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Nutrition and Dietetics Major Program: Mission, Vision, and Accreditation

Welcome

Welcome to the Benedictine University Nutrition Major program! The program is designed as a future-oriented, comprehensive, dynamic, and interdisciplinary program. Cooperative learning from peers and mentors is encouraged, and self-responsibility is stressed. Benedictine University strives to develop an academic community that supports each person in the pursuit of knowledge and personal development.

Throughout your nutrition course work you will be applying and integrating principles in practical and problem-solving manners, such as through case studies, food demonstrations, and the creation of educational materials.

Depending on your concentration, other applications may include recipe development, menu planning, nutrition counseling, and experience developing, delivering, and evaluating health education programs in the community.

Our goal is to stir within students the hopes, dreams, and passions to become the best they can be... to make a positive difference in the lives of others... to continue to learn and develop for the rest of their lives. This major, as part of Benedictine University, prepares its students for a lifetime, as active, informed, and responsible citizens and leaders of the nutrition, dietetics, health, and world communities.

Program Structure

The Nutrition and Public Health Department is a division of the College of Science and Health (COSH) at Benedictine University. In addition to the Nutrition and Public Health Department, COSH also houses the departments of Nursing, Biological Sciences, Physical Sciences, and Mathematical and Computational Sciences, in addition to the Jurica-Suchy Nature Museum.

Mission of the University

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

Vision of the Future

The Nutrition Programs will be recognized at the community, state, national, and international level for their leadership in developing optimal teaching and learning. The programs will prepare future Registered Dietitian Nutritionists, health educators, community nutritionists, and nutrition managers to address important food and nutrition issues that impact people's quality of life.

Mission of the Nutrition and Dietetics Major

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

University Accreditation

Benedictine University is accredited by the Higher Learning Commission (HLC) and is a member of the North Central Association of Colleges and Schools. In February 2003, Benedictine University was formally approved by the Higher Learning Commission of the North Central Association as an institution entitled to receive re-accreditation through an Academic Quality Improvement Program (AQIP). This alternative quality improvement process and outcomes review is *only* available to universities in good standing with the HLC. Our university accreditation status is online. [Nutrition - Benedictine University](#)

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

The Benedictine University Nutrition and Dietetics Major Program is the Didactic Program in Nutrition and Dietetics (DPD). Our DPD is currently certified by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, Illinois 60606-6995, 312/899-0040 ext. 5000 or 800/877-1600 ext. 5000. <https://www.eatrightpro.org/acend>

ACEND is the Academy's accrediting agency for education programs that prepare students for careers as Registered Dietitian Nutritionists. ACEND ensures the quality and continued improvement of nutrition and dietetics education programs. ACEND is recognized by the United States Department of Education and the Council for Higher Education Accreditation. This affirms that ACEND meets national standards and is a reliable authority on the quality of nutrition and dietetics education programs. *Those students not in pursuit of the Nutrition and Dietetics major (or former Dietetics concentration) are not in an accredited DPD.*

Accreditation Standards for the Nutrition and Dietetics Major Program (DPD):

Core Knowledge for the RDN (KRDN)

The Nutrition and Dietetics Major is designed to meet the core Knowledge (for the RDN).

Core learning includes knowledge of a topic as it applies to the profession of dietetics, and the ability to demonstrate the skill (competency). To successfully achieve the core Knowledge (for the RDN), graduates must demonstrate the ability to communicate and collaborate, solve problems, and apply critical thinking skills.

These requirements may be met through separate courses, combined into one course, or as part of several courses as determined by our university, which is sponsoring a certified program by the Accreditation Council for Education in Nutrition and Dietetics. The 2022 core Knowledge objectives for the RDN (KRDN), were adopted September 1, 2021, by ACEND; our university adopted these in the fall of 2022. The related learning objectives follow.

Standard 3: Curriculum & Learning Activities

The Core Knowledge must be the basis on which the program curriculum and learning activities are built within the context of the mission and goals of the program.

REQUIRED ELEMENTS:

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

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

1. Research methodology, interpretation of research literature and integration of research principles into evidence-based practice
2. Communication and documentation skills sufficient for entry into professional practice.
3. Principles and techniques of effective education, counseling and behavior change theories and techniques.
4. Governance of nutrition and dietetics practice, such as the Scope of Practice for the Registered Dietitian Nutritionist and the Code of Ethics for the Profession of Nutrition and Dietetics; and interprofessional relationships in various practice settings.
5. Principles of medical nutrition therapy, the Nutrition Care Process and clinical workflow elements.
6. Role of environment, food, nutrition and lifestyle choices in health promotion and disease prevention.
7. Management theories and business principles required to deliver programs and services.
8. Continuous quality management of food and nutrition services.

9. Fundamentals of public policy, including the legislative and regulatory basis of nutrition and dietetics practice.
 10. Licensure and certification in the practice of nutrition and dietetics.
 11. Individual National Provider Identifier (NPI).
 12. Health care delivery systems (such as accountable care organizations, managed care, medical homes, local health care agencies).
 13. Coding and billing of nutrition and dietetics services to obtain reimbursement for services from public or private payers, and fee-for-service and value-based payment systems.
 14. Food science and food systems, food safety and sanitation, environmental sustainability, global nutrition, principles and techniques of food preparation, and development, modification and evaluation of recipes, menus, and food products acceptable to diverse populations.
 15. Organic chemistry, biochemistry, anatomy, physiology, genetics, microbiology, pharmacology, statistics, logic, nutrient metabolism, integrative and functional nutrition, and nutrition across the lifespan.
 16. Cultural humility, self-reflection, and diversity, equity, and inclusion.
 17. Human behavior, psychology, sociology, or anthropology.
- b. The program's curriculum must prepare students with the following core knowledge:

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

Knowledge

Upon completion of the program, graduates are able to:

- KRDN 1.1 Demonstrate how to locate, interpret, evaluate, and use professional literature to make ethical, evidence-based practice decisions.
- KRDN 1.2 Select and use appropriate current information technologies to locate and apply evidence-based guidelines and protocols.
- KRDN 1.3 Apply critical thinking skills.

Domain 2. Professional Practice Expectations: Beliefs, values, attitudes, and behaviors for the nutrition and dietetics practitioner level of practice.

Knowledge

Upon completion of the program, graduates are able to:

- KRDN 2.1 Demonstrate effective and professional oral and written communication and documentation.
- KRDN 2.2 Describe the governance of nutrition and dietetics practice, such as the Scope of Practice for the Registered Dietician Nutritionist and the Code of Ethics for the Profession of Nutrition and Dietetics.
- KRDN 2.3 Assess the impact of a public policy position on the nutrition and dietetics profession.

- KRDN 2.4 Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.
- KRDN 2.5 Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates.
- KRDN 2.6 Demonstrate cultural humility, awareness of personal biases and an understanding of cultural differences as they contribute to diversity, equity, and inclusion.
- KRDN 2.7 Demonstrate contributing factors to health inequity in nutrition and dietetics including structural bias, social inequities, health disparities and discrimination.
- KRDN 2.8 Participate in a nutrition and dietetics professional organization and explain the significant role of the organization.
- KRDN 2.9 Defend a position on issues impacting the nutrition and dietetics profession.

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

Knowledge

Upon completion of the program, graduates are able to:

- KRDN 3.1 Use the Nutrition Care Process and clinical workflow elements to assess nutritional parameters, diagnose nutrition-related problems, determine appropriate nutrition interventions, and develop plans to monitor the effectiveness of these interventions.
- KRDN 3.2 Develop an educational session or program /educational strategy for a target population.
- KRDN 3.3 Demonstrate counseling and education methods to facilitate behavior change and enhance wellness for diverse individuals and groups.
- KRDN 3.4 Practice routine health screening assessments, including measuring blood pressure, and conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol).
- KRDN 3.5 Describe concepts of nutritional genomics and how they relate to medical nutrition therapy, health, and disease.
- KRDN 3.6 Develop nutritionally sound meals, menus and meal plans that promote health and disease management and meet client's/patient's needs.

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

Knowledge

Upon completion of the program, graduates are able to:

- KRDN 4.1 Apply management theories to the development of programs or services.
- KRDN 4.2 Evaluate a budget/financial management plan and interpret financial data.
- KRDN 4.3 Demonstrate an understanding of the regulation system related to billing and coding,

what services are reimbursable by third party payers, and how reimbursement may be obtained.

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

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

KRDN 4.6 Explain the processes involved in delivering quality food and nutrition services.

KRDN 4.7 Evaluate data to be used in decision-making for continuous quality improvement.

Domain 5. Leadership and Career Management: Skills, strengths, knowledge, and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.

Knowledge

Upon completion of the programs graduate are able to:

KRDN 5.1 Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.

KRDN 5.2 Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals.

KRDN 5.3 Practice how to self-advocate for opportunities in a variety of settings (such as asking for needed support, presenting an elevator pitch).

KRDN 5.4 Practice resolving differences or dealing with conflict.

KRDN 5.5 Promote team involvement and recognize the skills of each member.

KRDN 5.6 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.

Nutrition and Dietetics Major (DPD) Student Learning Goals and Objectives

Nutrition and Dietetics Major (DPD) Student Learning Goals

The Nutrition and Dietetics Major (DPD) Student Learning Goals are aligned with the Knowledge for the RDN (KRDN). Revised based on ACEND Standards 6/1/2022:

To meet the core Knowledge for the RDN (KRDN), outlined by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics.

Upon completion of the Nutrition and Dietetics major, the student will successfully:

1. Apply the Nutrition Care Process.
2. Integrate scientific information and research into practice.
3. Demonstrate knowledge of food service management systems.
4. Demonstrate professional practice skills.
5. Demonstrate leadership and career management skills.

In addition to successful completion of the Nutrition and Dietetics major, the student will successfully: Demonstrate knowledge, application and integration of principles of health promotion and disease prevention with normal nutrition, medical nutrition therapy and public health nutrition for varied populations.

These learning objectives have specific quantitative outcome measures. These measures establish the standards against which we determine learning success.

Assessment includes both formative and summative methods, such as project artifacts and presentations. Embedded assessments are used, meaning that the individual instructor completes grading of projects and grades are reported to the DPD Director.

Rubrics are used by instructors to grade many projects to provide greater inter-rater reliability across instructors and course sections.

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

Course	Objective	KRDN
NUTR 1150	80% of students will pass the ServSafe/State of IL sanitation exam (Scores from external exam). **Fall 2023 removed from curriculum satisfied by online manager certificate**	4.5
NUTR 2201	80% of the students will meet or exceed critical thinking skills (CT rubric – instructor completes D2L grade column). Note: NUTR 2200 and 2201 are for GE QLS reporting, not for DPD reports.	1.3
NUTR 2241	90% of students will receive a letter grade of \geq “C” on the final cumulative exam.	1.3
NUTR 2242	90% of students earn a grade of \geq “C” on the RD roles and reflection and projects.	2.5, 5.1, 5.2, 5.4
NUTR 3244	90% of students will receive a letter grade of \geq “C” on the Food Science Research project (Rubric).	1.2
NUTR 3244	75% of students will receive a letter grade of \geq “B” on the Food Science Research project (Rubric).	1.2
NUTR 2245	100% of students will receive a letter grade of \geq “C” on the food science lab sanitation and safety quiz.	4.5
NUTR 2245	80% of students will receive \geq 3.0/4.0 on the Teamwork rubric. (students rate selves and others on team) [Indirect]	2.1
NUTR 3246	90% of students will receive a letter grade of \geq “C” on the Recipe Development Project (Rubric). (**removed Fall 23 – curriculum)	1.2
NUTR 3246	90% of students will receive a letter grade of \geq “C” on the Recipe Development Project component: Analysis of evaluation data and report findings and suggestions for improvement (Rubric) (**removed Fall 23 - curriculum)	2.1
NUTR 2250	90% of students can explain the processes involved in delivering quality food and nutrition services, with a grade of $>$ “C” (Quiz #2)	4.6
NUTR 2250	80% of student will receive a cumulative letter grade of \geq “B” on the foodservice operations project.	4.7
HLED 3271	90% of students will receive a letter grade of \geq “C” on the lesson plan, including evaluation planning. (Rubric). – <i>WI assignment</i>	2.1, 3.2
HLED	80% of students will earn a letter grade of \geq “B” on the presentation.	2.1
HLED 3271	80% of the students will demonstrate meeting or exceeding ethical principles in the related class activity (rubric – instructor completes D2L	3.1
HLED 3271	90% of students will demonstrate meeting or exceeding an understanding of cultural competence in the related class activity (rubric – instructor completes D2L grade column).	3.2
NUTR 2280	90% of students will receive a letter grade of “C” or above on the test for health care policy and different health care delivery systems. As part of this exam, students will discuss the impact of these on food and nutrition services. (exam 2A, score sheet)	2.4

Course	Objective	KRDN
NUTR 2280	Students will demonstrate identification with the nutrition and dietetics profession through advocacy. 80% of students will receive a letter grade of \geq "B" on the legislation letter assignment. In addition to development of a letter, this assignment includes a public policy position explanation. Within this explanation, students must assess the impact of a public policy position on nutrition and dietetics practice. (Score sheet)	2.1, 2.3, 2.7
NUTR 2280	90% of students will receive a final letter grade of \geq "B" on the Fair booth (Rubric).	3.1, 3.2.
NUTR 3375 (previously 3315)	80% of the students will meet or exceed critical thinking skills (CT rubric – instructor completes D2L grade column).	1.3
NUTR 4250 (previously 4350)	90% of students will receive a letter grade of \geq "C" on the following components of the Management Plan (Score Sheets): <ul style="list-style-type: none"> •(Part 1): Plans and Goals, and Marketing Plan. •(Part 2): Budget and Finance. •(Part 3): Management, Labor, and Human Resources Plan 	4.14.2 4.4 4.7
NUTR 4371	90% of students will receive a letter grade of "B" or above on the ethics essay.	1.1, 2.2, 2.9, 3.6
NUTR 4371	90% of students will receive a letter grade of \geq "B" on the ethics debate. (Score sheet)	1.1, 2.2, 2.9, 3.6
NUTR 4472 (previously 4372)	90% of students will receive a letter grade of \geq "C" on the group case study #2. (Rubric)	1.2, 1.3
NUTR 4472 (4372)	80% of students will receive a letter grade of \geq "B" on the group case study #3. (Rubric)	1.2, 2.1
NUTR 4472 (4372)	80% of students will receive a letter grade of \geq "B" on the individual case study. (Rubric)	1.2, 2.6

Course	Objective	KRDN
NUTR 4472 (4372)	90% of students will receive a letter grade of \geq "C" using the Nutrition Care Process to complete the care planning (form) portion of the individual case study. (part of Rubric).	3.1, 5.5
NUTR 4472 (4372)	80% of the students will receive a letter grade of \geq "C" on the individual case diet prescription.	3.1
NUTR 4472 (4372)	80% of students will receive a letter grade of \geq "B" on PowerPoint <i>presentation</i> (not content) of individual case studies (rubric)	2.1
NUTR 4472 (4372) Survey	90% of the students will report gains in the course objectives for development of medical nutrition therapy assessment skills (pre- test/post-test student survey; self-administered). [indirect]	3.1
NUTR 4472 (4372)	90% of students will receive a letter grade of \geq "C" on individual medical record note (ADIME with PES). (Rubric)	2.1
NUTR 4472 (4372)	80% of students will earn a grade of \geq "B" on the "Nutrition Care Process Terminology: Overview and Resources" Quiz (after listening to the presentation on the Academy website).	2.1, 3.1
NUTR 4472 (4372)	80% of students will receive \geq 3.0/4.0 on the Teamwork rubric for case #2. (students rate selves and others on team) [Indirect]	2.1
NUTR 4472 (4372)	80% of students will receive \geq 3.0/4.0 on the Teamwork rubric for case #3. (students rate selves and others on team) [Indirect]	2.6
NUTR 4472 (4372)	80% of the students will meet critical thinking skills through completion of the case studies (CT rubric – instructor completes D2L grade column).	1.3
NUTR 4472 (4372)	80% of the students rate their overall problem-solving skills as \geq 4.0/5.0 using the rubric at the end of the term. [Indirect]	1.3
NUTR 4374	90% of students will explain basic concepts of nutrigenomics, with a grade of \geq "C" (Quiz)	3.5

Course	Objective	KRDN
NUTR 4475 (previously 4375)	80% of students will earn a grade of \geq “B” on the mentoring and precepting reflection. Includes a self-assessment of professional skills and attitudes.	2.5, 2.8
NUTR 3391	80% of students will receive an average letter grade of \geq “B” on the Nutrition Focused Physical Exam lab.	3.1
NUTR 5491 (previously 3391)	80% of students will receive an average letter grade of \geq “B” on the individual assessment practical. (Rubric)	3.1
NUTR 5491 (3391)	90% of students will demonstrate identification with the nutrition and dietetics profession through participation in at least 4 hours of professional CPEU.	3.3, 3.4
NUTR 5491 (3391)	80% of students will receive a letter grade of \geq “B” on RD Roles lab assignment (which includes an interview of professionals and discussion of the roles of mentoring and precepting others).	2.5, 2.8
NUTR 4392	90% of students will receive a letter grade of \geq “C” on the manuscript assignment. (Rubric) – <i>WI assignment</i>	1.1, 2.1
NUTR 4392	75% of students will receive a letter grade of \geq “B” on the manuscript assignment. (Rubric) – <i>WI assignment</i>	2.1
NUTR 4392	95% of students will complete the NIH Education in the Protection of Human Subjects online tutorial https://humansubjects.nih.gov/resources Students submit certificate of completion to instructor.	1.3
NUTR 4392	95% of students will complete the worksheet during the literature search presentation (to locate evidence-based guidelines, protocols, and other professional resources) using current information technologies. (Score sheet)	1.1, 1.2
NUTR 4392	90% of students will receive a letter grade of \geq “C” on journal critique. (Score sheet)	1.3

Course	Objective	KRDN
NUTR 4395	90% of students will receive a letter grade of \geq "B" on Lab #7 [SOP/Ethics] to meet KRDN: Describe the governance of nutrition and dietetics practice, such as the Scope of Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics; and interprofessional relationships in various practice settings.	2.2
NUTR 4395	90% of students will earn a grade of \geq "B" on the lab 3, activity 2 (score sheet)	2.1
NUTR 4395	90% of students will receive a letter grade of \geq "B" on lab #7b – reimbursement.	4.3
NUTR 4395	80% of students will receive a final letter grade of \geq "B" on lifecycle interview case study assignment (lab 4) (Score Sheet).	3.1
NUTR 4395	80% of students will receive a final letter grade of \geq "B" on group case presentations and mock counseling assignment (lab 8) (Score Sheet).	4.3
NUTR 4395	80% of students will receive a final letter grade of \geq "B" on individual case project (video) assignment (Score Sheet).	2.1, 3.1

Nutrition and Dietetics Major (DPD) Program Goals and Objectives

The Nutrition and Dietetics (DPD) Major has established expected program objectives with appropriate target measures to assess achievement of each of the program's goals. Measurable program objectives are aligned to each program goal.

Goal 1

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

Objectives for Goal 1

1. Over a 3-year period, at least 80 percent of the program's students will complete program/degree requirements within 3 years (150 percent of the program length).
2. Over a 5-year period, the mean for 'Progress on Relevant Objectives' for NUTR courses in the DPD will be at or above 4.0/5.0 (raw score), as reported on the IDEA (course evaluation) Group Summary Report (GSR) or database.
3. Over a 5-year period, 80 percent of DPD graduates will report (mean score of greater than or equal to 3.5/5.0) that the DPD program met or exceeded each learning objective.
4. Over a 3-year period, 60 percent of program graduates will apply for admission to a supervised practice program prior to or within 12 months of graduation.
5. Over a 3-year period, 40 percent of program graduates will be admitted to a supervised practice program within 12 months of graduation.

Goal 2

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

Objectives for Goal 2

1. Over a 3-year period, 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 will be at least 80 percent.
2. Over a 3-year period, the programs' 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%.

3. Over a 4-year period, 80 percent of Supervised Practice Program Directors will agree or strongly agree (score of 3.5/5.0 or above) that the Benedictine University DPD curriculum has met or exceeded preparation of its graduates accepted into their programs.
4. Over a 5-year period, of those DPD students who are not matched and/or did not apply to supervised practice programs, 10 percent will take the DTR exam within 12 months of graduation.
5. Over a 5-year period, the program's one-year pass rate (i.e., passing within one year of first attempt) for DPD graduates on the CDR credentialing exam for dietetic technician for the first time will be at least 80%.
6. Over a 5-year period, the pass rate for DPD graduates taking the CDR credentialing exam for dietetic technician for the one-year will be at least 80%.

