

Student Handbook



College of the Ozarks

Didactic Program in Nutrition and Dietetics

Department of Family and Consumer
Sciences



2014-2015

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INTRODUCTION

THE DIDACTIC PROGRAM IN NUTRITION AND DIETETICS (DPND) AT the College of the Ozarks is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995. The original site visit was April 3-5, 2005, and accreditation was granted in October, 2005. ACEND may be contacted by phone at 800/877-1600, extension 5400 or 312-899-0040. Questions regarding dietetics education may be e-mailed to education@eatright.org. You may also visit the AND website at <http://www.eatright.org/acend>.

DIETETICS AS YOUR CHOSEN MAJOR

Welcome! We are glad you have chosen the College of the Ozarks Didactic Program in Nutrition and Dietetics to help prepare you for your future career in nutrition and dietetics and look forward to working with you. Please refer to this handbook regularly and feel free to contact the DPND director with questions, comments, or for clarification of items presented.

The public interest in nutrition and wellness continues to grow rapidly. Consumers often need guidance in applying nutrition principles to their lives. The Registered Dietitian Nutritionist (RDN), also referred to as a Registered Dietitian (RD) is the “nutrition professional” and is uniquely qualified to distinguish between nutrition facts and fallacies. The “RD” or “RDN” credential is recognized by the medical profession and the public as a credible source of nutrition information.

As experts in nutrition and food-related services, RDNs offer expertise to individuals and groups desiring to maintain, improve, or restore health. These services are provided in a variety of settings ranging from hospitals to wellness programs to corporate foodservice and food manufacturing operations.

INTRODUCTION TO THE COLLEGE OF THE OZARKS DIDACTIC PROGRAM IN NUTRITION AND DIETETICS

The College of the Ozarks Didactic Program in Nutrition and Dietetics (DPND) provides the academic curriculum that meets standards for dietetics education as required by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Upon successful completion of the DPND curriculum, a student is eligible to apply for a supervised practice program, often called an internship, which is accredited by ACEND. Graduates of a Didactic Program in Dietetics must complete a minimum of 1200 hours of supervised practice to be eligible to sit for the national Registration Examination for Dietitians. For a list of those programs, visit the Academy of Nutrition and Dietetics website at www.eatright.org.

Students must consider the highly competitive scenario in acquiring acceptance into a dietetic internship program. Currently, about 50% of applicants are successfully matched in the spring and 33% in the fall with an internship program. Successful completion of the DPND is necessary for acceptance into a supervised practice/internship. Students are encouraged to maintain a GPA of at least a 3.0 and to seek dietetics-related work, leadership opportunities and volunteer experiences prior to application. A Master’s Degree will be required to become an RDN starting in 2024. The Master’s degree does not need to be in nutrition but does have to be accredited. Many students pursue graduate degrees in Public Health, Food Science, Sports or Athletic Training, Business Administration and other areas complimentary to nutrition and dietetics.

PROGRAM REQUIREMENTS EFFECTIVE FOR DEGREE PROGRAMS FILED FALL 2012 OR LATER

General Education Requirements

All College of the Ozarks students must fulfill the General Education Requirements as listed on page 52 of the 2014-2015 College Catalog. General Education requirements that are also required by the dietetics program are listed on page 201 of the 2014-2015 College Catalog.

General Education Program: Philosophy, Scope, and the College of the Ozarks Quest

The Triune God who has revealed himself to humanity in the Bible and the created order is the starting point for the College's General Education Program. Truth, goodness, and beauty exist in him and are reflected in his creation, including human beings who are made in his image. Our sin and rebellion against God marred his image in us and deeply impaired our capacity to perceive and practice these virtues; also, humanity's fall subjected the earth and all human endeavors to corruption, decay, and death (Romans 8:20-21). God did not abandon his creation; he acted to restore human beings and all creation through the redemptive work of Jesus Christ. When we surrender to his Lordship and authority, we are called to embody his kingdom rule in every dimension of our lives and to become visible expressions of his truth, goodness, and beauty in this fallen world. Furthermore, we are empowered to perceive these virtues in the created and human order, to apprehend their value (Philippians 4:8), and to craft works of truth, goodness, and beauty.

The foundation of a college experience is a common group of courses and experiences called the College's General Education program, which is required of all students. As the foundation of the College of the Ozarks undergraduate experience, the General Education Program encompasses academic courses, Christian life on campus, the Work Education Program, travel opportunities, convocations and special activities; consequently, the General Education program integrates the entirety of a student's education. At College of the Ozarks the General Education Program purposefully unites the students and the College community around the five-fold mission of the College.

- To provide a sound education, based in the liberal arts. (Academic Goal)
- To promote a strong work ethic, encouraging the development of good character and values. (Vocational Goal)
- To foster the Christian faith through the integration of faith with learning, living, and service. (Christian Goal)
- To encourage an understanding of American heritage, civic responsibilities, love of country, and willingness to defend it. (Patriotic Goal)
- To cultivate an appreciation of the fine arts, and understanding of the world, and adherence to high personal standards. (Cultural Goal)

Through this five-fold mission College of the Ozarks seeks *to develop citizens of Christ-like character, who are well-educated, hardworking, and patriotic.* (Vision Statement)

One of the key distinctions of a Christian institution is its theological foundation. At College of the Ozarks the General Education Program plays a role in the full restoration of students to what it truly means to be a human being created in the image of God. Within the General Education Program, students will be taught to recognize and pursue key virtues in the Christian and Western traditions by faculty and staff who understand a Christian worldview and how it provides the lens for understanding their academic disciplines, work, and life choices.

Through its General Education Program the College seeks to fulfill the following objectives and learning outcomes, which primarily relate to the College's Academic Goal of providing a sound education, based in the liberal arts:

1. Students will understand, recognize the value of, and critically assess the Western liberal arts tradition.
 - A. Students will demonstrate competency in the core subject matter of the General Education curriculum that provides the foundation for future learning and a life of flourishing in God's creation.
 - B. Students will develop and critically apply a biblically informed Christian worldview to their academic learning.
2. Students will show evidence of essential skills and abilities that mark a person as being educated, including:
 - A. the ability to communicate effectively in writing, speaking, and other creative endeavors;
 - B. the ability to think critically in solving problems;
 - C. the ability to gather, evaluate, interpret, and use information.

In order to communicate the goals, emphases, and outline of the General Education Program more effectively, the College has chosen the metaphor of a journey. The destination of students who take this journey is to become citizens of Christ-like character, who are well-educated, hardworking, and patriotic. As they journey toward this destination, their guides - truth, goodness, and beauty - will take them to key observation points that will guide their journey and help make it successful. These observation points include historical and theological foundations, the study of the created order, the study of human creativity and flourishing, essential skills, and patriotic education.

General Education Requirements:

Historical and Theological Foundations (21 credit hours)

Biblical and Theological Studies: 6 credit hours

- BTS 103 - Christian Worldview I
- BTS 383 - Christian Worldview II

English: 6 credit hours

- ENG 153 - Readings in the Western Tradition
- ENG 233 - Writing in the Western Tradition

History: 9 credit hours

- HST 103 - The American Experience
- HST 153 - Western Civilization I
- HST 233 - Western Civilization II

The Created Order (10-12 credit hours)

Mathematics: 3-5 credit hours

Any Mathematics course in catalog except MAT 013 * or MAT 104

Natural Science: 4 credit hours

- Any Biology BIO, Chemistry CHE, or Physics PHY course in the catalog

Social Science: 3 credit hours

One of the following: 3 credit hours

- ECN 203 - Macroeconomics
- FAM 103 - Introduction to Sociology
- PSY 103 - Introduction to Psychology

Human Creativity and Flourishing (8 credit hours)

Fine Arts: 6 credit hours

One of the following: 3 credit hours

- ART 103 - Exploration of the Visual Arts
- DRM 103 - Exploration of Theatre
- MUS 103 - Exploration of Music

One of the following: 3 credit hours

- ART 113 - Two-Dimensional Design
- ART 123 - Drawing I
- DRM 113 - Introduction to Theatre Technology
- DRM 163 - Vocal Training for the Stage
- DRM 173 - Movement Training for the Stage
- DRM 193 - Music Theatre Dance I
- Music Ensembles/Class Piano, Voice, Guitar (3 one credit-hour courses)

Physical Education: 2 credit hours

- PED 101 - Lifetime Wellness
- Swimming Proficiency (can be met in PED 101 or by successful completion of PED 121)

PED Activities elective: 1 credit hour

- PED 111 - Fitness Development
- PED 121 - Swimming (Co-Ed) if not met in PED 101
- PED 131 - Badminton and Net Sports
- PED 141 - Beginning Soccer and Volleyball
- PED 151 - Golf and Bowling
- PED 161 - Racquetball and Tennis
- PED 171 - Beginning Basketball and Softball
- PED 181 - Intercollegiate Sports
- PED 191 - Water Aerobics
- PED 221 - Outdoor Activities
- PED 231 - Weight Training (Beginning)
- PED 241 - Weight Training (Advanced)
- MIL 141 - Physical Training

Patriotic Education: 3 credit hours

- IDS 103 - Patriotic Education

Essential Skills (6-9 credit hours)

Composition: 3 credit hours

- ENG 103 - College Composition *

Speech: 3 credit hours

- SPC 103 - Public Speaking

Information Management: 0-3 credit hours **

One of the following: 3 credit hours

- CSC 113 - Fundamentals of Computer Systems
- CSC 253 - Informatics
- EDU 243 - Educational Media and Technology
- LSC 213 - Information Literacy

Note:

* Students enrolled in ENG 013 , ENG 103 , or MAT 013 may not drop the course. They will be allowed a maximum of two opportunities to pass these courses and demonstrate the required level of competency.

** A proficiency test may be taken to meet this General Education requirement; however, passing the test will not result in credit for any of the courses. (EXCEPTIONS: **Education majors** must enroll in EDU 243 and **Nursing majors** must enroll in CSC 253 and may not complete this requirement by passing the proficiency test).

Total General Education Program: 48-53 Credit Hours**BA/BS Distinctions: 6-8 credit hours**

In addition to the above requirements, candidates for the B.S. degree will select one course from two of the following areas (6-8 total hours): Biology, Chemistry, Physics, Science, Mathematics (exclude MAT 013), Computer Science (excludes CSC 113 , CSC 123 or CSC 253) and/or Agriculture (AGR 103 or AGR 213 or AGH 133 only).

B.A. degree candidates will take two courses in one foreign language (Chinese, Greek, Hebrew or Spanish, as available): 6 hours. (SPA 113 , SPA 123 , or SPA 143 may count for only one of these two courses. Students completing one of these courses should then take SPA 153 . Students beginning with SPA 153 should then take SPA 203 ; those beginning with SPA 203 should then take SPA 213 .

Minimum GPA for General Education program, including the BA/BS Distinction, must be 2.0

Required Placement Testing in Math and Writing

College of the Ozarks now requires all entering, full-time students with 23 or fewer hours of college credit to take the ACT[®] Compass[®] placement test. The results of this test are used to place students in the appropriate math and writing classes.

The College offers the test for students enrolled in the summer Work Education Program and during Character Camp. Students may also take the test at remote test centers located throughout the United States. For information on the ACT[®] Compass[®] test, please visit <http://www.act.org/compass/student/>. Information on remote testing centers can be found at <http://www.act.org/compass/sites/>.

Students interested in taking the test at a remote test site, and students not enrolled in the summer Work Education Program who are interested in taking the test at the College during the summer, should email the Registrar's office at reg1@cofo.edu for information.

I. Dietetics Major Requirements and Prerequisites

Courses required for the Dietetics major are listed on pages 200-201 in the college catalog.

