

**Department of Human Sciences
North Carolina Central University**



**COMMUNICATING TO SUCCEED:
POLICY GUIDELINES FOR THE DIDACTIC
PROGRAM IN DIETETICS (DPD)**

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Updated October 2009

Dear Students:

Welcome to North Carolina Central University (NCCU) and specifically to the Foods and Nutrition program in the Department of Human Sciences. The faculty and staff in the Program and the Department are committed to providing a caring, nurturing and challenging environment for all of our students. Empowering students for success in life and throughout their careers is our main focus. Please feel free to provide feedback that will help us achieve the program goals and the student learning outcomes.

The Policy Guideline handbook is just a guide to help answer many of the questions you may have relating to the Program. Please read it carefully and thoroughly. Keep it in a safe place and use it when it doubt. If there is anything in the handbook that is not addressed, for which you still have questions, please meet with any of the program faculty for clarification. More detailed information about the program is provided on the NCCU website link to the Human Sciences Department and then Foods and Nutrition program.

Do remember we are all members of the Eagle Family and NCCU is your second home. We expect you to always keep in touch with the program directors and the faculty. The program frequently receives requests for job placements. Keeping in touch is one way we can provide you with job information. We hope that this handbook will be helpful to you and will accomplish the objectives for which it is designed. Please help us to help you. Again, welcome to the Foods and Nutrition program. We look forward to working with you throughout your tenure at this great University and beyond.

Sincerely,

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About the Department of Human Sciences

The Department of Human Sciences offers competitive programs of study leading to the Bachelor of Science degrees in Family and Consumer Sciences and Birth through Kindergarten Teacher Education. Experiential learning is utilized in each program to include diverse, multi-cultural and interdisciplinary perspectives of family and environmental studies. The Department offers courses during the day, in the evening, and on week-ends to accommodate traditional, non-traditional and working individuals wishing to enroll in degree programs or update their skills in a specialty area. Before completing their bachelor's degree requirements, students are required to complete 60 hours of community service before graduating except for the second degree students and graduate students. Also, students are expected to hold membership in a professional organization and pass a competency examination. The degree in Family and Consumer Sciences offers three areas of specialization: Child Development and Family Relations, Foods and Nutrition, and Textiles and Apparel. Students must pass a specialty area examination prior to graduation. A "C" or better must be maintained in all Family and Consumer Sciences courses. Students are required to participate in professional organizations related to their discipline, area meetings, and satisfy the University's Service Learning requirement.

All students enrolled in the Department of Human Sciences are expected to become members of the American Association of Family and Consumer Sciences. Students in the Foods and Nutrition Program are strongly encouraged to be members of The American Dietetic Association. All majors in Foods and Nutrition are required to be members of the Association of Foods and Nutrition Majors, a departmental student organization that promotes the interests of Foods and Nutrition majors. As part of the requirement for professional development, students and faculty attend meetings of the Durham-Chapel Hill Dietetic Association and the North Carolina Dietetic Association and/or ADA Annual Food and Nutrition Conference Expo.

Brief History of Foods and Nutrition

The Foods and Nutrition program also known as Didactic Program in Dietetics (DPD) is in the Department of Human Sciences at North Carolina Central University (NCCU). The DPD has enjoyed a long-standing reputation at NCCU since 1942. NCCU has educated dietitians who are active nationwide in the profession of dietetics and are leaders in professional organizations. The undergraduate program in Dietetics is one of the finest in the nation. In the Department of Human Sciences, Foods and Nutrition has two tracks. Track 1 is in Dietetics and Track 2 is in Institutional Management.

Dietetics Track 1

The Didactic Program in Dietetics (DPD) is accredited by the Commission on Accreditation for Dietetics Education (CADE) of the American Dietetic Association (ADA), 120 South Riverside Plaza, Chicago, IL 60606-6995, 312-899-0040 ext 5400. CADE is recognized by the United States Department of Education and Council for Higher Education Accreditation (CHEA). The DPD seeks to graduate professionals in the science of Foods and Nutrition with the competence and skills to promote optimal health among all people. The program provides students with the knowledge, skills and experiences that qualify them for entry-level positions as nutritionists, and food service managers in clinical, community, institutional food service and research settings or graduate studies. This track prepares students to receive a Verification Statement needed for admission into Dietetic Internship Programs resulting in becoming registered dietitians. Admission into supervised practice (DIP or DTP) is competitive.

