic and Career Enrichment Center to arrange proper documentation for equal access to educational and campus services.

D. To report discrimination or harassment contact Benedictine University’s Title IX Coordinator, Erica Conrad (630) 829-6430, econrad@ben.edu. You may also contact the U.S. Department of Education’s Office of Civil Rights (Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-4544, Tel: (312) 730-1560, TDD: (877) 521-2172, Email: OCR.Chicago@ed.gov).

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.

Email is the official method of communication for students at Benedictine University. Students are expected to read and respond, when required, to all official Benedictine University email. It is recommended that students check their Benedictine University email accounts daily. Please note that some faculty may, based on course requirements, require students to check their Benedictine University email accounts at designated times.

Students who redirect (auto forward) messages sent to their official Benedictine University email accounts to another email account (such as Gmail, Hotmail, etc...) do so at their own risk. Email that is lost as a result of redirection does not absolve the student from their responsibilities associated with communications sent to their official Benedictine University email account. Benedictine University is not responsible for the handling of email by outside vendors or unofficial servers. The Benedictine University assigned email address will be the address used by Benedictine University faculty and staff to communicate with students.

**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 staff at the Academic and Career Enrichment 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 substance. Upon request, the University also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

Disciplinary and Counseling Records Procedure

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 student in a disruptive demonstration may be arrested and may be suspended pending formal action consistent with the University conduct system. 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 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, cohort locations, 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; impede 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.
APPENDIX E:
Accessing Desire2Learn

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. (*NOTE: Nutrition Majors are added as “members” to the “Nutrition for Majors Resource D2L page.”*)
- **My Home Pages** are similar to the one shown here:

![D2L My Home Page](image)

- 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.
Course Home pages are similar to the one shown here:

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 Didactic Program in Dietetics (DPD)

Freshman Rules, Transfer Rules, and Academic Program Plans
Forms are available online (for downloading) for all Nutrition degree programs by following the directions (below).

http://www.ben.edu/degree-programs/index.cfm?degFilter=Undergraduate

“Find Your Program” Page
Degree Level: <select> UNDERGRADUATE
Location Offered: <select> On-Campus in Lisle, IL
Search by Keyword: <enter> NUTRITION
or
Search by Keyword: <enter> HEALTH EDUCATION AND PROMOTION

Available programs will then be populated on your screen.
Click on the blue box next to the program name for more information on that specific degree.
It is in this area where you will find more detailed information.
Checklists (Freshman Rules and Transfer Rules) and Academic Program Plans are available to download.
Appendix G: DPD Application Form

Application for Admission (for 2017-2018 Academic Year)
Didactic Program in Dietetics (DPD)

Directions: Students graduate according to catalog of entry. Because Nutrition and Dietetics (new DPD) is a new major, all students with any entry date can apply for this major once the prerequisites have been met. Students accepted into the university to start in fall 2017 will use this application form to apply for acceptance into the Nutrition and Dietetics Major. For those accepted into the university on the 2013-2017 catalog years, you can elect to apply for acceptance into the Clinical Dietetics Concentration of the Nutrition Major (former DPD) based on your catalog of entry. Bottom line, in order to pursue the accredited DPD, a student MUST complete this formal application form in its entirety for acceptance. If you submit an incomplete application, it cannot be considered. The DPD Director (Dr. Sochacki) cannot complete a Declaration of Intent or Verification Statement for those who are not officially in the DPD, which means you will not be able to apply to a Dietetic Internship program.

<table>
<thead>
<tr>
<th>FULL Name</th>
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<tbody>
<tr>
<td>Maiden Name (if applicable)</td>
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<tr>
<td>Student BenU ID</td>
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<tr>
<td>Permanent Address</td>
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<tr>
<td>City, State, Zip Code</td>
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<td>Today’s Date</td>
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<th>Gender</th>
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<td>Black</td>
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<td>Hispanic</td>
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<tr>
<td>Asian</td>
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<tr>
<td>Pacific Islander</td>
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<td>Native American/American Indian</td>
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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>
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</tr>
<tr>
<td>CHEM-103 [or CHEM 242 and 247]</td>
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<tr>
<td>BIOL-197 Prin of Organismal Biology</td>
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<tr>
<td>BIOL-198 Principles of Biology</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>
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</tr>
<tr>
<td>Or Freshman with AP credit for WRIT-S101 must take WRIT-S104 (1)</td>
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<tr>
<td>WRIT-S102 Research Writing (or HRNS-191)</td>
<td></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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</tbody>
</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) – an unofficial copy from your myBenU is acceptable.
Total Number of Semester Credits completed at end of your prior term
Minimum needed = 24 total with at least 6 at BenU

Total cumulative BenU GPA at end of your prior term
Minimum required if started in fall 2013 = 2.800/4.000
Minimum required starting June 1, 2014 = 3.000/4.000

Note: Students who do not maintain the BenU cumulative GPA as designated in their catalog of entry (see above) will be dropped from the DPD. Such students can reapply 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 300-level courses. If you are not yet a member of the Academy, you may record 00000 in the space provided at the time of application. However, it is your responsibility to 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 (including flu shot), TB test, background check and drug screen. This will meet the personal health and safety requirements for the DPD. This is a requirement by our external Hospital Affiliations.

*** ***** ***

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/student-handbook.cfm), and Nutrition and Dietetics Major Guide.

Permission to enroll in and/or completion of courses required for the DPD does not imply acceptance into the DPD or related 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 Benedictine University DPD.

_________________________  ______________________
Signature                     Date

Submit this completed form to the Nutrition Department, Dr. Sochacki (in KN-224) early in the term. Letters of official confirmation will be sent.