Required major courses: 35 credit hours

- FCN 104 – Introductory Food Study
- FCN 201 – Food Safety & Sanitation
- FCN 263 – Child Nutrition
- FCN 311 – Medical Terminology
- FCN 323 – Nutrition Care Process/Education and Counseling
- FCN 363 – Food Science
- FCN 374 – Food Systems
- FCN 384 – Medical Nutrition Therapy
- FCN 393 – Community Nutrition
- FCN 404 - Advanced Nutrition and Human Metabolism

One of the following: 3 credit hours

- FCN - 203 Contemporary Nutrition
- FCN - 303 Fundamentals of Nutrition

Recommended supporting courses: 3-6 hours

- FCN 48V – Food and Nutrition Practicum

Required collateral courses: 32 hours

- ACT 203 - Elementary Accounting I
- BUS 213 - Principles of Management
- BIO 164 - Human Anatomy and Physiology I
- BIO 17 - Human Anatomy and Physiology II
- BIO 214 – Medical Microbiology
- CHE 134 – General, Organic, & Biochemistry I
- CHE 144 – General, Organic, & Biochemistry II
- ENG 333 – Technical Writing
- MAT 143 – Statistics

General Education courses specified by the major:

- MAT 133 – College Algebra

One of the following: 3 credit hours

- CSC 253 – Informatics
- LSC 213 – Information Literacy

One of the following: 3 credit hours

- PSY 103 – Introduction to Psychology
- FAM 103 – Introduction to Sociology

Course descriptions along with prerequisites are listed on pages 207-209 of the 2014-2015 College Catalog.

OBTAINING AN INTERNSHIP

Students are encouraged to explore internship possibilities early in their studies and make application in their senior year. FCN 412 Senior Seminar in Dietetics will explain and guide students through the DI selection and application process. Most DI now use the Dietetic Internship Central Application Service (DICAS) for the internship application process. DICAS fees are \$40 to submit the first application and \$20 for each additional application.

If a student is also applying to a graduate school, there is a separate application fee for each college. The computer matching is conducted through the company D&D Digital. This process is used to match the internships' top choices with the student's top choices. The student must rank the internships in order of preference on D&D Digital. There is a \$50 fee for the matching process. Deadline dates are in February and September and notifications are made in April and November, respectively. Students will receive their match by website with an individualized password provided prior to the matching date. On the match/no match date the student can go to this website and check if he/she matched with a program. If the student is matched with an internship, the student must contact the internship director by 5 p.m. to accept or decline the match.

If the student is not matched initially, the student can go to the D&D Digital website two days after the matching date to view a list of internships which have space available. Students who are not matched are also encouraged to seek the assistance of the Program Director immediately. Please visit the D&D Digital's website at: <http://www.dnndigital.com/AND/index.html> for more information.

MISSION OF THE COLLEGE OF THE OZARKS DIDACTIC PROGRAM IN NUTRITION AND DIETETICS

The mission of the college: *“To provide a Christian education for youth of both sexes, especially those found worthy but who are without sufficient means to procure such training.” (1906, James Forsyth)*

The mission of the Didactic Program in Nutrition and Dietetics: *The mission of the Didactic Program in Nutrition and Dietetics at the College of the Ozarks is to prepare graduates of Christ-like character for acceptance into Dietetic Internships and for entry-level careers as Registered Dietitian Nutritionists. The program will equip graduates for their roles as active citizens, ethical decision makers and servant leaders committed to empowering their communities to live healthfully.*

Goal 1

The program will attract and retain well-qualified, competent and satisfied candidates.

Outcome Measures

Within 1 year of DPND completion, 50% of graduates not applying to DI will be accepted into post-graduate programs.

80% of graduates accepted to DI will be rated “satisfactory” for competence in foundation knowledge and skills by their internship directors.

80% of graduates will agree with the statement that C of O faculty provide high quality instruction.

80% of graduates will agree with the statement that FACS faculty are attentive to each student, provide personalized instruction and care about each student.

60% of DPND students enrolled in FCN 203 Contemporary Nutrition or FCN 303 Fundamentals of Nutrition will graduate with a degree in Dietetics within 3 years.

Goal 2

The program will prepare students for entry into supervised practice, graduate programs or nutrition related employment.

Outcome Measures

Over a five year period, 80% of those applying to DI programs the academic year they complete the DPND will be accepted.

Alumni will achieve an 80% pass rate over a five year period for first-time test takers.

Over a five year period, 80% of graduates accepted into DI will be working in nutrition related fields within 1 year of DI completion.

Over a five year period, 70% of graduates not completing a DI will be employed in nutrition related jobs within 1 year of program completion.

Over a five year period, 60% of DPND graduates will apply to supervised practice programs the academic year they complete the program.

Goal 3

The DPND will serve the College and the community by participating in nutrition related work and activities.

Outcome Measures

80% of graduates will have participated in at least two college or community nutrition related activities while majoring in dietetics.

80% of graduates will have worked at least 1 year in a food or nutrition related job either on or off campus while attending college.

DIETETIC INTERNSHIP DEMAND

The demand for Dietetic Internship positions nationwide is currently greater than the supply, resulting in approximately 1 out of every 2 candidates from a DPND NOT obtaining an internship position. Student grade point average, leadership experience, and relevant work experience appear to be the best predictors of a student's chances of obtaining a position from C of O. For the past 5 years, students at C of O with a GPA of 3.4 or higher were most likely to receive a DI match. The DPND director will discuss your GPA and how it will influence DI matching at every semester's advising meeting.

DIETETIC INTERNSHIP ACCEPTANCE RATE AND FIRST TIME PASS RATE FOR THE REGISTRATION EXAM FOR DIETITIANS FOR THE DPND STUDENTS AT COLLEGE OF THE OZARKS

DI acceptance rates for College of the Ozarks students for the past 5 years 2009-2014 has been 58%. This exceeds the national average for acceptance but does not meet ACEND criteria that 80% of students applying will receive an internship.

RD Exam Pass Rate for the past 5 years 2009-2014 has averaged 80% which meets standard.

PROGRAM OUTCOMES DATA IS AVAILABLE UPON REQUEST

The DPND follows C of O policies relating to Academic Honesty, Plagiarism, and Grade Probation Policies. Grade Probation Policies are located on page 41 of the 2014-2015 College Catalog.

DEPARTMENT OPERATIONS

DPND classrooms, kitchens, and faculty are all housed in the Family and Consumer Sciences Building. There is a student worker desk in the front of the building. Assignments may be turned in to the student worker desk. Make up exams will be proctored by a student worker in the absence of the instructor. You should report to the student worker desk take an exam. No backpacks, cell phones, or materials may be taken into the exam room. Faculty Office Hours are posted on their office doors and on each course syllabus that they teach.

Academic Advisors: For matters pertaining to academic programs, curriculum and specific standards and expectations, please seek the advice of your Academic Advisor.

Photographs/Video: Photographs and video recordings are periodically taken of classroom activities, projects, or events. These media items may be used in college or department promotion materials.

STUDENT GRIEVANCES AND GRADE APPEALS

Procedures: Faculty are here to guide you in the completion of your program. If problems arise, the following is recommended to achieve resolution:

1. Talk directly and privately to the individual(s) involved (student, faculty, etc).
2. If the problem cannot be resolved at this level, discuss your concerns with your academic advisor.
3. If the problem cannot be resolved at this level, the next appropriate step would be to discuss your concerns with the division chairperson.
4. If the resolution is not reached at this level, the division chair will advise you of further appropriate action.
5. Following this line of communication will assure just treatment of all concerned.

If there is a student grievance not covered by the above policy then the student should contact the following in this order: Deborah Piland, DPND director, Teresa Geisler, Chair of the Nursing and Human Services Division, Eric Bolger, Dean of the College. No retaliation or disciplinary measures will be taken for grievances filed in good faith. A student has a right to go directly to the Division Chair or Dean of the College to voice their grievance.

Student Grievances and Grade Appeals

Any academic grievance regarding grades should first be made to the instructor in writing. If the situation is not resolved, the student may appeal to the Division Chair and to the Dean of the College. A change of grade must be requested prior to the end of the first semester of enrollment (excluding summer) following the term in which the grade was assigned. For appeal of a work grade, the student should follow the procedure set forth in the Work Education Program section of this catalog or the Student Handbook.

CURRICULUM

The 125-hour curriculum leads to the Bachelor of Science degree in Dietetics. Students interested in pursuing a career in dietetics must contact the DPND director to interview and **declare dietetics as a major** at the registrar's office for assignment of an academic advisor as soon as possible. Your advisor will help you plan an individual course schedule designed to meet the program requirements. It is important to begin *as soon as possible* on the dietetics schedule as sequencing of courses is important. This major may require more than 8 semesters, as several courses must be taken in sequence and are only offered once every two years. If degree completion will take more than 8 semesters, a student must initiate, complete and turn in to the Dean of the College a Graduation Extension Request form which can be found on Campusweb under the Resources tab. *The DPND director reserves the right to recommend a different career path to maximize the potential of student success.*

Rationale for course sequencing requirements

Dietetics is a competitive field with a need for a strong science foundation. Skills are developed and built upon over the sequencing of courses. Courses are sequenced to build on the Core Knowledge for the RD gained at the novice level and developed to a more advanced level. Sequencing is important and therefore, it is important for a student to seek regular advising to assure proper sequencing of courses and prerequisites.

Classroom Expectations:

Regular attendance: individual instructors have the discretion to formulate their own policies regarding attendance as long as they are within college guidelines and these policies are stated in the syllabus. Classroom attendance is crucial to derive the full benefit from your education. Respect for others should be carried out in the classroom setting and all other interactions.

Grading standards are the prerogative of the instructor and are clearly defined in the course syllabus. Letter grades and point values are listed on p. 43 in the 2014-2015 College Catalog.

ESTIMATED ANNUAL EXPENSES

See page 13 of the 2014-2015 College Catalog.

GRADUATION AND VERIFICATION STATEMENT REQUIREMENTS

Graduation requirements for the dietetics program are identical with the basic requirements for a baccalaureate degree at College of the Ozarks which includes the completion of at least 125 hours, of which 36 hours must be upper division work, with a minimum of 2.0 cumulative GPA. Students shall satisfy the general education and DPND requirements in effect upon first enrollment at College of the Ozarks. The student must have earned a BS degree in dietetics or met requirements described in the next section.

REQUIREMENTS FOR VERIFICATION STATEMENT

Verification Statements:

Upon successful completion of the didactic program in dietetics including an overall GPA of 3.0 in courses required for the major, the completion of the Program Assessment Exit Survey, and completion of the Verification Statement Request Form, the DPND director will issue to the student the Verification Statement indicating that the student has completed all coursework requirements for a didactic degree in dietetics as dictated by the ACEND accrediting body. Verification Statements with the original signature of the didactic program director should be submitted along with applications to dietetic internships, to AND as a part of the application to achieve active membership status, and may be requested by employers or graduate school programs.

Verification Statements will be issued within 4-6 weeks of the final transcript recording the degree awarded. Requirements for students graduating from this program to receive a verification statement are a cumulative GPA of 3.0 for all courses required for the major. A Declaration of Intent to Complete Form will be provided to students by the DPND director for those who apply for a dietetic internship prior to coursework officially being completed. This form substitutes for the Verification Statement and lists coursework the student is in the process of completing to fulfill didactic program requirements. A final Verification Statement will be awarded as previously described and must be submitted to the dietetic internship director.

Verification Statement requirements when student will not be graduating with a dietetics degree

In order to receive a Verification Statement from College of the Ozarks, students not obtaining a dietetics degree must:

- Earn a Bachelor's degree from an accredited institution.
- Complete a minimum of 20 hours of upper level dietetics courses at College of the Ozarks to include FCN 323 Nutrition Care Process/Nutrition Education and Counseling, FCN 363 Food Science, FCN 374 Food Systems, FCN 404 Advanced Nutrition and Human Metabolism, FCN 384 Medical Nutrition Therapy, and FCN 412 Senior Seminar in Dietetics.
- Must have completed two courses with labs in Anatomy and Physiology within the past 5 years.
- Have a cumulative GPA of 3.0 for courses required for the major.

Recency of Education Requirements

It is the policy of the College of the Ozarks DPND that graduating students meet the most recent KRD requirements set forth by the Accreditation Council for Education in Nutrition and Dietetics (see 2012 ACEND Handbook). Generally courses not taken within the previous 5 years have not met the most recent KRD standards and those must be retaken. Significant professional work experience or graduate studies in a closely related field may be considered meeting current requirements for some or part of courses not completed within the five years.

International Students with Foreign College Credit

A student with credit from a foreign college who seeks either a Verification Statement from College of the Ozarks or completion of a degree, will be interviewed by the program director as to experience and course content of previous studies. ACEND's "**International Fact Sheet**" will be reviewed with the student. Based on the information from the report, discussion with the student, and evaluation of the course information, a determination will be made by the program director as to what courses must be taken in order to complete the degree or obtain a Verification Statement.