Institutional Management Track 2

The Institutional Management track emphasizes courses in business, general nutrition, human resource-management and institutional organization management, food production and service. This program prepares students with knowledge, skills, and experiences that qualify them for entry-level positions as food service managers with schools, in military and government settings, medical centers and nursing homes.

Mission

The mission of the Didactic Program in Dietetics at North Carolina Central University is to produce culturally diverse, competent professionals in the science of dietetics, equipped with the knowledge and skills for life-long learning and promoting optimum health to a wide range of clientele.

The Program Goals and Outcome Measures

Program Goal 1

Prepare students who will matriculate successfully through the program including the completion of the university's required community service.

- 1.1 Eighty percent of DPD students will graduate within 150% of the four years (i.e. within 6 years) required to graduate from the program starting from the time of admission.
- 1.2 One hundred percent of the students will receive academic advising within the DPD program on the scope and sequence of course offerings.
- 1.3 Approximately 90% of the students will earn 15 hours (100%) of community service credits as required by the university.

Program Goal 2

Prepare students for admission into dietetic internship programs, dietetic technician program or advance programs of study.

- 2.1 Over five-year period, 60% of DPD graduates will apply to supervised practice program the academic year they complete the program.
- 2.2 At least 80% of DPD students who apply to **ANY** dietetic internship program will be accepted.
- 2.3 At least 10% of graduates who do not apply to or are accepted to a supervised practice program will secure admission to advanced program or Diet Technician (DT) program within one year of graduation.
- 2.4 At least 80% of students will rate themselves as prepared for supervised practice program or advanced study.

Program Goal 3

Equip students to become successful in dietetic internship program.

- 3.1 Over five years a minimum average of 80% of DPD graduates who completed a supervised practice program will pass the registration exam the first time.
- 3.2 Eighty percent of the DPD graduates and their program director will agree that the DPD prepared them well for supervised practice program and/or registration exam.
- 3.3 Eighty percent of the students who took the foods and nutrition competency exam will score 80% and above the first time.

Program Goal 4

Prepare students for entry-level employment in foods, nutrition, and dietetics.

- 4.1 A minimum of 75% of DPD graduates who did not apply to a supervised internship program or were not accepted into the program and sought employment will be employed in dietetics, foods, or nutrition within 1 year of graduation.
- 4.2 At least 80% of DPD graduates employed in dietetics-related professions will agree or strongly agree that the DPD program at NCCU prepared them well to perform their jobs.
- 4.3 At least 75% of employers, of DPD graduates, will indicate satisfaction with students' preparation for employment and job performance at the workplace.
- 4.4 At least 75% of Site Preceptors of DPD graduates and students in FOOD 4660, 4710 will indicate satisfaction with students' preparation for employment and job performance at the workplace.

Program Goal 5

Recruit, retain, and graduate students with culturally diverse backgrounds in the Didactic Program in Dietetics (DPD) to meet the critical areas of shortages and under-representation in foods, nutrition, dietetics, allied health and biomedical sciences.

- 5.1 Over a five year period, increase enrollment in the Foods and Nutrition Program by 10%.
- 5.2 Retain at least 80% of DPD students enrolled annually.
- 5.3 As a retention strategy, at least 80% of students advised will indicate satisfaction with the quality of advisement.
- 5.4 Graduate at least 25% of DPD students annually (Part-time & Full-time).
- 5.5 Within a five year period, establish an articulation agreement with a Community College and/or a DT program.
- 5.6 Implement a minimum of one recruitment activity (Open House) annually.

- 5.7 Over a five period, increase enrollment of people of color by 10% in Foods and Nutrition Program.
- 5.8 Over a five year period, retain 80% people of color enrolled in Foods and Nutrition program.
- 5.9 Over a five year period, graduate at least 80% of people of color enrolled in Foods and Nutrition Program.

Program Goal 6

Provide a nurturing, intellectual, and open environment that is conducive to learning, critical thinking, personal growth and creativity.

