



# Northern Illinois University

*Your Future. Our Focus.*

Nutrition, Dietetics, and Wellness  
Didactic Program in Dietetics Handbook

School of Health Studies  
College of Health and Human Sciences  
Northern Illinois University  
DeKalb, IL

Distributed during new majors meeting and available on Blackboard, through Profession Seminar for Nutrition and Dietetics (NUTR 498) course and in the Nutrition & Dietetics Learning Community

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## Welcome to the Didactic Program in Dietetics (DPD)!

Your choice of study in Dietetics means that you are preparing for a professional career that meets the dietary and nutritional needs of individuals and families. Such a career will require top level knowledge of foods and nutrition, proficiency in management of resources, and skill in working with others. You will have the opportunity to fully utilize your abilities and the satisfaction of knowing that by doing your work well, you are helping people.

This handbook is intended to help students navigate through the requirements associated with the DPD program and answer questions related to the DPD area of study. Students must read the entire handbook, print, and sign the agreement found in Appendix B. This form will be turned into the instructor of NUTR 498.

At this time, you most likely have many questions about the significance of your choice of study. Your academic advisor will help you with these questions. It is highly recommended that students meet with their academic advisor prior to registration in order to plan their schedule. To arrange for an appointment with an advisor, contact the College of Health and Human Sciences office at 815-753-1891.

Requirements of your degree are described fully in the [undergraduate catalog](#). Here are some items that need special attention.

- ❖ **Declaring nutrition as a major:** The B.S. in Nutrition, Dietetics, and Wellness has two areas of study: Nutrition, Health, and Wellness (NHW) and Didactic Program in Dietetics (DPD). Any student in good academic standing may declare a major in either of these areas of study. All students must complete all university degree requirements in order to be awarded a B.S. degree.
  1. Many courses in these areas are offered only once a year and must be taken in sequence. Prerequisites are enforced and students may not enroll in a course without a required prerequisite.
  2. Students must earn a grade of “C” or better in all NHW prerequisite courses before they can enroll in any successive Nutrition, Health and Wellness courses to meet the requirements for the Nutrition, Dietetics, and Wellness B.S. degree.
  3. DPD students take courses to prepare for the dietetic internship necessary to become a Registered Dietitian. The DPD program is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). A verification statement is required in order to apply to a dietetic internship program. In order for students to earn a DPD verification statement, they must receive a grade of “C” or better in all NHW prerequisite courses, must receive a grade of “C” or better in all required Nutrition, Dietetics, and Wellness coursework and maintain a minimum GPA of 3.0 in their DPD program courses. Furthermore students must receive a grade of “B” or better in the following courses: NUTR 310, NUTR 409, NUTR 410, NUTR 415 and NUTR 416. Completion of DPD coursework and earning a B.S. degree in dietetics **does not** guarantee that you

will be admitted into a dietetic internship program. Admission into a dietetic internship programs is **very competitive**.

- ❖ Liability insurance for internships is provided through a course fee.

## **I. DPD ACCREDITATION**

Northern Illinois University is accredited by the Higher Learning Commission. The DPD is accredited by and meets all ACEND standards of the Academy of Nutrition and Dietetics. The accreditation process requires a detailed description of how the DPD at NIU meets the ACEND Accreditation Standards. The contact information for the accreditation agency is:

### **The Accreditation Council for Education in Nutrition and Dietetics (ACEND)**

120 S. Riverside Plaza, Suite 2190

Chicago, IL 60606-6995

800-877-1600

<https://www.eatrightpro.org/acend>

### **A. DPD mission**

The mission of the Didactic Program in Dietetics (DPD) is to prepare students for supervised practice leading to eligibility for the Commission on Dietetic Registration (CDR) credentialing exam to become a registered dietitian nutritionist through educational excellence to serve clients and promote health and well-being through professional service in diverse settings.