PREVIOUS NUTRITION OR DIETETICS COURSEWORK

These courses will be evaluated on an individual basis and the student must supply a syllabus for the course(s) in question to be evaluated by the DPND director and faculty. Credit may be given if the course is similar to a C of O course and meets the most current KRDS. If not all of the course content is not covered, the student may be required to complete additional courses or conduct individual study to ensure the most current KRDS are being met.

Student with prior work experience seeking course credit

Students who hold Certified Dietary Manager (CDM) certification and have dietary manager work experience may discuss with the DPND director the possibility of testing out of FCN 374 Food Systems.

If a student holds a current ServSafe Manager certificate, FCN 201 Food Safety and Sanitation will be waived. If a student has an expired ServSafe Manager certification, the student may petition the DPND director to waive the course and re-take the certification exam. The student would be responsible for purchasing an on-line exam voucher.

Work or life experiences will not be considered for college credit.

TRANSFERRING CREDITS

Advanced Placement and CLEP

The College grants credit for both AP (Advanced Placement) and CLEP (College Level Examination Program). Course names, minimum score accepted, credit hours awarded, and institutional course equivalent (if any) are found below:

[CLEP Credit Policy](#)

[Advanced Placement Credit Policy](#)

General information about CLEP may be found at <http://www.collegeboard.com/student/testing/clep/about.html>
For information about AP go to <http://www.collegeboard.com/student/testing/ap/about.html>.

Transfer student information

A transfer guide is available below to assist you with questions about transferring courses to College of the Ozarks. In addition if you took classes at Ozarks Technical College or Missouri State University, you may want to access the Equivalency Guide listed below.

[College of the Ozarks Transfer Guide](#)

[Equivalency Guide, Ozarks Technical College, Missouri State University](#)

Students who plan to transfer to College of the Ozarks and major in dietetics should contact the dietetics program director as soon as possible to ensure courses will meet the requirements of the program.

Transfer credits will be evaluated by the Admissions Office upon admission to the college. If there are questions or concerns on transfer credit related to dietetics, those will be further evaluated by the program director. Questions regarding General Education credits should be directed to the Registrar's Office and questions concerning courses outside of dietetics should be directed to the appropriate department. A student will be required to provide a copy of the syllabus detailing the course in question.

UNDERGRADUATE DEGREE REQUIREMENTS

Most students complete degree requirements within 4 to 5 academic years. If students elect to interrupt their academic program for more than one year, they will have to meet new degree requirements if a curriculum change occurred during their absence.

A listing of all dietetics courses, the semesters those courses are offered, and the prerequisites for each course are included in the college catalog. Students should utilize the catalog when working on their academic plan with their advisor. Prerequisites listed for each course must be met. Concurrent enrollment in a course and its prerequisites may be allowed with discussion between the student and the instructor of those courses.

Students must be aware that some courses are offered once each year and others are offered only once every two years. Because of this, regular contact with your advisor and planning out one's full academic program is vitally important. Students who elect to drop a course run the risk of lengthening the time required to achieve their academic degree.

Graduation Check/Advising Worksheet

To assist students with scheduling and to monitor progress as course work is completed an advising worksheet is available on Campusweb/Student Resources. Students should request a graduation check (also on Campusweb) after the completion of 45 credit hours and prior to the completion of 60 credit hours. The request will trigger a review of the student's academic record by the Registrar. The student and the advisor will be notified when the review is complete and should review, sign and return a copy of the advising worksheet to the Dean of the College office. After the graduation check process is complete students must obtain permission from the Dean of the College to change majors. Course substitutions and a request to transfer coursework should be submitted on the Course Substitution Request and/or Transfer Course Request form. A Graduation Extension Request form is also available. **Graduation Requirements**

1. Completion of a minimum of 125 semester hours of credit with a 2.00 or higher cumulative grade point average (GPA). Remedial classes, including all College of the Ozarks classes beginning with a zero (0) do not count toward graduation.
2. Completion of at least one major with a minimum of a 2.00 GPA for the major. Some majors have higher GPA requirements. A major must include at least 30 required hours (major/collateral) with at least 15 hours upper division (300-400 level) courses.
3. Completion of all general education courses with a minimum of a 2.00 GPA.
4. Completion of at least 36 credit hours of upper division courses. No more than six of those hours may be in internship.
5. Students with transfer hours must complete a minimum of 45 credit hours at the College of the Ozarks. At least 12 credit hours must be in the major field including nine upper division hours. Exceptions may be made with the approval of the Dean of the College.
6. Participation in the College Work Education Program as a full-time student for at least one semester is required for completion of degree.
7. The last 30 hours of credit must be completed at the College of the Ozarks unless a waiver is granted in writing from the Dean of the College.
8. The faculty and the Board of Trustees vote on all graduates. To be approved for graduation, all students must have satisfied all current degree and instructional requirements, as well as be in compliance with all College regulations at time of graduation.
9. Students will graduate with either a Bachelor of Arts degree, Bachelor of Science degree, or a Bachelor of Science in Nursing degree.

Graduation exercises are held once a year at the close of the spring semester. The exercises are held in two parts, the morning Baccalaureate service and the Commencement program in the afternoon. Attendance at both is required of all degree candidates unless permission to graduate in absentia has been given by the Dean of the College. Permission to graduate in absentia will be considered upon written application submitted before March 30. A \$50 fee is required.

In order to graduate in four years, a student should, on the average, complete 31 hours per year. Some extended programs may take longer than four years. Full-time students need to have the permission of the Dean of the College to continue past eight semesters. Full-time transfer students need to have Dean of the College's permission to attend past the date agreed upon and stated on the graduation check. However, **no student may remain in college as a residence hall student for more than ten semesters.**

MINORS

Dietetics is a comprehensive major and students do not need a minor. However, a minor may be used to enhance preparation in a particular area of interest such as Business Administration, Communications or a Foreign Language. Dietetics students may not minor in Foods and Nutrition.

EVALUATION OF STUDENT PROGRESS

Evaluation of student progress will be discussed individually between the student and academic advisor each semester prior to registration. The purpose of the conference is to assist the student in professional development and to ensure successful progression towards program completion. Advisors will identify students with poor progress in the program and counsel them appropriately. If the student's GPA is not at least a 3.0, the advisor will counsel them accordingly and remind the student that they will not receive a Verification Statement at the completion of the degree. A Verification Statement is required in order to apply to a DI and to take the Dietetic Technicians, Registered exam.

THE ADVISING PROCESS

Students will receive an e-mail when advising scheduling will be taking place. Students are responsible for scheduling their appointment time. Students should come at their scheduled time with a copy of their 4 year plan and a tentative schedule. The advisor is not responsible for making out a student's schedule. The advisor is responsible for approving each semester's schedule. Students should register as soon as they are allowed by the College and must be released to register by their advisor after completing the advising meeting. Students are responsible for assuring prerequisites are met for classes and/or contacting instructors to seek permission or exceptions to prerequisites. Students will not be allowed to register for courses if they have not met the prerequisites or obtained permission from the instructor.

Advisement Procedures for Students who do not meet the GPA requirements to obtain a Verification Statement

- Continue to advise the student into appropriate classes
- Discuss with the student to raise their cumulative GPA to at least a 3.0 in order to receive a Verification Statement for employment, DI acceptance, and DTR exam.
- Recommend immediate repeat of classes with D or F grades
- Ensure the student is practicing proper study habits, is limiting outside employment, and is seeking tutoring
- Explore majors for which the student may be a better fit
 - May switch majors to Foods and Nutrition or consider a Foods and Nutrition minor
- Explore careers that are nutrition related but do not require a dietetics degree.

DPND PROGRAM POLICIES

PROFESSIONAL AND VOLUNTEER ACTIVITIES

Didactic Program students are strongly urged to participate in professional activities related to dietetics. Numerous opportunities throughout the program will arise for students to volunteer and gain valuable experience for their resumes and portfolios. Evidence of this is important when applying to internships and for those writing recommendations as volunteer work is addressed.

STUDENT DIETETIC ASSOCIATION

The College of the Ozarks Student Dietetics Association (SDA) was founded to raise awareness of nutrition and health related issues on campus and in the community; to supplement the education of dietetics and foods and nutrition students; and to provide assistance with career related issues. SDA's Mission is to "Empower our community to live healthfully through nutrition education and service". The Student Dietetics Association accomplishes this mission by being involved with campus and outreach programs in the community. Also the club is involved in educational opportunities for dietetics students such as informational seminars on dietetic internships and attending local or state continuing education programs.

LIABILITY FOR SAFETY IN TRAVEL

Students must assume responsibility for transportation to and from any off-campus activities such as supervised practice assignments, field trips and travel to professional meetings. It is recommended that students have reliable transportation by their junior year as most locations do not have public transportation readily available. Students may be required to provide proof of other types of insurance such as vehicle and health. The College of the Ozarks student travel policy is stated in the College Catalog.

INSURANCE

Students in the DPND do not perform professional work without the supervision and subsequent approval of a recognized RDN advisor or preceptor. The preceptor or advisor is responsible for their own professional liability.

Policy on Nondiscrimination

College of the Ozarks subscribes to the Family Educational Rights and Privacy Act of 1974 and is committed to a policy of nondiscrimination on the basis of age, color, handicap, race, sex and national origin in all of its programs and offerings. Nor does the college discriminate against any person or persons on the basis of creed or religion in admissions policies or college-administered programs. On matters of employment, the College relies on its exemption from Title VII of the Civil Rights Act of 1964 as a religious educational institution.

The College maintains a grievance procedure incorporating due process available to any person who believes he or she has been discriminated against.

Additional DPND Policies

Grading Scale

The grading scale for dietetics courses is as follows: A: 90-100%; B: 80-89%, C: 70-79%, D: 60-69%; F: 59% or lower.

The +/- grading system can be found on page 42 of the 2014-2015 College Catalog. Faculty have the choice to utilize either the standard grade policy or the +/- grading option but are required to indicate their grading scale on their syllabus.

Volunteer Activities

DPND students are strongly encouraged to participate in professional activities related to nutrition and dietetics. Numerous opportunities will be available throughout the program and through participation in SDA. DI applications, letters of references and job applications all are interested in your volunteer activities.

E-mail Accounts

Each student must have an established e-mail account. E-mail will be used for announcements and general communications through dietetics courses as well as Campusweb course sites. Failure to check your e-mail will not suffice as a reason for missed work, attendance, points, etc.

Professional Liability Insurance

Students enrolled in junior and senior level courses may be required to purchase dietetic student liability insurance depending on the requirements of the facilities utilized. If purchase becomes necessary, students will be advised of where insurance may be obtained.

Background check

Organizations may require a background check to tour and/or conduct a project or practicum experience. To date, the organizations themselves have taken responsibility for the cost of these checks. If costs become the responsibility of the student, the student will be informed of the cost and the procedure in advance.

Liability for Safety in Travel

Students must assume responsibility for transportation to and from off-campus activities and practicums where college transportation is not provided. The college's travel policy is stated in the College Catalog. Student's must complete the Internship Liability Release form before initiation of a practicum experience and a Travel Medical Consent and Release of Liability form when attending a trip where you will be gone overnight from campus. Both of these forms can be found on Campusweb-Resources-Forms.

Vacation, Holidays, and Absences

The Dietetics Program follows the University calendar for vacations and holidays. Students who are ill or injured may present a dated note or receipt from their health care provider but are responsible for all class work missed due to absence. College sponsored trips are excused absences, but again, the student is responsible for making up any work missed. Students should plan personal and/or family trips around the academic calendar which is available on the Home Page on Campusweb.

ACADEMIC HONESTY

ACADEMIC INTEGRITY

The Academic Honesty information is located in the College Catalog under Academic Programs.

Link: http://catalog.cofo.edu/content.php?catoid=5&navoid=287#Academic_Honesty

College of the Ozarks expects and demands high standards of intellectual honesty from its students. These high standards demand that dishonest work be rejected and that those students engaging in such work bear the consequences, which may include zero credit on assignments, failing course grades, and/or expulsion from the College.

Cheating on quizzes, tests, examinations, or other graded exercises is (1) borrowing someone's answers, (2) providing answers for other students, (3) using unauthorized material during the exercises, or (4) the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff.

