University of Maine
Program in Food Science and Human Nutrition

Students in the Human Nutrition and Dietetics concentration of the Food Science and Human Nutrition program are a part of the ACEND accredited Didactic Program in Dietetics (DPD)

Didactic Program in Nutrition and Dietetics Handbook **updated 9-25**

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Introduction

Welcome to the School of Food and Agriculture's Food Science and Human Nutrition program! Student in this major choose among three dynamic concentrations: **Human Nutrition and Dietetics, Food Science, or Food Management.**

By choosing the **Human Nutrition and Dietetics concentration** (our Didactic Program in Nutrition and Dietetics, or DPD), you'll gain the strong academic foundation needed to launch a career in the world of nutrition and dietetics. This track can put you on the path to becoming a **Registered Dietitian Nutritionist (RDN)** or **Nutrition and Dietetics Technician, Registered (NDTR).** With this concentration, you'll be preparing not only for a meaningful career, but also for the chance to make a lasting difference in people's health and well-being. This concentration is also an excellent springboard if you're considering graduate school in other health professions. With a few additional courses, you can continue your education as a physician, physician's assistant, nurse, physical therapist, and other related careers.

Human Nutrition and Dietetics majors may choose to take electives in exercise science, sustainable agriculture, business administration, psychology, or other areas of interest in preparation for future careers. Students may be involved in research and gain credits through independent study, or work in a research lab. The Nutrition Club offers opportunity for connecting with other students, sponsors guest speakers, and engages in community nutrition education projects. Outstanding students are eligible for the Kappa Omicron Nu honor society.

Program Accreditation

The Didactic Program in Nutrition and Dietetics at the University of Maine is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, 120 S. Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, 312/899-0040, ext. 5400. After graduation, students receive a DPD verification statement and are eligible to complete a dietetic internship (DI) program in nutrition and dietetics or take the registration exam as a NDTR.

If you have any problems or complaints with our program, ACEND's process for handling complaints for accredited programs can be linked here.

Career Opportunities in Human Nutrition and Dietetics

The Human Nutrition and Dietetics concentration prepares you for a wide range of exciting and meaningful careers in the growing field of nutrition. Graduates go on to work as:

- ***Community Nutrition workers-*** *helping people stay healthy through nutrition education and outreach.*
- ***Clinical Dietitians*** *in hospitals, clinics, and other health care settings*
- ***Nutrition Educators*** *in schools, community programs, or private practice*
- ***Public Health Nutritionists*** *shaping community health initiatives and public policy*
- ***Foodservice Administrators*** *managing large-scale food and nutrition operations*
- ***Nutrition Consultants*** *in business, industry, or wellness settings*
- ***Sports Dietitians*** *helping athletes achieve peak performance*
- ***Researchers*** *advancing the science of food and nutrition*
- *…and many other nutrition-related careers!*

With your Bachelors degree you can work in well ness nutrition, or take the credentialing exam as an NDTRs. They provide quality nutrition education and services at the technician level—often working under the supervision of an RDN in patient care, but also independently in general wellness and nutrition programs.

Registered Dietitian Nutritionists (RDNs) are recognized experts in food and nutrition, translating the science of nutrition into practical advice that helps people live healthier lives. They can work in wellness nutrition, provide medical nutrition therapy, or work in management.

The average annual salary for a registered dietitian is approximately **$74,000 to $76,000** with salaries varying by region and area of practice. The job outlook is strong and demand for nutrition professionals continues to grow as more people recognize the essential role of nutrition in health, wellness, and disease prevention.

Becoming a Registered Dietitian Nutritionist (RDN)

There are several pathways for eligibility to become a Registered Dietitian Nutritionist (RD or RDN). For more information about all options visit: https://www.cdrnet.org/rd-eligibility

 Complete a graduate degree and receive a verification statement from an ACEND®-accredited program.