### **B. DPD goals and outcome measures**

**Goal 1: Enhance graduates knowledge and skills through educational excellence for successful completion of a supervised practice experience.**

Objectives:

- At least 80% of program students will complete program/degree requirements within three years (150% of the program length).
- Sixty percent (60%) of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation.
- Sixty-six percent (66%) of program graduates are admitted to a supervised practice program within 12 months of graduation.
- The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%
- Of the graduates who respond to the alumni survey and are in a supervised practice program, 60% rate their preparation for supervised practice as a 3 or higher (on a scale of 1=Very Unprepared to 5=Very Prepared).

## **Goal 2: Prepare graduates to promote health and well-being through professional service in diverse settings.**

Objectives:

- a. Of the graduates who respond to the alumni survey, 60% rate their preparation to promote health and well-being in diverse settings as a 3 or higher (on a scale of 1=Very Unprepared to 5=Very Prepared).
- b. Eighty percent of dietetic internship directors, who respond to a survey, rate their satisfaction with program graduates' preparation and performance as a 3 or higher (on a scale of 1=Very Dissatisfied to 5=Very Satisfied).

## **II. PROGRAM OVERVIEW**

The Bachelor of Science in Nutrition, Dietetics, and Wellness has two areas of study: Didactic Program in Dietetics and Nutrition, Health, and Wellness. This degree provides you the background necessary for roles in many health and nutrition-related fields including community agencies, educational institutions, the food industry, corporate wellness programs, personal training/consulting, health coaching, and health and fitness clubs. In addition to your coursework, you'll have opportunities for putting classroom learning into practice through hands-on learning experiences. For Nutrition, Health and Wellness track students, you'll be prepared for many careers that don't require a registered dietitian credential and gain valuable experience through a required three credit hour practicum.

### **A. Didactic Program in Dietetics Objectives**

Upon completion of the B.S. program with the DPD area of study, graduates will be able to:

- Apply basic concepts of physical and behavioral sciences to nutrition care.
- Collect, analyze, and interpret quantitative data utilizing current technology.
- Utilize effective oral and written communication skills, using current technology where appropriate.
- Develop values and habits compatible with ethical and effective professional practices.
- Demonstrate possession of perspectives and specific skills in nutritional care, education, and management to enter a supervised practice program leading to eligibility for the CDR credentialing exam to become a registered dietitian nutritionist.

In addition to the objectives listed above, students' progress in their professional development is monitored closely by faculty throughout the program. This includes but is not limited to formal assessment procedures such as course grades, exams, presentations, and research projects. Any personal conduct transgressions will be identified and communicated to the student, should serious concern arise about a student's professional development.

## **B. DPD and the Registered Dietitian Nutritionist (RDN) Credential**

Students must meet the following criteria as a pathway for becoming an RDN by completing the following steps:

1. Fulfill course requirements of the DPD according to the ACEND 2022 Standards of Education.
2. Maintain good academic standing with an overall GPA over 3.0 and a B grade or better in NUTR 310, NUTR 409, NUTR 410, NUTR 415 and NUTR 416.
3. Earn a bachelor's degree (minimum). Students completing NIU's DPD program will earn a B.S. in Nutrition, Dietetics, and Wellness and will be issued a verification statement by the DPD Program Director.
4. The DPD verification statement will allow the student to pursue entry into a dietetic internship program (supervised practice) and take the registration examination to become an RDN.
5. Upon completion of the dietetic internship, students will need to pass a national exam administered by the CDR. *Effective January 1, 2024, the CDR will require a minimum of a master's degree to be eligible to take the registration examination to become an RDN.*
6. Follow appropriate state laws that regulate the practice of dietetics. In the state of Illinois in order to give out nutrition information legally you must be a licensed practitioner, and passing the registration examination also qualifies you to apply for licensure. Information on this can be found on the [IDFPR webpage](#). Additional credentials, which would follow your RDN, would be LDN (Licensed Dietitian/Nutritionist).