Plagiarism, or academic theft, is presenting the words or ideas of someone else as one's own in an assignment without giving them due credit as the originator of those words or ideas. A student is guilty of plagiarism if he or she submits as his or her own work a written or spoken assignment that contains words or ideas copied from another person's book, article, manuscript, notes, Internet site, calculations, translations, computer programs, or any other source. Obviously, turning in another student's assignment or a paper totally taken from someone else's work is plagiarism. But it is also plagiarism to reword or summarize the words or ideas of another author and present them as part of one's assignment unless one gives the author credit. Plagiarism occurs when a student uses a sequence of words or ideas without having digested, integrated, and reorganized the author's words in his or her own mind and without acknowledgment in the assignment.

Similarly, a student is an accomplice in plagiarism and equally guilty (1) if he allows his own words in outline or finished form to be copied and submitted as the work of another; (2) if he prepares an assignment for another student and allows it to be submitted as that other student's work; or (3) if he keeps or contributes to a file of papers, speeches, tests, lab work, or other assignments with the clear intent that they be copied and submitted as the work of anyone other than the author. Students should keep paper and electronic copies of all their notes and all their drafts of assignments to help prove their authorship in case questions of plagiarism should arise.

Student appeals of consequences for cheating or plagiarism should be directed to the Dean of the College who will first ask the Chairman of the division involved to investigate. Then, if necessary, the appeal will be directed to the Academic Standards Committee for review and recommendation to the Dean of the College.

SCHOLARSHIPS

The Academy of Nutrition and Dietetics offers scholarships to encourage outstanding students to enter the field of dietetics. Students enrolled in their junior year in a ACEND-accredited program may apply for an AND scholarship. Scholarships are also available for students in dietetic internships and graduate schools. Contact AND's Education and Accreditation Team (800/877-1600, ext. 5400 or education@eatright.org) for AND scholarship information. Scholarships are also available through the Missouri Dietetic Association. Information is available on these scholarships at <http://www.eatrightmissouri.org/>. At the College of the Ozarks, contact Financial Aid at 417-334-6411, ext. 4290, for available scholarships.

STUDENT PARTICIPATION IN PROFESSIONAL ASSOCIATIONS

Many DI require student membership in the Academy of Nutrition and Dietetics and also place value on membership and participation in other professional associations. There are many opportunities for students to develop leadership skills through involvement with the Student Dietetic Association and additional opportunities through the Academy of Nutrition Dietetics, Missouri Academy of Nutrition and Dietetics, and the Southwest Missouri Dietetic Association.

Academy of Nutrition and Dietetics (AND). Students in the DPND are eligible for student membership in AND. Fees provide for a subscription to the Journal of the Academy of Nutrition and Dietetics. Students are encouraged to become members by the fall of their junior year. Benefits of student membership include eligibility for liability insurance, the Journal of the Academy of Nutrition and Dietetics, and member rates for a variety of educational and professional products and meeting fees. Information is available at the SDA bulletin board in the Family and Consumer Sciences Building and online at www.eatright.org.

Missouri Academy of Nutrition and Dietetics (MoAND). Membership in AND automatically grants membership to the Missouri Academy of Nutrition and Dietetics. The organization holds their annual meeting in April of every year. Officers in the SDA attend the state meeting every year.

Southwest Missouri Dietetic Association (SWMDA). The SWMDA meets 4 times per year. Membership application forms are available from the program director. Students are encouraged to become members of SWMDA and benefit from the excellent programs presented. Registration fees for meetings, seminars, and workshops are often reduced or waived for students.

<http://www.eatrightmissouri.org/districts/swmda/index.asp>.

PROGRAM FACULTY CONTACT INFORMATION

Deborah Piland, PhD, RDN/LD
Director, Didactic Program in Dietetics
Assistant Professor

Courses: FCN 104 Introductory Food Study lecture, FCN 201 Food Safety and Sanitation, FCN 311 Medical Terminology, FCN 323 Nutrition Care Process/Education and Counseling, FCN 363 Food Science, FCN 374 Food Systems, FCN 404 Advanced Nutrition and Human Metabolism, FCN 412 Senior Seminar in Dietetics

Office: Family and Consumer Sciences

Phone: 417-334-6411 x2414, 417-690-2414

E-Mail: dpiland@cofo.edu

Teresa Geisler, MEd
Mueller Endowed Chair of Clothing Construction
Associate Professor

Chair, Nursing and Human Services Division

Courses: FCN 104 Introductory Food Study lab

Email: geisler@cofo.edu

Valerie Newcome, MS, RDN/LD, CDE
Adjunct Instructor

Courses: FCN 263 Child Nutrition, FCN 384 Medical Nutrition Therapy, FCN 393 Community Nutrition, FCN 203 Contemporary Nutrition, FCN 303 Fundamentals of Nutrition

Email: vnewcome@cofo.edu

Adria Bueg, MS, RDN/LD
Adjunct Instructor

Courses: FCN 104 Introductory Food Study lecture and lab instructor, FCN 203 Contemporary Nutrition, FCN 303 Fundamentals of Nutrition

Email: abueg@cofo.edu

FACULTY RESPONSIBILITIES

The instructor:

- shows respect for students and other faculty.
- Does not discriminate against any student for any reason
 - Sets standards for excellence in student work.
 - Encourages student participation in discussion, when appropriate
 - Is open-minded and responsive to student questions and comments
 - Uses effective examples in class to aid students' understanding
 - Uses a variety of teaching methods to address different learning styles
 - Is available outside of class for consultation
 - Is prepared for class
 - Shows enthusiasm about the subject material
 - Demonstrates knowledge of the subject
 - Shows interest in students success outside the classroom
 - Begins and ends each class on time
 - Develops a clear syllabus or clearly explains any changes
 - Develops a fair and clear attendance policy, in accordance with college policies
 - Provides timely feedback on tests, papers and projects
 - Develops tests and assignments which fairly and accurately assess the knowledge gained in the course
 - Maintains involvement in the professional's field

The student:

- Makes education a top priority
- Prepares for each class by completing all readings and assignments
- Attends class regularly
- Comes to class on time and remains until class is over
- Asks relevant questions in class for clarification or seeks help outside of class if necessary
- Pays attention during class
- Studies approximately 2 hours per week for each credit hour
- Adheres to policies regarding academic honesty
- Submits complete assignments on time
- Informs the instructor of any special circumstances in a timely manner (involvement in athletics, trips, ADA accommodations, etc.)
- Participates in class discussions
- Shows respect for other students and instructor in the classroom
- Shows respect for alternative points of view

Students with Disabilities

College of the Ozarks is committed to providing equal access to educational opportunities to qualified students with physical or mental disabilities as intended by section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

The type of disability determines the appropriate accommodations. Services may include:

- Special seating
- Enlarged print
- Extended test time
- Separate test location
- Elevator access
- Taped texts or books on tape
- Taped lectures
- Note taker
- Work station accommodation
- Tutor
- Other accommodation as requested and approved

Students with disabilities are also advised to take advantage of programs and courses offered to all students, for instance the CWT (Center for Writing and Thinking), math and science review sessions, counseling center, and use of word processing software with spell and grammar checking.

Students are responsible for providing appropriate documentation of disability, (a physical or mental impairment that substantially limits one or more life activities), and of the need for accommodation. Documentation may include official medical diagnosis, psychological evaluations, etc. For academic accommodation, contact the Dean of the College. For work station accommodation, contact the Dean of Work Education. For physical accessibility only, contact the Dean of Students.

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PROTECTION OF PRIVACY/INFORMATION

Student Education Records and Family Educational Rights and Privacy Act

College of the Ozarks complies with the Family Educational Rights and Privacy Act (FERPA) of 1974. In accordance with the federal law, the College has adopted policies and procedures governing the confidentiality of student educational records. In general, no individual shall have access to, nor will the College disclose any information from, a student's education record without the written consent of the students. Exceptions allow certain personnel of the College to see records as well as procedures for release in emergency situations. FERPA affords students certain rights with respect to the student's educational rights. They are:

1. Annual Notification
2. Access to Education Records: The right to inspect and review student's education records with 45 days of the date of the day the College receives a request for access.
 - o Definitions
 - o Types, locations and custodians of records
 - o Waivers
 - o Closed records
 - o Copies
3. Request for Amendment of Education Records: The right to request the amendment of the student's education record that the student believes is inaccurate or misleading.
4. Disclosure of Education Records: The right to consent to disclosures of personally identifiable information, except to the extent that FERPA authorizes disclosure without consent.
 - o Conditions where prior consent not required
 - o Consent for disclosure
 - o Record of disclosures
 - o Directory Information
5. Compliance: The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

Annual Notifications

Notification of the rights under FERPA will be made annually by means of an e-mail to all students.

Access to Education Records

All students have 24 hour a day web access to certain student records (including grades and financial account information) through College of the Ozarks "Campusweb". The login information protects the security and privacy of the records; so make sure to protect your password. Students should also make sure to logout, especially when accessing the web from campus labs; otherwise, the next user may have access to education records of the previous user.

A student or former student has the right to inspect and review other education records within 45 days of the day the College receives a written request for access, any time after matriculation. Submit a written request, identifying the records you wish to review, to the appropriate College official.

Definitions

Education Records: Any recorded material (written, handwritten, or stored on disc, tape or any other medium) containing information directly related and identifiable to a student and maintained by the College, such as admissions data, Social Security number, student financial account data, grades and transcript. The following exceptions apply:

1. Records made by College employees who are kept in the sole possession of the maker, and are not accessible or revealed.
2. Records maintained by College security solely for law enforcement purposes.
3. Employment records unless the employment is contingent on the fact that the employee is a student. Records relating to work study participants are education records, and not exempt.
4. Records made, maintained and used by professionals or paraprofessionals (e.g., physician, psychiatrist, psychologist, or counselor) only in connection with treatment of the student, and disclosed only to individuals providing the treatment. (Treatment does not include remedial education activities or activities that are part of the program of instruction at the College.) Such records may be reviewed by a physician of the student's choice.
5. Alumni records containing information about individuals after they are no longer students at the College.

Legitimate Educational Interest: A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

School Official: A person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as attorney, auditor, the National Student Clearinghouse); individuals serving on the Board of Trustees, and students conducting University business.

Student: Any individual for whom an educational institution maintains education records and who attends or has attended the College.

Types, Locations and Custodians of Education Records: A list of the types of education records that the College maintains are listed below, with the location, and responsible official indicated. Subject to other provisions a listed record may or may not be available to the student.

Type of Record	Location	College Official	E-Mail Address
Academic	Administration Bldg.	Registrar	Reg1@cofo.edu
Admission	Administration Bldg.	Dean of Admissions and Financial Aid	Admiss4@cofo.edu
Advising	Faculty offices, various	Faculty	campusweb.cofo.edu select Campus Directory
Athletic Trainer Office	Keeter Gymnasium	Athletic Trainer	turbak@cofo.edu
Career Services	Berger Bldg	Director, Career Development	career@cofo.edu
Disability Records	Administration Bldg.	Dean of the College	academic@cofo.edu
Disciplinary	Administration Bldg.	Dean of Students	sharp@cofo.edu
Financial Aid	Administration Bldg.	Director, Financial Aid	FinancialAid2@cofo.edu
Financial Accounts	Berger Bldg	Controller	Ketcher@cofo.edu
Medical	McDonald Armstrong Health Clinic	Nurse	lvanderpool@cofo.edu
Nursing Education	McKibben Building	Director of Nursing	jwilliams@cofo.edu
Teacher Education	McKibben Center	Teacher Certification Officer	kswofford@cofo.edu
Student Worker	Administration Bldg.	Dean of Work	dofw@cofo.edu

Waivers

Students may waive any or all rights to review confidential letters and statements of recommendation. Often, faculty or administrators requested to write letters of recommendation will ask for a waiver to assure the confidentiality of the recommender's observations. The Career Development office provides for the student to elect to have a confidential file, which waives the student's right to examine the documents in the file.

Waivers may be signed only for the specific purposes of application for admission, candidacy for honorary recognition (including merit-related financial aid) and application for employment. Waivers will not be required and the student may be told, at his request, the names of those supplying references. A waiver may be revoked, in writing, for future actions but not for letters or recommendations already in educational records.

Closed Records

Closed Records: In accordance with federal regulations, students do not have the right to review:

- The financial records of the student's parents.
- Letters and statements of recommendation for which the student has waived his or her right of access, or which were placed in the file before January 1, 1975.
- Education records containing information about more than one student.
- Records which are excluded from the FERPA definition of education records.