Goal 3

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

Objectives for Goal 3

1. Ninety percent of the DPD students will complete a leadership self- assessment prior to completing the program and will rate their leadership abilities/skills on average. 3.8 or higher (on a 5.0 scale).
2. Over a 7-year period, 10 percent of DPD alumni who respond to our survey will report receipt of some form of leadership recognition, such as an award.
3. Over a 7-year period, 30% of DPD alumni who respond to our survey will report participating in life-long learning, evidenced by holding or being in progress with an advanced degree, and/or specialty certification, license, or registration.

Benchmarks considered baseline performance and the interests of students in program (e.g., not all are interested in pursuit of RDN), and historical data. *Program and learning outcomes available by request.*

Undergraduate Catalog Descriptions (Lisle campus)

Nutrition and Dietetics Major (Lisle campus only)

The B.S. Nutrition and Dietetics major must complete 70 credit hours, with a grade of "C" or better.

Basic Skills and Distribution Requirements: WRIT 1101(3) and 1102(3), COMM 1110(3); MATH/BALT 1150(3)/MATH 2229 or PSYC 2250 (3) and PSYC 1100(3) or SOCL 1100(3) or SOCL 2000(3).

Science Cognates must be completed with a grade of "C" or better: CHEM 1101(3) and 1102(1) [or CHEM 1113(3), 1114(1), 1123(3), and 1124(1)]; CHEM 1103(2) and 1104(1) [or 2242(3), 2243(1), 2247(3), and 2248(1)]; CHEM 1109(2); and 1157(4), 1158(4), BIOL 1156 (4)

Nutrition and Health Education Courses must be completed with a grade of "C" or better:
2241(3), 2242(1), 2245(1),
2250(3), 2280(3), 3244(3), 3375(3),
5491(3), 4250(3), 4371(4), 4472(3), 4374(4),
4475(1), 4392(2), 4395(2), and HLED 3271(3).

Meeting the above major requirements also satisfies the following General Education requirements: Engaged Learning, Learning Community, two NUTR Writing Intensive courses, Life-Scientific (QLS), Physical- Scientific (QPS), and Computational, Mathematical and Analytical (QCM).

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

Students pursuing this major will need to complete general electives to fulfill the University requirement for 120 credit hours toward graduation. A student earning a degree or major in Nutrition and Dietetics cannot also earn a degree or major in Food and Nutrition Management. A student earning a B.S. in Nutrition and Dietetics can earn a major in Health Education.

Alternatively, students can opt to select electives that are part of the graduate school affiliations or minors. Examples of complementary minors include Personal Fitness, Strength and Conditioning, Sports Management, Sport Coaching, Entrepreneurship, Management and Organizational Behavior, Marketing, Biology, and Psychology.

Nutrition and Dietetics Major Application Requirements (Lisle Campus only)

Application and admission to the Nutrition and Dietetics major is through the Nutrition department. Candidates desiring to declare the Nutrition and Dietetics major should consult with their advisors early in their academic career to ensure that they enroll for the appropriate courses needed for

admission to this major.

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

Students who want to apply to this program must meet the following eligibility criteria:

1. Completion of the following courses with a grade of “C” or better: CHEM 1101 (or CHEM 1113 and 1123), CHEM 1103 (or CHEM 2242 and 2247), CHEM 1109 (or CHEM 3261), BIOL 1157 or BIOL 1197 or BIOL 1198 credit or concurrent registration).
2. Credit or registration in NUTR 2241.
3. Completion of Basic Skills Courses (with a grade of “C” or better, WRIT 1101, WRIT 1102, COMM 1110, MATH 1105/MATH 1110/MATH 1108).
4. Completion of 24 semester credit hours.
5. Completion of ServSafe Food Manager Certificate (provide copy with application to Nutrition and Dietetics Major).
6. Benedictine University cumulative GPA of at least 3.000/4.000.
7. Evidence of membership in the Academy of Nutrition and Dietetics. This is required prior to (a) the start of NUTR 4372, (b) receipt of the DPD Declaration of Intent, which is required to apply to Dietetic Internship programs, and (c) receipt of DPD Verification Statement.
8. Evidence that all vaccinations (including flu and COVID-19), medical/laboratory tests, and drug screens are completed (subject to change as you must meet current requirements of our medical facility affiliation), required prior to NUTR 4472.
9. No negative incidents reported on a background check, required prior to NUTR 4472.

Students should submit their completed application forms to the DPD Director.

Due to course sequencing, students accepted into this concentration should expect to need at least four terms to complete the required courses after acceptance into this concentration.

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

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

Students in the Nutrition and Dietetics major are strongly encouraged, although not required, to maintain a cumulative GPA of 3.400 or higher if considering applying for a position in a Dietetic Internship program in the future.

***Students should be aware that they decrease their chances of placement in internships and other supervised practice opportunities if they choose not to receive a COVID vaccine—even if they have completed the DPD Program and received their Verification Statements—due to the COVID vaccination requirements mandated by many off-site and higher education programs.**

Nutrition and Dietetics Major Course Descriptions

NUTR 1150 Food Service Sanitation. An overview of applied Food Service Sanitation as it relates to proper food handling and training in the Food Service industry. Emphasis placed on prevention of foodborne illness, and safety related to food, personnel, and consumers. At the completion of the course, students take the sanitation certificate exam. Prerequisites: Must be NTRDIETMAJ or UNPDMAJ or NUTR or FDNTMGMAJ. 1 semester credit hour/s. Typically offered: Fall Term.

NUTR 2220 Mediterranean Diet: Relationship to Health and Culture. This is a course involves online coursework prior to the trip, and experience on ground in Florence, Italy. We will investigate the evolution, characteristics, and health benefits of the Mediterranean Diet using Italian cuisine as a case study. The course will explore the scientific link between the dietary pattern and health outcomes, as well as how constituent foods historically and currently are produced and prepared. The course will also explore the culture's role in dietary habits and culinary practices. Class methods will employ lecture, discussions, tastings, cooking classes, and tours and excursions to food production/processing and cultural sites in Florence, Rome, and the region of Tuscany. This course is applying for the co-curricular designation as a QLS, global, sustainability, engaged learning and learning communities' course. 3 semester credit hour/s. G, Su, LC, EL, QLS. Typically offered: Spring Term, Even Years.

NUTR 2241 Nutrition through the Life Cycle. A life cycle approach to nutrition science; incorporates nutrient availability, function, and sources; energy balance; lifestyle health risk factors; with a focus on special nutrient needs for various stages of the life cycle. Students are introduced to the case study process. ONLY for majors and minors in the Department of Nutrition AND Health Science majors. Lisle campus only. 3 semester credit hour/s. Typically offered: Fall Term. Department Consent Required.

NUTR 2242 Introduction to the Dietetics Profession. An overview of the profession that will cover scope of practice, code of ethics, credentialing and career options, leadership and professional development, and trends in food, nutrition, and the profession. 1 semester credit hour/s. Typically offered: Fall Term (LISLE campus).

NUTR 2245 Food Science Laboratory. Techniques of food preparation. Applied sensory

and physiochemical examination of study of the composition, structure, and functional properties of carbohydrates, proteins, and fats. Lab fee required. 1 semester credit hour/s. Typically offered: Fall and Spring Terms. (LISLE campus), periodically (MESA campus).

NUTR 2250 Foodservice Operations. This course presents the following foodservice principles and processes to deliver quality services: menu planning, purchasing, procurement, production, distribution and service, quality improvement, and layout and design.

Prerequisite: credit or co-registration in NUTR 2241 or 3244. Lisle campus only. 3 semester credit hour/s. Typically offered: Fall and Spring Terms. (LISLE campus).

NUTR 2280 Community Health and Nutrition Programs. Introduction to the role of the Public and Community Nutrition professional. Overview of health care policy, health care systems and legislation, discussion of the legislative and regulatory basis of nutrition and dietetics practice, and advocacy. Discussion of current public health and nutrition problems, existing programs and other resources, health literacy, the role of environment, and marketing for improving the health of the population, as well as application through development of an educational intervention for the community. Transportation may be required. Prerequisite: NUTR 2200, 2201, 2231 or 2241; or junior standing by credit hours earned with co-registration in NUTR 2200, 2201, 2231 or 2241, and consent. Cross-listed HLED 2280 and NUTR 2280. 3 semester credit hour/s. Typically offered: Spring Term (LISLE campus), Fall term (MESA campus).

NUTR 2298 Cultural Foods. An overview of the food habits of world cultures, including discussion of ways in which food, food production, food consumption and food rituals are associated with cultural norms, health and behaviors, social conventions, religious practices, and individual and group ways of living. Laboratory component provides exposure to traditional foods and food preparation techniques. Lab fee required. 3 semester credit hour/s. Global Course. Typically offered: Spring Term (LISLE campus), periodically (MESA campus).

NUTR 3244 Food Science. (Formerly 244) A study of the physical and chemical composition, structure, and functional properties of carbohydrates, proteins, and fats; sensory evaluation principles; and applications to food and nutritional health. Prerequisite: CHEM 1101 or CHEM 1123 or NUTR 2245. 3 semester credit hour/s.

Typically offered: Fall Term (LISLE and MESA)

NUTR 3246 Experimental Foods Laboratory. (Formerly 246) Experimental application of physiochemical behavior of food. Techniques of recipe development and recipe development research to meet special dietary requirements, including evaluation techniques. Prerequisite: NUTR 3244 and 2245. Lab fee: \$170.00. 1-semester credit hour/s. Typically offered: Fall Term. (LISLE)

HLED 3271 Health Education Planning. Health education planning for groups. Focus on competencies for health education specialists related to programs, including pre-planning, behavior change theories, needs assessment, developing goals and objectives as well as intervention strategies with cultural competence, implementation, and evaluation. Students

develop an educational intervention to facilitate health behavior change in an at-risk audience. Prerequisite: HLED 3001 or Nutrition and Dietetics Major. 3 semester credit hours.

Writing Intensive Course. Typically offered: Fall and Spring Terms (Lisle and MESA).

NUTR 3295 Nutrition Teaching. Supervised teaching of nutrition in laboratories. Prerequisite: NUTR 3244, 2245, and 3246, or 2298; Nutrition majors only. 1 semester credit hour/s. Typically offered: Fall and Spring Terms (LISLE), periodically (MESA). Department Consent Required. Course Repeatable. Maximum number of units allowed 9.

NUTR 3296 Community Health Practicum. Experience designed to meet interest of an individual student and serve a community need. Off-campus site. Transportation required. Prerequisite: Major in Pre-Dietetics or Nutrition and Dietetics or Health Education and Promotion or Food and Nutrition Management; Additional coursework, credit, and GPA prerequisite are determined by nature of experience. May be repeated for credit. Liability fee: \$27.50. 1-3 semester credit hours. Typically offered: Periodically (LISLE). Department Consent Required. Course Repeatable. Maximum number of units allowed 18.

NUTR 3375 Nutritional Biochemistry and Metabolism. (Formerly 3315) A study of the basic concepts of biochemistry applied to cellular metabolism of carbohydrates, lipids, amino acids, vitamins, and co-factors. Emphasis is placed on metabolic pathways, the interrelationships of major nutrients, and the relation of the metabolic processes to the overall nutritional health of an individual. Prerequisite: Grade of "C" or better in CHEM 1109; and Grade of "C" or better in NUTR 2241. 3 semester credit hour/s. Typically offered: Fall Term (LISLE and MESA).

NUTR 5491 (previously 3391) Health Risk Assessment. Professional practice roles, methods, and skills. Emphasis on developing skills in medical terminology and nutrition assessment (i.e., anthropometrics and other body composition indicators, biochemical indices, clinical symptomatology, and dietary intake) for health promotion and disease prevention. Transportation may be required. Pre-requisite: Grade of "C" or better in BIOL 3258, or BIOL 1157 and 1158, or BIOL 1155; NUTR 2241 and NUTR/HLED 2280, OR credit or co-registration in NUTR 4371. Lab fee of \$170.00. 3 semester credit hour/s. Typically offered: Fall Term (LISLE).

NUTR 4297 Quantity Foods Practicum. Supervised experience in food service operations and management, with emphasis on areas related to menu planning, food purchasing, cost control and production, quality improvement, and applied sanitation and safety. Maybe at off-campus sites. Transportation may be required. Prerequisite: Senior standing by credit hours earned; Must be Pre-Dietetics, Nutrition and Dietetics major, or Food and Nutrition Management major; Grade of "C" or better in all the following courses: NUTR 1150, 2241, 2245, 2250, and HLED 3271; Credit or co-registration in NUTR 4250; and GPA of 2.500/4.0 or higher. Liability fee: \$27.50. Lisle campus only. 4 semester credit hour/s.

Engaged Learning. Typically offered: Summer Term. Department Consent Required.

NUTR 4345 Science of Nutrition and Fitness. This course examines the metabolic and physiologic basis for macronutrient and micronutrient recommendations during training,

competition/performance, and recovery. Includes disease applications, recommendations for targeted educational interventions, and case studies. Prerequisite: Grade of “C” or better in BIOL 3258, or BIOL 1157 and 1158. Grade of “C” or better in NUTR 2201, or 3241. Credit or co-registration in NUTR 3251 or NUTR 3315. Consent of Department Chair is required. Cross-listed as NTR/NUTR 5530. Typically offered: Periodically.

NUTR 4250 Food and Nutrition Services Management. This course presents students with key concepts and applications of organization structure, management theories, and operational principles including fiscal control, budgeting and interpretation of financial data, performance measurements and continuous quality improvement, human resources and information management, and marketing. Prerequisite: Junior standing and grade of “C” or better in NUTR 2241, NUTR 2200, or NUTR 2201. 3 semester credit hour/s. Typically offered: Spring Term (LISLE).

NUTR 4371 Medical Nutrition Therapy I. Pathology, treatment, and medical nutrition therapy of chronic and acute diseases and conditions, including those of the Gastrointestinal, Cardiovascular, Pulmonary, Respiratory, and Urinary Systems. Nutrition Support, along with related legal and ethical issues, is discussed. Includes therapeutic menu planning. (NOTE: cannot receive credit for both NUTR 4300 and 4371).

Prerequisite: Grade of “C” or better in BIOL 3258, or BIOL 1157 and 1158. Grade of “C” or better in NUTR 2241. Credit or co-registration in NUTR 4375 or CHEM 4365. 4 semester credit hour/s. Typically offered: Fall Term (LISLE).

NUTR 4472 Clinical Nutrition Case Studies. (Formerly 4372) A problem-based learning approach to case studies integrated with a traditional didactic approach to foster the development of independent critical thinking skills. Incorporates medical record reviews, and applies the Nutrition Care Process, including identification of nutrition-related problems, food, and lifestyle techniques. Prerequisite: Grade of “C” or better in BIOL 3258, or BIOL 1157 and 1158. Grade of “C” or better in NUTR 2241. Grade of “C” or better in NUTR 4375. Credit or co-registration in NUTR 4371. 3 semester credit hour/s. Engaged Learning. Typically offered: Fall Term (LISLE).

NUTR 4374 Medical Nutrition Therapy II. Pathology, treatment, and medical nutrition therapy of chronic and acute diseases and conditions, including disordered eating and obesity, application to sports, malnutrition, and hypermetabolic conditions (such as trauma and stress), immune systems and allergies, AIDS, and cancer, nervous system, and nutrient deficiencies resulting in anemia, bone diseases, and inborn errors. Includes nutrigenomics and therapeutic menu planning. Prerequisite: Grade of “C” or better in BIOL 3258, or BIOL 1157 and 1158. Grade of “C” or better in NUTR 2241. Grade of “C” or better in NUTR 4375. 4 semester credit hour/s. Typically offered: Spring Term (LISLE).

NUTR 4475 Mentoring in Dietetics Capstone. (Formerly 4375) Exploration of roles and qualities of preceptors and mentors in dietetics. Collaboration with graduate interns providing experience as mentee in the practice of dietetics. Transportation required; off-campus sites. Prerequisite: Senior standing by credits earned. 3.00 GPA. Grade of “C” or better in NUTR 2241. Grade of “C” or better in HLED 3271. Credit or co-registration in NUTR 4371 or 4374. 1 semester credit hour/s. Typically offered: Fall and Spring Terms (LISLE).

NUTR 4390 Selected Topics. Special topics in nutrition adjusted to the needs of the students. semester credit hour/s. Typically offered: Periodically (LISLE). Department Consent Required. Course Repeatable. Maximum number of units allowed 18.

NUTR 4392 Nutrition Research and Professional Writing. This course provides an overview of research methodology. Locate using current information technologies, interpret, and evaluate professional health literature as a foundation to develop a professional manuscript and complete a journal critique. Prerequisite: Grade of “C” or better in WRIT 1102 and credit or co-registration in BALT 1150/MATH 1150 or MATH 2229 or PSYC 2250, and credit or co- registration in NUTR 3246, NUTR 4300, or NUTR 4371, or NUTR 4374. 2 semester credit hour/s. Writing Intensive Course. Typically offered: Spring Term (LISLE).

NUTR 4395 Nutrition Counseling. Students learn principles and demonstrate techniques of effective interviewing and counseling to facilitate behavior change. The course includes an introduction to coding and billing to obtain reimbursement for services. Prerequisite: Grade of “C” or better in HLED 3271; Grade of “C” or better in NUTR 2241; Credit or co- registration in NUTR 4371 or 4374. 2 semester credit hour/s. Typically offered: Spring Term (LISLE).

NUTR 4396 Specialized Nutrition and Health Practicum. Supervised experience designed to meet the interest of an individual student. Maybe at off-campus sites. Transportation may be required.

Prerequisite: 3.0 GPA, Nutrition majors only; additional course prerequisites are determined by nature of experience. Liability fee: \$27.50. 2-3 semester credit hour/s. Course Repeatable. Maximum number of units allowed: 18. Department Consent Required. Engaged Learning. Typically offered: Summer Term (LISLE).

NUTR 4399 Nutrition Research. A supervised research project that is conducted on or off campus. Transportation may be required. Independent Study. Prerequisite: GPA of 3.20 or higher. Grade of “C” or better in WRIT 1102. Grade of “C” or better in MATH 1150 or MATH 2229 or PSYC 2250. Credit or co-registration in NUTR 4392 or HLED 4394. Instructor consent. Fee: \$170.00. Engaged Learning. Typically offered: Periodically (LISLE). Department Consent Required. Course Repeatable. Maximum number of units allowed 18.

NUTR 4493 Leadership in Dietetics. Through a process of readings, self-discovery, group observations, and case studies, the student will learn the theory and practices essential to effective ethical leadership. Prerequisites: Major in Pre-Dietetics, Nutrition and Dietetics, or Food and Nutrition Management. credit or co-registration in NUTR 2241; and junior standing by credit hours. 1 semester credit hour/s. Typically offered: Fall Term (LISLE).

NUTR 4494 Leadership in Action. This course is a continuation of NUTR 4493. Topics include transformational leadership, change management, and appreciative inquiry. Students will collaborate with an agency to develop and implement a program to positively impact

the community. For students in the MSP program who are majoring in Nutrition and Dietetics; Senior standing by credit hours; NUTR 4493; NUTR 3296; credit or co-registration in NUTR 4475. Prerequisite: Instructor consent. 1 semester credit hour/s. Typically offered: Spring Term (LISLE). Department Consent Required

Field Experiences/Engaged Learning (EL)

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

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

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

Students are strongly encouraged to take advantage of the opportunity to gain fieldwork experience through practice, external internships, peer teaching, and/or research through registration in the following elective choices:

- NUTR 3295 Nutrition Teaching
 - NUTR 3296 Community Health Practicum
 - NUTR 4297 Quantity Foods Practicum
 - NUTR 4396 Specialized Nutrition Practicum
 - NUTR 4399 Nutrition and Health Research
- Students should take note of pre-requisites and campus location and plan accordingly.
 - Students are not compensated for these learning experiences; the purpose of engaged learning is not to replace employees, but instead to gain supervised field-based experiences.
 - Those in the Dietetics Concentration should note that the required course NUTR 4372 Clinical Nutrition Case Studies Lab is classified as EL based on the case-study problem-based learning.

Nutrition and Dietetics Multicultural Scholars Program (MSP) New Scholarship Fall 2020

The goal of the Nutrition and Dietetics Multicultural Scholars Program (MSP) at Benedictine University (BenU) is to contribute to the reduction of the disparity among underrepresented populations entering the Dietetics field to better meet the need for a diversified workforce in Dietetics

in the future. The MSP at BenU provides scholarships and funds supplemental opportunities to support the recruitment, engagement, mentoring, retention, academic success, and career preparation of underrepresented undergraduate students pursuing a major in Nutrition and Dietetics at BenU. This five-year MSP is funded by a grant from the United States Department of Agriculture (USDA) National Institute of Food and Agriculture (NIFA) and administered through the BenU Nutrition Department.