- 6.1 Provide forum for 70% of students to engage in meaningful learning experiences.
- 6.2 At least 80% of the students will indicate that the curriculum is intellectually stimulating, encourages critical thinking, and creativity.
- 6.3 Make available to 70% of DPD students with a cumulative GPA of less than 2.5, support services capable of nurturing and promoting personal and academic growth.

Program Goal 7

Foster faculty and student professional growth and development through participation in professional meetings, mentoring, and experiential learning (i.e. research, community outreach).

- 7.1 Faculty will attend at least three professional meetings, workshops, or seminars at the local, state, national, or international level.
- 7.2 Faculty will submit at least one research grant proposal project, or presentation.
- 7.3 Faculty will publish a minimum of one manuscript in a refereed journal or book.
- 7.4 Faculty will demonstrate leadership competence in at least one position at the University and/or in a local, state, national or international level.
- 7.5 Faculty will be members of ADA and at least one other professional organization
- 7.6 DPD students will attend at least three professional meetings at the local, state, national, or international level.
- 7.7 A 10% DPD students will be encouraged and mentored to present a research paper at least once at a professional meeting prior to graduation.
- 7.8 A 25% DPD students will demonstrate leadership skills through student managed Foods and Nutrition organizations.
- 7.9 At least 75% of DPD students will be ADA member.

ADMISSION TO FOODS AND NUTRITION PROGRAM

North Carolina Central University upholds the Equal Employment Opportunity Commission (EEOC) law. NCCU is committed to equality of educational opportunity and does not discriminate against applicants, students, or employees due to race, color, national origin, religion, sex, age, or handicap. Moreover, NCCU is open to people of all races and actively seeks to promote racial integration by recruiting and enrolling a culturally and racially diverse student population.

There are no special requirements for being admitted into the Foods and Nutrition program except interest in the profession, willingness to work hard and perform as a team player. The policies of the Foods and Nutrition program are consistent with the policies of the university and can be found on the university's website at www.nccu.edu. It is every student's responsibility to be aware of university policies.

Information regarding access to personal files, grievance procedures, disciplinary and termination procedures, assessment of transfer credit from two year colleges are published on the university website. Your assigned academic advisor can help with transfer credits from prior learning.

Graduation Requirements

North Carolina Central University expects to complete 126 credit hours as specified by the curriculum within no more than five years. This is different for transferring students and second degree students. The number of hours required to graduate varies with individuals based on courses completed prior to being admitted into the program. All students in Foods and Nutrition are required to take at least three (3) departmental core courses (1) FCSC 1000 - Introduction to Family and Consumer Sciences, (2) FCSC 4200- Family and Social Sciences, and (3) FCSC 4900 - Senior Seminar.

To graduate from the Program, all students must take the Foods and Nutrition competency examination with a passing score of 80% to receive a Verification Statement. The Foods and Nutrition competency examination may be taken as many times as necessary. It is recommended that the exam be taken for the first in the second semester of the junior year and not later than the first semester of the senior or final year. Review questions are provided and review sessions are usually given. Students have ample opportunity to study and ask questions prior to taking the exam and should not take the exam unprepared. Students are required to have taken all courses in foods and nutrition up to the first semester of senior year to take the foods and nutrition program competency examination. Second degree students should check with their advisor.

Students are also required to take a departmental competency exam. Please note that the departmental competency exam should be taken during the Junior year or senior year. This exam is separate from the Foods and Nutrition competency exam. All graduating students must participate in exit interviews given by the Foods and Nutrition program and the department chairperson.

Program Cost

The Program costs (tuition and fees) are published on the university website (www.nccu.edu). These costs usually change every year. Additionally, the Foods and Nutrition program expects all majors to pay a \$5.00 fee each year to the Foods and Nutrition Association. Travel to meetings and sites may require an additional amount up to \$500.00 including attendance at the American Dietetic Association's annual Food and Nutrition Conference and Exhibition. Membership in the American Dietetic Association is \$50.00 per year and it is mandatory that each student become a member. Proof of membership must be provided the Director of the Food and Nutrition program each fall semester. Tuition fees and financial aid information can be obtained from the NCCU website.