The University of Maine Food Science and Human Nutrition Bachelor's Degree with a concentration in Human Nutrition and Dietetics is an ACEND accredited Didactic Program in Dietetics (DPD).

(other programs providing verification statements are Coordinated Programs, Future Graduate Programs or Foreign Dietitian Education Programs)

 Complete an ACEND®-accredited supervised practice Dietetic Internship program (DI) or Individual Supervised Practice Pathway (ISPP)

- Pass the Commission on Dietetic Registration's dietetic registration exam. This results in the national credential as a RD or RDN.
- Licensure may be required to practice as a RDN or NDTR. Whether a license is needed, and the settings it may be required, varies by state. To find out more about licensure in each state

link here. Credentialling by the Commission on Dietetic Registration as an RDN or NDTR entitles you to apply for licensure in the State of Maine.

Download a factsheet on becoming an RDN

Becoming a Nutrition and Dietetics Technician, Registered (NDTR)

The pathway that applies to students at the University of Maine includes:

1. Complete a bachelor's degree and receive a verification statement from the University of Maine Food Science and Human Nutrition Program, with a concentration in Human Nutrition and Dietetics. We are an ACEND-accredited DPD program.
2. Pass a national credentialling examination administered by the Commission on Dietetic Registration (CDR).
3. NDTRs obtain national credentialling. Licensure, if applicable, is determined by state law. To find out more about licensure in each state link here.
4. 4. For more information regarding the examination, refer to the CDR website.

Information about the NDTR credential

Human Nutrition and Dietetics Suggested Plan of Study

Consult the undergraduate catalog for the suggested plan of study for the year you entered the program.

The course requirements for the Human Nutrition and Dietetics concentration can be combined with the courses within the Minor in Pre-Medical Studies to meet the entrance requirements of professional schools and colleges offering post-baccalaureate programs in the health professions.

DPD Director Contact Information

Eileen Molloy MS, RDN, LD, CDCES
Orono, ME 04469
(207) 581-3121
Eileen.molloy@maine.edu

DPD Mission Statement

The mission of the Didactic Program in Dietetics is to foster development of personal attributes and skills to pursue a broad range of job opportunities in nutrition and dietetics and associated fields, and to give professional preparation to graduates for eligibility for credentialing as Registered Dietitian Nutritionist (RDN), or Nutrition and Dietetics Technician Registered (NDTR).

Goal #1 – Program graduates will be prepared for entrance into supervised practice to achieve the Registered Dietitian Nutritionist (RDN) credential.
Objectives. (Measured over a three-year period)
A. "At least 50 percent of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation".
B. "Of program graduates who apply to a supervised practice program, at least 65 percent are admitted within 12 months of graduation".
C. Surveys of dietetic internship (DI) directors will indicate that the graduate has at least satisfactory (3) preparation for supervised practice. *1= unsatisfactory, 2= needs improvement; 3= satisfactory; 4= more than satisfactory; 5= outstanding*
D. "The programs one year pass rate (graduates who pass the exam within one year of first attempt) on the CDR credentialling exam is at least 80%".

Goal #2; Program graduates will achieve broad training in food, nutrition, and the basic sciences to open multiple options for pursuing supervised practice, higher education, or nutrition related employment.
Objectives (Measured over a three-year period)
A. "At least 80% of students complete program requirements within 36 months of starting their third-year sequence (150% of planned program length)".
B. Surveys of program graduates will indicate that they felt the curriculum prepared them adequately for dietetic internships, higher education, or employment, indicated by a score of at least satisfactory (3) on the evaluation scale of 1-5 *1= unsatisfactory, 2= needs improvement; 3= satisfactory; 4= more than satisfactory; 5= outstanding*
C. Surveys of program graduates will indicate satisfaction with their understanding of career, higher education, and internship options as indicated by a score of at least satisfactory (3) on the evaluation scale of 1-5 *1= unsatisfactory, 2= needs improvement; 3= satisfactory; 4= more than satisfactory; 5= outstanding*

Data on program outcomes is available upon request from the program coordinator. This is reviewed yearly with the DPD Advisory Committee.