The BenU Nutrition and Dietetics MSP is open to students who meet all the following eligibility criteria:

- At the time of application, the student must be attending, or be accepted into, BenU or William Rainey Harper Community College.
- Hold at least junior (or 3rd year) standing at BenU at the initiation of the award.
- Accepted into the undergraduate Nutrition and Dietetics program at BenU. Those in the pre-dietetics program may also be considered.
- Be a member of an underrepresented racial or ethnic minority group (priority given to those who are Black/African American and/or Latinx/Hispanic/Spanish).
- U.S. citizens or permanent legal resident of the U.S.
- Meet or exceed a cumulative GPA of 3.000/4.000.
- Express a strong interest in pursuing a career as a Registered Dietitian Nutritionist, as evidenced through the written application and an interview. Essays are evaluated by a committee.

If more applicants apply than MSP Scholar positions available, level of financial need will be considered (as indicated from students' FAFSA submissions to the University).

In addition to a \$3,250 scholarship per semester, for a maximum of four semesters, to each Nutrition and Dietetics MSP Scholar, the funding will pay for student memberships to the Academy of Nutrition and Dietetics, partial to full coverage of a professional conference, lab fees for select NUTR courses, and funding of a RDN test practice program for senior year. Plus, there is funding to promote global engagement; a \$3,000 award per Nutrition and Dietetics MSP Scholar is available towards participation in one BenU study abroad program. The overall value of the award is approximately \$19,000 per student inclusive of both years, assuming participation in a professional conference and study abroad (plus some administrative costs paid by the grant for teaching, supplies, and oversight).

Conditions of Participation in the Grant

To participate in the MSP, you must agree to the conditions detailed below. Confirm your agreement with your signature and date at the bottom of the application form. The scholarship and other funding are awarded on a per semester basis, for up to four undergraduate semesters. This award is available to juniors and seniors who are accepted and retained in the BenU Nutrition and Dietetics MSP. Students who are selected as Nutrition and Dietetics MSP Scholars for their junior (or 3rd) year do not need to reapply for the scholarship in their senior (or 4th/final) year. Progress and continued eligibility of each MSP Scholar are reviewed by the Nutrition and Dietetics MSP Team at the end of each semester.

If accepted into the MSP Scholars program, you agree to participate in the following activities during your junior and senior years:

- NUTR 3296 Community Health Practicum in junior/3rd year (spring or summer)
- NUTR 4493 Leadership in Dietetics (fall)
- NUTR 4494 Leadership in Action (spring of senior/4th year)
- Tutoring by a peer if grades warrant it and/or you request it.
- Regular and active participation in mentoring.
- Regular communication with the BenU Nutrition and Dietetics MSP Director, Catherine Arnold. (carnold@ben.edu).
- Active participation in focus groups, held at least once each term to provide feedback.
- Complete surveys as requested by the MSP Director.
- Active practice (online) taking the RDN practice exam.

You are strongly encouraged to discuss attendance/participation at a professional conference and BenU study abroad program, funded in part or fully by this grant.

You should understand that to be reimbursed for expenses listed or as designated by the MSP Director, you must have written pre- approval for the expense and submit an original receipt within 21 calendar days, or sooner, following the expense. Pre-approval is required as BenU will pay a vendor directly in some cases.

You understand that you must maintain a cumulative BenU GPA above 3.00/4.00 and continue to actively pursue the Nutrition and Dietetics major as a full-time student (i.e., taking at least 12 hours per semester) to continue as MSP scholar. If MSP Scholar status is not maintained according to the eligibility and conditions outlined above by a MSP Scholar, a student could reapply again once the required eligibility and conditions have been met.

Affiliation with Graduate Degree Programs (Lisle campus only)

With careful planning of the undergraduate course sequence, the Nutrition Major offers students the possibility of completing select cross-listed courses to meet some of the requirements of the following graduate programs while still undergraduate students. These graduate programs include Master of Science in Nutrition and Wellness, Master of Science in Nutrition and Dietetics, Master of Public Health, and Master of Science in Exercise Physiology. Students interested in the Exercise Physiology program are recommended to complete the Exercise Biology concentration of the Nutrition Major.

Space in these cross-listed courses is limited. Admission to a graduate program is not automatic. The student must meet requirements, apply to, and receive acceptance into the respective graduate program in his/her junior year to have the opportunity to take NTR (cross-listed as NUTR) courses during his/her undergraduate senior year.

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

NUTR 4378 Maternal and Child Nutrition. Study the physiological and metabolic changes that occur in pregnancy, and infancy through early childhood. Examine the nutrition and cultural factors impacting growth and development. Evaluate and critique nutrition programs and strategies for this population. Prerequisites: Senior standing by credits earned. 3.00 GPA. Grade of “C” or better in BIOL 1155, or BIOL 3258, or BIOL 1157 and 1158. Grade of “C” or better in NUTR 2241. Consent of Department Chair required. This course is a cross-listed nutrition graduate course (NTR/NUTR 5561) Online format only. 3 semester credit hours. Typically offered: Periodically.

NUTR 4379 Nutrition in Aging. Study the physiological and metabolic changes that occur in the aging population. Examine the nutrition and cultural factors impacting health and independence. Evaluate and critique health programs and strategies for this population. Prerequisites: Senior standing by credits earned. 3.00 GPA. Grade of “C” or better in BIOL 1155, or BIOL 3258, or BIOL 1157 and 1158. Grade of “C” or better in NUTR 3241. Consent of Department Chair required. Cross-listed nutrition graduate course (NTR/NUTR 5563). Online format only. 3 semester credit hours. Typically offered: Periodically.

NUTR 4386 Health and Wellness Research Planning. Principles and application of the research process with a focus on community- based research and evaluating outcomes of health educational programs. Prerequisites:

Senior standing by credits earned. 3.00 GPA. Grade of “C” or better in BIOL 2229 or PSYC 2250. Grade of “C” or better in NUTR 4392. Grade of “B” or better in NUTR 3300, or 4345, or 4371, or 4374. Must have applied to a master’s degree in nutrition program at BenU. Consent of Department Chair required. This course is a cross-listed nutrition graduate course (NTR/NUTR 539).3 semester credit hours. Typically offered: Fall Term.

NUTR 4388 Obesity: Theory & Practice Applications. Discussion of the etiology, physiological, pathophysiological, and psychological impacts, and multidisciplinary assessment and treatment modalities of obesity for persons throughout the life cycle. Prerequisites: Senior standing by credits earned. 3.00 GPA. Grade of “C” or better in BIOL 1155, or BIOL 3258, or BIOL 1157 and 1158. Grade of “C” or better in NUTR 4345 or 4371. Must have applied for a master’s degree in the Nutrition program at BenU. Consent of Department Chair required. This course is a cross-listed nutrition graduate course (NTR/NUTR 5581). 3 semester credit hours. Typically offered: Spring Term.

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

Students who complete the Nutrition and Dietetics Major may apply, through a pre-match option, for acceptance into the graduate level accredited Dietetic Internship program at Benedictine University, which is combined with the M.S. in Nutrition and Dietetics program. Students who elect to pursue the dietetic internship at Benedictine University *must* also complete the respective application for the M.S. in Nutrition and Dietetics program (and submit the graduate school application prior to or with their Dietetic Internship application). Currently about 49% of Registered Dietitian Nutritionists hold master’s degrees, while 4% have earned their doctorates. As of January 1, 2024, *all those planning to take the Registered Dietitian Exam must have completed both a Dietetic Internship and master's degree program prior to sitting for the exam.*

Acceptance into the Benedictine University accredited Dietetic Internship program is by *separate* application and matching process, i.e., submit two separate applications - one to each program: (1) Dietetic Internship and (2) M.S. in Nutrition and Dietetics program.

Placements into Dietetic Internships are competitive. A strong GPA and work and/or volunteer experience are vital. To be considered for the Benedictine University Dietetic Internship, candidates should have at least a cumulative GPA of 3.000/4.000 and DPD GPA of 3.200/4.000. Those interested in pre-match should have a cumulative GPA of 3.200/4.000 and DPD GPA of 3.400/4.000.

These scores do not guarantee acceptance into our internship program. Acceptance is *not* automatic or guaranteed. Only those accepted through pre-match or who are computer matched will receive full acceptance into the M.S. in Nutrition and Dietetics program.

By completing our BenU undergraduate Nutrition and Dietetics Major (DPD), you can gain a competitive edge as you will (1) meet the exact course prerequisites for our Dietetic Internship, (2) have the opportunity to create a portfolio of your undergraduate work, (3) be able to have an ongoing discussion with the Dietetic Internship Program Director during your time at Benedictine University, and (4) participate in the Dietetic Internship pre-match process in your senior year, in which qualified applicants may receive early acceptance into our Dietetic Internship program. Admission requirements and procedures are posted online and in the graduate program *Guides*.

Planning Worksheet

First Year

Fall

Spring

Second Year

Fall

Spring

Third Year

Fall

Spring

Fourth Year

Fall

Spring

Portfolio - Lisle campus

It is recommended that all students create a professional portfolio using a polished-looking binder and plastic sleeves to hold materials, and/or electronically (e.g., PowerPoint template, Desire2Learn portfolio).

Collect and save examples of your professional/academic work (i.e., artifacts) to display in your portfolio. Suggestions of what to include:

- Cover Page
- Table of Contents
- Personal Mission Statement/Career Goals essay (maximum of two pages)
- Resume (combined functional/ chronological format is recommended)
- Degree plan (Major Checklist)
- Completed projects. It is acceptable to update these after receiving feedback from faculty. Good examples would be those that met the Nutrition and Dietetics Major Objectives and/or KRDN competencies outlined earlier in this *Guide*. You could sort examples by objectives or competencies.
- Awards and Honors
- Professional conferences and workshops attended.
- Description of work and volunteer experiences, and include pertinent artifacts as appropriate (e.g., photo of nutrition bulletin board)
- List of professional memberships, unless already on your resume. You might want to describe involvement if active, such as if you are an elected officer of a club or organization.

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

It is also recommended to include reflective statements by category, competency, or item, about how your work developed one or more of your competencies or other skills.

Outside of the regular advising period, you can make an appointment to solicit feedback from a nutrition faculty member or the DPD Director (Dr. Paula Sochacki).

Use of Student Artifacts by the Nutrition Department

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

In addition, the Nutrition Department may use projects, assignments, tests, displays, or other artifacts of learning for purposes of demonstrating student achievement, outcome of teaching method, and/or accreditation outcomes in an anonymous manner for program review and accreditation purposes. Unless specifically requested by a student, the student's name and any contact information will be removed prior to use, providing confidentiality to the student.

Students who do not agree to the use of his/her materials for program review or accreditation purposes must provide the Undergraduate Nutrition Department Chair (Lisle campus) a statement in writing annually.

Career Opportunities

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

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

The field of nutrition is one of the most dynamic and diverse professions. Thus, career opportunities are quite varied. Possibilities include Community Nutrition Professional, Health Educator or Wellness Manager, Clinical Registered Dietitian Nutritionist, Dietetic Technician, Food and Nutrition Services Manager, Food Nutrition and Health Communications Consultant, Scientist, Consultant for Businesses, and Private Practice in Counseling. In addition, the flexibility in the options of this bachelor’s degree allows it to be used as the knowledge foundation to enter Nutrition, Medical, Chiropractic, and Nursing school.

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

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

Academic:

- a. Satisfactorily completed the minimum of a bachelor’s degree at a U.S. regionally accredited college or university.
- b. Satisfactorily completed the Didactic Program in Nutrition and Dietetics (DPD) core Knowledge for the RDN (KRDN) at a college/university accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of The Academy of Nutrition and Dietetics (AND).

The undergraduate Nutrition and Dietetics Major (DPD), offered at the Lisle, IL campus, is an externally accredited program designed to prepare students gain the academic knowledge

requirements of a Registered Dietitian Nutritionist (RDN).

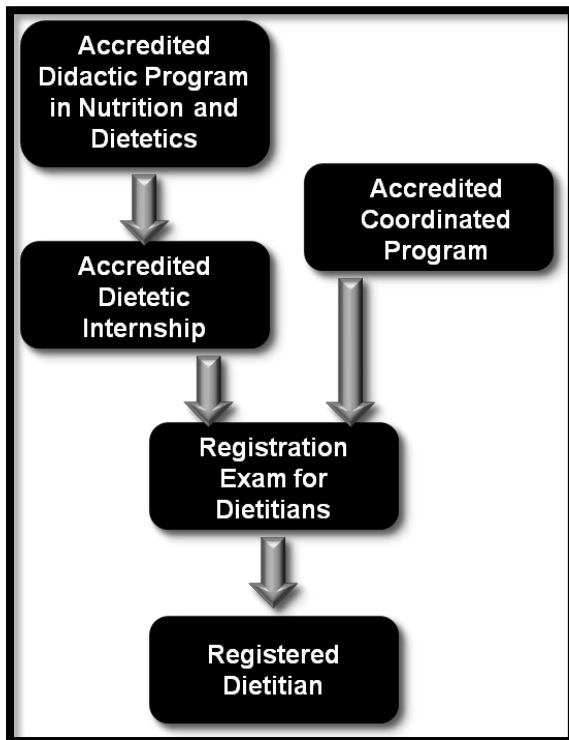
Practice experience:

- a. Satisfactorily completed a Supervised Practice Experience (Dietetic Internship) at an institution accredited by the ACEND. A dietetic internship is a post-baccalaureate accredited program averaging 10 to 12 months (ranges from 8 to 24 months) in length. There are about 250 programs in the U.S. ***Benedictine University does offer a combined master's degree/Dietetic Internship program.***
- b. Or satisfactorily completed a Coordinated Program, which includes both a DPD and internship in one full-time program. *Benedictine University does not offer this option.*
- c. Or satisfactorily completed an Individualized Supervised Practice Program (ISPP). *Benedictine University does not offer this option.*
Or satisfactorily completed an Individualized Supervised Practice Program (ISPP). *Benedictine University does not offer this option.*

Sit for and pass the national credentialing exam for dietitian nutritionists administered by the Commission on Dietetics Registration (CDR).

Clinical Registered Dietitian Nutritionist as a Career Choice

Basic Pathways to RDN Program



Licensure in Illinois

In the state of Illinois, all Registered Dietitian Nutritionists (RDN) must then apply for licensure that provides the right to practice as Licensed Dietitian Nutritionists (LDN). The CDR credentialing exam for dietitian nutritionists counts as the Illinois state test for licensure.

More information about LDN licensure in Illinois can be found on the Illinois Department of Financial and Professional Regulation's (IDFPR) web site at: [Illinois Department of Financial & Professional Regulation](#)

Future Need for Graduate Degree

In order to sit for the RDN Exam by CDR starting January 1, 2024, or beyond, candidates must have completed the aforementioned academic and practice requirements, and have already earned a graduate degree (e.g., master's, doctorate).

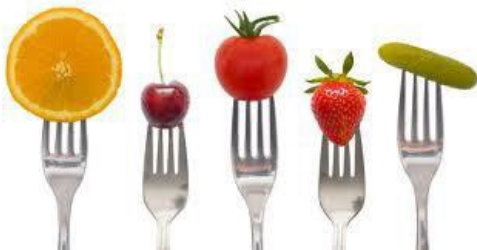
The clinical registered dietitian nutritionist (RDN), provider of medical nutrition therapy (MNT) services in health care settings, is a vital part of the medical team in hospitals, nursing homes, outpatient clinics, physician offices, correctional facilities, and research laboratories. The responsibilities generally include:

- Patient screening and assessment of nutrition status, especially those with complex disease conditions/states.
- Nutrition care planning and implementation using state-of-the-art techniques.
- Client/family and staff nutrition education/counseling on ways nutrition can therapeutically alter disease risk and effects (medical nutrition therapy)
- Client/family and staff nutrition education/counseling on healthier ways of eating in general
- Being an integral part of a health care team. The clinical dietitian may elect to specialize. Specialty areas include nutrition for gastrointestinal diseases, diabetes, surgery, organ transplants, coronary diseases, renal diseases, oncology, rehabilitation, eating disorders, pediatrics, maternity, and enteral and parenteral nutrition support.

As years of experience accumulate, the clinical dietitian may assume greater responsibilities in the management arena, such as that of a chief clinical dietitian who plans, organizes, implements, and maintains optimal clinical nutrition care services, and supervises other clinical dietitians and dietetic technicians. Other dietitians become regional supervisors.

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

Dietetic Technician as a Career Choice



The Dietetic Technician *works with the RDN* in the employment setting, primarily in health care facilities, clinics, correctional facilities, public health agencies, food service facilities, schools, health clubs, and fitness facilities. The responsibilities may include:

- Conduct nutrition and/or health screenings.
- Assist the RDN in providing medical nutrition therapy to patients with less complex disease states/conditions.
- Develop and deliver nutrition education classes.
- Developing menus for companies, preparing labeling information, and/or overseeing sanitation of the facility.
- Purchase foods, oversee food preparation, and manage employees.

Earning an advanced degree and becoming a Registered Dietitian Nutritionist (RDN) are *not* required for a position as a dietetic technician.

Individuals who have completed both a baccalaureate degree and a Didactic Program in Nutrition and Dietetics (DPD = our Nutrition and Dietetics Major) are given the option to take the registration examination for dietetic technicians (DTR) without meeting additional academic or supervised practice requirements.

If a student wishes to pursue registration as a dietetic technician by the Commission on Dietetic Registration (CDR) *after* graduation, he/she *must* complete all of the *current* (not former catalog of entry) requirements of the Nutrition and Dietetics Major, as well as pass a national exam administered by CDR.

Health Educator as a Career Choice

Health Educators work in many settings, including health care and community wellness facilities and clinics, government agencies, corporations, schools, and fitness centers. The need for Health Educators is expected to grow faster than average (13%) between 2014-2024. The responsibilities may include the following:

- Assess the needs of the groups and communities they serve.
- Develop and implement educational programs and events, such as health screenings or fairs, to improve the nutritional status of the community.
- Work with officials and/or administrators to recommend changes to the environment within workplaces and/or the community to improve the health of the community.
- Work in policy planning in public health agencies and health associations, advocating for improvements in the health status of the community and related public health policies.
- Work as a health educator, health coach, or health promotion consultant in schools, health care facilities, corporations, wellness facilities, or fitness settings.
- Create and distribute health education materials, such as posters, brochures, and displays.
- Design and evaluate wellness education programming for groups, communities, or corporations.
- Supervise those delivering health promotion or education.

An advanced degree and becoming a Registered Dietitian Nutritionist are *not* required for many of the positions in this field. The Certified Health Education Specialist (CHES) certification is recommended for qualified individuals. Additional credentials, including a master's degree (especially in public health) may provide a competitive edge for career advancement. additional communications (COMM) courses and cross-listed public health courses (in their senior year).

Consultant as a Career Choice

The consultant practices independently, having his or her own business. He or she may offer primarily one type of service, such as counseling, or a wide variety of services. For example, a consultant dietitian may:

- Advise food and pharmaceutical companies.
- Speak at professional seminars.
- Counsel patients in nursing homes, medical offices, and/or dental centers.
- Serve as a nutrition and fitness expert for athletes.
- Develop a career as an author or editor of food, nutrition, and health-related print media.
- Advocate as a food and nutrition marketing expert in public relations and media (e.g., radio, newspapers, magazines, television).
- Coordinate nutrition in-service/education training.

For consulting opportunities involving private counseling for patients/clients on medical nutrition therapy, one should be a Registered Dietitian Nutritionist. The Nutrition and Dietetics Major (DPD) is an externally accredited program designed to prepare students with the knowledge requirements of a Registered Dietitian Nutritionist (RDN).

For the education of others in a group setting, and on preventative health and nutrition, one should be credentialed. Both the RDN and health educator CHES are well prepared to serve in these roles.

Community Nutrition Professional as a Career Choice

The Community or Public Health Nutrition Professional may take a position in a public health agency, health or wellness center, health association, commodity board, day care center, or health and fitness club. Community and public health nutrition professionals hold vital roles in programs such as WIC (Women, Infants, and Children), ENP (Elderly Nutrition Programs), Head Start, and public nutrition awareness and education. The responsibilities may include:

- Community screening and assessment of nutrition needs
- Development, coordination, implementation, and evaluation of community food and nutrition programs designed to improve the nutritional health and well-being of the community.
- Policy planning in public health agencies and health associations.
- Nutrition education for individuals and groups
- Staff and program activities management

An advanced degree and becoming a Registered Dietitian Nutritionist are *not* required for many of the positions in the field. The Nutrition and Dietetics Major (DPD) provides a strong knowledge base for this practice area. Students also have the opportunity for inclusion of public health courses (cross-listed to HLED) on the Lisle, IL campus when students have reached senior standing. The credentials of a Registered Dietitian Nutritionist

(RDN) and/or a master's degree (especially in public health) may provide a competitive edge for career advancement.

Food and Nutrition Systems Management as a Career Choice

The Food and Nutrition Systems Management Professional may elect to work in a health care or industrial facility, school foodservice program, catering, cafeteria, or restaurant.