Copies

Students may copy most education records at a cost of \$.50 per page. College of the Ozarks official transcripts will be provided for \$6.25 - \$10.00 per transcript depending upon request method as long as the student does not have a financial or other hold. See [Transcript Request](#) to order. Transcripts and other documents from other institutions may be viewed but may not be copied. Copies of these documents should be obtained from the issuing institution.

Request for Amendment of Education Records

Students have the right to request amendment of education records that are believed to be inaccurate or misleading. Students should write the College official responsible for the specific record, clearly identifying the part of the record to be changed, and specify why it is inaccurate or misleading. The official will notify the student of the decision and his/her right to a formal hearing on the matter.

Disclosure of Education Records

A student has the right to consent to the disclosure of his/her education records, except to the extent that FERPA or any superseding law authorizes disclosure without student consent. Other than [directory information](#), the College will disclose student education records only with the written consent of the student, except where the College retains discretion under FERPA or is authorized or required, by law, to disclose such records without consent, including the following:

Conditions Where Prior Consent Not Required

1. to [school officials](#) who have a [legitimate education interest](#) in the records.
2. to officials of another school in which the student has sought or intends to enroll.
3. to authorized representatives of the Comptroller General of the United States ; the U.S. Department of Education; Veterans Administration officials (Title 38, Section 1790 (c), US Code) or state and local educational authorities.
4. in connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as (a) determining eligibility for the aid; (b) determine the amount of the aid; (C) determine the conditions for the aids; or (d) enforce the terms and conditions of the aid.
5. if required by a state law requiring disclosure that was adopted before November 19, 1974.

6. to state and local authorities to whom such information is specifically allowed to be reported or disclosed under state law in connection with the juvenile justice system.
7. to organizations conducting studies for educational purposes for the College.
8. to accrediting organizations to carry out their accrediting functions.
9. to parents of a dependent student as defined in the Internal Revenue Code of 1954.
10. to comply with a judicial order or lawfully issued subpoena after the College has made a reasonable effort to notify the student so that he/she may seek protective action, unless the disclosure is in compliance with a grand jury subpoena or where the College is involved in a legal action with a parent or student.
11. in connection with a health or safety emergency.
12. to an alleged victim of any crime of violence, as that term is defined in Section 16 or title 18, United States Code, of the results of any disciplinary proceeding conducted by an institution of postsecondary education against the alleged perpetrator of that crime with respect to that crime.
13. to a parent or legal guardians of a student less than 21 years of age; information regarding any violation of law or of policy with respect to campus rules regarding the use or possession of alcohol or a controlled substance.
14. to comply with a court order obtained under the USA PATRIOT Act of 2001 (<http://thomas.loc.gov/cgi-bin/bdquery/z?d107:HR03162:|TOM:/bss/d107query.html>): for education records considered relevant to a terrorism investigation or prosecution, without advance notice to the student.
15. to U.S. Citizenship and Immigration Services (USICS) (<http://usics.gov/graphics/index.htm>) / Department of Homeland Security (DHS) (<http://www.dhs.gov/dhspublic/>) concerning an F,J, or M nonimmigrant alien, to the extent necessary to comply with Student and Exchange Visitor Information System (SEVIS) (<http://www.ice.gov/graphics/sevis/index.htm>) reporting requirements.

Consent for Disclosure

Consent for Disclosure of a student's education records must be in writing, signed and dated by the student. Each department on campus that keeps education records (See Types, Locations and Custodians of Education Records) maintains its own authorization forms e.g. Registrar, Transcript Request. Please note that the business office will not provide any student account information to students or parents over the telephone.

Record of Disclosures

The college will maintain a record of requests and disclosures of a student's education record by third parties except where not required by FERPA (e.g., disclosures of directory information, disclosures under USA PATRIOT Act, disclosures to College officials). Such record will be available only to the student and the custodian of the records. A record will not be maintained if the student provides written consent prior to the disclosure. FERPA does not require specific documents to be maintained as education records and most education records are subject to periodic purging and destruction.

Directory Information

College of the Ozarks has designated the following information as directory information and may disclose such information at its discretion:

- Name
- Current enrollment status, including full or part-time
- Address, Local, Permanent or e-mail
- Telephone number
- Date of birth
- Major Fields of Study
- Student's photographic or videotaped image
- Dates of attendance
- Academic classification by year (e.g. freshman)
- Awards and Honors (e.g. Dean's list)
- Degree conferred (including dates)
- Past and present participation in officially recognized sports and activities
- Weight/Height of members of athletic teams

Currently enrolled students may withhold disclosure of any or all of these types of information by contacting the Registrar's office, in writing, within 30 days from the first class day of any semester. The written notification does not apply retroactively to previous releases of directory information, for example once the campus student directory is published, the information contained therein will remain. The request for nondisclosure will affect only the academic year within which it is requested. The College has a restrictive policy with regard to the release of directory information and where possible will seek the student's permission prior to release. For instance, commonly requested directory information includes enrollment and good student verification by insurance companies. We direct these requests to the student and provide an on line verification that they control. All requests are reviewed and consideration of the party making the request, scope and purpose of the request identified before releasing any information.

Students should understand that, by withholding directory information, some information considered important to students may not reach them. Students cannot opt-out of disclosure of their names, institutional email addresses, or electronic identifiers in their classrooms.

Compliance

For further information about education records and the process of obtaining access to records contact any of the college officials listed as custodians of education records. Students may contact the Family Policy compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605, e-mail address ferpa@ed.gov, with a complaint about the College's compliance with FERPA. The complete regulations and full definitions of terms can be found at <http://ed.gov/offices/OII/fpco/pdf/ferparegs.pdf> or <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

STUDENT WORK EDUCATION PROGRAM

All full-time students must participate in the Work Education Program—there are no exceptions. The Work Education Program permeates the daily life of the campus and is an integral part of the total educational experience of each student.

Objectives

The primary objective of the Work Education Program is to provide meaningful, worthwhile work experiences through which each participating student may contribute toward the cost of his or her education. Such desirable virtues as independence, self-accomplishment and achievement are developed at College of the Ozarks under this program. In addition, these work experiences provide students opportunities to develop important skills such as reliability, teamwork and collaboration, initiative and motivation, responsibility, quality work practices, and communication skills. They will also develop channels for self-discovery and accomplishment not always found in purely academic experiences. Finally, it also gives students the opportunity to contribute to the campus community in a meaningful way.

Program Management

The overall management of the Work Education Program is the responsibility of the Dean of Work Education, who assigns all students to their workstations and determines necessary changes in work assignments. The Dean of Work Education strives to match students to their jobs on the basis of expressed interest, experience, and ability, with consideration given to available openings and the needs of the College. Work assignments are made on a priority basis, with presently enrolled students having the first opportunity for available openings. Incoming students are initially assigned to jobs that are important but generally considered more basic labor. Students may later earn transfers to more desirable jobs, or to those more closely related to their fields of study, by strong performance and high work grades. After receiving job assignments, students report to their work area supervisors who will provide further guidance and supervision in their duties.

Requirements and Policies

The requirements and policies of the Work Education Program are carefully explained to all new C of O students. Each full-time student works, on average, 15 hours per week during the 16-week fall semester and the 16-week spring semester. In addition, each full-time student works two 40-hour weeks chosen from the weeks when classes are not in session. A limited number of qualified resident students (based on financial need) may participate in the 12-week Summer Work Program. Students may apply to work one or both of the 6-week summer work periods. Each 6-week period worked covers the cost of room and board for one semester. Summer work will be credited toward room and board expenses for the next academic year.

A cumulative record of student work hours is maintained in the Cash Accounts office to allow the student to determine the total of his or her credit at any time. Work hours cannot be sold, given away, or transferred; nor is cash given in exchange for work. However, extra work hours earned by the student over and above the charges for any term accumulate in a “miscellaneous” account and may be used to offset charges for laundry service, medical expenses that may be incurred at the campus health clinic, and milk from the dairy.

Work Education Program Attendance and Disciplinary Policy

Failure to report to work as expected after assignment to a specific department or work area or to otherwise make arrangements with the work supervisor and/or Work Education office will result in appropriate disciplinary action, which can include dismissal from the Work Education Program.

Work Performance Records

Work performance reports showing the effectiveness of the student at work are maintained by the Work Education office. A work grade is reported to the student at the end of each semester; the grade then becomes a part of the student's permanent record and is included on the academic transcript maintained by the Registrar's Office. Student work grades are based on the supervisor's evaluation of the student in the following areas:

- Reliability
- Initiative/Motivation
- Quality of Work
- Teamwork/Collaboration
- Responsibility/Accountability
- Communication Skills

College of the Ozarks expects solid academic performance and also places a high value on consistent performance in the Work Education Program. Students are placed on work probation if their work grade falls below a C-. If that happens, they are then typically given one semester to improve or face dismissal from the Work Education Program. A grade of F in work performance usually results in immediate dismissal without a probationary period. Again, all full-time students must successfully participate in the Work Education Program.

All work education records are maintained pursuant to the provisions of the Family Educational Rights and Privacy Act of 1974 (PL 93-380). A student who believes an error has been made in the recording of his or her work grade, or feels a grade is unjust, must first contact their work supervisor. If the situation is not resolved, the student may appeal to the Dean of Work Education.

Work Education Program Probation

Conditions Warranting Work Probation: Students may be placed on work probation for unsatisfactory performance in their assigned campus job. Unsatisfactory performance typically means receiving a work grade of less than a C-, but may also be the result of an excessive number of tardies or unexcused absences. Examples of performance issues that warrant probation include, but are not limited to, the following: repeated or habitual unexcused absences or tardies, unsatisfactory performance in any of the graded evaluation criteria, or generally unacceptable behavior at work that appears in conflict with the goals and mission of College of the Ozarks. Placement on work probation should be considered a serious matter to students, which requires diligence and deliberate effort to regain satisfactory status. Failure to do so will likely mean dismissal from the Work Education Program and ineligibility to re-enroll.

Student Work Opportunities

The student work opportunities at College of the Ozarks are numerous and diverse. Over 75 students are assigned to the various offices on campus with responsibilities involving computer skills, typing, filing and a broad range of other important office skills and functions. In addition, students at College of the Ozarks work in many other areas, including but not limited to the areas listed below:

Academic Departments: Students earn their required work hours as departmental assistants in the various academic departments, serving as laboratory assistants, helping to prepare study materials, grading tests, or otherwise assisting in the work of their respective areas.

Agriculture: Students are provided an opportunity to get practical experience in the care, management, showmanship and performance testing of registered livestock. They also gain experience in the processing of milk and meat products, operating and maintaining a feed mill and various types of field machinery and participating in the increasingly complex record-keeping associated with agricultural operations. The divisions are:

Agronomy: Pasture renovation, hay production and the production and storage of fodder for silage

Beef Cattle: The College Polled Hereford herd, College Angus, and Joe N. Basore Limousin cattle

Dairy: The W. Alton Jones Holstein herd and College milk processing plant

Feed Mill: Feed production, delivery and general farm projects

Horticulture: Maintaining a teaching orchard, garden, and assisting in plant propagation and tissue culture laboratory

Processing Plant: Harvest, processing, and smoke curing of USDA inspected and approved beef and pork products

Swine: The Mary Straughn Hampshire and PIC/Cargill hybrid herds

Armstrong McDonald Nursing Simulation Learning Center: Students work with leading-edge patient simulation technology in a health-care simulation environment, assisting nursing students in learning technologies.

Bookstore: Textbooks, apparel, and other bookstore services are provided in this area staffed by students.

Center for Writing and Thinking: The CWT is an academic support service. The student staff assists other students in completing class writing assignments and other academic tasks. The staff also helps to manage a 30-station word processing laboratory.

Child Development Center: Students serve as the day care and development attendants to the children of both school-affiliated and non-affiliated personnel.

College Press: Student workers receive experience in various aspects of the printing industry by producing virtually all business and academic forms used by the College. The Press also does custom printing on a commercial basis and produces and distributes the *Ozark Visitor*, a quarterly periodical with a circulation of over 155,000.

Computer Center: Students work with the most up-to-date equipment in computer programming and operations, processing essential data for the College.

Construction: Students assist in the various aspects of building construction and maintenance, painting, plumbing and heavy equipment operation.

Custodial: Students have the janitorial responsibility of the Howell W. Keeter Athletic Complex, Plaster Business building and 12 buildings on the south side of the campus.