Competency Exam

All majors must take the exam and pass it with a minimum of 80% TO RECEIVE A VERIFICATION STATEMENT.

What is a Verification Statement? This is a document given to students at the end of the four year program indicating that they have met the requirements and are eligible to apply for dietetic internship program or take dietetic technician examination.

Academic Advising

Once a student is admitted into the university and referred to the Department of Human Sciences as a Foods and Nutrition major, that student is immediately assigned an academic advisor. The student is expected to call the advisor and schedule an advisement. Students should not wait until the regular advising period to do so. Although many faculty members have designated times for scheduled appointment, they are amenable to an open door policy and will advise as their time permits outside scheduled time. At the initial meeting, the advisor will review the student's transcript(s) and identify required courses needed to graduate if a transfer or second degree student. For all other students, the advisor will provide an estimated graduation time. This differs from student to student. The academic advisor will also advise on courses to take, sign off on the advising worksheet, and provide a PIN number to register.

Please do note that while the advisor will ensure that a student meets the pre-requisite(s) for a course(s), the registration system will not allow a student to register for a course(s) if there is a time conflict and if the pre-requisite for that course(s) has not been met. In some cases, as for transfer and second degree students, an override may be required to enable the student to register for a course(s). Do not base you decisions on rumors and informal information from other students. When in doubt, ask an advisor.

Transfer Student

Review of transfer credits for second degree students is done by Dr. E. Okeiyi. The number of required credits hours varies based on prior learning activities. All second degree students seeking to meet requirements to become eligible for a Verification Statement must complete a minimum of 30 hours at NCCU. Dr. Okeiyi will determine what courses are needed.

Foods and Nutrition Association

All students in Foods and Nutrition are required to join and attend all Food and Nutrition Association meetings. This is held on the first Tuesday of every month except the first month of each semester. This association is student run with guidance of a faculty advisor. In this meeting many important issues that are not mentioned in class are discussed. The agenda may include guest speakers on different issues pertaining to the profession, recruiters, fund raising, plans on how to participate in association conferences, etc. It is always fun for students in the program to socialize and network on an informal basis, meet other students who are in the same program, and exchange ideas about faculty and classes etc. The association fee is \$5.00 per year and must be paid by October of each year.

Professional Membership in Other Organizations

ADA

It is mandatory that all students in Foods and Nutrition be a student member of American Dietetic Association (ADA). The membership fee is \$50.00 per year and there are numerous benefits including monthly ADA journal, access to several ADA websites such as library, etc., discounted registration fee at the annual meeting, requirement for being licensed once you graduate and of course for taking the registration exam. Proof of membership must be submitted to the Director of the Food & Nutrition program during the first Food and Nutrition meeting of the fall semester.

NCDA

Student membership to the North Carolina Dietetic Association (NCDA) is currently \$50.00 (subject to change). Each student who becomes a member of ADA automatically becomes a member of NCDA.

To practice as a nutritionist in North Carolina, one must be licensed. The licensing Board is North Carolina Board of Dietetics/Nutrition (NCBDN) and the website address is www.ncbdn.org.

Academic Support

The University has a Comprehensive Academic Support Center to assist with academic needs and provide students with an opportunity to achieve maximum success during their matriculation. Please check with your advisor.

The program, through internal networking and mentor program, the Foods and Nutrition faculty may identify DPD students who are strong in an area and weak in another and pair them for assistance. Please let the faculty know when you are having difficulties in your classes. When advised to see an academic support staff, students are expected to attend the sessions and show evidence of attendance.