## **III. DPD POLICIES AND PROCEDURES**

Students in the Nutrition and Dietetics Program have an obligation to act in ways that will merit the trust, confidence, and respect of the academic institution, the affiliated practicum sites, other health professionals, and the general public.

### **A. Advising**

It is highly recommended that students see their advisors in order to plan their sequence of courses. To arrange for an appointment with an advisor, contact the College of Health and Human Sciences office at 815-753-1891. The Nutrition, Dietetics, and Wellness program, along with requirements in the major and prerequisite requirements, can be found in NIU's [undergraduate catalog](#).

### **B. Post-baccalaureate Students**

Post-baccalaureate students without degrees from an Academy of Nutrition and Dietetics accredited nutrition program who request DPD verification by NIU must consult with the DPD director prior to NIU enrollment in order to determine required course work. Additional course work may be required to earn a second baccalaureate degree. Students should consult with an academic advisor.

### C. Classroom and Laboratory Expectations

Students in the Nutrition, Dietetics and Wellness Program have the responsibility to foster the profession and act professionally. To do so, individual behavior must be ethical including conduct in personal and academic affairs. In pursuing this objective the student shall:

1. **Demonstrate respectful and courteous behavior in the classroom and foods laboratory.** Disruptive or disrespectful behavior in the classroom/lab will not be tolerated. Treat peers, faculty, supervisors, co-workers, patients, and the general public with respect and tolerance for personal differences. Respect and protect the rights, privileges, and beliefs of others. Students that cause disruption/distraction in the classroom or in the lab, as determined by the instructor and program director, may be asked to withdraw from the course and possibly from the program.
2. **Maintain good academic standing** and abide by procedures, rules, and regulations as described in the NIU catalog and DPD Handbook.
3. **Abide by the guidelines** prescribed by each professor in the preparation of academic assignments and other course requirements.
4. **Be objective and honest** in academic performance and relationships.
5. **Strive toward academic excellence**, improvement of professional skills, and expansion of professional knowledge.
6. **Neither engage in, assist in, nor condone cheating, plagiarism**, or other such activities.
7. Students are encouraged to become familiar with the **Academy of Nutrition and Dietetics Code of Ethics**. Information about the code of ethics can be found on the [Academy of Nutrition and Dietetics PDF](#).
8. **Exams for nutrition classes.** It is anticipated that some exams taken in class will be administered online via BlackBoard. It is expected that you, the student, are the one taking the exam. Allowing another student to take the exam for you could result in failure of the course and/or removal from the program.

### D. Academic Standing, Retention, and Remediation

All students who meet the core competencies for advancement will be retained in the DPD program and their progress will be monitored by course instructors and program advisors. Students in the Nutrition and Dietetics areas of study are expected to abide by the [Student Conduct Code](#).

**Good Academic Standing:** Students who maintain a cumulative GPA of 2.0 and who complete all examinations and assignments will be considered to be in good academic standing, provided that professional behaviors meet the standards acceptable to NIU faculty. All students are expected to check their academic requirements report through MyNIU on a regular basis and meet with a program advisor as needed to review progress toward graduation. Note that students must apply for graduation by deadlines posted even if they are not planning to participate in the ceremony. Students should take the responsibility for scheduling advising appointments.

**Remediation:** In the event that one or more KDRN core competency is not met per the standard of minimum acceptable GPA, the student will be required to meet with the DPD director to discuss reasons for not meeting the standard and to determine whether additional work is feasible for the student to demonstrate the required skills, abilities, and understanding needed. The DPD director will communicate with faculty in order to establish a remediation plan for the student if



it is determined that the student has potential for attaining skills needed. This remediation plan may consist of tutorial support or additional assignments in order to demonstrate core competencies have been achieved. If the student cannot achieve the core competencies then the program advisors will counsel the student to identify an alternative career path.