Edwards Mill/Weaving: Students and their supervisors operate this working mill, constructed authentically in the tradition of the early Ozarks. Corn and wheat are ground to form meal, flour and other grain products. Students make handcrafted items such as baskets and learn techniques of dyeing, hand spinning, and traditional loom weaving to produce various woven articles. All student-made products are for sale in the Mill and in the Beulah Winfrey Gift Shop in The Keeter Center.

Electrical Shop: Along with their supervisors, students are responsible for the installation, maintenance and repair of all electrical equipment on campus.

Electronics: The students in the Electronics Department assist the electronics staff in the installation, repair, and maintenance of all electronic equipment on campus. This includes the campus analog telephones, all fire alarm systems, security systems, TV cabling, campus public address systems and sound systems for special events.

Fire Department: Four students are given the responsibility of maintaining the campus fire-fighting and rescue vehicles and equipment, regularly checking and servicing the approximately 1,000 fire extinguishers in the various campus buildings, and organizing and supervising the selection, training and on-the-scene performance of the College's volunteer fire department.

Fruitcake and Jelly Kitchen: A staff of students and their supervisors are involved in the production of jellies and the famous C of O fruitcakes, some 30,000 of which are produced annually. They likewise handle the receiving and filling of mail orders for these and other College products.

Health Clinic: A professional staff of nurses and a Physician's Assistant are assisted by a staff of students in providing medical services.

Heating and Air: Students are responsible for the installation, repair and servicing of heating and air conditioning systems, ice makers, refrigerators, freezers and related equipment.

Keeter Center: Located at the main entrance of the College, The Keeter Center is the largest work area on campus. It utilizes student workers in its operation as a restaurant, gift shop, bakery and 15-room lodge.

Students working in this area serve as front desk reservationists, bell staff, housekeeping staff, work in food preparation, wait staff, and as cashiers, and are responsible for the maintenance and care of the Keeter Center facility.

Landscaping: Students work in landscape planning, soil preparation, and the planting and maintenance of the campus grounds, shrubs and flowers. They also gain experience in pest control, plant propagation and greenhouse operations, as they grow most of the plants used for outdoor planting and maintain an outstanding orchid collection. Students also maintain a garden which supplies the Keeter Center with fresh vegetables.

Laundry: Students provide professional laundry services to students, faculty, staff, and various campus industries.

Library: This work area provides experience in supporting the daily operations of an academic library. Opportunities include working at public service desks, processing and shelving library materials, building maintenance, and various clerical and computer-related jobs. Audiovisual experience includes delivery, maintenance, and use of a variety of equipment.

Machine Shop: Students work as assistant machinists and welders in performing general mechanical work and maintenance of equipment.

Mail Operations: Students process the campus mail and prepare outgoing mail. The students also utilize modern computer technology.

Outlook and Phoenix Publications: Students assigned to these two publications, the student newspaper and yearbook, have the responsibility of organizing, publishing, and distributing the publications on campus.

Pearl Rogers Dining Hall: Located in the College Center, the dining hall involves student workers in all phases of food preparation and serving of daily meals, as well as providing food services for various catered functions throughout the school year.

Pool: Students that work at the pool are certified lifeguards who are responsible for the daily operations of the College swimming pool. These programs provide lap swims and recreational swimming and wellness opportunities for campus students, faculty, and staff. They assist students in the College level swimming courses and assist in the Community Learn to Swim program offered by the College each semester.

Power Plant: The Griffin Energy Center produces steam for the campus heating and hot water systems and generates electrical power on a standby basis.

Radio Station: The students assigned to the campus FM radio station work as announcers, writers, operators, engineer's assistants, and secretarial or office workers.

Ralph Foster Museum: Students at the Ralph Foster Museum perform the day-to-day operations of running a museum in the capacity of cashiers, security guards, and custodial. They assist full-time staff in artifact research, creating labels, and the construction of new displays. They also assist permanent staff in the area of documentation, inventory, and other necessary clerical duties.

Resident Assistants: Sixty-five students assist in the operation of the eight residence halls, working in maintenance or custodial areas, as desk clerks and as resident assistants to the housing director.

Security: This area provides experience for Criminal Justice majors as they work directly with (and function as a real part of) the Campus Security staff and system.

Stained Glass and Candles: Students and their supervisor design and create decorative stained glass items of various kinds, as well as specialty candles and stepping stones, for sale in The Keeter Center gift shop.

Switchboard: Students share the responsibility of handling incoming phone calls and maintaining radio contact with the campus security officer on duty and various other College officials.

Transportation: Students who work in this area are involved in the operation, repair and maintenance of the College's cars, trucks and vans. The department provides transportation for off-campus trips and transports goods to the point of use.

Warehouse: Student workers at the Warehouse fill requests for supplies for various items needed by offices and departments on campus and will learn how to properly receive, price, stock, sell and deliver items, complete appropriate paperwork and computer entries, as well as other warehouse operations. The warehouse is the central receiving and shipping point for the College campus which receives packages from commercial carriers.

Water Treatment Plant: The McDonald/Southard Water Treatment Plant enables students and their supervisor to process water from Lake Taneycomo for domestic use on campus.

THE REGISTERED DIETITIAN NUTRITIONIST

The Academy of Nutrition and Dietetics: Who We Are, What We Do

Who We Are

The Academy of Nutrition and Dietetics (formerly the American Dietetic Association) was founded in 1917, and is the world's largest organization of food and nutrition professionals. The Academy is committed to improving the nation's health and advancing the profession of dietetics through research, education and advocacy.

Mission — *Empowering members to be the food and nutrition leaders* **Vision** — *Optimizing health through food and nutrition*

Membership

Approximately 70 percent of the Academy's over 75,000 members are registered dietitians (RDs) or registered dietitian nutritionists (RDNs) and 2 percent are dietetic technicians, registered (DTRs). Other Academy members include students, educators, researchers, retired and international members. Nearly half of all the Academy's members hold advanced academic degrees.

Academy members represent a wide range of practice areas and interests. Affiliate, dietetics practice, and member interest groups share the common purpose of serving the profession, the public, and members in such areas as continuing professional education, public information on nutrition and health, government advocacy and relations, membership recruitment, Academy leadership, and public relations. These membership groups reflect the many characteristics of the Academy's membership and the public it serves.

Leadership

The Academy is led by a Board of Directors comprised of national leaders in food, nutrition and health.

Locations: *Headquarters* 120 South Riverside Plaza, Suite 2000 Chicago, Illinois 60606 Phone: 800/877-1600
Washington office 1120 Connecticut Avenue N.W., Suite 480 Washington, D.C. 20036 Phone: 800/877-0877

Registered Dietitian Nutrition Information Sheet

What Is a Registered Dietitian Nutritionist? Registered Dietitian Nutritionists (RDNs) or Registered Dietitians (RDs) are food and nutrition experts who have met the following criteria to earn the RDN or RD credential:

- **Completed a minimum of a bachelor's degree** at a US regionally accredited university or college and course work accredited or approved by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics.
- **Completed an ACEND-accredited supervised practice program** at a health-care facility, community agency, or a foodservice corporation or combined with undergraduate or graduate studies. Typically, a practice program will run six to 12 months in length.
- **Passed a national examination** administered by the Commission on Dietetic Registration (CDR). For more information regarding the examination, refer to CDR's website at www.cdrnet.org.
- **Completed continuing professional educational requirements** to maintain registration which is currently 75 CPUs during each 5 year credentialing cycle.

Some RDs hold additional certifications in specialized areas of practice. These are awarded through CDR, the credentialing agency for the Academy, and/or other medical and nutrition organizations and are recognized within the profession, but are not required. Some of the certifications include pediatric or renal nutrition, sports dietetics, nutrition support and diabetes education.

In addition to RDN credentialing, many states have regulatory laws for dietitians and nutrition practitioners. Often these state requirements are met through the same education and training required to become an RDN. Licensure for dietitians in Missouri is required. Information for Missouri licensure of dietitians may be viewed at <http://www.eatrightmissouri.org/>.

COLLEGE COURSEWORK

Dietitians study a variety of subjects, ranging from food and nutrition sciences, foodservice systems management, business, economics, computer science, culinary arts, sociology and communication to science courses such as biochemistry, physiology, microbiology, anatomy and chemistry.

INTERNATIONAL PROFESSIONALS

Individuals who completed their education and training outside of the US, or received credentials in another country, may be eligible to become credentialed RDs in the US. Individuals who have completed the education and credentialing requirements in one country may be eligible for another country's credentialing examination if the two countries have entered into a "reciprocity" agreement to allow this. If reciprocity does not apply, you must have your academic degree validated as equivalent to the bachelor's or master's degree conferred by a US regionally-accredited college or university **and** complete an ACEND-approved supervised practice requirement to establish your eligibility to sit for the exam. It is important to note that all individuals who establish registration eligibility — whether under the provisions of a reciprocity agreement or through the combination of a validated academic degree and supervised practice program — must successfully write the Registration Examination for Dietitians to earn the RD credential.

EMPLOYMENT OPPORTUNITIES FOR RDNS AND OTHER NUTRITION PROFESSIONALS

RDNs work in a wide variety of employment settings, including health care, business and industry, public health, education, research, and private practice. Examples of employment opportunities include: Clinical Dietitian as a part of a hospital or other health care team, Food Service Systems Manager, Sports Nutrition or Wellness Program Coordinator, Food and Nutrition Consumer Affairs Spokesperson, Community or Public Health Nutritionist, Nutrition Research Coordinator, Food and Nutrition Program Development, Food and Nutrition Consultant, State or Federal Food Safety or Nutrition Professional, writer or author, Food Science and Technology, Culinary Arts and more.

Many work environments, particularly those in medical and health-care settings, require that an individual be credentialed as an RD.

RDs work in:

- **Hospitals, HMO's or other health-care facilities**, educating patients about nutrition and administering medical nutrition therapy as part of the health-care team. They may also manage the foodservice operations in these settings, as well as in schools, day-care centers and correctional facilities, over-seeing everything from food purchasing and preparation to managing staff.
- **Sports nutrition and corporate wellness programs**, educating clients about the connection between food, fitness and health.
- **Food and nutrition-related business and industries**, working in communications, consumer affairs, public relations, marketing, product development or consulting with chefs in restaurants and culinary schools.
- **Private practice**, working under contract with health-care or food companies, or in their own business. RDs may provide services to foodservice or restaurant managers, food vendors and distributors or athletes, nursing home residents or company employees.
- **Community and public health settings**, teaching, monitoring and advising the public and helping improve their quality of life through healthy eating habits.
- **Universities and medical centers**, teaching physician's assistants, nurses, dietetics students, dentists and others the sophisticated science of foods and nutrition.
- **Research areas** in food and pharmaceutical companies, universities and hospitals directing or conducting experiments to answer critical nutrition questions and find alternative foods or nutrition recommendations for the public.

Please visit the AND website at www.eatright.org for further information on careers in dietetics.

REGISTRATION ELIGIBILITY REQUIREMENTS FOR DIETETIC TECHNICIANS: NEW PATHWAY III

The Commission on Dietetic Registration established a new registration eligibility pathway for dietetic technicians. Effective June 1, 2009, individuals who have completed a baccalaureate degree in a DPND program and receiving a Verification Statement will be able to take the registration examination for dietetic technicians without meeting additional academic or supervised practice requirements. This decision is consistent with CDR's public protection mission in that it provides a credential for the numerous non-credentialed DPND graduates currently employed in dietetic technician positions. Once credentialed, these individuals will be required to comply with CDR recertification requirements, the Code of Ethics for the Profession of Dietetics and the Standards of Practice. CDR also believes that this alternative registration eligibility option will increase the availability and visibility of DTRs throughout the country ultimately enhancing the value of the DTR credential.

Academy of Nutrition and Dietetics/Commission on Dietetic Registration, Code of ethics for the professions of dietetics and process for consideration of ethics issues. *Journal of the American Dietetic Association, 109(8): 1461-1467.*

The Code of Ethics is reviewed during FCN 412 Senior Seminar in Dietetics.

RESOURCES

Student life at College of the Ozarks is comprised of much more than classes, study, and workstations. Some extracurricular activities, such as convocations and chapel attendance, are required, and there are regulations governing certain aspects of campus life. **Students should consult the Student Handbook for the current rules and regulations concerning student life.** There are a number of activities and many clubs and organizations open to all students, including athletics, fine arts, publications, and student government.