Letters of Recommendation

Upon graduation, dietetic graduates are required to submit letters of recommendations as part of the application process for applying to dietetic internship programs. One letter of recommendation must be from the director of the program of the institution the student has graduated. In order to ensure the letter adequately describes the strengths of the person applying to an internship, all students enrolled in the Food and Nutrition program must accomplish the following during their enrollment in the program to receive a letter of recommendation from the director of the DPD program:

1. Attend 85% of the Food and Nutrition Student Organization Meetings
2. Actively participate in all activities of the Food and Nutrition Organization
3. Serve as an officer for one year
4. Assist with recruitment activities (i.e. career fairs, open-house, etc.)
5. Attend and assist with health fair events
6. Participate in community service activities that are related to Human Sciences and Food Nutrition (i.e. Child Development Lab Snack Preparation)

DPD Policies and Procedures

Title: Verification Statement

Policy: The Director of the undergraduate food and nutrition program is responsible for providing each dietetic graduate of the program a verification statement upon successful completion of the program. The DPD Program Director provides each dietetic major a verification statement upon successful completion of the program after she has verified the following:

- a. Score on Program Competency Exam: 80% or >
 - b. Successful Completion of all Program Coursework: Grade “C” or better
 - c. Active Participation in Food & Nutrition Student Dietetic Association
 - d. Completion of All Community Service Hours
1. Once the each element is reviewed and verified and the student is deemed as having had successfully completing all components of the program, the Director completes the verification statement provided by The Commission on Accreditation for Dietetic Education (CADE).

Title: Handling Student Complaints

Policy: When student complaints arise the expectation is that the students follow the chain of command in resolving the issue.

Procedure:

1. When students have complaints regarding the program, they are expected to first discuss their issue with instructor/professor.
2. If a resolution to the issue is not achieved, then they are expected to speak with the Director of the program.
3. The program director then meets with both the student and the faculty member to discuss the issue and obtain a resolution to the issue.
4. If an acceptable resolution is not achieved, then the director of the program, the faculty member, and the student meet with the department chair.
5. If an acceptable resolution is not achieved with the department chair, then Human Sciences department follows the NCCU procedures for handling the grievance/complaint.

Title: Food & Nutrition Student Organization

Policy: The Food and Nutrition Program has a student organization to facilitate the development of leadership skills and professional growth and participation in this organization is extended to all students majoring in any program in the Human Sciences Department

Procedure:

1. All students are invited to join the Food and Nutrition program by sending an invitation each semester to each student.
2. For those students who are dietetic or institutional management majors, their active participation in the organization is required in order to receive a verification statement and letters of recommendations from any of the program faculty.
3. Monthly meetings are held on the first Tuesday of each month at 10:40 AM-11:30AM in the Food and Nutrition Dining Room.
4. The meeting is conducted by the officers of the program, but facilitated by the DPD Director.

Title: Admission to the Food and Nutrition Program

Policy: The NCCU Food and Nutrition program does not discriminate against race, color, creed, or sex.

Procedure:

1. All freshmen and sophomores are advised by the University College to ensure that the students complete the General Education courses that are required by NCCU.2.
2. Transcripts from students who transfer to NCCU are reviewed by the University College to determine which general education courses will be accepted.
3. Any nutrition courses that have completed by a transfer student are reviewed for acceptance by the Food and Nutrition faculty.

Title: Withdrawal and refund of tuition and fees

Policy: Students must officially withdraw from the University to receive a refund of tuition and fees.

Procedure:

1. If a student officially withdraws prior to the end of the official drop/add, late registration period (the first seven days of the semester), all tuition and other fees will be refunded.
2. If a student officially withdraws after the end of the official drop/add, late registration period, the student's bill will be reduced on a prorated basis. From the end of the official drop/add period until two weeks after the end of the drop/add period, 40% of tuition and fees will be refunded. From two weeks after the end of the official drop/add period until four weeks after the end of the drop/add period, 20% of tuition and fees will be refunded. Tuition and fees are not refundable after four weeks from the close of the official drop/add period. If a student has received financial aid (other than College Work Study) and officially withdraws from the University during the academic term, a portion of the aid may need to be refunded to the Title IV programs or the student may need to repay a portion of the award funds received.
3. **Reduced Loads:** A student who drops courses such that the student is no longer full-time, or a part-time student who drops courses resulting in a reduced tuition level, will have the charges for tuition and fees reduced accordingly, provided the courses are dropped prior to the end of the official drop/add period. Financial aid awards will be adjusted accordingly. A student must carry 12 credit hours each semester of the academic year and at least six credit hours during each summer session to qualify for financial aid. Undergraduate students must carry at least six credit hours and graduate students must carry at least 4.5 credit hours to qualify for financial aid during

summer sessions. No refunds will be made for courses dropped after the end of the official drop/add period

Title: Vacation and Holidays

Policy: The Academic Calendar is posted on-line by Fall of each academic school year.