**Program Probation:** The DPD Program follows University academic probation cumulative GPA requirements. First-semester freshmen whose GPA falls below 1.60 for all work attempted at NIU will be placed on probation. All other undergraduate students failing to maintain a minimum cumulative GPA of 2.00 for all work attempted at NIU will also be placed on probation. Students placed on probation are required to schedule an appointment for a probation interview with the dean (or the dean's delegate) of the College of Health and Human Sciences. Faculty will jointly determine a course of action if needed.

Students without a major and college affiliation will meet with a staff member in the Academic Advising Center. For more information about this policy consult the [Undergraduate Catalog](#) or speak with an [academic advisor](#).

**Program Dismissal:** Students may be dismissed from the program for either academic or nonacademic reasons. Guidelines for the university's policies can be found online in the [undergraduate catalog](#).

a. **Academic Dismissal:** A student may be dismissed from the program if the student has failed to meet standard competencies of the program.

b. **Nonacademic/Disciplinary Dismissal:** A student also may be dismissed from the program for nonacademic reasons such as failure to maintain mental, ethical, and physical standards consistent with those of the profession. Students failing to perform functions that meet standards required by the accrediting agency may be dismissed from the program. A student who has violated university or affiliate institutional rules governing conduct, which include but are not limited to cheating, stealing, falsifying records, abuse of patient confidentiality, disruptive behavior, drug abuse, or drunkenness, may be dismissed from the program. A student acting in such a way as to threaten the safety of patients, classmates, faculty, or others is susceptible for nonacademic dismissal. Dismissal for nonacademic reasons can occur anytime during the curriculum. If one of the above incidences with a student has been identified the program director, SHS department chair and College of Health and Human Sciences administrator will meet with the student to discuss university options and develop a course of action.

#### **E. Grade Appeals and Other Grievance Procedures**

A statement of procedures governing the appeal of allegedly capricious grades may be obtained from the [Division of Academic and Student Affairs](#).

Whenever possible, grievances other than grades should be resolved as soon as possible and with the parties directly involved. Do not discuss grievances with outside parties until you have attempted this. If this procedure fails, consult your advisor and/or program director.

**Grade Appeals Process:** Students appealing grades must use the following process:

- 1) Contact the course instructor and try to achieve accommodation. Should that fail, proceed with the second step.
- 2) Talk with the department chair. If you still are unsatisfied, proceed with the third step.
- 3) Draft a letter to the department chair asking for a review of the grade by the Grade Appeals Board (GAB). Contact the Ombudsman for procedures for drafting the letter. If you are unsatisfied after the decision is made by the GAB, proceed with the fourth step.
- 4) Write a letter to the dean of the college asking for a review of the GAB procedures.

**F. Leave of Absence**

Students who request a Leave of Absence from the DPD must submit a signed letter requesting a leave. They may reenter the program if they meet all university requirements for admission, have earned grades of B or higher in DPD classes, and have a cumulative GPA of 3.0 or higher. If there have been curricular changes, reentering students will be expected to meet the new requirements. Students on leave for more than two years will be removed from the program; reinstatement will require reapplication and admission to the university and program and completion of any new program course requirements.

**G. Withdrawal from the Program**

If necessary, a student may withdraw from the program after the program coordinator has been contacted. The student must submit a written letter documenting their request for withdrawal. Students who withdraw will not be eligible for graduation from NIU or for taking certification examinations. A student who voluntarily withdraws from the program may reapply to the program at a later date. However, readmission will be dependent upon available resources.

**Withdrawal due to Military Responsibilities**

All feasible consideration will be exercised for students who are required to withdraw from classes and/or the program because of military service responsibilities. In these cases, the student should discuss options with the program coordinator in a timely manner.

**H. Student Complaint/Grievance Policy**

The DPD at NIU attempts to make all students feel that they have been treated fairly and given an opportunity to discuss their problems. If a student has an issue with a particular course or instructor that cannot be resolved through discussion with the instructor or program director, a Grievance Form can be submitted.