DPD Core Knowledge

Ongoing assessment of DPD Core Knowledge for the RD and associated learning outcomes is done in accordance with the standards set forth by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Domains for Core Knowledge are:

- Scientific and Evidence Base of Practice: integration of scientific information and translation of research into practice
- Professional Practice Expectations: beliefs, values, attitudes, and behaviors for the professional dietitian nutritionist level of practice
- Clinical and Customer Services: development and delivery of information, products and services to individuals, groups, and populations

- Practice Management and Use of Resources: strategic application of principles of management and systems in the provision of services to individuals and organizations
- Leadership and Career Management: Skills, strengths, knowledge, and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.

A complete list of Core Knowledge Requirements is available at the web site of ACEND, in the document entitled "ACEND Accreditation Standards for Didactic Programs in Nutrition and Dietetics"

Graduation and DPD Completion Requirements *(receiving a verification statement)*

Degree students: Graduation requirements for the BS degree in Food Science and Human Nutrition (FSN), with a concentration in Human Nutrition and Dietetics, are outlined in the Undergraduate Catalog under Degree Requirements in Food Science and Human Nutrition. Graduation requirements are fixed at the time the student enters the program. A grade of C or better is required in all required FSN courses or equivalents. Additional requirements for receiving a baccalaureate degree from the University of Maine (i.e., minimum of 120 credit hours, and at least 30 of which originate from the Orono campus, grade point average at least 2.0) are described in the Undergraduate Catalog under Graduation requirements for the year you enter the program.

DPD verification statements are issued to students meeting the graduation requirements for the Human Nutrition and Dietetics concentration, and having completed all knowledge requirements in nutrition and dietetics (KRDN) assessments at a proficiency level of at least C. Transferred courses that match the content of FSN courses at the University of Maine may count toward degree credit, but the student would need to demonstrate that the KRDN assessed in that course was met at the proficiency level through review of projects or assignments.

Non-degree students may also receive a DPD verification statement if they have completed a bachelor's degree, have successfully completed courses equivalent to the DPD courses at the University of Maine, have taken at least 30 credits of coursework from the Food Science and Human Nutrition Program at the University of Maine, and have earned a C or better in all required FSN courses or equivalents, and have completed all knowledge requirements in nutrition and dietetics (KRDN) assessments at a proficiency level of at least C. Transferred courses that match the content of FSN courses at the University of Maine may count toward degree credit, but the student would need to demonstrate that the KRDN assessed in that course was met at the proficiency level.

The University of Maine does not have a formal limit on the amount of time a student can take to complete degree requirements in place at the time they enrolled.

Verification Statement Procedures

Degree Students: Upon graduation in December and May, the DPD director will review the files of all students receiving BS degrees in Food Science and Human Nutrition with a concentration in Human Nutrition and Dietetics. Verification statements will be issued to those students who fulfill all requirements for the Human Nutrition and Dietetics concentration specified during the year they entered the program. The course requirements for the concentration as outlined in the Undergraduate Catalog for the year the student entered the program will be adhered to as the graduation course

requirements. Students will be sent an electronically signed copy of their verification statement within six weeks of graduation. Two copies (one signed, one unsigned) will remain on file in the department.

Lists of students receiving verification statements each year will be kept on file by the DPD Director. Paper files for each graduate of the DPD will be kept for 10 years. When the files are destroyed after 10 years, the paper copies of the DPD Verification statements will be retained and scanned into a computer file.

Non-degree students are those students with a prior bachelor's degree who wish to only fulfill requirements for the DPD verification statement. These students will receive the same service as degree students if they meet the criteria specified above.