Procedure: See the following web-site for the Academic Calendar for 2009-2010.:
www.nccu.edu/formsdocs/proxy.cfm?file_id=964

Title: Access to Personal Files and Privacy of Student Information

Policy: Confidentiality of student files is maintained at all times. Confidentiality of student records is maintained by storing all records in a locked file cabinet. Files are accessible by the Department Administrative Secretary and Food and Nutrition Faculty Staff.

Procedure:

1. All dietetic and institutional management majors have a file that is identified by their first and last name. Files for each student are assembled by the department administrative secretary and sent to the DPD director upon completion.
2. Each student's file contains a current copy of their unofficial academic transcript from NCCU as well as any other University that they may have attended, their advising worksheets for each semester, a degree audit tracking form, and a copy of their four year curriculum guide.
3. As students are advised, the faculty member is responsible for accessing the file folder from the locked cabinet.
4. During student advising sessions, the faculty member is responsible for completing the degree audit tracking form so that all courses that have been successfully completed by the student are tracked and the student is well informed regarding the courses that remain to be taken. In addition, the faculty member is responsible for printing a current unofficial NCCU transcript.
5. Upon completion of working in the student's file, the faculty member returns the file folder to the locked cabinet.

Title: Access to student support services

Policy: All students have the opportunity to receive services offered through The Student Support Service Center

Procedure:

1. Any instructor/professor may recommend a student receive assistance through the Student Support Services which include: tutoring assistance, housing, counseling, etc.

Title: Formal assessment of student learning

Policy: The Food and Nutrition faculty utilize a number of methods to assess student learning.

Procedures:

1. Student learning assessment is conducted throughout the semester.
2. A four week early warning is issued by the instructor/professor when the student fails to attend class on a consistent manner and fails to turn in assignments according to the scheduled due date.
3. Mid-term grades are issued for each student at the mid-point of each semester.
4. For those students who struggle in a course, the instructor/professor must schedule an appointment with the student to establish a Student Success Plan which identifies the steps the student must take to successfully complete the course. A signed copy of the plan is given to the student and one is placed in their file.

Title: Disciplinary and termination procedures

Policy: North Carolina Central University is dedicated to instilling in its students the highest principles of integrity and responsibility. In this regard, students are expected to demonstrate respect for these principles in the performance of their academic activities. Academic dishonesty, which is a violation of academic integrity, will be dealt with according to the provisions of the Student Code of Academic Integrity.

Procedure:

1. **Academic Dishonesty** Academic dishonesty is defined as any conduct which is intended by the student to obtain for him/herself or for others an unfair or false evaluation in connection with any examination or other work for academic credit. Cheating, fabrication, plagiarism, and complicity are examples of conduct that is academically dishonest.
2. **Cheating** is the unauthorized use of materials in connection with an examination or other work for academic credit, including, but not limited to (1) the use of books, notes, outlines, etc. during an examination where the instructor has not authorized use of such materials or information; (2) seeking unauthorized materials or information from others in connection with an examination; (3) giving or attempting to give unauthorized assistance to a person in connection with an examination; (4) obtaining or attempting to obtain unauthorized copies of examinations; (5) bringing to an examination, or attempting to use during an examination, unauthorized answers which have been prepared before the examination period; (6) copying or attempting to copy from the work of another student during an examination; and (7) submitting for evaluation in a course, part or the whole of a work for which credit has been given previously.
3. **Fabrication** is the intentional invention, counterfeiting and/or alteration of quotations, data, procedures, experiments, sources or other information for which the student claims authorship in an exercise which he or she submits with the expectation of receiving academic credit.
4. **Plagiarism** is the intentional use of the ideas, words, or work of another without attribution, when the information they provide is not common knowledge, either in content or form, and

knowledge. Complicity is the intentional giving of assistance or the attempt to give assistance to another for the purpose of perpetrating academic dishonesty.