Responsibilities include:

- Assessing food needs and wants.
- Planning and implementing healthy menus.
- Organizing and coordinating the foodservice system
- Resource management, especially departmental human resources
- Fiscal management
- Quality control supervision for quality improvement

An advanced degree or becoming a Registered Dietitian Nutritionist are *not* required to enter a career in food and nutrition systems management. However, earning the credentials of Registered Dietitian Nutritionist may provide a competitive edge in some food service management positions, such as those in health care settings.

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

Business Food Professional as a Career Choice

The Business Food Professional works directly with corporations, sometimes in a consulting capacity. The responsibilities can be quite varied, depending upon the organizational needs, but some examples include serving as:

- Professional resource to industry or corporations about food product design and development, food styling, menu design, product/menu nutrient analysis, and ingredient labeling.
- Sales representative, broker, or purchasing agent for food, equipment, or nutritional products.
- Designer of food and nutrition production and delivery systems
- Representative for food and nutrition associations or boards, participating in activities such as trade shows and events.

An advanced degree and/or becoming a Registered Dietitian Nutritionist are *not* required to enter a career in the food industry or as a sales representative. Earning the credentials of an RDN may provide a competitive edge, however.

Food Scientist as a Career Choice

The Food Technology Scientist may work in the food industry, pharmaceutical companies, research laboratories, or government agencies designing, developing, and testing new food products and ingredients in experimental test kitchens. Others may develop new methods or forms of food packaging and processing or establish and monitor quality control indicators. Becoming an RDN is *not* required to enter a career in food technology. However, additional courses in advanced chemistry, biochemistry, and research, as well as courses to develop and enhance analytical laboratory abilities would be of value. Consider an advanced degree in food science or chemistry.

Benedictine University Graduates

Some of the food and nutrition career positions held by our Benedictine University (Lisle, IL) graduates include: clinical dietitian, neonatal and pediatric clinical nutrition specialist, public health case management dietitian, dietitian working in gerontology, clinical services manager, enteral nutrition support sales representative, quality assurance manager, food and nutrition services director, consumer affairs specialist for a major grocery store chain, product buyer, director of client services, manager of the Dietetic Practice Teams of the Academy of Nutrition and Dietetics, community and university educator, corporate health promotion and wellness specialist, public relations specialist for a food association, owner of a bakery, nutritionist in public health programs and on tribal reservations, weight loss counselor, exercise physiologist, author, researcher, and consultant in private practice.

Dietetic Internship Application Information

According to the March 2009 *ACEND newsletter*, "There is a serious shortage of internship sites which may prevent even qualified students from getting into dietetic internship and consequently access into the profession." This shortage has increased, not decreased since 2009 – refer to the graph below from ACEND. In April 2015, there was a 50% match rate, which includes pre-matched students. This does not mean there is a 50-50 random chance; dietetic internships use criteria for acceptance. Thus, students who have earned higher GPAs and gained work experience in the field generally do increase their potential for acceptance into a dietetic internship program. Only in very rare instances do those with a cumulative GPA less than 3.000/4.000 gain acceptance into Dietetic Internships. The fact remains that there are *not* enough spaces to accommodate the number of DPD students (Nutrition and Dietetics Major) who apply for a dietetic internship program match nationally.

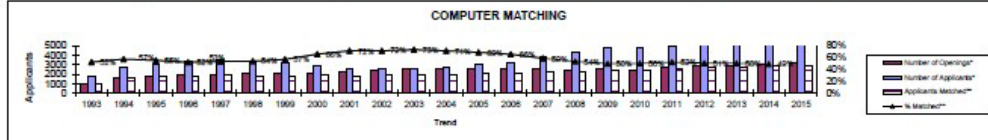
Dietetic Internship Shortage

Acceptance into a dietetic internship has *never* been guaranteed, and now competition for internships is considered "fierce." An alternative type of supervised practice experience now exists, called the Independent Supervised Practice Program (ISPP). According to ACEND, during 2010- 2014, 34-36% of DPD applicants were never ranked by a dietetic internship program. Please read the next section "How Do I Increase My Chances for a Match into a Dietetic Internship?" in this *Guide*.

Benedictine University offers qualified BenU students the opportunity to pre-match into the combined BenU Master's Degree/Dietetic Internship program.

Percent change in number of openings, applicants, and applicants matched to DI Programs participating in Computer Matching Process (April/November)

	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	% change one year
Number of Openings*	1805	1581	1,824	1,900	1,995	2,036	2,026	2,163	2,305	2351	2542	2509	2533	2522	2520	2476	2531	2483	2797	2926	2963	3078	3158	3%
Number of Applicants*	1811	2722	3,075	3,370	3,522	3,400	3,184	2,859	2,561	2622	2607	2782	2992	3263	3795	4252	4799	4864	4945	5386	5444	5804	5853	1%
Applicants Matched**	947	1561	1,702	1,761	1,884	1,838	1,817	1,882	1,832	1877	1916	1989	2062	2344	2235	2275	2385	2436	2589	2732	2738	2854	2870	1%
% Matched**	52%	57%	55%	52%	53%	54%	57%	66%	72%	72%	73%	71%	69%	66%	59%	54%	50%	50%	52%	51%	50%	49%	49%	0%



	2001	2002	%Change	2003	%Change	2004	%Change	2005	%Change	2006	%Change	2007	%Change	2008	%Change	2009	%Change	2010	%Change	2011	%Change	2012	%Change	2013	%Change	2014	%Change	2015	%Change
Number of Openings*	2070	2099	1%	2227	6%	2266	2%	2312	2%	2283	-1%	2289	0%	2283	0%	2323	2%	2426	4%	2570	6%	2719	6%	2740	1%	2830	3%	2864	1%
Number of Applicants*	2301	2376	3%	2319	-2%	2494	7%	2662	7%	2855	7%	3154	10%	3765	12%	4214	12%	4328	3%	4425	2%	4811	9%	4851	1%	5140	6%	5192	1%
Applicants Matched**	1664	1696	2%	1729	2%	1819	5%	1869	3%	1941	4%	2052	5%	2081	2%	2184	5%	2235	2%	2379	6%	2519	6%	2523	-1%	2618	4%	2608	0%
Unfilled Positions	406	403	-1%	498	24%	447	-10%	443	-1%	340	-23%	257	-24%	190	-26%	139	-27%	206	48%	208	1%	180	-13%	222	23%	218	-2%	256	15%
% Matched**	72%	71%	-1%	75%	4%	73%	-2%	70%	-4%	68%	-2%	63%	-11%	55%	-9%	52%	-6%	52%	0%	54%	4%	53%	-2%	52%	-1%	51%	-2%	50%	-1%

*Number of openings, applicants and number of matched students includes preselects

	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
Preselect students	77	101	124	114	147	133	140	159	187	226	196	127	129

**Percent matched does not include positions filled after the match date.

How Do I Increase My Chances for a Match into a Dietetic Internship?

Preparation for a Dietetic Internship

The Dietetic Internship match process has become very competitive. For the past few years, only about 50-55% of applicants were computer matched nationally each April. *How can you increase your chances of acceptance?*

Study! Most programs require at least a 3.000/4.000 minimum cumulative and/or DPD GPA for admission, but many report that the average GPA for their interns is higher than that. Thus, a cumulative GPA of 3.400/4.000 or higher is strongly recommended. Note that some program directors place more value on science courses completed at the institution issuing the Verification Statement versus summer school at a community college or the accepted transfer credit. For example, our university is known for a strong science program. Consult your advisor for recommendations.

Show professional commitment and involvement! All those in the Benedictine University Nutrition and Dietetics Major are **required to join the Academy of Nutrition and Dietetics** in order to provide access to the online Evidence Analysis Library. *This is a requirement for the BenU DPD Verification Statement*, which means you need to become a member of the Academy *before* you apply for Dietetic Internship programs in your senior year (since it is required for the DPD Director to verify that you will complete the program).

Being a Student Member of the Academy of Nutrition and Dietetics provides you with benefits of the association, including access to members only resources, and permits you to join your local dietetic association at the student membership rate. When you join the Academy of Nutrition and Dietetics as a student while enrolled in the DPD, and plan to pursue a Dietetic Internship (DI), you

can maintain the Student Membership status for up to six (6) years post-graduation from the DPD, or until you pass a registration exam (RDN or DTR) -- whichever comes first. However, if you do not join the Academy of Nutrition and Dietetics as a student while in pursuit of your DPD, there is no 'student rate' following graduation. You would renew your membership through the DPD until matched to a DI.

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

Become an active participant of the **Benedictine University Student Association of Nutrition and Dietetics (S.A.N.D.)**. The mission of this club is to apply knowledge and communication skills in order to educate the entire Benedictine University community (including ourselves) about the relationship of nutrition to health and well-being. This will be accomplished by the combined efforts of all the club members, through philanthropic events, seminars, and fun activities.

Lead! Become a club officer and/or chair of a function. There are more than 40 student organizations on our Lisle campus, plus both intercollegiate and intramural sports. Leadership could be also demonstrated through various types of community involvement (e.g., chair of church or civic group).

☐☐ **Gain experience!** Start early in your college career to prepare through working or volunteering in food or nutrition organizations or departments, such as the local hospital, nursing home, WIC clinic, or in the foodservice industry. Some programs have a specific number of work or volunteer hours required even to qualify for acceptance. Some require a reference from a work and/or volunteer supervisor.

Aim to earn at least 50-100 (or more) hours *annually* in food and/or nutrition positions. Ideally this practice experience will complement your career goals. For example, volunteering at a children's residence camp for diabetes, creating educational materials about diabetes, and writing a manuscript on the topic of diabetes, allow you to help demonstrate your interest in diabetes education.

Volunteering also demonstrates commitment to the profession.

Gain experience through a Nutrition Practicum! Work with Ms. Julie Davis, the Nutrition Department undergraduate practicum coordinator, to help set up an experience to meet your learning goals. Each credit equates to approximately 50 experience hours. *Practica also qualify as an Engaged Learning (EL) experience.*

Do a summer internship program or externship program. The National Association

of College and University Food Service (NACUFS) and some contract food organizations, have summer internships. The DPD Director forwards emails about these programs to Nutrition and Dietetics Majors using the ben.edu email system.

Professionalism. Follow good business etiquette in writing, emailing, and phoning for information. For example, if you are interviewing or even just visiting an internship director, dress as if it were for a job interview.

If contacting a program director, be professional-write a letter instead of an e-mail or text! You cannot predict when a program director or potential employer will form an opinion about you. Follow the rules and conventions of standard English. Good business practices suggest that all written communication be on plain, good quality paper, typed, error-free, grammatically correct, and well organized, with the request clearly stated. Avoid textpeak such as LOL, BTW, abbreviations, or emoticons. Use mixed case, not all capital letters.

All correspondence should be dated, and provide one's own name, complete address, and telephone number. All correspondence should have the correct name and title of the program director. Do not address the director by first name; address the director as Mr./Ms. "last name" or Dr. "last name" as appropriate.

Sometimes those who interview prospective dietetic interns will google him/her and/or check social media (e.g., Facebook, LinkedIn). Ask yourself: What do your social media sites say about you? Do they convey the message you want to portray to prospective employers and interviewers? Also, consider your personal email address... does it convey a professional image (or is it something like 'hottiefutureRDN@gmail.com'?).

Consider building a Professional Portfolio. Although not a requirement for

a course or graduation for students in the Nutrition and Dietetics Major (DPD), this collection of your achievements can be useful to show during interviews. You can also build an electronic portfolio using Desire2Learn (D2L).

Start exploring early! Explore the Academy of Nutrition and Dietetics ACEND web site and contact dietetic internship directors for information in your sophomore or junior year so you can meet any 'special requirements' of your choice internships. Links to programs are at [Program Directory \(eatrightpro.org\)](http://eatrightpro.org)

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

Go and visit the internship sites; many have open houses and/or allow you to visit on other days. Realize that you are creating an impression of yourself when you attend these, so dress professionally!

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

Apply to numerous sites (5-7), and ideally to some outside of the Chicagoland area. Since many internship programs prefer some diversity among their students, they may not rank more than one or two students from the same program on their acceptance list (or will list some lower). Don't lose out because *you limited yourself* geographically!

Consider applying to combined master's degree dietetic internship programs. If you have a strong GRE and GPA, you are encouraged to consider applying to a combined master's-DI program. Beginning in 2024, all those who want to sit for the RDN exam must have a master's degree. Although you may be done and already practicing as a RDN by then, an increasing percentage of those competing with you for future positions will have a master's degree. Since this will be the new requirement for entry to practice, it is unlikely your future employers will pay for you to pursue the degree.

In addition, at this time, there are less students applying to the combined programs in IL, as compared to a DI without a master's degree. Thus, the competition for a position in that program is lower.

However, if you truly do not know which area of dietetics is of greatest interest to you (i.e., clinical, public health, management), it certainly makes sense to work first, and think about pursuing graduate school later.

Are you strongly interested in research and/or teaching at the college/university level? If yes, perhaps look for a combined master's degree/dietetic internship at a university that also offers a doctorate!

Also review suggestions from the Academy of Nutrition and Dietetics that are online:
<https://www.eatrightpro.org/acend/students-and-advancing-education/information-for-students>

Application to Dietetic Internships

For the “April Match”, most applications are due in early February, although some due dates are in January. Notification is in late April. These programs start in the summer or early fall.

Benedictine University offers a combined M.S. in Nutrition and Dietetics with a Dietetic Internship that begins in the summer.

A few programs have a fall timetable (September application date) with January starting date. See the application timetable from the Academy of Nutrition and Dietetics. ***Benedictine University is pleased to announce that we have expanded our combined master’s degree/dietetic internship program and offer a dietetic internship (in Kankakee) combined with an online M.S. in Nutrition and Dietetics!***

Beyond preparatory comments, at the time of application, most programs require:

- That your Supervised Application form is complete! Do not leave an area blank because you included transcripts or a resume! Your thoroughness and accuracy in completing this form is a reflection on you.
- A letter of intent or personal statement. Depending upon the Dietetic Internship programs of interest (refer to their website or their materials), you may be required to discuss achievements, strengths, limitations or weaknesses, goals, and/or 'why them?' among other items. Be authentic.
- A cumulative GPA of 3.000/4.000 or higher (3.400/4.000 or greater is recommended). Some may have a higher GPA requirement.

Reference letters that reflect your strengths, academic performance, and notable personal characteristics, from at least *three* people who will strongly recommend you. Provide these individuals with information about you, such as a copy of your resume, transcripts or at least correct cumulative GPA, and draft of your letter of intent (or personal statement).

- An application fees.
- A Declaration of Intent - provided to you at your request by the DPD Director, after the fall term of your senior year.

Some programs require:

- A GRE, even if no graduate school component. Plan ahead and take the exam, or it may limit your choices. Planning ahead also gives you time to retake the GRE exam, if desired.
- A resume. Seek assistance from members of the Benedictine University Academic Career Enhancement (ACE) Center in Goodwin Hall.
- A personal interview. Be prepared! Be knowledgeable about that internship (e.g., read literature and website, attend Open House). Practice your skills with a member of the Career Development Office. Make sure to be able to communicate 'why you' (what are your unique strengths?). Have questions prepared to ask them. Dress professionally for an interview and internship site visits. Send a personal thank you note within 24 hours to those who interviewed you (by email is fine).

When applying, read the requirements for each program of interest very carefully. When

exploring sites and reviewing materials from various dietetic internship programs, consider how well you are a match or fit for their program. For example, does your cumulative GPA meet or exceed the minimum requirements? Does your GPA meet or exceed their average intern applicant GPA?

How does your GRE score measure up? How well does your work or volunteer experience fulfill their requirements, if any? Is their emphasis a match for your interests? The greater the number of requirements you exceed normally means the greater your chances of acceptance to that internship program.

Explore your potential choices early!

We encourage you to ***apply to numerous sites (5-7)***, depending upon how strong your drive for a match is that year. If you geographically limit yourself, you will have fewer options. Consider applying to those with fewer applicants for the number of positions/openings, for example many combined master's degree/dietetic internship programs have fewer applicants. You do not want to later regret not having applied to more sites. You can apply to a maximum of 14 sites at one time. Carefully consider the order of ranking your choices consider not just which one you'd like the best, but also which one is most likely to rank you highly to match.

Do you have an alternative plan if you do not get matched the first time? Consider if you will submit applications for post-match. Will you try the September match? Will you gain a year of experience and apply again? Will you start graduate school?

Online Application System for Computer Matching (using DICAS)

Many dietetic internship programs, including Benedictine University, are using the Dietetic Internship Centralized Application System (DICAS) which can be accessed at <https://portal.dicas.org/>. If a dietetic internship program has indicated it is accepting applications through DICAS, students *must* submit the application through DICAS, not directly to the program.

Application Procedures:

- DICAS Applications open on **December 1**, to allow students to begin their applications using: <https://portal.dicas.org/>
- The on-line application(s) must be completed no later than 11:59 p.m. Central Time on the designated date of **February 15, 2024**. Last year, the fee for DICAS was \$50 for the first application submitted and \$25 for each additional application.
- *Official transcripts* from all colleges and universities attended should be sent to: DICAS - Transcript Dept., PO Box 9118, Watertown, MA 02472.
- When completing the application form, students must include the name and contact information (specifically an e-mail address) for each reference. This will trigger an e-mail message requesting completion of a reference form. The form will be completed on-line. Students submitting more than one application are encouraged to use the same individuals as references for each application, if appropriate.
- When completing the application form, students must request a verification statement (if the DPD program is completed and he/she has graduated) or a Declaration of Intent. The

BenU DPD Program Director completes this online and will send a Course List for you to upload. Make sure to enter the name and contact information of our DPD Director Dr. Paula Sochacki, psochacki@ben.edu.

- Applicants must check the specific requirements of each dietetic internship program. There may be a requirement for supplemental information, such as a resume, guidelines for completing the letter of application, and application fees.
- Applicants pay any required dietetic internship application fees directly to the dietetic internships of application. Some programs require checks and others have online payment systems. This fee (per Dietetic Internship program) is in addition to that paid to DICAS.
- Applicants must also *register online* for computer matching and select dietetic internship priority choices by 11:59 p.m. Central Time on **February 15, 2024**. Following this, there is a time period when applicants who have registered for the match can reorder Dietetic Internship priority rankings **until April 1, 2024**; however, no additional internships can be added to the list. If you make other arrangements and will not be able to accept a match that may occur, you must notify D&D Digital in writing of your decision to withdraw from Dietetic Internship matching. The \$55 D&D Digital computer matching fee is not refundable.

Computer Matching

Unless you pre-match to Benedictine University, you will need to submit your preferences through a computer matching process.

D&D Digital opens in December to allow applicants to register on its website at <https://www.dnndigital.com/>. Applicants must *register online* for computer matching *and* select internship priority choices by 11:59 p.m. Central Time on **February 15, 2024**. There is a \$55 charge for the computer match process due at or prior to this time, directly payable to D & D Digital Systems. The fee is the same whether your Computer Matching form lists one or more preferences. Applicants submit their dietetic internship preferences directly online to D & D Digital with this payment.

For more information, contact D & D Digital: D&D Digital Systems
3100 S. Riverside Dr. P.O. Box 887 Ames, IA 50010
Website: www.dnndigital.com Phone: 515-292-0490
Fax: 515-663-9427

Email: dnd@sigler.net

Submission of these preferences and payment does *not* replace or substitute for Dietetic Internship applications and/or fees due to the individual sites to which you are applying.

Decisions regarding site preferences and ranking should be *carefully considered and prioritized*; once the computer match process ends (refer to the cut-off dates) your choices cannot be altered.

If you will not be able to accept a match that may occur, you must notify D&D Digital in writing of your decision to withdraw from Dietetic Internship matching by the end of

this reorder period (11:59 p.m. **CST April 1, 2024**. Fees are not refundable.

Applicant matching results will be posted on <https://www.dnndigital.com/> at 6:00 p.m. Central Time, on the Match Day of **April 8, 2024**. This is the **ONLY** source of notification for applicants; your DPD Director will not know about your match status at this time. Each applicant will receive either ONE MATCH or NO MATCH after Log In. All applicants who receive ONE MATCH will find the matched DI program name and contact information to accept the matched appointment.

Matched applicants must contact the DI Program by 6:00p.m. (refer to the time zone of the program and if any earlier time is required) on **April 8, 2024** by FAX or email to confirm acceptance of the match. *After this time, the program is under no obligation to hold the opening for the matched applicant.* No arrangements should be made with any other DI programs.

Dietetic internships with openings may contact unmatched applicants and invite any of those applicants on their original list who did not match to attend their program. These appointments must be confirmed by **April 8, 2024**, 6:00 p.m. Central Time.