Foreign students may be issued a verification statement if they have undergone transcript evaluation by a credible evaluation service for foreign transcripts, such as WES, their coursework overseas is equivalent to the coursework required at the University of Maine, or if they complete the missing courses at the University of Maine, they received grades of C or better in their FSN courses, and the KRDN assessment, they successfully completed a graduate level course in Food Science and Human Nutrition to demonstrate command of the English language and ability to apply nutrition knowledge.

DPD Director Services to DPD Students

Students in the Human Nutrition and Dietetics concentration will receive advising on post graduation planning from the DPD director throughout their undergraduate career. They receive this information in their first year success course, ELH 117, and in the required FSN 290, Career Pathways in Human Nutrition and Dietetics. Resources are posted to a shared Google Drive folder for FSN undergraduates, and a group information session is scheduled at least once a year.

The DPD director provides information on post-graduation planning in FSN 412, a senior class, and encourages students to make an individual advising appointment early in their senior year. The DPD director will provide letters of recommendation as appropriate, and guide students in both internal and external applications to dietetic internships.

Scholarships

Competitive scholarships are available within the program and college and through the Academy of Nutrition and Dietetics, the Maine Academy of Nutrition and Dietetics, and the Maine Nutrition Council. Information about external scholarships are sent to all FSN students yearly. The University of Maine uses Scholarship Universe for awarding scholarships to students. Additional scholarships are available to students in the Kappa Omnicron Nu honor society.

Other Academic Policy Information

University Policies and Procedures

The Didactic Program in Nutrition and Dietetics adheres to the University of Maine Academic Policies and Procedures, which are outlined in the Undergraduate Catalog. An alternate location where students at the University of Maine can find information on policies and procedures is the Student Handbook.

Student Recruitment and Admission

The Undergraduate Catalog contains policies for admission at Admissions to the University of Maine

High school coursework should be at the college preparation level or higher. Advanced, honors or AP coursework is encouraged. Candidates should have four units of English, three to four units of mathematics (at least algebra I and II, and geometry; some programs require advanced mathematics), two to three units of a lab science (some programs require specific science courses), two units of foreign language and two to three units of social studies. Computer science and fine arts courses are strongly recommended.

Transfer students may use completed college coursework to replace missing required high school courses.

Students who wish to transfer into the undergraduate program in Food Science and Human Nutrition in the Human Nutrition and Dietetics concentration from other programs or institutions must have a grade point average of 2.5 or above. Transfer students should consult the Undergraduate Coordinator eileen.molloy@maine.edu for more information prior to applying.

The University of Maine Equal Opportunity Policy is located at the web site of the Office of Equal Opportunity, Equal Opportunity Policies - University of Maine

Cost of the Program

The cost of the program can be found on the University of Maine website at:
https://umaine.edu/bursar/tuition-and-fees/

Availability of scholarships and financial aid

Information about financial aid, loan deferments, scholarships, etc. can be found on the University of Maine website under Student Financial Aid
Outstanding students are eligible for the Kappa Omicron Nu and Phi Tau Sigma honor societies. Competitive scholarships are available for students in the program within the School and College, and through the Academy of Nutrition and Dietetics and the Maine Nutrition Council.

Withdrawal and Refunds of Tuition and Fees

University of Maine policies on refunds to students are outlined in detail in the Undergraduate Catalog in the section- Expenses and Fees. A full tuition refund is given to students who drop classes in the first two weeks of the semester.

Scheduling and Program Calendar

Academic Calendars for the current and upcoming academic years are available in the Undergraduate Catalog.

Protection of privacy of student information

Policies on the protection of privacy of student information can be found in the student handbook online at http://umaine.edu/handbook/policies-regulations/confidentiality-ferpa/. The University of Maine has designated certain information contained in the education records of its students as directory information for purposes of FERPA. Such directory information may be publicly shared by the University unless the student has taken formal action to restrict its release. Students have three choices pertaining to the release of directory information: They can choose to not release any directory information, release all directory information, or release all directory information except address.

Access to Personal Files

Policies and Practices in Handling Student Records are well-described in the Undergraduate Catalog under Academic Policies, Official Records. Students have the right to inspect and review their educational records.