5. Penalties for Academic Dishonesty

The imposition of the penalty for academic dishonesty shall be made by the instructor responsible for assigning the final grade in the course. The penalty will be assessed in relation to the gravity of the offense, the type of academic exercise on which the offense occurred, and the weight of that exercise in the computation of the final grade. a. For an academic dishonesty act committed in an exercise counting for up to 10% of the final grade, the penalty will be the grade of F/Zero for the entire exercise or parts of it. b. For an academic dishonesty act committed in an exercise counting for between 11% and 24% of the final grade, the penalty will be the grade of F/Zero or a reduced grade for the exercise. c. For an academic dishonesty act committed in an exercise counting for 25% or more of the final grade, or for final examinations and papers, the penalty may be as severe as the grade of F for the course.

The penalties for refusing to respond or failing to respond within 48 hours to the formal charge of academic dishonesty will be an automatic F/Zero for the exercise in cases of category (a) or (b) above, and an automatic F/Zero for the course in cases of category (c). In addition, the charge of academic dishonesty will stand and will be recorded.

The dean of the school shall check the records of all students reported for academic dishonesty, and refer all cases of second offenses to the Academic Integrity Board.

The penalty for a second act of academic dishonesty committed any time before the offender's graduation may be as severe as suspension or expulsion.

Policy Regarding Student Academic and Disciplinary Records

So as to maintain appropriate records regarding its students, North Carolina Central University follows the policy and procedures described below. They are designed to guide the University's efforts in maintaining information about students' academic performance at the University while treating it ethically and appropriately safeguarding their privacy. For purposes of this policy, the following definitions apply:

Academic Performance

Deficiencies - Below standard performance in the academic program, which leads to an academic warning, to probation or to suspension. Anytime a student's Grade Point Average (GPA) drops below a 2.0, the student is placed on academic probation. (Unsatisfactory earned grades, violation of the undergraduate class attendance policy, and withdrawal from large numbers of courses resulting in a deficiency in earned credit hours may contribute to academic performance deficiencies.)

Academic Misconduct - Any violation of the "Undergraduate Student Code of Academic Integrity" for undergraduate students or any violation of the comparable policy for the graduate or professional program in which the student is enrolled.

Non-Academic Misconduct - Any misconduct which is non-academic in nature and which violates the Student Code of Conduct in force at the time of the infraction.

Title: Requirements for Graduation

Policy: NCCU and The School of Human Sciences program are committed to ensuring that all students graduate from the Food and Nutrition program.

Procedure: Students may meet the requirements for the bachelor's degree by successfully completing:

1. The General Education Curriculum requirements
2. The approved course of study in a major area
3. A minimum of 124 semester hours of course credit (some programs may require up to 128hours)
4. A minimum cumulative grade point average of 2.0.
In most degree programs grades of "C" or better are required for all courses in the major.
5. The Community Service requirement for graduation is 120 hours. (See the Academic Community Service Learning Program on pages 34-37)
6. Since requirements vary from major to major, students should consult the sections of this catalog pertaining to their specific area of interest for the precise degree requirements of that academic area. Undergraduate students seeking North Carolina
7. The final 30 semester hours of course credit must be completed at North Carolina Central University.
8. Graduation exercises are held bi-annually in May and December and diplomas are awarded only at those times; however, graduation will be certified at the end of the term in which all academic requirements are completed and that term will appear on the student's transcript, as well as the diploma.
9. Application for graduation must be filed in the office of the University Registrar on or before the dates specified in the University Calendar of Events. Applications received after the deadline will not be handled until the next term and diplomas will be delayed accordingly.
10. The faculty advisors, deans, and the registrar try, in advising and registering students, to make certain that every student who intends to graduate from North Carolina Central University registers for those courses which are required for a degree. However, the final responsibility for meeting the graduation requirements as set forth in the University Catalog rests with the students.
11. During any academic year, and who earns credit for work done during that year, will graduate under the academic requirements of the student's major listed in the University Catalog in effect at the time of the student's matriculation, unless otherwise indicated. A student who is readmitted after an absence of one academic year, or who changes majors, will graduate under the provisions of the University Catalog in effect at the time of readmission, or change of major.