Applicants who receive NO MATCH will be given instructions. Starting **April 9, 2024**, the names of the Dietetic Internship programs that did not fill their class, and who authorized release of their name, will be posted on www.dnndigital.com.

On **April 10, 2024**, “Non-Matched” applicants who are interested in participating in the second-round selection are encouraged to update and submit their application on DICAS after 11:00 a.m. Central Time. Students should also visit the Dietetic Internship Program’s website for program specific application instructions.

The DICAS application portal closes **June 15, 2024**.

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

-Dietetic Internship

The pre-match process is reserved for those affiliated with Benedictine University as a former (within the past five years) or currently enrolled undergraduate or graduate student who complete a Didactic Program in Dietetics (DPD) prior to the start date of the Dietetic Internship program.

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

To be eligible for “pre-match” a candidate for the Dietetic Internship must be *one* of the following:

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

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

1. Cumulative GPA of at least 3.200/4.000 from all colleges/universities attended.
2. DPD GPA of at least 3.400/4.000.

Detailed instructions about the application to the combined Benedictine University M.S. in Nutrition and Dietetics - Dietetic Internship program is in the graduate program *Guides*, available online. *Read and carefully adhere to the instructions. Remember to apply to the*

M.S. in Nutrition and Dietetics (submit to Enrollment Center) as this is a combined master degree dietetic internship program.

Note that applications for *pre-match* are due the first Friday of December for the April match. *Late applications will not be accepted.* Applicants should submit all of the materials required (paper, not electronic submission) in one large envelope. Submit dietetic internship application materials directly to:

Dr. Janet Millikan, PhD, MS, RDN, Dietetic Internship Director Benedictine University, Kindlon Hall, Suite 224

Dietetic Internship Application materials are retained by the Benedictine University Dietetic Internship program for those who match to our program. Materials are *not* retained for those who do not match to our program. Submitted materials will not be returned.

Following review of application materials, the Dietetic Internship Director contacts qualified candidates to schedule a 15-minute interview with the Dietetic Internship Selection Committee. Interviews are given in December or January for the April match. Following the interview, the Dietetic Internship Director contacts each candidate with the acceptance decision.

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

Completion of the Nutrition and Dietetics Major (DPD) at BenU does *not* guarantee acceptance into the BenU Dietetic Internship program. However, the pre-match narrows the competition to only highly qualified applicants from Benedictine University who would rank our Dietetic Internship program as their first choice.

Only those who would consider the BenU combined M.S. in Nutrition and Dietetics - Dietetic Internship program as their first choice should participate in pre-match at BenU, as those who pre-match cannot participate in the computer matching process.

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

Student Handbook

The university *Student Handbook* describes campus services, offices, policies, and procedures. This Handbook is online: [Registration Information - Benedictine University](#)

Academic Calendar

The Academic Calendar is online: [Academics - Benedictine University](#)

Admissions

Admissions Process and Requirements

Benedictine University is an equal opportunity educator and employer. The University admits students of any age, religion, race, color, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the University. Whenever the person is otherwise qualified, the University does not discriminate on the basis of race, color, national or ethnic origin, age, gender, disability, or veteran status in administration of educational and employment policies, admissions policies, scholarship and loan programs, and athletic and other school- administered programs.

The 'Non-discrimination Policy' is in the Student Handbook, available at: [Office of Institutional Compliance + Risk Management - Benedictine University](#)

Freshmen (those with less than 20 college/university credits earned) need to have a minimum of 2.5/4.0 cumulative GPA, 21 ACT, and 1060 (Math and Critical Reasoning Combined Score). A checklist and form for applying to the university is online at:

[Admissions - Benedictine University](#)

Transfer students must have a minimum of 20 transferable semester hours, a cumulative grade point average of a 2.000/4.000 scale or better from all colleges/universities previously attended, and no previous probation or dismissal. A checklist and form for applying to the university is online at: [Admissions - Benedictine University](#)

Students who do not meet the above admissions requirements may contact the Enrollment Center to set up an appointment with a counselor to discuss the possibility of a conditional acceptance.

All students apply to the university through the Enrollment Center. The Nutrition Department does *not* complete any articulations outside of this process. The Nutrition Department Chairperson works with the Enrollment Center to complete transfer student articulations for nutrition courses upon a student's acceptance into the university.

Students are accepted into the university through the Enrollment Center through rolling admissions, which means that applications are accepted, and admissions decisions are made throughout the year.



The Course Validation policy guidelines apply at the point of admissions. Refer to the Course Acceptance and Validation Policy in the Appendix of this *Guide*.

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

Admissions Process and Requirements for International Students

The general articulation process for an international student is similar to that of a transfer student. In addition to submitting official transcripts, the international student must also submit official translations and the international evaluation (the application checklist is on the internet from our International Center).

While your articulation is in progress, expect to receive a request for further information if any of your coursework includes the nutrition major cognates or nutrition courses.

However, note that the Course Validation policy guidelines apply. Refer to the Course Acceptance and Validation Policy in the Appendix of this *Guide*.

Normally, international students are asked to provide a copy of the entire course syllabus per degree (original, and translated to English if needed), a copy of their original transcripts, and course assignments and projects they believe are relevant to the Nutrition Department Chair and DPD Director for review.

Once requested items are received, an appointment for review can be scheduled; the process may take one or two hours. The articulation of the nutrition and food courses occurs *after* the rest of the articulation process is completed by the Enrollment Center representative and you are accepted as a student into the University. A Transfer Counselor will assist you throughout the transfer process and your first term of registration. Your advising file will then be sent to the Nutrition Department.

Course Acceptance and Validation Policy

Refer to the Course Acceptance and Validation Policy in the Appendix of this *Guide*.

Prior Learning Policy

We do accept nutrition, cognate, and skills courses taken at other colleges/universities for specific required courses, as long as they are equivalent to a Benedictine University course (refer to the Validation Policy in the Appendix of this *Guide*). Our Nutrition and Dietetics major does not accept prior work or volunteer experience in lieu of coursework to meet academic/didactic objectives or competencies. However, those with several years of full-time managerial level work experience in a nutrition or food facility can request credit for work experience, which is counted towards the 120-semester credit hours required for graduation (as elective credit), but not in lieu of a course requirement for this degree.

In order to potentially be accepted, each nutrition and related cognate course must be articulated by our staff (Enrollment Center, relevant Department Chairs, and sometimes faculty teaching courses in question). This review starts with a course description. Often a course syllabus is required. A course syllabus, and often projects and sometimes notes or tests, are mandated for nutrition courses. International students normally need to submit their entire (translated) syllabus and transcript, along with course projects. To meet an outcome specified by our program, a student's work must be deemed equivalent. If projects and syllabi from multiple courses are to be considered, it is the student's responsibility to identify and/or clarify how KRDN objectives were met. Often faculty members who have taught the course are consulted. For undergraduate medical nutrition and counseling courses, the DPD Director will review submitted information and assess it for evidence of fulfilled knowledge requirements and learning outcomes and match the completed KRDN to the course(s) completed. The Department Chair and DPD Director have the final determination if nutrition coursework will be accepted at the point of transfer, with the DPD Director as the final decision-maker for medical nutrition and counseling courses. The full requirements for the Nutrition and Dietetics major will not be waived. Students must take courses in the program.

In addition, a student cannot earn a DPD at our institution if a current DPD Verification Statement exists that was earned at another institution.

Declaring Your Major

When you decide to major in Nutrition and Dietetics at Benedictine University, you must officially declare your major. You cannot declare Nutrition and Dietetics at the point of entry into the university since there are college-level pre-requisites for the program. However, one can apply for entry into the "Undecided Pre-Dietetics" program at the university, and we will assist in the transition to the Nutrition and Dietetics Major once program pre-requisites are successfully completed.

Admission Requirements for the Nutrition and Dietetics Major (Lisle Campus)

Application and admission to the Nutrition and Dietetics major takes place through the Nutrition department. Candidates desiring to declare the Nutrition and Dietetics major should consult with their advisors early in their academic career to ensure that they enroll for the appropriate courses needed for admission to this major.

Enrollment in this program is limited; those interested in the Nutrition and Dietetics program must apply to the Nutrition department for acceptance into this major *after* meeting the criteria specified below, and by using the required form available online or from the Nutrition Department. **(See Application Materials and Guidelines Stated Earlier in Handbook)**

Students who want to apply to this program must meet the following eligibility criteria:

1. Completion of the following courses with a grade of “C” or better: CHEM 1101 (or CHEM 1113 and 1123), CHEM 1103 (or CHEM 2242 and 2247), CHEM 1109 (or CHEM 3261), BIOL 1157 or BIOL 1197 or BIOL 1198 credit or concurrent registration).
2. Credit or registration in NUTR 2241.
3. Completion of Basic Skills Courses (with a grade of “C” or better, WRIT 1101, WRIT 1102, COMM 1110, MATH 1105/MATH 1110/MATH 1108).
4. Completion of 24 semester credit hours.
5. Completion of ServSafe Food Manager Certificate (provide copy with application to Nutrition and Dietetics Major).
6. Benedictine University cumulative GPA of at least 3.000/4.000.
7. Evidence of membership in the Academy of Nutrition and Dietetics. This is required prior to (a) the start of NUTR 4372, (b) receipt of the DPD Declaration of Intent, which is required to apply to Dietetic Internship programs, and (c) receipt of DPD Verification Statement.
8. Evidence that all vaccinations (including flu and COVID-19), medical/laboratory tests, and drug screens are completed (subject to change as you must meet current requirements of our medical facility affiliation), required prior to NUTR 4472.
9. No negative incidents reported on a background check, required prior to NUTR 4472.

Students should submit their completed application forms to the DPD Director.

Due to course sequencing, students accepted into this concentration should expect to need at least four terms to complete the required courses after acceptance into this concentration. Priority for PIN numbers go to those students who are accepted into this major. *All the medical nutrition and counseling courses unique to this concentration are available only on the Lisle main campus.*

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

Students in the Nutrition and Dietetics major are strongly encouraged, although not required, to maintain a cumulative GPA of 3.400 or higher if considering applying for a position in a Dietetic Internship program in the future.

***Students should be aware that they decrease their chances of placement in internships and other supervised practice opportunities if they choose not to receive a COVID vaccine—even if they have completed the DPD Program and received their Verification Statements—due to the COVID vaccination requirements mandated by many off-site and higher education programs.**

Academic Advising

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

Benedictine University Statement on Academic Advising

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

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

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

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

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

- Foster the student's sense of responsibility for his/her academic progress.

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

It is encouraged that all students meet and consult with their advisor at least once a semester. It is the responsibility of the student to seek academic assistance and advice. Full-time students are especially encouraged to submit a complete multi-term course plan to his/her advisor, who can provide feedback as to feasibility of the plan. Students should also check availability of courses and check for course conflicts.

Nutrition Department Advisors

Students who change their major to Nutrition are assigned an advisor from the Nutrition Department. If you are uncertain as to whom your advisor is - you can look up your advisor's name online at: "MyBenU", accessible here in the "Student Login" <https://mybenu.ben.edu>

The undergraduate nutrition advisors are:

- Dr. Catherine Arnold, who can be contacted by e-mail at carnold@ben.edu .
- Dr. Paula Sochacki (DPD Director), who can be contacted by e-mail at psochacki@ben.edu.
- Dr. Bonnie Beezhold, who can be contacted by e-mail at bbeezehold@ben.edu .
- Mrs. Jen Waters, who can be contacted by e-mail at jwaters@ben.edu .

The Nutrition Department offices are located in Suite 224 in the Kindlon Hall of Learning.

When you meet with your advisor, you are encouraged to discuss academic progress, career interests, and goals, and plan for your future (e.g., employment, dietetic internship, graduate degrees).

Student Records and Disclosures

Benedictine University maintains an educational record for each student who is or has been enrolled. In accordance with the Family Educational Rights and Privacy Act of 1974, as amended, all student rights as covered by the Act are described in the Catalog under the Student Records and Disclosure section. Each of these rights is explained in the University's policy statement available at: [Parent and Family Engagement - Benedictine University](#)

Current students may prohibit general disclosure of Directory Information by notifying the Registrar in writing (form on file) within 10 calendar days after the first scheduled class day of each term. It will be assumed that failure on the part of a student to request the withholding of Directory Information indicates the student's consent to disclosure.

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy and integrity of a student's education records. More information about FERPA is at: [Parent and Family Engagement - Benedictine University](#)

The form to authorize release of confidential information to parents is online at: [Parent and Family Engagement - Benedictine University](#)

Advising files of nutrition majors are maintained within the office of the advisor. A student can request to view his/her advising file when the advisor is available on campus. Offices are locked when faculty members are not available. Letters of recommendation or other materials to which the student has waived his/her rights will not be available for review by the student.

Responsibility to One's Education

A statement of student accountability is found in the *Student Handbook*: To ensure a comprehensive and authentic education, students are responsible for planning their academic programs and progress, and for pursuing academic excellence with honesty and integrity. Academic excellence cannot be achieved if one misrepresents the work of others as their own. While the University encourages students to assist one another (e.g. tutoring, group projects), individual students are accountable for meeting their requirements. Graduation Counselors, Student Service Coordinators, and Advisors are available to assist the student with program planning and academic achievement. The student is accountable for meeting course, degree, and graduation requirements. Academic policies and procedures related to academic courses and programs can be found in both Undergraduate and Graduate Catalogs. [Home](#) | [Benedictine](#) | [Chicago](#) | [Catholic Universities](#)

Planning Your Program

The student has the final responsibility for meeting graduation requirements. The university catalog specifies requirements for the major and is updated and posted online annually in August.

A blank copy of the current Nutrition and Dietetics Major Checklists are in this *Guide (Appendix)* for you to use to track your progress. This Checklist is also provided (paper copy) to transfer or second major/degree students upon articulation of coursework.

Ideally, you should plan your program for a year in advance. Try to take at least two lower division courses each semester until you finish them, so you are able to spend your junior and senior years taking upper division courses. Unless there are compelling reasons for doing otherwise, you should plan on taking the Introductory Chemistry sequence (CHEM 1101, 1102, 1103, 1104 and 1109) and introductory Biology courses (BIOL 1197, 1198, and 1199) during your freshman year. Many courses depend upon knowledge of college chemistry and biology.

Successfully earning an average of 15 credits per semester, or 30 credits per year, is necessary to graduate at the end of 8 semesters (4 years). Students who are part-time or taking fewer credits per semester should plan to attend summer session(s) or plan to graduate after 9 or more semesters. Consider non-academic aspects of your life as you plan how many credits to take each term. *When planning, follow the 3-to-1 Rule: For every 1 credit you take, expect to spend 3 hours studying each week. That means a 15- credit semester will require 45 hours of study time each week.*

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

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

Students can complete their degrees on a part-time or full-time basis. On the Lisle campus, undergraduate courses are offered in the daytime, evening, and on rare occasions, weekends. A few are also offered online.

Note: we do *not* rotate courses into different time periods or to online modes. Thus, our Lisle campus undergraduate nutrition program does not offer an evening program or daytime program or online program only, but rather a hybrid.

Course Registration

Students MUST receive approval via electronic signature from their advisor prior to registration online. Consult with your advisor for details. Seek advising during posted dates. *Register in a timely manner to make sure you get into the classes you need!*

Remember to take care of outstanding financial and health services holds on your account or you will not be allowed to register by the PeopleSoft system, even once your advisor provides approval. *The faculty members in the program do not hold open spaces just in case someone cannot register on time.* The program normally does not allow entry into closed classes. Students with registration issues should consult the Department Chair (or DPD Director for medical nutrition courses) *prior* to the registration period. Students who attempt late registration may be unable to find courses they require, and may need to take electives instead if they must maintain a full schedule.

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

MyBenU is the university's online student information system. Some available features:

- Self-registration (add/drop courses)
- View address/e-mail information
- View grades
- View transfer credit report
- View Early Warning Notices (ENW)
- View unofficial transcript

Academic forms are located online at: <https://www.ben.edu/registrar/>. These include:

- Add Course After Add/Drop Week Form
- Approval of Transfer Courses Form
- Community College Completion Credit Application Form - (CCCCA Form)
- Change of Academic Plan Form - Undergraduate
- Change of Academic Plan Form - Graduate
- Change of Student Information Form
- Confidential Release Information to Parents
- Confidential Release of Information to Third Party
- Duplicate Diploma Request Form
- FERPA Form
- Leave of Absence/University Withdrawal Form
- Petition for External Credit Form
- Request for An Independent Study Form
- Request for An Incomplete Form

Waitlist

Being on a waitlist does NOT guarantee that you will get into a course; rather, the waitlist merely establishes the order that students will be auto enrolled if a seat becomes available. If no students drop, no additional students are enrolled. Do not try to negotiate with a department for a higher position on a waitlist, nor for a permission number (PIN) when a waitlist is in place. Additionally, do not ask to be placed on a waitlist when it is at capacity.

Do email the Nutrition Department Chair for input if you need to wait list more than one *nutrition* course. This is no guarantee of entry into a closed course of interest.

Procedures for Waitlisted Classes:

1. Students may place themselves on a course waitlist through MyBenU using BenUConnect (there is no need to provide contact information).
2. If a seat becomes available prior to the start of the term, the students who are highest on the list will be auto enrolled and notified via their Benedictine University email account. Hence, students on waitlist(s) should check their Benedictine email account regularly to see if they have been auto enrolled in the course. This is a university-wide policy applicable to all academic departments.

It is the student's responsibility to review this information about multiple sections, time conflicts, credit limits, etc., that will impact the ability of the system to auto-enroll him/her/them using the waitlist (or if it will skip over you!).

Sometimes a department Chair will issue PINs (permission numbers) for entry into a closed class, but you cannot assume this to be the case as it normally is not. On occasion, the Department Chair may email a student on the wait list to determine level of interest in obtaining a PIN (using the ben.edu email system), and if no timely response is given the Department Chair, they may contact the next person on the list. *This underscores the importance of keeping your email up to date, and/or always using the ben.edu email.* It is the student's responsibility to keep his/her contact information up to date.

During the first week of school, all students **need PIN numbers** to enroll in a class if it is showing as closed, even if there are open seats or if the student is currently on the waitlist with open seats. The instructor/ Department Chair of that *respective course/department* has full control over who enrolls in the class if the class is closed.

Realize that the Waitlist is void on the last Sunday at midnight before the first week of classes. While waitlists are voided on Sunday at midnight, waitlist status will still appear on your account as inactive. The "first come, first served" rule may apply if there are any open seats left in the

class. If an instructor approves a waitlisted student into his/her/their class, then it is the student's responsibility to follow through immediately with officially registering for the class(es).

If the class is open and there is no waitlist, then there is open registration through the week, until the next Sunday evening at midnight, when the add/drop expires. Refer to the "Late Enrollment" policy for procedures to follow the add/drop period has expired.

Administrative Drop Policy

Undergraduate students may be dropped from a class by a departmental administrative drop at the end of the first week of the class. This action could take place for two reasons: nonattendance in the first week of class or lab or missing the pre-requisites for a course. Procedures may vary by department. The following is a description of the Administrative Drop Policy for NUTR courses and labs.

Administrative Drop Due to Nonattendance

One intent of the Administrative Drop Policy is to ensure full enrollment in classes in which demand for seats exceeds supply. The purpose is to free seats held by non-attending students in such classes so that students who wish to take the class may be able to do so.

Procedure:

- To avoid being administratively withdrawn from a class, a student must request permission to remain in the course. Permission must be requested *from the Department Chair prior to the first-class meeting*. Such requests must be made in writing (by email using the student's University ben.edu email account) and must specify which dates during the first week of class will be missed and the reason for the proposed absence. It is the student's responsibility to ensure that the request has been received.
- Upon receipt of the request, the Department Chair shall notify the student as to whether his/her request has been granted. This notification will be made to the student's University - email address by the end of the first week.
- The Department Chair shall notify the Registrar of all administrative drops for his/her department prior to the end of the first week of the class.
- The Registrar shall drop the student from the class and notify the student and the student's academic advisor of the administrative drop. Notification will be made to the student's ben.edu email address.

Administrative Drop Due to Missing Pre-requisite Courses or Labs

Another intent of the Administrative Drop Policy in the Nutrition Department is to ensure completion of pre-requisite knowledge by students since learning builds upon prior knowledge gained in other courses. Since failure rates in Nutrition courses are higher for students who've earned unsatisfactory grades (i.e., "D", "F", or "W") in

their prerequisite courses, it would be inappropriate to allow entry without grades of “C” or better in the pre-requisites. ***It is the responsibility of the student to make certain that pre-requisites are adequately completed prior to the start of the courses.*** For example, if a student withdraws from physiology (or earns a grade of “F”) in the spring after enrolling for a medical nutrition course for the following fall, and then fails to repeat the course and/or transfer the grade from another university in a timely manner, s/he may be subject to administrative drop from that medical nutrition therapy course. Or a student who does not earn a grade of “C” or better in BIOL 1198 would be administratively dropped from BIOL 3208 (General Microbiology) 3258 (Human Physiology), BIOL 1197, BIOL 1157 or BIOL 1158 the following term by the Biology Department.