Procedure for resolving problems:

Step 1: Discuss the problem with the course instructor or practicum supervisor.

Step 2: Discuss the problem with the program director/coordinator

Step 3: Discuss the problem with the school chair.

Step 4: Submit a written grievance/complaint using a Grievance Form (Appendix A). If the problem cannot be resolved at the program level, a request for assistance may be made to the department chair and/or college dean.

## I. NUTR 200A and BADM 303 Requirements

A. **NUTR 200A:** Students must complete CHEM 110/111 or CHEM 210/212 prior to enrolling in NUTR 200A

B. **BADM 303:** Successful completion of NUTR 200 A & B with a grade of “C” or better

### i. Membership with the Academy of Nutrition and Dietetics

1. Students will be highly encouraged to become a member of the Academy of Nutrition and Dietetics prior to enrolling in NUTR 415. Annual dues for the student membership are \$58 and are required to access discounted pricing for materials along with access to other professional and practice resources. The academy’s membership expires May 31 each year. Information on how to obtain a student membership can be located on the [Academy of Nutrition and Dietetics’](#) webpage.

## IV. DPD VERIFICATION STATEMENT PROCEDURES

### A. DPD Transcript Evaluation Policy

1. NIU students taking NUTR 416 automatically have their transcripts reviewed for issuance of a verification statement. There is no charge for this evaluation
2. Students who are graduates of institutions other than NIU requesting a DPD Verification Statement or Intent to Complete Form from the Nutrition, Dietetics, and Wellness track at NIU, **MUST** abide by the following in order for the program to verify competency of students. For all non-NIU transcripts, a fee of \$50 will be charged for evaluating the first U.S. transcript, and \$25 for each additional U.S. transcript. Students who have completed a program in Food and Nutrition must provide course syllabi for the assessment of course equivalencies. All students must **complete a minimum of three of the following** upper level courses in Nutrition with a grade of B or higher: Medical Nutrition Therapy I (NUTR 415), Medical Nutrition Therapy II (NUTR 416), Science of Nutrition (NUTR 309), Applied Nutrition (NUTR 310), Quantity Food Production (HOSP 320) or Community Nutrition (NUTR 410)
3. International students whose undergraduate work was taken at a school outside of the United States or Canada **MUST** write to: World Education Services, Inc., PO Box 745, Old Chelsea Station, New York, NY 10011, to get a [course-by-course evaluation](#) of their credentials before they can be officially evaluated. A four-year degree or its equivalent is required. These students are also required to pass the TOEFL exam.

## **B. Fee Schedule for Evaluating Transcripts**

Students who would like to proceed with having a transcript evaluated must send a check made payable to “Northern Illinois University” and send to:

Matthew Stark  
Didactic Program in Dietetics  
School of Health Studies  
Northern Illinois University  
DeKalb, IL 60115

email: [mstark2@niu.edu](mailto:mstark2@niu.edu)

- No charge for evaluation of transcripts from NIU
- \$50 for evaluation of 1st U.S. transcript
- \$25 for each additional U.S. transcript.
- \$75 for evaluation of World Education Program Report

All evaluations will include:

1. A list of NIU courses to complete deficiencies.
2. An “Intent to Complete” form when the student is in their last year of courses.
3. A DPD verification statement if the courses listed in the “Intent to Complete” form are completed (in the last three years) at NIU (the evaluation does **not** include a DPD Verification Statement if courses are taken elsewhere).