Expected Professional Conducts

Students in DPD are being trained to apply the professional conducts and standards in classrooms, presentations and during practicum. Standard of Professional Performance (SOPP) , Standards of Practice (SOP) and Professional Ethics are covered in Food 4670 and Food 4660. Therefore, in applying SOP and SOPP, as well as ensuring a professional appearance that reflects North Carolina Central University's pride in work, the following are expected.

1. The following items are considered inappropriate:
 - T-shirts, jogging/sweat pants, sweatshirts revealing clothes: midriff shirts/blouses, halter tops, low necklines during presentations and practicum
 - Use of PDAs, CD's, radios, MP3 devices and cell phones while in classroom or practicum rotation are not allowed.
 - Miss use of site computers and/or equipment must not occur
 - Chewing gum, twittering and text messaging while in classroom and during practicum rotations.
 - Bringing children to classroom. Any situation beyond your control must first be discussed with your professor.
 - Discussing any confidential matters outside the facility you are completing practicum hours

Thinking about enrolling into the DIP or DT programs?

Every DPD student has an opportunity to enroll into a DIP program here at NCCU or other DT programs at other institutions. A student must:

1. Have a successful plan.
2. Seek and find out what requirements are needed for the program and try to match those.
Most programs look for
 - a) GPA of not less than 3.0
 - b) Work experience in the profession
 - c) Good letter of recommendations
 - d) Properly completed application
 - e) Community service
 - d) GRE (required score may vary for each internship)
 - e) Official transcripts
 - f) Verification Statement from your program director
 - g) Good performance on interviews with selection committee etc.
3. Find out about the cost and plan for the program because a student may not work while in training.
4. Begin on time during the senior year to complete the applications for the program and D & D Digital. Your adviser will help if you need any assistance. There is a lot of paperwork involved.

COMMONLY ASKED QUESTIONS

1. ***If I am major in Foods and Nutrition and going to school at NCCU, will I be guaranteed admission into the DIP at NCCU?***

No.

Every applicant is evaluated based using specific criteria. The program is competitive, rigorous, and therefore, you must meet the minimum criteria of Cum GPA (3.00 for NCCU) and make yourself look good in your application when you apply. However, being a student here gives you a big advantage. By being here the faculty already knows your strength, areas of improvement and would have advised you on how to make your package competitive enough. More than 80% of NCCU students who apply here at NCCU secure admission.

2. ***If I do not secure admission into DIP what is my next step?***

Some suggested option may be to apply again, ask for help from your director, apply to take the Diet Technician exam, seek admission to graduate school, seek employment in professional area to increase your chances. Keep in touch with the program director.

3. ***How can I maximize my chances of securing a job in foods, nutrition and dietetics area?***

Do not take practicum classes lightly. This is one avenue for job placement. Try to volunteer in the professional area while going to school. It will pay off when you are seeking employment, applying for supervised practice and also helpful when seeking that promotion in the field. Ask your professor for a lead. Have a good resume. Sign up and attend the career workshops offered by the university. Attend conferences, and network with professionals in the field.

There are many job opportunities in the profession for a four-year degree holder. Job opportunities may be in the following areas: WIC; health department; hospitals as DT; grocery store as nutritionist; foodservice – college, employee meal service, longer term care, Head Start; teaching; research; food processing plants; food technology companies; nutritionist for daycare, adult day care, etc.

4. ***As a second degree student does the community service requirement apply to me?***

No. However, in individual classes this may be required for meeting the program and curriculum objectives.

Also note that all second degree students seeking to meet requirements for DIP must go to Dr. Okeyi for evaluation of transcripts and approval for courses to be taken to meet the requirements for Verification Statements.

5. ***What do I do if I need help and do not know who to go?***

Many options are available to you. Go to the Main office in the department or to any of the Foods and Nutrition faculty. If they cannot help you, you will be directed to someone who will and ensure that your questions are answered.

Verification of Receipt of Food and Nutrition Student Handbook

I _____ have received a copy of the Food and Nutrition Student Handbook. I understand that it is my responsibility to read the handbook and ask questions for clarification. I also understand that this handbook is revised annually and it is my responsibility to obtain a new copy each October of a new academic school year.