Procedure:

- To avoid being administratively withdrawn from a class, a student must make certain all pre-requisite courses appear on the BenU transcript *prior to the start of the term*. If there is a delay, it is the student’s responsibility to provide the official transcript by Thursday or Friday of the *first* week of the term.
- If the delay for providing a transcript extends past the first week of the term, the student is subject to Administrative Drop from the course.
- The Department Chair shall notify the Registrar of all administrative drops for his/her department prior to the end of the first week of the class.
- The Registrar shall drop the student from the class and notify the student and the student’s academic advisor of the administrative drop. Notification will be made to the student’s University email address.

In cases of a few days ‘delay, a PIN may be given by the Department Chair for late entry (re-registration) once the official transcript reflects completion of the missing pre-requisite course(s). This procedure applies to the Nutrition Department.

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

A delay in graduation, job offer, planned move, or other future plans are *not* valid reasons to allow a student to take a course with a missing pre-requisite.

Academic Performance – Policies and Procedures (Lisle campus)

Accommodations Policy

Americans with Disabilities Act (ADA)

If you have a documented learning, psychological, or physical disability, you may be eligible for reasonable academic accommodations or services. To request accommodations or services, please contact Michelle Schaefer in the Academic & Career Enrichment Center, 214 Goodwin, (630) 829- 6041. All students are expected to fulfill essential course requirements. The University will not waive any essential skill or requirement of a course or degree program.

Religious Accommodation

A student whose religious obligation conflicts with a course requirement may request an academic accommodation from the instructor. Students must make such requests in writing by the end of the first week of the class. Upon receiving such a request, the instructor will offer reasonable academic accommodations, whenever *feasible*, and communicate this to the student. However, the course requirements listed in the syllabus remain in effect if accommodations cannot be offered.

Realize that an accommodation might not be approved or feasible.

Assessment of Progress

Students are requested to develop multi-term course plans to share with advisors at each advising session (at least once annually).

Students are responsible for updating faculty on plans (in writing, via email), *and* if changes were made in registration since students register after advisor approval of the plan is granted. Advisors review proposed courses and academic progress with students. *Refer to the section on Academic Advising in this Guide for more information.*

If a student receives an **Early Warning Notice** about academic performance, absenteeism, etc., in a course, s/he is strongly encouraged to meet with his/her instructor and advisor to discuss plans for remediation.

Nutrition courses use multiple tools (e.g., several projects or labs, several tests, quizzes, etc.) to assess student progress throughout a course. Formative assessments also include self-assessments or evaluations, peer review, and rough drafts. A student can solicit

feedback from the instructor if s/he has questions about project descriptions, etc. However, instructors do not “pre-grade” assignments; for example, only a few sample sections of a project might be read, and the instructor-student meeting should be driven by student questions. Students soliciting feedback should do so at least a week in advance of due dates when the instructor is on campus (check office hours). Note that some instructors do not conduct reviews of this nature via electronic communications (electronic is not recommended).

No nutrition course has a single tool for assessment. All nutrition syllabi provide percent allocations of the grade to each assessment tool, allowing the student to formatively compute progress throughout the course, and consult with the instructor if there are problems. A course grade is issued at the end of the course time period.

Students are expected to be partners in their educational experience and to periodically monitor their progress in the course.

Students may check grade status through:

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

Course assignments include projects. Assignments will normally be graded and returned within 10 working days from the due date of that assignment. For assignments due during the last two weeks of a course, students interested in receiving a copy of their graded assignment should either (a) provide a stamped self-addressed envelope for the return of his/her assignment or (b) pick up his/her own assignments from the Nutrition Department Administrative Assistant in Kindlon 224 within 30 days of the start of the next semester. For courses that are 100% online, the instructor will provide feedback on assignments due during the last two weeks of the term electronically (through D2L comments, email, or drop box).

Assignments will not be retained by the Nutrition Department after that time period. Per the Department of Nutrition Policy, students may not invoke an instructor’s failure to meet the above schedule for grading and providing feedback as the basis for a grade appeal.

Tests taken during a term are returned to students during class time for review.

However, the instructor has the option to pick up and maintain all tests in his/her/their possession. Final exams will not be returned to students. However, the following term students can make an appointment with the instructor (or DPD Director if the adjunct instructor is not teaching that term). Exams will be shredded after one term.

Some courses offer study review sessions for students, although it is not required. Students can and should clarify subject matter with the instructor if they have questions about it.

Students in need of further assistance should contact the DPD Director to inquire if a Teaching Assistant might be available. Students should not wait until a few days before a test, but rather allow adequate time for this potential hiring. If approved, this opportunity would not be for individual tutoring, but for group review from an Assistant scheduled in the Student Success Center. Students are always permitted to hire their

own individual tutors for classes if desired (at their own cost).

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

Throughout the program, the DPD Director monitors the GPA of those in the Nutrition and Dietetics Major (DPD). *Refer to the section on GPA in this Guide, and the Catalog requirements.*

Extra Credit

Under no circumstances is extra credit provided for just one or a few students in a course to help “raise a course grade.” Instructors believe that instead of doing extra credit, students should put the time and effort into required projects and tests.

Undergraduate Final Exams

If a final examination of any type is given in a course, per the Registrar’s Office, it must be given at the time that examination is officially scheduled during the final examination period. No student should be expected to take *more than three* final exams on the same day. Only students who have more than three final exams scheduled on the same day should arrange a more suitable schedule with their instructors prior to the final examination period.

Academic Recognition

Recognition by the University

University level academic recognition for students who earn at least a 3.500/4.000 semester G.P.A. with at least a "C" in each course includes:

- Dean's List: Full-time students
- Dean's Recognition List: Part-time students

Graduation honors are awarded to students who have achieved cumulative grade point averages for Benedictine University course work as follows:

3.900 — summa cum laude 3.750 — magna cum laude
3.500 — cum laude

Eligibility for the above graduation honors is contingent upon completion of at least 55 undergraduate credit hours (not including external credit) at Benedictine University. Graduation honors are awarded to students who earn 30-54 undergraduate hours at Benedictine University as follows: 3.500 - with honors. The University recognizes outstanding graduating seniors through awards. This list is posted annually. More information on academic recognition and awards can be found in the university *Student Handbook*.

Recognition by Department

The Nutrition Department recognizes student achievements through annual presentation of its Nutrition Awards. *It is the student's responsibility to convey external field-related participation to the Department Chair.*

Annual departmental awards include:

- *Nutrition Recognition Awards*
- *Nutrition Achievement Award*
- *Outstanding Senior Nutritionist Award*

Other departmental awards presented to a graduating senior may include: the Community Nutrition Service Award, the Leadership in Nutrition Award, and the Clinical Nutrition Award. For departmental award criteria and to view a list of former recipients, please visit the department website at www.ben.edu/nutrition.

GPA Requirement

All nutrition courses, cognate courses specified by the major (e.g., biology, chemistry, biochemistry, etc.), and the three communications skills courses (WRIT and SPCH) must be completed with a grade of a “C” or better in order for them to count towards degree and program completion.

Students are responsible for checking their grades each term and seeking advising for a change in registration the first week of the next term if needed or providing adjustments in course schedules submitted.

The University has a minimum GPA requirement of 2.000/4.000 for graduation. Policies regarding probation and dismissal are in the University *Student Handbook*. Students who do not meet the GPA criteria are placed on academic probation by the University.

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

Students interested in pursuing graduate or dietetic internship programs should maintain at least a 3.400/4.000 GPA to improve their chances of acceptance.

Academic Honesty Policy

The following statements apply to all nutrition courses and labs and are printed on all nutrition syllabi.

The search for truth and the dissemination of knowledge are the central missions of a university. Benedictine University pursues these missions in an environment guided by our Roman Catholic tradition and our Benedictine heritage. Integrity and honesty are therefore expected of all members of the University community, including students, faculty members, administration, and staff. Actions such as cheating, plagiarism, collusion, fabrication, forgery, falsification, destruction, multiple submission, solicitation, and misrepresentation are violations of these expectations and constitute unacceptable behavior in the University community. The penalties for such actions can range from a private verbal warning, all the way to expulsion from the University. The University's Academic Honesty Policy is available at <http://www.ben.edu/AHP> and students are expected to read it.

Violation of this Academic Honesty Policy for a test/exam, quiz, and/or assignment/project in any Nutrition course will result in:

- *0% grade on the assignment for the 1st offense/violation*
- *“F” for the course for the 2nd offense/violation*

Repetition of Courses

University Policy (effective Fall 2009)

For courses taken at Benedictine University, undergraduate students who are degree-seeking or students-at-large may repeat a course in which they received grades of “W,” “D,” or “F” *no more than two times. Realize that if this pertains to a course required by the Nutrition and Dietetics Major (NUTR or cognates), the student will not receive approval to graduate with the major and/or concentration (because the major and/or concentration would then be incomplete).*

Students may not repeat any course in which they receive a grade of “C” or better. When a course is repeated for credit, the earlier earned grade remains on the student's permanent record and will appear on all transcripts. Only the last enrollment and earned grade will be used in computing the cumulative grade point average and awarding of credit. If a student wishes to repeat a course originally taken at Benedictine University and in which an earned grade was received, the repeat must be a course at Benedictine University. **A repeat may not be by independent study or at another institution.** The Academic Standing Committee may provide exceptions to this policy. An earned grade is a grade of “A,” “B,” “C,” “D,” and “F.”

Students who have graduated may not repeat a course for credit in which they earned a grade of “A,” “B,” “C,” or “D” previously. A student who has graduated may only audit a course in which they previously earned credit.

Community College Credit Policy University Policy (effective June 2016)

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

date (as applied for and audited), and the student provides documentation establishing that failure to complete the degree by that date will result in loss of secured employment, promotion, or professional certification already in progress.

OR

3c. The student's permanent place of residence (as established by FAFSA, tax records or

other proof of long-term residency) is more than 100 miles from the home campus.

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

1. The student's major advisor and chair of the major department both support the request in writing, with rationale and approval of specific transfer courses to complete the requirement(s), **AND**
2. All other degree requirements have been met or are currently in progress, as demonstrated by current transcript and records.
3. **AND** one of the following:
 - 3a. The requirements represented by the course(s) are not available in any format at or from the student's home campus for a full term (relative to the student's usual academic calendar, i.e., semester, quarter, etc.) following the planned degree completion date, thus delaying degree completion for two full terms.

OR

- 3b. The requirements represented by the course(s) are not available in any format at or from the student's home campus prior to the student's planned graduation.

OR

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

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

Approval of Transfer Courses form

Students are required to use the **Approval of Transfer Courses form** to secure approval of any courses to be taken at another institution during or after their first term of enrollment. The form should be completed *and approved prior* to enrollment in the desired class.

Completion of the form is the student's, not the advisor's, responsibility. If an equivalency is not established and posted to the BenU website, the student should seek approval for equivalencies to non-NUTR courses by the Department "owner" (e.g., the Biology Dept Chair for Biology courses, the Chemistry Dept Chair for Chemistry courses), as well as from his/her Nutrition advisor. Following completion of the course, students must submit an official transcript to Benedictine University. This is not an automatic process; the student must submit a request to the college/university at which the course was taken. All official transcripts should be sent to the Benedictine University Registrar's Office.

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

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

Academic Assistance

If you need academic assistance, do not hesitate, or wait! If the problem relates to a course, immediately discuss the problem or situation with your instructor. Contact information for your instructor can be found on your syllabus. If the problem is not satisfactorily resolved or is related to major or graduation requirements, please discuss the issue with your academic advisor (and refer to Conflict Resolution Procedures).

Academic and Career Enrichment Center

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

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

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

Early Alert Team

The Campus Response Evaluation (CARE) Team aims to provide early intervention and prevention for students who are experiencing distress, engaging in harmful or disruptive behaviors, or who have been identified as “at risk.” CARE serves as a point of referral for faculty, staff members, students and/or parents who are concerned about the physical, emotional, academic, or financial health of a university student. CARE can assess situations, offer support, and provide referrals to the appropriate resources on and off campus.

Nutrition Department Student Responsibility Policy

The Benedictine University Nutrition programs support University policies regarding student responsibilities and behavior. Students who behave in a disruptive, unprofessional, disrespectful manner to the instructor and/or peers, and/or may be overly rude are (1) not treating others with respect, and (2) obstructing teaching. In addition, a student who comes into Nutrition and Food Lab (Birck-230) for a class or lab under the influence of alcohol or drugs will be subject to dismissal from class that day – *no exceptions*. This student will be considered a potential harm to others because of the nature of the culinary equipment readily accessible to students in this area.

Students who violate these policies can expect receipt of a poor participation grade in class, and possibly being dismissed from class or lab that day by the instructor. Students may also be referred to the office of the Associate Vice President for Student Life.

Refer to the Appendix of this *Guide* for additional details and procedures of this policy.

Technology Use -

Nutrition Department Policy

One aspect of belonging to a community of scholars is to show respect for others. One way of showing respect for others in the educational community is to do your part to create and maintain an environment that is conducive to learning. Electronic devices, especially phones, can be a distraction for your classmates and instructor, and thus degrade the overall classroom experience.

The use of Laptops and iPads may be encouraged in the classroom, if appropriately used to enhance productivity related to that specific course, such as reference to a course required e-book. Voice recorders may be used only with the permission of the instructor.

In addition to the statement that may be on the syllabus about the use and need for technology for a course, the following statement holds for all nutrition courses (except online courses) and labs, and are printed on all Nutrition course syllabi:

Any electronic devices (e.g., tablets, laptops, smart phones, portable media players, etc.) that are not actively contributing to the productivity of that course should be turned off and stored prior to the beginning of class – every class. Phones should be placed on vibrate, but no calls taken. Texting and reading of text messages during class and/or lab that are not specifically related to enhancing the productivity of that course will not be tolerated.

If a student violates this policy, s/he will be asked to leave the classroom and receive zero points for attendance for that day (negatively impacting his/her class participation grade). If this occurs during a lab session, the student will receive a zero for the lab report that day.

Under no circumstances should electronic devices be exposed during a test/exam or quiz. The penalty for violation of this section of the policy is a grade of zero on the test/exam or quiz.

If you have a critical need to use your electronic device during a class session for personal reasons, discuss it with the instructor in advance of the start of that particular class session. If approved, note that the instructor may require it be in the front of the class on the instructor's desk/podium.

Exceptions or changes to this policy for particular courses will be noted on their syllabi.

Academic Conflict Resolution Procedures

The online University *Student Handbook* describes the academic appeals and academic honesty policies, the procedures for a grade appeal, and conflict resolution (grievance) policies and procedures.

If a Nutrition and Dietetics major wishes to proceed with a complaint regarding an academic dispute of any nature (for any course), he/she should proceed in the following sequence for the most efficacious response per university policy. A written record of all communications should be maintained throughout the process by the student, as it will be required in the event of an appeal. The student will proceed to the next level if the prior level does not resolve the complaint.

1. Communicate directly with faculty member or site preceptor.
2. Communicate with Nutrition Department Chair. As requested, the Department Chair will communicate in writing, the appeal process.
3. File a written notice of appeal providing the needed documentation per the request of the Department Chair (e.g., unadulterated electronic file and paper copy of assignments or projects in question, original grading rubrics completed by instructor, written explanation).
4. Meet with Nutrition Department Chair. The Department Chair maintains a record of complaints.
5. Meet with Dean of the College of Science and Health.
6. Consult with the Vice President for Academic Affairs.

If a student bypass any of the above steps, s/he/they will be directed back to the missed step before proceeding. If the University is unable to resolve the problem, and the student is a Nutrition and Dietetics major (DPD), it is his/her/their right to contact the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics.

ACEND will review complaints that *relate* to program's compliance with the accreditation standards. Among the questions students will be asked on the Complaint Investigation Request, they will need to document which ACEND standards or policies and procedures were violated by this issue, and what steps they have already taken to address this issue with the BenU Nutrition and Dietetics program (as well as that outcome). Students will need to send their complaint directly to ACEND at: Accreditation Council for Education in Nutrition and Dietetics (ACEND, 120 South Riverside Plaza, Suite 2000 Chicago, IL 60606- 6995). ACEND is interested in the sustained quality and continued improvement of dietetics education programs but does *not* intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff, or students. The procedure for complaints against accredited programs is detailed on the ACEND website.

Program Completion

Graduation with a Bachelor of Science in Nutrition and Dietetics

The University has a minimum GPA requirement of 2.000/4.000 for graduation. To graduate, one must meet the requirements of the major, including completion of specified cognates, with a grade of a “C” or better. One must complete a minimum of 120 semester hours, of which at least 55 are from a four-year degree- granting college or university. Students must successfully complete all required skills, satisfy all General Education requirements (e.g., Mode of Inquiry, IDS interdisciplinary courses, Engaged Learning, and course with Global designation), and satisfactorily complete all NUTR and cognate courses specified by their Major Checklist at the year of entry into the University. Catalogs can be found online at: <http://www.ben.edu/registrar/>.

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

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

Nutrition and Dietetics Major (DPD): Verification Statement

Candidates seeking a career as a Registered Dietitian Nutritionist (RDN) should have a sincere desire to provide individualized counseling, which could include medical nutrition, show intellectual promise, and display personal, professional, and academic characteristics indicative of Registered Dietitian Nutritionists. The requirements for attaining RDN credentials are established by ACEND, and include completion of academic course requirements prescribed by a Didactic Program in Nutrition and Dietetics (DPD; Plans III and IV are not accepted) and an ACEND- accredited Dietetic Internship program, then passing of the Registration Examination for Registered Dietitian Nutritionists.

To complete the DPD, which results in receipt of a DPD Verification Statement, a student would have to earn one of the following:

- Bachelor of Science degree in Nutrition and Dietetics (which is a DPD), when it is the first degree earned at our university and all university core, skill (e.g., written communications, speech, math), and Cultural Heritage courses are also completed. A student needs to complete 120 semester credit hours of approved (not all transfer credit is approved) college/university credit to graduate, of which 55 hours must be completed at a 4- year baccalaureate-offering college/university.

- Bachelor of Science degree in Nutrition and Dietetics (DPD), when it is the second degree earned *and* the first baccalaureate degree was earned from another college or university. This often requires completion of one or more additional University core, skill, or Cultural Heritage courses.
- Second Major in Nutrition and Dietetics (DPD), when it is the second degree earned at our university, and/or the student has already earned a bachelor's degree from another college or university and elects not to complete the required Mode of Inquiry, math, and/or IDS Interdisciplinary courses specified upon articulation of transcripts by admissions.

- **We do *not* verify students who do not complete all major requirements** (Nutrition, cognate, and communication skills courses) specified by the major, and if these are transfer courses, they must be articulated by the Enrollment Center and undergraduate DPD Director.
- To qualify for receipt of the Didactic Program in Dietetics (DPD) Verification Statement, Benedictine University students must have earned a minimum of a bachelor's degree with a cumulative GPA of at least 3.000/4.000, and met all the requirements (e.g., NUTR courses, cognates, skills, grades, Clinical Dietetics Concentration application requirements) of the Benedictine University Clinical Dietetics Concentration in the Bachelor of Science in Nutrition Major.
- Credits to be transferred from other regionally accredited institutions are evaluated based on their equivalence at Benedictine University. Benedictine University accepts course credit in transfer from regionally accredited colleges and universities if the courses are comparable in scope and level of difficulty to courses offered at Benedictine University. Acceptance of transfer credit to be applied to the areas of nutrition, food, and/or dietetics is determined by the Nutrition Department Chair and DPD director. Courses taken prior to specific dates may be unacceptable as transfer credit because of substantial subsequent developments.

Those seeking DPD Verification of coursework after completing a baccalaureate degree granted by another U.S. regionally accredited college or university (or equivalent, as determined by an independent foreign degree evaluation agency) must have earned a minimum cumulative GPA of at least 3.000/4.000 on all undergraduate coursework. These individuals must meet all the requirements (e.g., NUTR courses, cognates, skills, grades, Nutrition and Dietetics application requirements) of the Dietetics Program in the Bachelor of Science in Nutrition and Dietetics major as determined by the undergraduate Didactic Program in Dietetics (DPD) Director at Benedictine University, Lisle campus. To have external (to Benedictine University) transcripts evaluated and accepted, the prospective student must first apply to the Enrollment Center of the University as a Second-Degree candidate and submit an original copy of all college and university transcripts, along with his/her application materials. At the time of course acceptance, courses completed at another university must meet the Course Acceptance and Validation Policy, as stated in the *Nutrition Major Guide*.

Students accepted into this program are required to successfully complete at least 12 hours of 200/300 level classroom courses at Benedictine University within a seven-year period. Typically, *many* more than twelve semester hours are required for completion of the DPD.