Access to Student Support Services

The section of the Undergraduate Catalog entitled, "Student Services and Facilities" outlines many of the specialized services for students such as Student Health Services, the Counseling Center, Accessibility Services, and the Tutor Program. Financial Aid is described in a separate section of the Undergraduate Catalog.

Insurance Requirements

In response to the new federal health insurance requirements for the college-age population, the University of Maine, in collaboration with the University of Maine System, offers a Student Health Insurance Plan (SHIP). All eligible University of Maine System students are required to provide proof of adequate health insurance as a condition of enrollment, via the online process. Eligible students are Undergraduates enrolled in 9 credits or more or Graduate students enrolled in 6 credits or more.

All eligible students will be billed the full plan cost on their student account. Beginning in early June, you will need to visit the website listed below to opt out by filing a waiver or to confirm enrollment. If you already have adequate health insurance and prefer to continue with your current plan, opt out of SHIP by filing an online waiver, removing the annual premium from your student account. If you need adequate health insurance coverage, remain enrolled by confirming through the online enrollment process.

Complete eligibility and enrollment criteria, and the SHIP benefit summary, as well as the opt out waiver/enrollment process, are available online: Student Health Insurance Options

Filing and Handling of Student Complaints

When an undergraduate student has a complaint relative to the DPD, they should first speak directly to the course instructor to see if the issue can be resolved. The second place to discuss a complaint would be the student's academic advisor within the FSN Program, of the undergraduate

program coordinator. If the problem persists, a student can meet with the Associate Director of the School of Food and Agriculture or the Associate Dean of the College of Natural Science, Forestry and Agriculture to discuss issues and complaints without fear of retaliation. Student complaints at any level will be handled with confidentiality.

The Equal Opportunity Complaint Procedure for students who feel they have been discriminated against is in the Policies and Regulations section of the UMaine Student Handbook

Any UMaine student may appeal an action or decision made by a University administrator. The procedure is intended to assure a fair and equal adjudication of student grievances. The Student Administrative Appeal Policy is also located in the Student Handbook under Policies and Regulations.

Assessment of Prior Learning and Credit Toward Program Requirements

The University of Maine Transfer Policies and Practices are thoroughly described in the online undergraduate catalog. Transferring students must provide official transcripts reflecting all previous post-secondary coursework. An evaluation of transfer credit will be prepared by the Transfer Officer for each accepted transfer student and will be available in the student's MaineStreet Student Center. The transfer student should meet with an academic advisor at the receiving university to review how the transfer credit will be applied toward the student's degree program. Credit earned with a C- or higher in courses from regionally accredited colleges/universities will be considered for transfer.

The undergraduate program in Food Science and Human Nutrition does not award degree credit for experiential learning outside of accredited colleges and universities. Nor does the program waive any degree requirements based on life experiences. Transfer courses or courses originating from the University of Maine in Orono must be used to meet degree requirements. The Undergraduate Program Coordinator for the department (the same person as the DPD Director) makes all transfer course decisions for undergraduate students within the program. The Undergraduate Coordinator may use discretion to determine if a course that is not directly equivalent to the required program course is similar enough to meet the degree requirement.

Formal assessment of student learning and regular reports of performance and progress at specified intervals throughout the DPD

Formal assessment of student learning occurs in each course using examinations and assignments according to the grading policy outlined in the course syllabus. Further information on grades and the grading system at the University of Maine is in the Undergraduate Catalog the section on Academic Policies. The following descriptions of each grade are posted in the Undergraduate Catalog: The qualitative value of the five basic letter grades is defined as follows:

- **A**, Superior work
- **B**, Good work
- **C**, Satisfactory but undistinguished work
- **D**, Poor work that does not adequately prepare students for more advanced work in the discipline. While some courses completed with D grades may contribute towards the total credits needed for graduation, others may be unacceptable for certain specific requirements and within the academic major
- **F**, Failure. No credit is earned for a failed course "

Discussion of student progress through the major takes place in a meeting between the student and their advisor at least twice per year. Students must meet with their academic advisor in the program to enroll in classes for the next semester. At the meeting, the student's progress through the major is discussed and a plan is made for the next semester. The course plan is signed by both the student and their advisor, and a copy is placed in the student's file in the department, indicating agreement with the course plan for the next semester.