## **C. Issuance of Verification Statements:**

A verification statement is required in order for a student to apply to a dietetic internship program. DPD students earn a verification statement when they receive a “C” or better in all NUTR prerequisite coursework, receive a “C” or higher in all required NUTR related coursework, complete all KRDN competencies, maintain a GPA of 3.0 in their DPD program courses, and receive a “B” or higher in the following courses: NUTR 310, NUTR 409, NUTR 410, NUTR 415, and NUTR 416. Completion of DPD coursework, including achieving a minimum score on DPD core knowledge competencies for the RDN, and earning a Bachelor of Science degree in dietetics **does not** guarantee that you will be admitted into a dietetic internship program. Admission into a dietetic internship program is “**Very Competitive.**”

The DPD director reviews degree progress reports for each DPD student to verify the following:

1. Completed all DPD coursework.
2. Achieved the minimum score on all DPD core knowledge competencies for the RDN.
3. Earned a B or higher in NUTR 310, NUTR 409, NUTR 410, NUTR 415 and NUTR 416.
4. Graduated with a Bachelor of Science degree per NIU records and registration office.

Those students who successfully completed all of the above requirements will be issued their verification statements in the summer by the DPD director. For those students graduating in

the summer or fall semester, the same screening procedures will be followed. Once their graduation is confirmed and it has been verified that they have met the minimum grades required, the verification statement will be issued by the DPD director. Students will receive their verification statements in the mail within approximately 6-8 weeks of graduating.

## V. DIETETIC INTERNSHIP PROGRAM

To be eligible for the Commission on Dietetic Registration's national exam for registered dietitians, you need to obtain a bachelor's degree, a DPD verification statement, and 1200 hours of supervised practice. Dietetic internships are offered as an [independent option](#) or as part of a [graduate degree program](#). Admission to a dietetic internship (DI) program is extremely competitive. To be placed in an ACEND accredited DI program you will need to:

- Maintain a major GPA of 3.0 or higher.
- Maintain a high GPA in science courses.
- Gain work experience in the field.
- Maintain professional membership in a nutrition and dietetics organization.
- Demonstrate leadership experience.

Students apply for DIs through a [Centralized Application Service](#) (DICAS). The Academy of Nutrition and Dietetics contracts with a company called D&D Digital to operate the DI Match process in order to place applicants in a supervised practice program. More information about the matching process can be found on the [Academy of Nutrition and Dietetics'](#) webpage.

Students should be aware of the costs and requirements of each individual program. Some graduate programs may require the Graduate Records Examination (GRE) which costs \$205. Each program may also have application fees which may vary from \$25-\$50 per program. Cost of the computer matching is approximately \$55. Other program fees may apply. See each institution for specific guidelines and information.

## VI. NIU TUITION AND FEES

### A. NIU Tuition

A table displaying tuition costs for the 2022-2023 academic year for full-time undergraduate students is available on the [Office of the Bursar's](#) webpage.

### B. Health Insurance

Undergraduate students are required to have health insurance while enrolled at the university. **Enrollment in the health insurance plan is automatic for students registered for 9 or more on-campus hours and for all international students.** Fees are subject to change. Information about the exact cost of insurance is available on [Health Services'](#) webpage.

### C. Health Insurance Waiver Process

If a student has independent health insurance, they may elect to waive or cancel the health insurance portion of the student fees. You must submit the online waiver request form to waive the insurance plan. Completing the waiver request form does not guarantee that the waiver will be accepted. After your independent coverage is verified, you will be notified if the waiver is

approved. A fall waiver is only good for one year. Each fall you have to opt out of the insurance for that school year. More information on the [waiver process](#).

#### **D. Additional Program Costs:**

Below are *estimated* expenses associated with the program. Please note that prices may change or vary and are subject to the pricing policies of outside vendors used for these services.

Annual fee for <a href="#">Student Membership</a> in Academy of Nutrition and Dietetics (Optional, but recommended)	\$58.00
Student Membership in <a href="#">local dietetic district</a> (Optional, but recommended)	\$20.00
Lab coat (for NUTR 200b, BADM 303)	\$22.00
Textbooks (per year)	~\$1,000.00

#### **E. Financial Aid**

There are many types of financial aid available to help manage the cost of your education, such as grants, loans, work-study opportunities, and scholarships. To apply for federal, state, and NIU financial aid, you must complete the [Free Application for Federal Student Aid \(FAFSA\)](#) form. Always use your NIU email address when filling out the FAFSA form. After filing the FAFSA form, you should then monitor your NIU email and the MyNIU “To Do List” for updates.