All students successfully completing the requirements as established by the DPD receive Verification Statements. You will be asked to return a 'graduating senior information form' with some personal information on it. *After degrees are conferred*, Verification Statements will be generated and mailed to graduates who have successfully completed the DPD and provided this requested personal information. *Students must have a transcript showing that a baccalaureate degree has been granted before the Verification Statement can be issued to a student by the DPD Director.*

Upon successful completion of all of the requirements (normally upon graduation, unless the student is a Second-Degree candidate), the Didactic Program in Nutrition and Dietetics (DPD) Verification Statement will be awarded. *Note: Those not accepted into the University's Nutrition and Dietetics Major, and/or those who were accepted but do not continue to meet the minimum Benedictine University cumulative GPA requirement for the Nutrition and Dietetics Major (including courses taken at all Benedictine University campuses), will not be awarded a DPD Verification Statement, even if all courses specified by the Nutrition and Dietetics Major are completed.* A second degree will be awarded to those who successfully complete the Second-Degree Program.

Verification Statements are forms completed by the undergraduate DPD Director certifying completion of the DPD Program (i.e., Nutrition and Dietetics Major). The form is prescribed by ACEND. The Verification Statements require an *original signature of the DPD Director*; copies are not acceptable. The Didactic Program in Nutrition and Dietetics (DPD) Verification Statement is used when applying to dietetic internship programs.

Refer to the DPD Verification Statement (VS) policy in Appendix of this *Guide*.

Declaration of Intent

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

Maximum Amount of Time

There is no time limit set for completion of the undergraduate Nutrition Major (regardless of the concentration), once a student has been accepted, assuming continuous enrollment. When students in the Clinical Dietetics concentration know they will need longer than three years to complete their degree once earning junior status, it is recommended that they consult with their advisor to ensure that medical nutrition courses in the Clinical Dietetics concentration are completed near the end of the degree.

Graduation Application

The Application for Graduation is available through the following link: [Graduation Information - Benedictine University](#) Here you can access the application form for graduation via a downloaded PDF file.

Dress Code Policy (NUTR Courses)

Food Laboratory Courses

All Nutrition and Dietetics students are expected to adhere to the following dress code while taking food laboratory courses (NUTR 3245, 3246, 3295, and 3298):

- Recommend wearing a bib apron. Optional.
- *No* dangling jewelry, rings, or bracelets.
Must remove.
- *No* fingernail polish or artificial fingernails.
- *Must* bind loose hair in a holder and/or wear a hairnet.
- Non-slip, flat sole shoes with enclosed toes. *Students in sandals will be asked to leave the food lab.*
- *No* gum chewing during lab.
- *No* wearing of strong perfumes/scents (including no “smoking breaks”), or students in violation may be asked to leave the lab.

Practica (NUTR 3296, 4297, 4396)

For practica, ask the Site Supervisor about the dress code for their facility.

Hospital Visits (NUTR 4372, 4396)

Professional dress code for hospital visits required:

- Women are expected to wear business casual, such as pants suit, dress pants and blouse/sweater, skirt and blouse, or dress with nylons.
- Men are expected to wear front- buttoning shirts with a tie (or sweater), slacks, and socks. Wear comfortable dress shoes.
- *You must wear a clean white lab coat.* (preferably longer length with pockets).
- Wear a name tag at all times (provided by the instructor)
- Avoid strong perfumes/scents.

Not acceptable: sundresses without jackets; very short shorts or short skirts; stirrup pants, tight fitting pants, or jeans of any color; revealing or tight-fitting tops, bare midriffs, or casual t-shirts; clogs, casual sandals, flip-flops, open-toe shoes, or gym shoes.

Absence – Policies (Lisle campus)

Emergency Class Cancellations

In the case of inclement weather, unsafe conditions, absence of an instructor, or other unforeseen situations, classes may be cancelled and information is posted at <http://www.ben.edu/emergency/index.cfm>. Decisions to cancel day classes are made by 6 a.m., while decisions to cancel evening classes are made by 3 p.m. In cases of inclement weather, you may also contact Public Safety at (630) 829-6122.

The University notifies the following radio and television stations with Emergency Closing information:

Radio Stations:

WMAQ AM 670

WGN AM 720

WBBM AM 780

TV Stations:

CBS CLTV FOX NBC WGN

Canceled classes may need to be rescheduled, depending on the nature of the learning that was missed. The faculty member will confer with the department chairperson as needed about alternative meeting times (sometimes established by administrative areas in the University).

Department Attendance Policy for Continuity of Learning

During the term, a variety of conditions may disrupt normally scheduled classes. These include university closures due to severe weather, building issues (loss of power, water, etc.), and health-related issues, such as flu outbreaks. For severe weather, contact the Benedictine University Emergency Information Line at (630) 829-6622; www.emergencyclosingcenter.com, www.cancellations.com, www.ben.edu/emergency, or tune in to the local radio and television stations listed earlier. Please also review the University's Emergency Response and Recovery Plan at www.ben.edu/emergency.

Short Term Absence

Students are expected to attend all classes. Attendance is considered mandatory for all laboratory days and all student presentation days (even for students who are not presenting). You *cannot* receive credit for work completed in a class or lab you did not attend.

Guidelines on attendance are found in course syllabi. Some may differ, but all will include the following (see italics):

Attendance at regular class meetings is strongly encouraged and it is the responsibility of the learner to take notes (or obtain them from a peer if absent), and complete readings and in-class worksheets -- even if absent. It is the responsibility of the learner to seek clarifications of course information, if necessary, from the instructor. Students may lose participation points if absent. If missing a lab, they will receive a zero for the day absent; also note that some lab sessions cannot be "made up." "Attendance" is defined as being present for the full duration of a class. Exceptions should be discussed with the instructor in advance. It should also be noted that attendance is not the same as participation.

Normally, laboratory syllabi will state that missing three or more lab sessions will result in a grade of "F" for the course.

During the term, students should notify instructors of individual circumstances surrounding their enrollment status: health, family emergencies, and University business.

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

If a student is ill, that student is encouraged to seek medical assistance to foster recovery, verify an extended illness, and document the "return to school" date. If students suffer an illness that will result in a missed class, they are encouraged to call the instructor (required if they were to deliver a presentation and/or submit an assignment). To prevent loss of points, students should submit assignments in a timely manner via e-mail or fax, even if they cannot be on campus.

If students miss a lab day (for illness or other reasons, approved by the instructor or not), they may be required to complete the assignment (e.g., as a new case study or project, even if they began work on another activity with a group) on their own *instead of* with the assistance of group members; if several students are absent, the instructor *may* allow group work. The instructor makes the determination regarding allowances for group work in such situations. Access to course assignments will be granted electronically (e.g., e-mail, Desire2Learn) and be due within one week.

A student who is ill *and* contagious *and* consults with the instructor in advance will be

allowed to reschedule their date (not time) for presentations, etc.

Consistent with our Benedictine University catalogue, students have various options to manage courses, subject to instructor approvals, such as Withdrawals and Incompletes (limited to students in good academic standing *and* only by approval of instructor *and* Department Chair). Students are expected to self-manage drops and add-ons after the first week of classes, using MyBenU.

Instructor Absence/University Closing

If the instructor is out ill for only one week, course content will be flexibly rearranged. If students and/or instructor were ill during presentations due to a temporary university closure (e.g., widespread health concern), digital submissions of presentations and/or assignments may become required (instructor to notify students). If the instructor's absence or closure was for two or more weeks, attendance may be required on a weekend to make up the time. As appropriate in such an event, information would be made available by the instructor electronically; the instructor would notify students of the method of transmission (e.g., Desire2Learn, e-mail).

Online conversations and/or online meetings at normal class times may be required by the instructor in the event of an extended absence; students will be notified and provided procedures if the need arises.

Course or University Withdrawal

Approval to withdraw from a course or to change registration in any way can be processed by Benedictine Central, MyBenU, or through BenUConnect (off campus link to MyBenU). *Simply not attending class does not constitute a legitimate reason for withdrawal.* A student may withdraw from a course before completion of four-fifths of the course by filing the proper form with Benedictine Central or by using BenUConnect. For reasons of a compelling personal nature, a student may request a course withdrawal after the completion of four-fifths of the course. A written statement from the student, including supporting documentation, must be submitted to the Associate Registrar to justify this late course withdrawal. Submission of a statement and/or documentation is not a guarantee of acceptance of the withdrawal by the University.

If you must withdraw from the University, procedures can be found online in the *Undergraduate Catalog*.

Leave of Absence

If a "Leave of Absence" is needed, procedures can be found online in the *Undergraduate Catalog*. These are intended for no more than one term. *Extended leaves require a new application to the University*; students must adhere to Nutrition major (and DPD as applicable)

requirements in effect at the time of entry, even if changes to the curriculum occur. In other words, students who leave the University for an extended period, or without a leave of absence on file, must apply for re-admission to the University, and will need to adhere to the new *Undergraduate Catalog* requirements in effect at the time of re-acceptance. Acceptance is not guaranteed (e.g., students with poor academic performance might not be readmitted).

Communication (Lisle campus)

E-mail

You will automatically be issued a Benedictine University email account. Enter your Username and Password. This works better in Internet Explorer than in Mozilla Firefox. If you do not plan to use that account, *you must forward it to an email account that you do use*. **All official communication from the Department (and University) will be sent via your @ben.edu email address.** This communication includes information about registration, policies, internship and job opportunities, information about scholarships, etc. It is the student's responsibility to use it and check it regularly. If you choose not to check your Benedictine email, you are expected to forward it to an email account you do check. For tech support, go to [About - Benedictine University](#)

Use of Computers on Campus

All Benedictine University students must use their personal accounts in order to *use the network services* on any personal computer or Benedictine-supplied PC on campus (i.e. printing, network drive access, network-loaded software, and email). Students have access to PCs in the Birck 2nd and 3rd floor hallways when the building is open, and the Library (click here for hours: <https://www.ben.edu/library/hours.cfm>). Resident students have 24-hour access to PCs in Ondrak, Neuzil, and Jaeger, and all students have 24-hour access to PCs in Krasa.

Students should be certain to save all documents to a flash drive or OneDrive; do not save documents to the hard drive as university computers will erase saved information as part of the logout process.

Benedictine's wireless network is available in all buildings and some outdoor spaces, such as the Quad. Coverage is also available in all residential halls, where it is provided by Comcast/Xfinity. All current students, faculty, and staff can access the wireless network with their Benedictine credentials. Additionally, the Benedictine Guest wireless network is available to guests on campus.

Desire2Learn

Desire2Learn (D2L) is the learning management system adopted by Benedictine University for all on-campus programs. How it is used for courses will vary by instructor. Some instructors will use it for posting syllabi, assignments, grade books, and occasional news items, while others will have students use the drop box, online quizzes/tests, online rubrics, and online discussions. Students are *strongly encouraged* to familiarize themselves with the system. Refer to the Appendix for information on how to access the Desire2Learn system. In addition, numerous tutorials exist if assistance is needed (just Google “Desire2Learn”).

Facsimiles

If your instructor has approved receipt of your assignments through the Nutrition Department fax machine, send your assignments to (630) 829-6595, clearly marked with your name and the name of your instructor.

Contact Information for the Nutrition Undergraduate Program

Associate Professor, Nutrition Undergraduate Program Director, DPD Program Director
Kindlon Hall, Suite 224 psochacki@ben.edu

Mailing Address:

Benedictine University Nutrition Program Kindlon Hall, Suite 224 5700
College Road
Lisle, IL 60532

Contact Information:

Dr. Paula Milas Sochacki, EdD, MPH,
RDN, LDN

Cost

Tuition and Fees

For a listing of tuition and fees at Benedictine University, visit <https://ben.edu/business-office/>. This site is updated annually by the University, usually in August.

Tuition cost: \$16,350 per semester for full-time students, or \$1,090 per semester credit hour for part-time. There is also a semester student service fee of \$795. *Refer to the Financial Aid, Scholarships, and Loans section on the next page of this Guide for opportunities to lower your tuition.*

For all Nutrition and Dietetics Majors, there is a science lab fee of \$200-250 per lab, and statistics course fee of \$35. Transportation related to courses, supplies/materials for class projects, cost of sanitation exam, and attendance at professional meetings estimated \$100-200 per term.

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

- A clean white laboratory coat costs approximately \$30.00 and is required for the NUTR 4372 course.
- Student membership in the Academy of Nutrition and Dietetics: \$58.00 per year - required for those in the Nutrition and Dietetics Major prior to program completion.

Optional, but recommended, expenses include memberships:

- 2022-2023 Membership in the BenU <https://ben.edu/academics/nutrition/sand/>
- Student membership in local dietetic association variable (approximately \$15.00 per year)
- Students enrolled in a practicum (elective courses NUTR 3296, 4297, and 4396) pay professional liability insurance \$27.50.

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

Textbooks

The cost for textbooks varies, estimated at \$1,000 per year for Nutrition textbooks, depending on whether the book is new or used, paper or an e-book, owned or rented, and how many courses you take in a term. Some textbooks are used for several courses. For example, the Medical Nutrition book is used in Medical Nutrition I and Medical Nutrition II, as well as a resource in Clinical Nutrition Case Studies Lab and Assessment Lab. It is also recommended that you consider keeping your textbooks if you plan to pursue a Dietetic Internship.

Benedictine University's bookstore is accessible online <https://ben.edu/resources/campus-store-online->

[bookstore/](#) to view course material per term, department, course, and section. One of the benefits the campus bookstore offers is the ability to use scholarships and loan funds for the purchase of course materials. If you have a surplus in your student financial aid account, then you might be eligible for a book award. Please contact your Financial Aid counselor for more information.

The Academic and Career Enrichment Center (ACE) has a Textbook Lending Library. Please view the information there to see if you qualify to apply. ([Academic Support Center - Benedictine University](#))

Health

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

Depending upon their health history, students may need additional medical tests, a background check, and/or drug testing prior to the start of NUTR 4372 (refer to that course description in an earlier section of this *Guide*). The costs will vary, but is estimated to run \$100-150.

The Benedictine University [Wellness Center - Benedictine University](#) offers numerous services (refer to the later section of this *Guide*), including:

- Tetanus/diphtheria or Tdap vaccine
- TB test
- Rapid strep screen
- Mono test

Benedictine University also offers an optional student health insurance policy. For more information, visit: [Wellness Center - Benedictine University](#)

Insurance

Transportation is required in some of the courses (e.g., community nutrition fair in NUTR 2280, hospital visits in NUTR 4372, practicum). You are responsible for maintaining your own driver's license, mode of transportation, and liability insurance on your motor vehicle. If students use a University-owned vehicle, liability for safety in travel is covered by University policy. If students travel in a private vehicle, the owner/driver is required by Illinois law to carry individual liability insurance.

If you register for a practicum, you pay a fee (\$27.50) for malpractice liability. You do not

need to purchase an additional policy.

Living Expenses

Living expenses are varied. On-campus room and board expenses are listed at [Financial Aid FAQ - Benedictine University](#)

Financial Aid, Scholarships, and Loans

There are many opportunities for Nutrition students in need of financial assistance. Grants, low interest bank loans, or scholarships may be available from the federal or state government, corporations, community or civic groups, philanthropic and religious organizations, and Benedictine University.

If you are pursuing financial aid, visit [Financial Aid FAQ - Benedictine University](#) and directly contact a Financial Aid representative. Students should always ask, even if they don't believe themselves to be eligible for financial aid, as there often are merit scholarships based on academic performance available as well. It is the responsibility of each student to consult with a Benedictine Central representative.

Marriott International Corporation has established a scholarship/award open to Benedictine University juniors and seniors majoring in an area of Nutrition studies. The Dr. Scholl Scholarship fund was established for Nutrition and other science students. In addition, there are other scholarships not designated to a specific major, but based on financial need, achievement, and sometimes leadership. The application information for all of these is posted on the endowed scholarship page of the Benedictine University web site:

[New Lisle Undergraduate - Benedictine University](#)

District dietetic association's sometimes offer scholarships to members. To be a member of the state or district associations, you must first be a member of the Academy of Nutrition and Dietetics. More information about dietetic districts can be found at the Illinois Academy of Nutrition and Dietetics' web site: <http://www.eatrightillinois.org>.

and the link is sent out to students each spring (using the @ben.edu email) once material has been updated for the coming academic year.

In addition, those in the Nutrition and Dietetics Major can apply for scholarships sponsored through external dietetics associations, such as the Academy of Nutrition and Dietetics or a local district dietetic association.

The Academy of Nutrition and Dietetics honors scholarship application requests from

September 15 through January 15 only; refer to the September Supplement of the *Journal of the Academy of Nutrition and Dietetics* (available in the library) or the web site: [Scholarships and Financial Aid \(eatrightpro.org\)](http://eatrightpro.org)

Generally, you must be a member of the Academy of Nutrition and Dietetics to receive an Academy of Nutrition and Dietetics scholarship. [Membership information](http://eatrightpro.org) can be found at [Pathway to Academy Membership \(eatrightpro.org\)](http://eatrightpro.org) and is posted in the Nutrition Office Suite, Kindlon 224.

Campus Resources (Lisle campus)

The *Student Handbook* is available online: [Registration Information - Benedictine University](#) and in the Student Success Center (Krasa Center, room 012). It is divided into sections:

- Information about all aspects of academic life
- Campus resource information
- Hours of use of campus facilities
- University policies and procedures that pertain to students

Campus Map

A campus map and building access hours are located online at:
<http://www.ben.edu/about/location.cfm>

Campus Bookstore

The University bookstore, now offers class materials online at benu.ecampus.com, and sweatshirts and other gear at <https://ben.edu/resources/campus-store-online-bookstore/>. There is also a pop-up apparel shop located on the 1st floor of the Krasa Student Center, that carries a selection of Benedictine merchandise, and insignia items.

Commuter Needs

Benedictine University recognizes and values the fact that there is a significant body of students who reside off campus.

The Public Safety Department can assist with parking information and the issuance of stickers. Read the parking rules online: <https://ben.edu/resources/campus-safety/>
Public Safety also provides a service to individuals wishing to be escorted from a building on campus to their vehicle or another building. Contact Public Safety at (630) 829-6666 to use this service.

Academic and Career Enrichment Center

The Career Support office is housed in 214 Goodwin Hall. ACE provides a variety of services to help students and alumni determine where they are and where they want to be in their careers. Individual career and job search assistance is available to help students choose a major or career field, write a résumé and cover letter, conduct a job search, identify occupations within a certain major, master interviewing strategies, and obtain graduate school information. In- person walk-in hours and virtual walk-in hours are listed on the link below, and other hours are available by appointment. Call (630) 829-6041

Fitness Resources

The Benedictine University Fitness Center (Rice Center) <https://benueagles.com/sports/2009/6/21/RiceCenter.aspx> serves the campus as the main recreational center for Benedictine students, with access to open gym time, weight training and fitness equipment, intramural sports and other campus recreational pursuits. The University also has a strong intercollegiate athletic program. Special events, such as concerts, speakers, forums, and ceremonies are also held in the Rice Center.

The sports complex at Benedictine University provides top quality football, soccer, track, softball, and baseball fields for student athletes and the local community, and that attracts visitors to Lisle. This joint-use facility is attracting a variety of local, regional, and national sporting and related events.

Food and Dining Services

In addition to vending machines throughout the buildings, food is available at The Krasa Center Dining Commons, the Coal Ben, and the Coffee Shop (Goodwin Hall) the dining team at Benedictine University. Meal plans for resident and commuter students are available. For more information, please visit <https://ben.edu/student-life/dining-services/> or contact:

Jen Manola

Director of Dining Services Email: jmanola@ben.edu Office: (630) 829-6388

Health Services and Counseling

The goal of Health Services is to assist students in maintaining an optimal level of good health. Services include:

- Assessment of illness and injuries
- Referral to physician or local emergency room
- Family practice physician on campus once a week
- Allergy injections
- Tetanus/diphtheria and TB test

- Rapid Strep Screen, Mono tests
- Variety of over the counter and prescription medications
- Referral to specialty areas, both on and off campus
- Health education resources
- Consultations for personal, social, and emotional issues

The Health Services office is located at 116 Krasa Center, and during the academic year, it's open Mondays through Fridays from 9:00 am to 4:30 p.m. <https://ben.edu/student-life/wellness-center/> Call (630) 829-6046 for an appointment.

The Counseling Center is located in 115 Krasa Center. Call (630) 829-1800 for an appointment.).

Healthy Table

The Healthy Table Nutrition Education Center offers health screening and nutrition presentations to all members of the University community. Services are provided by Benedictine University (Master of Science in Nutrition and Dietetics) Dietetic Interns.

The Healthy Table is located in Kindlon 224. Call 630-829-6518 or email (healthytable.benu14@gmail.com) to make an appointment.