Medical Services

Medical Services are provided on campus for students and medical files maintained for each student. College of the Ozarks clinic is staffed by a Registered Nurse and a Licensed Practical Nurse. A local physician's assistant is a part-time member of the staff, and other medical specialists are consulted when necessary. Cox Health-Branson Hospital, four miles from the campus, is available for major surgery or for care during serious illness. Upon entrance to the College, students give college officials permission to administer emergency treatment or surgery if such treatment is recommended by the College's medical staff. Students may obtain limited medical services free of charge, and medical supplies may be paid for through the student's work account.

Center for Writing and Thinking

The Center for Writing and Thinking (CWT) is a special academic support service for students desiring one-on-one assistance in writing and related verbal skill areas. The Center's staff consists of trained student tutors who help other students identify and correct a wide variety of writing problems during any stage of the writing process. Areas of assistance include all forms of writing, editing and revising techniques, thinking strategies, vocabulary, and English mechanics and usage.

STUDENT DEVELOPMENT

Career Center

The Career Center provides assistance in formulating career goals and career planning. By the use of career assessments, the staff can assist in exploring career options and deciding academic majors. Assistance is provided in using the Internet and career library to research employers and occupations. The Career Center will help in preparing a cover letter, writing a resume, developing interviewing skills, and networking. On-campus interviews, Career Days, seminars, and convocations provide direct employer contacts. Information on local part-time and full-time professional employment is available. For more information, visit the Career Center or the Web site on the Intranet.

Counseling

Counselors are available to encourage and support students as they explore personal issues through the counseling process. Individual, confidential counseling, as well as group counseling when the need arises, is provided to enhance self-awareness and personal growth. Appointments with a counselor can be scheduled through the Christian Ministries Office. **Testing**

The ACT, Praxis, career, interest, and personality tests are available to those who wish to examine their academic and vocational goals. Information and registration material for several nationally administered exams required for graduate school is also available. Personality and psychological tests can be arranged and administered through the Psychology Department, ACT tests through the Admissions Office, Praxis through the Education Department, and graduate school information in the Career Development Office.

Lyons Memorial Library

Library Catalog

Ozarkiana

Web Picks

Veterans History Project

Databases**

Audiovisual Services

Web Picks by Major

Contact Us

Citing Your Sources

Library News

Forms

Interlibrary Loan

**Due to licensing agreements, databases are only available to users with a secure log in or whose computers are physically located on campus at College of the Ozarks.

Our Philosophy

Lyons Memorial Library forms the intellectual focus of the College of the Ozarks campus. We believe that the purpose of the library is to support the curriculum; to provide resources for research; and to unify, strengthen, and broaden the intellectual and cultural activities that take place on campus.

College of the Ozarks believes that the library should be used for teaching and research; it should serve students, faculty, community members, and other educational institutions; and, it should promote an attitude of intellectual curiosity and the wonder of discovery.

The basic objective of Lyons Memorial Library is to support the instructional programs of College of the Ozarks. To this end, the librarians strive:

1. to instruct students in the efficient use of the library and to assist them in their search for materials;
2. to assist and cooperate with faculty members in their instructional programs;
3. to secure, organize, and service books, periodicals, electronic resources, documents, audio-visual materials, and equipment to meet the needs of students and faculty;
4. to provide the physical facilities and equipment that will make possible the most effective use of the library;
5. to cooperate with other libraries in the area and to honor interlibrary loan requests from all libraries

HOW TO BE SUCCESSFUL AT THE COLLEGE OF THE OZARKS

1. **Understand why you are attending College of the Ozarks.** Identify specific goals and a useful goal-setting process for yourself.
2. **Identify campus resources and where they are located.** C of O has academic and personal support services which are free and confidential. Successful people know of and utilize their resources.
3. **Know how to find information on campus, including the library.** There is much more to the library than books; there are numerous resources. The librarians love to help.
4. **Meet with your academic advisor.** Your advisor is there to guide and support you. You may meet with your advisor at any time during the semester and not just during registration times.
5. **Members of the campus community care about your survival. Get to know at least one.** It only takes one person to make a difference. It might be a leader of your Character Camp, an instructor, an academic advisor, someone at the career or counseling center, a dean, or an advisor to a student organization. You will need to take the initiative to establish this relationship, but it will be well worth it.
6. **Try not to work more than 20 hours per week off-campus.** Most students begin to have difficulty in academics when they work more hours off-campus.
7. **Set up a weekly schedule and stick to it.** Time management is crucial for success at C of O. There are many competing obligations for your time and energy. Assign time for study, sleep, and recreation activities.
8. **Assess and improve your study habits.** Find out how you learn best.
9. **Develop critical thinking skills.** Look at problems from multiple angles; look for unusual solutions to ordinary problems and ordinary solutions to unusual problems.
10. **See your instructor outside of class.** It is okay to go for help. Students who interact with instructors outside of class tend to stay in college longer.
11. **Improve your writing.** Dietetic Internships and employers want graduates who can write. The Center for Writing and Thinking is available on campus.
12. **Go to class.** When asked what they would do differently if they could do it all over again, most seniors say, "go to class and participate. Be there!"
13. **Join a study group.** Studies have shown that students who study in groups get the highest grades.
14. **Develop your computer skills.** You should be comfortable with Microsoft Office programs and e-mail.
15. **If you are not assertive enough, take assertiveness training.** Learn to stand up for your rights in a way that respects the rights of others.
16. **Get involved in campus activities.** Students who join even one group are more likely to graduate. The Student Dietetic Association is a wonderful place to make friends, develop leadership skills, serve the campus community, and have fun.
17. **Take your health seriously.** How much sleep you get, what you eat, how much physical activity you get, your spiritual life all contribute to your well-being. Find effective ways to manage stress.
18. **Visit the Career Center early in your first year.** See a career counselor before you get too far along in college. Discuss career opportunities with you Academic Advisor.
19. **Assume responsibility for your own education.** It's your education, not your advisor's and not your friend's.

Adapted from Your College Experience; Strategies For Success by John Gardner, Jerome Jewler, and Mary-Jane McCarthy. Concise Second Edition, Wadsworth Publishing Company, 1996.

PROCEDURE FOR COMPLAINTS AGAINST DIETETICS PROGRAMS

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

1. ACEND staff forwards all written complaints to the ACEND chair within three weeks of receipt of the complaint.
2. If the ACEND chair determines that the complaint does not relate to the accreditation standards or policies, the complainant is notified in writing within two weeks of the Chair's review that no further action will be taken.
3. If the ACEND chair determines that the complaint may relate to the accreditation standards or policies, the complaint is acknowledged in writing within two weeks of the chair's review and the complainant is provided a copy of the process for handling the complaint.
4. At the same time as the complainant is notified, the complaint is forwarded to the program by express mail second day delivery for tracking purposes. The administrative officers of the institution or organization sponsoring the program, currently on file with ACEND, receive copies of the correspondence by first class mail. At the request of the complainant, the name of the complainant is "blocked out" within the body of the written complaint that is sent to the program.
5. The ACEND chair requests the program to conduct a preliminary investigation and submit a report addressing the relevant accreditation standards or policies postmarked no more than 30 calendar days from receipt of the notification, as documented by the record of second day delivery.
6. The ACEND chair may also request further information or materials relating to the complaint from the complainant, the institution or other sources.
7. The ACEND chair appoints a review committee to consider the complaint, along with all relevant information. The review committee recommends appropriate action to the ACEND board at its next scheduled meeting.
8. In determining the appropriate action, the ACEND board considers the complaint, materials relating to the complaint, the review committee's recommendation, if any, and additional evidence provided by the program, if any.
9. The ACEND board or the ACEND chair may determine that legal counsel is needed to address the complaint. Staff works with the ACEND board and legal counsel to identify a plan to address the complaint.
10. If the complaint is determined to be unsubstantiated or not related to the accreditation standards or policies, no action is taken.
11. If the complaint is substantiated and indicates that the program may not be in compliance with the accreditation standards or policies, appropriate action is taken, which may include, but is not limited to, scheduling an on-site visit of the program. If the complaint is substantiated and the ACEND board determines that the program is not in compliance with the accreditation standards or policies, the ACEND board may place the program on probation or withdraw accreditation or approval.
12. The program director and administration of the sponsoring institution are notified of the ACEND board's decision and action in writing within two weeks of the decision. The complainant is notified of the final decision and action when the reconsideration and appeals process expires.
13. The program has the right to request the ACEND board to reconsider a decision to place the program on probation or to withdraw accreditation or approval.

Updated January 2014 A copy of the accreditation standards may be obtained by contacting the ACEND staff at the Academy of Nutrition and Dietetics. Written complaints should be mailed to the Chair, Accreditation Council on Education for Nutrition and Dietetics at the following address:

Accreditation Council on Education for Nutrition and Dietetics 120 South Riverside Plaza, Suite 2000 Chicago, Illinois 60606-6995 Phone: 312-899-0040 Ext. 5500 Fax: 312-899-4772

WHERE TO START IF YOU ALREADY HAVE A DEGREE

If you already have a bachelor's degree that is not in dietetics and are interested in becoming a registered dietitian, you should have your college transcript evaluated by a director of a dietetics program accredited or approved by ACEND. Because the policies, procedures and costs for the transcript evaluation may vary from one institution to another, you may want to contact more than one dietetics program for further information. The program director will evaluate your previous academic preparation and identify the courses that you will need to complete at that school to meet the educational requirements for dietetic registration. It may be possible to complete the required dietetics coursework while enrolled in a graduate program. The dietetics program director can advise you of your options. Once the required coursework is completed, you are eligible to apply to an ACEND-accredited supervised practice program.

SALARIES AND JOB OUTLOOK

According to the Academy's 2009 Dietetics Compensation and Benefits survey, half of all RDs in the US who have been working in the field for five years or less earn \$51,100 to \$62,200 per year. As with any profession, salaries and fees vary by region of the country, employment settings, scope of responsibility and supply of RDs. Salaries increase with years of experience and RDs, in management and business, earn incomes of \$85,000 to \$88,000. According to the US Bureau of Labor Statistics, employment of dietitians is expected to grow as fast as the average for all occupations through the year 2014 because of the increased emphasis on disease prevention, a growing and aging population and public interest in nutrition. Employment in hospitals is expected to show little change because of anticipated slow growth and reduced lengths of hospital stay. Faster growth, however is anticipated in nursing homes, residential care facilities and physician clinics.

FINANCIAL AID

There are many resources to help students in need pay for college. You may be able to obtain a grant or scholarship from a corporation, community or civic group, philanthropic or religious organization or directly from the school or college you are interested in attending. Federal grants and low-interest loans may also be available. The Academy of Nutrition and Dietetics Foundation offers scholarships to encourage eligible students to enter the field of dietetics. Student members of the Academy enrolled in their junior year in an ACEND-accredited or approved program may apply for a Foundation scholarship. Scholarships are also available for student members in ACEND-accredited dietetic internships and graduate studies. Contact the Academy's Accreditation and Education Programs Team (800/877-1600, ext. 5400 or education@eatright.org) for Foundation scholarship information.

NEED MORE INFORMATION?

For other career guidance information, contact Academy's Accreditation and Education Programs Team:
Academy of Nutrition and Dietetics Accreditation and Education Programs Team 120 South Riverside Plaza, Suite 2000 Chicago, Illinois 60606-6995 Phone: 800/877-1600, ext. 5400 Fax: 312/899-4817 E-mail: education@eatright.org

DIETETIC INTERNSHIPS (DI)

Each Dietetic Internship (DI) is listed by the Academy on their website at www.eatright.org is accredited. After each program's address is the accreditation status granted by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) and the date of the next program review. The accreditation status definitions are as follows:

- *Candidacy for Accreditation*—program not previously accredited that has had one site visit and is being implemented according to the ACEND Accreditation Standards.
- *Accredited*—program that has had at least one site visit and is in compliance with the Accreditation Standards.
- *Probationary Accreditation*—program fails to comply with the Accreditation Standards or published policies.
- *Accreditation Withdrawn*—program fails to comply with the Accreditation Standards or published policies within a specified time period.

To apply to a DI, individuals must complete at least a bachelor's degree and ACEND-accredited coursework requirements (Didactic Program in Dietetics). Currently all DIs must provide at least 1200 hours of supervised practice. This is usually completed in 8-24 months depending on the availability of a part-time schedule or requirement of graduate credit. Individuals completing the program who are verified by the program director are eligible to write the CDR registration examination for dietitians. Appointments to DIs are awarded on a competitive basis and most use a national computer matching process. Programs not participating in computer matching accept applications only from individuals employed by the sponsoring organization. Prospective applicants must contact program directors for current information, including application deadline dates. Programs will provide application forms and detailed information on program requirements, tuition, and financial aid upon request.