More information at the [Financial Aid and Scholarship Office](#).

#### **F. Withdrawal and Refund of Tuition and Fees**

The University has established a policy for the withdrawal and refund of tuition and fees within a defined time frame. For more information please refer to the [Office of the Bursar](#).

### **VII. ACADEMIC CALENDAR**

Current and future NIU academic calendars can be viewed on [NIU's](#) website.

### **VIII. GENERAL INFORMATION**

#### **A. School of Health Studies Website**

The Nutrition and Dietetics program is located in the School of Health Studies. The website provides additional information about our programs and faculty. The [A-Z index](#) is a good place to search for additional information about the university.

#### **B. MyNIU and Login ID**

The MyNIU Portal is the general site for access to information related to courses, grades, and a wealth of other information. All students are given a Z-ID when they are admitted to NIU. This is a permanent number that is uniquely yours which allows you access to the university's

computing system. Upon registration, your NIU email account will be activated. After activation, you will need to [update](#) your password.

If you experience any problems with your Z-ID, you should contact the campus Information Technology Services (ITS) for assistance at 815-753-8100 or by email at: [helpdesk@niu.edu](mailto:helpdesk@niu.edu).

### **C. Email**

NIU and the Nutrition, Dietetics and Wellness Program faculty/staff will contact you through your NIU email address only. Please remember to check this email account frequently.

### **D. Class Registration**

New students coming to NIU must first attend an orientation and advising session. After you have done this, you will be able to [register](#) for classes through MyNIU. You can find what classes are being offered at NIU for the upcoming semester and at what times these classes meet by visiting the [Search for Courses](#) page. A completely searchable “Schedule of Classes” is available online and contains real-time information.

Undergraduate students are eligible to enroll based on the total number of credit hours earned including hours in progress, transfer, proficiency, and NIU hours. The more hours a student has earned, the earlier they can start to register.

### **E. Blackboard**

Course delivery of content, assessments, announcements, and other topics of interest are provided via **Blackboard**.

Check routinely for announcements, course materials, and grades. Assignments will be submitted through blackboard. Grades for current semesters are found on Blackboard while unofficial transcripts and academic progress reports are found in MyNIU. Some exams will be administered via Blackboard and it is expected that the student logging onto BlackBoard will be the individual taking the exam.

## **IX. PROFESSIONAL ORGANIZATIONS FOR STUDENTS AND DIETITIANS**

### **A. National: Academy of Nutrition and Dietetics**

<http://www.eatright.org>

120 South Riverside Plaza, Suite 2190

Chicago, IL 60606-6995

Phone: 800-877-1600

Phone: 312-899-0040, ext. 5400

### **B. State: Illinois Academy of Nutrition and Dietetics Local Districts**

NIU is in the [Northern Illinois District](#).

Other Districts include:

Capital Area Academy of Nutrition and Dietetics

Central Illinois Dietetic Association

Chicago Academy of Nutrition and Dietetics

Eastern Illinois Dietetic Association

Mississippi Valley Dietetic Association  
North Suburban Dietetic Association  
Northern Illinois Academy of Nutrition and Dietetics  
South Suburban Academy of Nutrition and Dietetics  
Southern Illinois Dietetic Association  
West Suburban Dietetic Association

## X. NIU STUDENT ORGANIZATIONS

### A. Student Dietetic Association (SDA): Contact Matthew Stark, MS, RDN, LDN.

The Student Dietetic Association is a community-based, non-profit organization run by students studying Nutrition, Dietetics and Hospitality Administration at Northern Illinois University. Their mission is to educate the community about health and nutrition, and to apply nutritional knowledge into community service projects as frequently as possible.