Retention and remediation when student performance does not meet criteria for progressing

Progression through the DPD depends on successfully completing the prerequisite courses which prepare students for advanced courses. For example, to enter the, FSN 430, Counseling and Diet Therapy, a student needs to have completed FSN 301, Lifecycle Nutrition. To enter a senior level nutrition course, FSN 410, a grade of C- or better in BMB 322, Biochemistry is required. Each required course has the prerequisites listed in the undergraduate catalog.

Students must achieve a minimum grade of a C (73%) in all required FSN courses to meet graduation requirements and be awarded a verification statement. In addition, students need to achieve a proficiency level of at least C (73%) on all ACEND required Knowledge Requirements in Nutrition and Dietetics (KRDN) to be awarded a verification statement.

Students who are unable to satisfactorily complete prerequisites should discuss this with their academic advisor for alternative pathways to graduation. This may affect the time to completion for their degree. These decision is driven by the student.

Students who fail to obtain a satisfactory grade in required FSN courses can retake those courses. Students who do not achieve proficiency on KRDN assessments need to contact the DPD director to plan an alternative assignment for remediation to be awarded a verification statement.

Disciplinary/termination procedures

The undergraduate program in FSN adheres to University procedures for discipline and termination. A description of Academic Actions including Probation, Suspension, and Dismissal, is in the Undergraduate Catalog in the section on Academic Standing.

Formal process documenting students' reception of DPD handbook

This handbook will be available both through the University of Maine FSN website and the shared Google drive Undergraduate Student Resources Folder. The DPD handbook is reviewed in FSN 290, Career Pathways in Human Nutrition and dietetics.

Verifying student identity in online testing.

Students must sign into a Brightspace course to take an online exam or assignment set up through their course. Some courses require other methods of verification of identity.

Resources for success and requirements for distance learning

Distance learning requires access to the internet for diverse technologies including Brightspace, Kaltura, Zoom etc. as determines by each class instructor. The IT department at UMaine is available for help with technology questions and has resources for the use of each. All students

have access to download Microsoft 360 for free which provides access to Microsoft Word, Excel, Powerpoint etc.

https://online.umaine.edu/remote-learner-resources/
https://online.umaine.edu/tech-support/

Useful Links:

UMaine Undergraduate Catalog	http://www.catalog.umaine.edu/.
UMaine Student Handbook	Student Handbook
UMaine Office of Student Records	Student Records
UMaine Career Center	career center
School of Food and Agriculture	http://umaine.edu/foodandagriculture/
BS Degree in Food Science and Human Nutrition	FSN Major
Kappa Omicron Nu Honor Society	http://www.kon.org/
Phi Tau Sigma Honor Society	http://www.ift.org/community/phi-tau-sigma.aspx
Academy of Nutrition and Dietetics	www.eatrightpro.org
List of Internship Programs	List of accredited programs
Preparing for an Internship	http://www.eatrightacend.org/ACEND/content.aspx?id=6442485425
DICAS	https://portal.dicas.org/
D&D Digital matching company	http://www.dnddigital.com/
RD Exam	http://cdrnet.org/certifications/rddtr/rdindex.cfm
Licensure of Dietitians in Maine	http://www.maine.gov/sos/cec/rules/02/344/344c002.doc
Maine Academy of Nutrition and Dietetics	http://www.eatrightmaine.org/
Maine Nutrition Council	http://mainenutritioncouncil.org/

Contact the DPD director, Eileen Molloy, with questions or concerns.
Eileen.molloy@maine.edu