Currently, 250 dietetic internships are accredited by ACEND. A complete listing of accredited programs is available on the Academy's and ACEND's websites, with program details and contact information.

Dietetic Internship Centralized Application System (DICAS)

Most Dietetic Internships choose to take part in Dietetic Internship Centralized Application System (DICAS) process. This is an online application process which includes submission of transcripts, letters of recommendation, and a Verification or Declaration of Intent to Complete Statement. It is recommended that you begin the online application process well in advance of Dietetic Internship deadlines to allow time for request, submission, and receipt of these items. The fee to use DICAS is \$40 for the first application and \$20 for each additional application. Dietetic Internships may also charge additional fees. Students should familiarize themselves with each internship to which they plan to apply in order to understand if the internship is participating in DICAS and any additional requirements the internship may have set. The DICAS website is located at <https://portal.dicas.org/>.

If a student is applying to an Dietetic Internship that is participating in DICAS, the following should be done:

- Inform the DPND director that you are applying to an internship that participates in DICAS.
- Official **Transcripts from all colleges and universities attended** should be sent directly from the institution to: DICAS - Transcript Department, PO Box 9118, Watertown, MA 02472
- When completing the application form, applicants must include the name and contact information (specifically an e-mail address) for each reference. This will trigger an e-mail message requesting completion of a reference form. The form will be completed on-line. Students submitting more than one application will need to use the same individuals as references for each application.
- Applicants who apply to internships using DICAS will be asked to complete a personal statement in 1,000 words or less. Questions to be addressed in the personal statement include: - Why do you want to enter the dietetics profession? - What are some experiences that have helped to prepare you for your career? - What are your short-term and long-term goals? - What are your strengths and weaknesses or areas needing improvement?

Individualized Supervised Practice Pathways (ISPPs)

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) has made it a priority to assure that qualified students have opportunities to complete the supervised practice component of their education without compromising the autonomy of education programs. Individualized Supervised Practice Pathways (ISPPs) have been developed along with preceptor recruiting efforts to give students more options for educational experiences that will make them eligible to sit for the registration exam. Be sure to check this page regularly as more information about programs offering Individualized Supervised Practice Pathways becomes available.

Overview of Individualized Supervised Practice Pathways

From 1973 to 1993, the Academy of Nutrition and Dietetics provided "alternate" unaccredited education pathways to RD registration that allowed students to gain knowledge and skills by working under the guidance of individual practitioners. These models had many variations including Advanced-Degree with 6-Month Experience, 3-Year Pre-planned Experience and so on. The flexibility of the models allowed self-directed individuals to flourish, many of whom became leaders in dietetics; however, the lack of protections and formal accountability to students, especially when practitioners became unable to fulfill their obligations to some students was problematic.

In September 2011, the Academy announced the development of Individualized Supervised Practice Pathways or ISPPs ("ispeys") which are intended to add supervised practice capacity through ACEND-accredited dietetics programs, while providing student protections missing from the unaccredited models of the past. This approach provides a framework that can align the availability of supervised practice with demand from DPD students who hold verification statements, thereby laying the foundation for addressing supervised-practice shortages in the future. The features of the ISPP initiative include:

- Providing information for programs to implement ISPPs within existing dietetics-education program models
- Simplifying competency reporting processes used to document student outcomes
- Providing rotation-based activities and competency-assessment rubrics to reduce program director and preceptor workload while maintaining quality
- Facilitating collaboration among dietetics programs to develop and share best practices
- Developing processes for assessment of prior work experience and learning.
- Monitoring and assuring program accountability to students in ISPPs
- Permitting DIs, CPs and DPDs to implement accredited ISPPs to prepare graduates with verification statements to sit for CDR's registration exam
- Allowing students to receive payment while in supervised practice
- Facilitating the potential for eligible programs to provide federal student aid
- Allowing two years to complete experiences with the option for an additional year in extenuating circumstances
- Allowing programs to charge differential tuition and fees over the duration of a pathway
- Giving permission for programs to develop criteria for accepting individuals holding doctoral degrees into ISPPs without a didactic verification statement

Information for Students

ACEND policies for Individualized Supervised Practice Pathways (ISPPs) allow 1) graduates who did not match to a dietetic internship, but who possess a DPD verification statement, 2) individuals holding a doctoral degree without a DPD verification statement to apply for an ISPP; however eligibility requirements and options may vary by program. You can see which Dietetic Internships, Coordinated, or Didactic programs currently offer ISPPs by visiting [Accredited Education Programs](#). Doctoral degree holders without a DPD verification statement must attend an ISPP that is approved to offer a track for individuals with a doctoral degree. Students interested in applying to an ISPP should research the eligibility requirements of the program where they intend to submit an application, including whether you are required to locate your own preceptors, and then contact the program director. Individuals with work experience should also inquire whether the program grants credit for specific competency requirements through an assessment of prior learning.

Top 10 Questions about Computer Matching for Dietetic Internships (DIS)

10. What is computer matching? Computer matching is one part of the process necessary to obtain an appointment to most DIS. The Academy of Nutrition and Dietetics has contracted with D&D Digital Systems to facilitate matching through a computerized process. An applicant is "matched" with the highest ranked program that offers the applicant a position. In this way, computer matching helps applicants to obtain a position in the DI of their choice and helps DI programs obtain the applicants of their choice. It eliminates premature decisions by programs about applicants and acceptance at multiple programs by applicants.

Computer matching occurs using the applicant's prioritized list and the programs' prioritized lists until all possible matches are complete. There is a fee for computer matching that must be submitted at the time you register for the match online with D&D Digital Systems. The process is explained in detail in the "Instructions to Applicants" booklet provided by D&D Digital Systems.

9. If computer matching is one part of the process, what else do I need to do to apply to DIs? To begin the application process, you must request and complete the application materials from the DI programs of your choice. Most DIS participate in computer matching for their admission process. Those that are exempt accept applications only from individuals employed by the sponsoring organization. These are noted on the Academy's website in the DI list.

Each DI reviews its own applications and submits a priority listing of acceptable applicants to D&D Digital Systems, along with the number of positions to be filled. Computer matching does **not** change the applicants' or programs' selection process.

8. Is there a limit to the number of programs that one can apply to and rank for computer matching? No. Just remember that an application must be submitted to each program you rank on the preference list that you submit to D&D. If you do not rank a program with D&D Digital, the program cannot consider your application.

7. Is it possible to receive a match to more than one DI? No. Only one match is made, the highest priority choice for which a program match occurs.

6. If a program offers both a full and part-time option, can I apply to both? Yes. Be sure to check the computer matching codes for each option. Many programs have one code number for the full-time option and one code number for the part-time option. If you wish to be considered for both options, you need to rank the full and part-time options according to your preference and include both options on the list submitted to D&D Digital Systems.

5. When does computer matching occur? Computer matching occurs in April and November of each year. The DI list includes information about when each DI appoints its students. Programs may participate in either one or both computer matching periods.

4. Are there deadlines for the computer matching/internship application process? Yes, there are two deadlines that you must be aware of when applying to DIS. First, each program should have a deadline date in their materials that tells you when all application materials must be submitted to the program. It is very important that you adhere to this deadline; otherwise your application may be invalid if it is not received by the deadline date. Second, there is a deadline established by the Academy and D&D Digital Systems, Inc. for registering for the computer match with D&D Digital Systems and submitting your prioritized list of DI programs and your computer matching fee payment. The deadline for the February match is generally during the 2nd week of February and for the November match approximately September 25th. However, you should check with your DPND program director, Academy Accreditation staff or D&D Digital Systems for the exact deadline date. If you do not register for the match by the established deadline date to D&D Digital Systems, you will not be in the match and the DI Programs cannot consider your application.

Please be sure to allow sufficient preparation time so that you will have your materials ready to be submitted online on or before the deadline date.

3. If I don't receive a match the first time I apply, can I apply again? Yes. You may continue to apply as often as you wish and in both April and November. You must register for the match with D&D Digital Systems and submit new DI application materials for every matching period.

2. How can I increase my chances of receiving a DI appointment? Appointments to these programs are very competitive. Program Directors are looking for students with high academic ability (GPA), work experience, strong letters of recommendation, and professional potential. An application package that follows directions explicitly, and is neat is very important. If required, a well-written application letter may be a good reflection of your maturity and communication skills. Be flexible about your Program choices. The ability to relocate from densely populated urban sites also may be helpful.

1. Where can I get more information about this whole process? If you are still in school, your Didactic Program Director and/or faculty advisor should be your resource person for information and guidance with the appointment process. The Accreditation staff at the Academy is also available to answer questions. Call 1-800-877-1600 ext. 5400 or e-mail education@eatright.org. D&D Digital Systems can provide information about the computer matching process. Visit their Web site at <http://www.dnddigital.com/>, call 515-292-0490, or e-mail dnd@sigler.com.

ACEND CORE KNOWLEDGE FOR THE RD

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

Knowledge

KRD 1.1 The curriculum must reflect the scientific basis of the dietetics profession and must include research methodology, interpretation of research literature and integration of research principles into evidence-based practice. (Tip: *Examples of evidence-based guidelines and protocols include the Academy's Evidence Analysis Library and Evidence-based Nutrition Practice Guidelines, the Cochrane Database of Systematic Reviews and the U.S. Department of Health and Human Services, Agency for Healthcare Research and Quality, National Guideline Clearinghouse Web sites.*)

Research Knowledge/Competency Requirements

Research is broadly defined as an activity that includes all components of the scientific method; i.e., statement of the problem, data collection, analysis and interpretation of results; and decision-making based on results. All students should have core experiences that prepare them to properly interpret research literature and apply it to practice (evidence-based practice), document the value of their services, and participate in adding to the body of scientific knowledge on nutrition, health, and wellness. Activities may include community needs assessment, food science experiments, product development/improvement, continuous-quality improvement activities, or other research projects including master theses and doctoral dissertations.

Comments to Achieve KRD 1.1

- Students must be able to demonstrate how to locate, interpret, evaluate and use professional literature to make ethical evidence-based practice decisions.
- Students must be able to use current information technologies to locate and apply evidence-based guidelines and protocols. (Examples of evidence-based guidelines and protocols include the Academy's Evidence Analysis Library and Evidence-based Nutrition Practice Guidelines, the Cochrane Database of Systematic Reviews and the U.S. Department of Health and Human Services, Agency for Healthcare Research and Quality, National Guideline Clearinghouse Web sites.)

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

Knowledge

KRD 2.1 The curriculum must include opportunities to develop a variety of communication skills sufficient for entry into pre-professional practice.

KRD 2.2 The curriculum must provide principles and techniques of effective counseling methods. **KRD 2.3** The curriculum must include opportunities to understand governance of dietetics practice, such as the Scope of Dietetics Practice and the Code of Ethics for the Profession of Dietetics; and interdisciplinary relationships in various practice settings.

Comments for Achieving KRD 2.3

- Students must be able to apply professional guidelines to a practice scenario.
- Students must be able to identify and describe the roles of others with whom the registered dietitian collaborates in the delivery of food and nutrition services.

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

Knowledge

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

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

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

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

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

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

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

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

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

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

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

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

KRD 5.3 The behavioral and social science foundation of the dietetics profession must be evident in the curriculum. Course content must include concepts of human behavior and diversity, such as psychology, sociology or anthropology.

Registration Examination for Dietitians

Test Specifications - Effective January 1, 2012	Percent of Exam
I. Food and Nutrition Sciences A. Food Science and Nutrient Composition of Foods B. Nutrition and Supporting Sciences C. Education and Communication D. Research E. Management Concepts	12%
II. Nutrition Care for Individuals and Groups A. Screening and Assessment B. Diagnosis C. Planning and Intervention D. Monitoring and Evaluation	50%
III. Management of Food and Nutrition Programs and Services A. Functions of Management B. Human Resources C. Financial Management D. Marketing and Public Relations E. Quality Improvement	21%
IV. Foodservice Systems A. Menu Development B. Procurement, Production, Distribution, and Service C. Sanitation and Safety D. Equipment and Facility Planning E. Sustainability	17%