### B. Bread for the World (BFW): Contact Sheila Barrett, Ph.D.

This is a national, nonprofit organization focused on activism, volunteerism and networking in an effort to alleviate world hunger deficiencies. Student members of the NIU chapter educate the public and participate in community service events to help those of the community in need.

### C. Kappa Omicron Nu Honor Society (KON), Contact: Sheila Barrett, Ph.D.

This is the national honor society for students in human sciences. The mission of KON is to empower leaders through scholarship, research, and leadership. This mission will enhance the ability of the organization and chapters to prepare scholars and researchers as leaders for the 21st century.

## XI. STUDENT RIGHTS

### A. Access to Records and Files/Privacy of Information

Information and data concerning individual students are collected, maintained, and used by the university only as needed in relation to its basic educational purposes and requirements, in compliance with federal legislation, specifically the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended in 1998. University faculty or staff who has a legitimate university-related educational or administrative interest may have access to the files. Medical documents shall be released without the written consent of the student. Students may have access to their files for review with the exception of materials classified as confidential, such as letters of recommendation.

For full information regarding university policy, please refer to the chapter on Legal Notices under the section "Student Information and Records" in the [Undergraduate Catalog](#). General legal information as well as a copy of FERPA is available at [University Legal Services](#).

### B. ACEND Complaint Procedures

ACEND will review [complaints](#) that relate to a program's compliance with the accreditation/approval standards. The council is interested in the sustained quality and continued improvement of dietetics education programs but **does not** intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion, or dismissal of faculty, staff, or students.



## **XII. STUDENT SUPPORT SERVICES**

Many support services are available on campus for students. Listed below are some of the services available:

[Access Tutoring and Support Services](#)

[Campus Child Care](#) 815-753-0125

[University Information Center](#) 815-753-1681

[Career Services](#) 815-753-1641

[Disability Resource Center](#) 815-753-1303

[Center for Black Studies](#) 815-753-2495

[Counseling and Consultation Services](#) 815-753-1206

[Recreation and Wellness](#) 815-753-0231

[Holmes Student Center](#) 815-753-1744

[Latino Resource Center](#) 815-753-1986

[Testing Services](#) 815-753-1203

[Student Health Insurance](#) 815-753-0122

[Office of General Counsel](#) 815-753-1774

[Health Services](#) 815-306-2777

[Military and Post-traditional Student Services](#) 815-753-9999

Please refer to the [Undergraduate Catalog](#) or the [NIU website](#) to search the A-Z index for information.

Appendix A

DPD Program  
School of Health Studies  
College of Health and Human Sciences  
Northern Illinois University

FORMAL GRIEVANCE/COMPLAINT FORM

Any student may submit, to the DPD Program Director, in writing, concerns or problems to be discussed with faculty, supervisors or the clinical affiliate liaison. Actions taken to resolve formal complaints will be communicated to the individuals involved as appropriate. A record of complaints and steps taken to resolve any problem will be maintained in the program director's office. Should the student submitting the grievance/complaint not be satisfied with the resolution, or the student feels the grievance/complaint is with the DPD program director, the grievance/complaint may be submitted to the program coordinator and finally to the School of Health Studies chair.

Description of Problem/Concern

Suggestion for Improvement

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Resolution taken:

DPD Director Signature \_\_\_\_\_ Date: \_\_\_\_\_

Appendix B

DPD Student Handbook Signature Page

This page is to be signed and turned in by the student to acknowledge the receipt and understanding of the information included in the DPD handbook. The original document will be included in the students file.

Information provided in this handbook refers to specific DPD policies as well as policies that are issued by Northern Illinois University, the College of Health and Human Sciences and the Academy of Nutrition and Dietetics.

I realize that it is my responsibility to read the DPD Student Handbook and clarify any questions or concerns with the DPD program director and/or the Nutrition, Dietetics and Wellness area coordinator.

My signature indicates that I have read, understand, and agree to the requirements as stated in the policies and procedures in the DPD Student Handbook.

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Name of Student (Print)

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Signature of Student

Date