ID Cards(Ben Card)

A permanent identification card is issued to each student upon enrollment and registration. Students are required to display their ID card to be admitted into the Dining Room and Rice Athletic Center. ID cards are required to check out books from the library and to use campus printers. ID cards are available in the <https://ben.edu/resources/lisle-campus-safety/>. For ID cards, contact the campus police department at (630) 829-6122 or visit the department on the 1st floor (lower level) of the Parking Garage.

International Programs and Services

International Programs and Services assists Benedictine's international and study abroad student and faculty populations. You can learn more about their services at www.ben.edu/ips or visit them in the Krasa Student Center, Lower Level, Room 030. You can also contact them at IPS@ben.edu or (630) 829-6354.

Library Resources and Services

The library provides research materials and services for the entire academic community. Materials include access to more than 200,000 books; 30,000 periodicals (both electronically and in print); and more than 115 different databases. The library also houses a range of print nutrition and health related books and journals. A

student can conduct an online search through the library website <https://ben.edu/library/>. The library is located on the Lower Level, 2nd and 3rd floors of the Kindlon Hall of Learning.

Campus Ministry

The University's Campus Ministry is located on the 4th floor of Kindlon Hall, and is an integral part of student development and campus life at Benedictine University. Campus Ministry offers programs and services that assist in the spiritual growth of our students, staff, and administration. Visit <https://ben.edu/student-life/campus-ministry/> for more information.

APPENDICES

APPENDIX A:

Academy of Nutrition and Dietetics Code of Ethics

Preamble

The Academy of Nutrition and Dietetics and its credentialing agency, the Commission on Dietetic Registration (CDR), believe it is in the best interest of the profession and the public it serves to have a Code of Ethics in place that provides guidance to dietetics practitioners in their professional practice and conduct. Dietetics practitioners have voluntarily adopted this Code of Ethics to reflect the values and ethical principles guiding the dietetics profession, and to set forth commitments and obligations of the dietetics practitioner to the *public, clients, the profession, colleagues, and other professionals*. The current Code of Ethics was approved on June 1, 2018, by the Academy of Nutrition and Dietetics Board of Directors, House of Delegates, and the Commission on Dietetic Registration.

Application

The Code of Ethics applies to the following practitioners:

- (a) In its entirety to members of the Academy of Nutrition and Dietetics who are Registered Dietitian Nutritionists (RDNs) or Dietetic Technicians, Registered (DTRs).
- (b) Except for sections dealing solely with the credential, to all members of the Academy of Nutrition and Dietetics who are not RDNs or DTRs.
- (c) Except for aspects dealing solely with membership, to all RDNs and DTRs who are not members of the Academy of Nutrition and Dietetics.

All individuals to whom the Code applies are referred to as “dietetics practitioners,” and all such individuals who are RDNs and DTRs shall be known as “credentialed practitioners.” By accepting membership in Academy of Nutrition and Dietetics and/or accepting and maintaining CDR credentials, all members of the Academy of Nutrition and Dietetics and credentialed dietetics practitioners agree to abide by the Code.

Information for Students on the 2018 Code of Ethics for the Nutrition and Dietetics Profession

[2018 Code of Ethics for the Nutrition and Dietetics Profession](#)

APPENDIX B:

Benedictine University Nutrition Department Course Acceptance and Validation Policy

POLICY STATEMENT:

NUTRITION DEPARTMENT POLICIES AND PROCEDURES

Policy Name: DPD Course Acceptance and Validation Policy

Adopted: December 5, 2006; updated March 18, 2010; updated July 23, 2010; rev. March 10, 2015; rev.

September 8, 2016; rev. September 17, 2019.

It is the policy of the Benedictine University DPD program (Nutrition and Dietetics Major) and Nutrition Department to only accept previously completed coursework that is considered both “equivalent” and current. Recency is defined through the procedures.

PROCEDURES:

1. The University’s Enrollment Center is to use the guidelines established by other departments to determine “equivalency” of the cognate coursework on transcripts of prospective Nutrition students.
2. The Enrollment Center defers evaluation of “equivalency” of Nutrition coursework to the Nutrition Department.
3. All courses must have been completed with a grade of a “C” or higher.
4. A successful pass score on an Advanced Placement (AP) or CLEP exam is accepted as meeting the related DPD (or other major in the Nutrition Department) cognate coursework. There is no limit to the number of AP or CLEP tests that may be applied towards the relevant coursework.
5. The Enrollment Center and Nutrition Department are to use the following guidelines when determining recency of coursework. **Even if a course is deemed “equivalent” by content,**

if it was not taken within the acceptable term limits, it is not to be accepted.

6. Courses with **no time limit** at term of entry:
 - a. Written Communications (WRIT 1101,1102)
 - b. Speech (COMM 1110)
 - c. Introductory psychology (PSYC 1100)
 - d. Introductory chemistry (CHEM 1101, 1102)
 - e. Organic chemistry (CHEM 1103, 1104)
 - f. Microbiology with lab (BIOL 1156 or 2208)
 - g. Statistics (PSYC 2250) or Biometry (BIOL 2229)

7. Courses with a **7-year time limit** at term of entry:
 - a. Anatomy and Physiology, I and II (BIOL 1157 and 1158)
 - b. Nutritional Biochemistry (NUTR 3315)
 - c. Food Service Operations (NUTR 2250)
 - d. Food Service Management (NUTR 4350)
 - e. General Nutrition
 - f. Lifecycle Nutrition (NUTR 3241)
 - g. Food Science lecture (NUTR 3244)
 - h. Food Science lab (NUTR 2245)
 - i. Cultural Foods lecture and lab (NUTR 3298)

8. Courses with a **5-year time limit** at term of entry:
 - a. Health Education (HLED 3271)
 - b. Community Health and Nutrition (NUTR 2280)
 - c. Nutrition Counseling (NUTR 3395)
 - d. Medical Nutrition I and II (NUTR 4371 and 4374)
 - e. Clinical Nutrition Case Studies Lab (NUTR 4372)
 - f. Nutritional Aspects of Disease (NUTR 3300)
Physical Assessment Lab (NUTR 3391)

9. Courses with a **5-year time limit** at term of entry:
 - a. Health Education (HLED 3271)
 - b. Community Health and Nutrition (NUTR 2280)
 - c. Nutrition Counseling (NUTR 3395)
 - d. Medical Nutrition I and II (NUTR 4371 and 4374)
 - e. Clinical Nutrition Case Studies Lab (NUTR 4372)
 - f. Nutritional Aspects of Disease (NUTR 3300)
 - g. Physical Assessment Lab (NUTR 3391)

10. Defer to the Nutrition Department for special evaluation:

- a. Experimental Foods Lab (NUTR 3246)
- b. Nutrition Writing and Research (NUTR 4392)
- c. Sanitation certificate must be current at admit (NUTR 1150)
- d. Practica (NUTR 3296, 4297, 4396)
- e. Research (NUTR 4399)
- f. Intro to the Professions (NUTR 2242)
- g. Mentoring (NUTR 4375)

11. As determined by the Nutrition Department Chairperson (*not* student), courses that have been completed by “title/topic” but are short on the number of credits (i.e., less than those required at Benedictine University) and/or are past the time limit will receive special evaluation by the department. The following are some options to be offered by the Nutrition Department Chairperson:

- a. The prospective/student may take a food science validation test (NUTR 3244).
- b. The prospective/student may take a life science validation test (NUTR 3241).
- c. The prospective/student may provide job descriptions and employer validation of related work experience (e.g., laboratories, practicum).

12. Validation tests:

- a. If and when any validation tests are permitted by the Nutrition Department Chairperson, only one sitting is permitted per type of examination.
- b. The student must pay the Nutrition Department the test validation fee of \$100.00 prior to the exam (check payable to Benedictine University). This includes the grading, processing, and posting fee. The Nutrition Department Chairperson will update the articulation sheet in the advising file and notify the Enrollment Center and Student Success Center of any changes.
- c. The student must pass the validation exam with a score of 70% or higher.

APPENDIX C:

Benedictine University DPD Verification Policy

POLICY STATEMENT:

NUTRITION DEPARTMENT POLICIES AND PROCEDURES

Policy Name: DPD Verification Statement

Adopted: January 1, 2004

Revised: January 3, 2005; August 23, 2005; September 8, 2006; July 23, 2010; September 4, 2012; June 30, 2016; September 17, 2019.

It is the policy of the Benedictine University DPD to issue a DPD Verification Statement following verification of program completion.

PROCEDURES:

1. The DPD Director is responsible for verification and issuance of the DPD Verification Statement.
2. A preliminary verification of completion of program requirements occurs prior to program completion.
 - a. One semester prior to program completion, a graduation audit is normally completed by the departmental advisor and signed by the Department Chairperson. The completion of the audit is initiated by the student's application for graduation. *Students who do not apply for graduation in a timely manner may delay their graduation date:* Benedictine University will not award the Bachelor of Science in Nutrition degree until the identified course requirements are complete.
 - b. In the event that a student is in pursuit of the DPD Verification Statement (VS) only, the DPD Director verifies completion of a baccalaureate degree from a U.S. regionally accredited college or university (or foreign degree equivalency) in addition to DPD completion requirements. *It is the responsibility of the student to provide an official transcript to the DPD*

Director at least one semester prior to graduation.

- c. In the NUTR 4372 senior-level course, students are responsible for completing and submitting a “graduating student information form” back to the instructor, in which they provide their mother’s maiden name, date of birth, contact information, and career plans (e.g., dietetic internship, graduate school). The student must also complete the “transfer release form,” and submit it to that instructor. In the event that the student does not complete this form, the student is notified after program completion to complete the form(s), and no VS is issued until the information to complete the form is received (an in-progress VS will be in the student’s folder instead).

Following actual December, May, and August graduation dates, a copy of the University transcript accessible to the DPD Director directly from the University official system (PeopleSoft) is viewed and printed to verify program completion and receipt of the baccalaureate degree. Typically, this is done twice—once in July, when conferrals are complete, and again in September for August completers. A copy of this transcript is saved to the folder on the S (share) drive. No VSs are awarded until the degree conferral process is complete, *which may take several months* post completion. VSs cannot be issued to students who do not provide needed personal information to complete the VS form (refer to 2.c. above).

3. The DPD Verification Statements are normally issued in August, September, and February. Graduates may request a DPD Verification Statement prior to these pre-established months, but only after their program completion and degree is conferred. Delays in determination of program completion by the University (e.g., missing documentation by the student, course(s) not transferred to BenU from another college/university by the student) will result in delays in issuance of a DPD VS.
4. The completion of a “Declaration of Intent” by the DPD Director for a DI is not the same as the official VS. A student must complete all requirements as posted in the catalog of entry in order to be issued a VS. The student must complete all Clinical Dietetics concentration application requirements, including maintenance of a 3.000/4.000 GPA, student AND membership, and be expected to graduate prior to the start of that DI program to be issued a “Declaration of Intent”.
5. Seven copies of the DPD Verification Statement are printed for each student completing the program. The DPD Director signs each in blue ink. The “Instructions for Completing the Verification Statement” are printed on the

reverse side of each page for reference. This is sent to the student as part of the “DPD Exit Packet”.

6. A permanent electronic file is created for each graduate. In each file are a copy of each of the following documents of the graduate:
 - a. Transcript (unofficial, but directly from the Benedictine University PeopleSoft system) showing the date and degree completed, as a PDF.
 - b. Copy of the graduation audit (cover sheet).
 - c. Copy of the advising checklist used for the audit.
 - d. Copy of the DPD Verification Statement (signed in blue ink) as a PDF.

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

7. COVID Disclosure Placement

Students should be aware that they decrease their chances of placement in other supervised practice opportunities if they choose not to receive a COVID they have completed the DPD Program and received their Verification COVID vaccination requirements mandated by many off-site and higher

APPENDIX D:

Benedictine University Nutrition Department Student Responsibility Policy

NUTRITION DEPARTMENT POLICIES AND PROCEDURES

Policy Name: Nutrition Department Student Responsibilities

Policy Adopted: March 28, 2012

POLICY STATEMENT:

It is the policy of the Benedictine University Nutrition programs to support the University policies regarding student responsibilities and behavior. Refer to the Appendices of this document for the University policies:

- A. Student Statement of Rights and Responsibilities policy
- B. Alcohol policy and Signs of Inebriation
- C. Drug Free Campus/Workplace Policy
- D. Conflict Resolution Procedures

Class Participation is not the same as class attendance. Students may be in attendance while still making negative contributions to the class experience. Students who behave in a disruptive, unprofessional, and disrespectful manner to their instructor and/or peers, and/or may be overly rude are (1) not treating others with respect and (2) obstructing teaching.

- Respect: Polite expressions showing consideration or appreciation or worth or value or esteem.
- Disrespectful behavior is disruptive. Disruptive behavior is speech or action which is (a) disrespectful, offensive, rude, intimidating, and/or threatening, (b) interferes with the learning activities of other students, and/or (c) has a negative impact on the learning environment. Disruptive behavior includes physically, verbally or psychologically harassing, threatening, or acting

abusively toward an instructor, staff member, or toward other students in any activity authorized by the University. The behavior may stem from a conflict with the instructor, staff member or another student, from the course itself, or personal problems that may be causing inappropriate behavior.

- o Examples of disruptive words or actions include: the student deliberately distracts other students from the task at hand (e.g., disruptive noise, making uncontrolled inappropriate laughter, carrying on side conversations with others in class); talks loudly out of turn during lecture; uses cell phones, pagers, and/or other electronic devices to carry on a conversation during class (*also refer to the Nutrition Department technology use policy on all Nutrition course syllabi*); uses inappropriate language (profanity or vulgarity) or gestures; makes sarcastic comments to the instructor or students; makes disrespectful comments (written or verbal) to the instructor or to another student; comes late and is disruptive settling in; hinders cooperation, including being inappropriately argumentative; harasses or intimidates a college employee or another student; and/or engages in other negative behaviors covered in the *Student Handbook*.

These behaviors are in violation of the *Student Handbook*, Student Statement of Rights and Responsibilities, sections II and II, as listed below:

- *To allow others to engage fully in the pursuit of their own education, one must treat other members of the University community with respect. To do so involves a commitment not only to refrain from conduct that harms, but also to engage in conduct that makes the community a better place for all to live and learn.*
- *Disruption of the University community or obstruction of teaching, research, administration, disciplinary proceedings, or other institutional activities.*

For reasons of safety, a student who comes into the Nutrition and Food Lab (Birck 230) for a class or lab under the influence of alcohol or drugs will be subject to dismissal from class that day – *no exceptions*. This student will be considered a potential harm to others because of the nature of the culinary equipment readily accessible to students in this area.

Thus, students who violate these policies can expect receipt of a poor participation grade in class and being dismissed from class or lab that day by the instructor. In such circumstances, students may be referred to the Office of the Associate Vice President for Student Life.

PROCEDURES:

The Department Chair annually sends out a copy of this policy to all instructors within the department.

The Department Chair will make available a copy of this policy to Nutrition majors (in this *Handbook*, available in print and online).

If an instructor believes a student is the influence of alcohol or drugs during the class period, and/or is being disrespectful and/or otherwise obstructing teaching, the instructor should (immediately):

1. Show concern for the student. Do not respond in a negative manner. We are in a learning environment and should model the expectations.
2. Make a reasonable attempt to talk to the student first. Very often a private conversation with the student can be more productive than a scolding or a warning in the presence of other students. For example, an instructor could provide the class with a reading and/or discussion activity and ask the student in question to step outside of the classroom for more privacy.
3. Determine whether the disruptive behavior is in any way related to problems that the student has been having in class or to other situational factors which the instructor may be able to directly affect.
4. If being disrespectful and/or obstructing teaching for a reason other than drugs or alcohol is divulged, the instructor will decide if the student will be allowed to return to class that day with the stipulation of no further obstructions. The instructor can optionally require that this be written: the student must clearly identify disruptive behaviors to cease and the consequences of inappropriate behaviors, including dismissal from class that day.
5. If it becomes clear by student admission and/or physical signs that the student is intoxicated (refer to Signs of Inebriation in Appendix B) or under the influence of drugs, the instructor should dismiss the student immediately from lab for that day. *Under no circumstances should a student under the influence of alcohol or drugs remain in the Nutrition and Food Lab (Birck 230) classroom.* The student is to receive a 0% for class or lab for that day, without opportunity for make-up. Encourage such students to remain on campus and not drive a vehicle for the safety of themselves and others, or to call a ride-hailing service or taxi for transportation.
6. If there is an immediate threat, and/or the situation escalates to one, contact the Campus Police at 630-829-6666 or call 911.

7. During your conversation, refer to the Campus Response Evaluation (CARE) Team. The mission of the CARE Team is to provide early intervention and prevention for students who are experiencing distress, engaging in harmful or disruptive behaviors, or who have been identified as at risk for personal, academic, social, or financial trouble. CARE can assess the situation, offer support, and provide referrals to the appropriate resources on and off campus. Additionally, CARE will provide policy and procedure recommendations when appropriate.

8. Following class, the instructor should document the incident by informing the Department Chair of Nutrition of the incident in writing, describing student and instructor actions.

APPENDIX D-1

<https://ben.edu/student-life/student-handbook/>

The University reserves the right to implement changes at any time. All changes are applicable to all students when and as announced.

Student Statement of Responsibilities

Benedictine University is a Catholic and an academic community dedicated to the advancement of learning and committed to a philosophy of mutual tolerance and respect. Benedictine is a community of people with distinct ethnic, racial, cultural, and religious backgrounds. We are also a community with a variety of roles: faculty, staff, and student. Despite these differences, we are a community with a common interest in creating an environment which encourages the growth and development of all people. We understand that such an education consists of both classroom work and the full experience that university life can provide. To promote such a learning environment, the University requires each student to accept a Statement of Responsibilities and set of policies while they are a member of the Benedictine community at the Lisle campus, cohort off-site locations and online, and Springfield or Mesa branch campuses. Community members are also expected to observe all current local and county ordinances as well as federal and state laws.

The University attempts to establish a climate which encourages the assumption of responsibility by students for their individual and collective actions with minimum regulation. It shall be the responsibility of each student to comply with the appropriate standards of conduct and decorum befitting members of an educational community. The activities enumerated below constitute violations of university rules, regulations, policies, and standards of conduct and shall be subject to disciplinary action. A student attending a university-sponsored function off campus is subject to the same standards of conduct as those expected on campus. Any Benedictine University student who has violated criminal laws also may be subject to university proceedings. Violations of local, state, or federal laws on campus may also result in the filing of criminal charges.

We encourage students to develop an awareness and sensitivity to their environment by formulating and accepting a personal code which is compatible with the code of the community of which you are a member; that is, the

Benedictine Community. This means you must analyze your motives and impulses, discover new freedoms, and understand the limitations of those freedoms as a community member. When a student becomes a member of the Benedictine University community, that student agrees to abide by all University policies and accept four main responsibilities: responsibility to one's education, to ourselves, to our colleagues and community, and to the University. The following sections detail responsible activities and list actions that are prohibited by university policy.

I. Responsibility to One's Education

To ensure a comprehensive and authentic education, the student is responsible for planning their academic program and progress, and for pursuing academic excellence with honesty and integrity. Academic excellence cannot be achieved if one misrepresents the work of others as their own. While the University encourages students to assist one another (e.g., tutoring; group projects), the individual student is accountable for meeting their requirements. Graduation Counselors, Student Service Coordinators, and Advisors are available to assist the student with program planning and academic achievement. The student is accountable for meeting course, degree, and graduation requirements. Academic policies and procedures related to academic courses and programs can be found in both Undergraduate and Graduate Catalogs.

ii. Responsibility to Ourselves

One must treat oneself with respect to fully engage in the pursuit of an education. This means many things, but such self-respect is a fundamental commitment to personal integrity and individual wellness. Those who are committed to personal integrity show a willingness to be held accountable for their own actions. They conduct themselves honestly, thoughtfully, and consistently within the values of the community. In addition, they strive for comprehensive personal health. In doing so, they avoid practices which harm the body and the mind, such as excessive consumption of alcohol or the recreational use of drugs. They endeavor to develop self-esteem and feel called to live in ways that exhibit leadership, ethics, and values. All students are required to pursue their academic studies to the best of their abilities. Students may lose privileges (on-campus housing, parking, etc.) if they do not maintain their commitment to their coursework. The following includes specific student conduct prohibited by the University:

- A. All forms of dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution, forgery, and alterations or use of institutional documents or instruments of identification with the intent to defraud are prohibited. Required papers may be submitted for review to detect plagiarism.
- B. Misuse of alcohol. The legal age for the possession and use of all alcoholic beverages in Illinois is 21. Fraudulent identification for the purpose of acquiring alcoholic beverages and/or purchasing such beverages for minors is a violation of state and local law.
- C. Unauthorized gambling is not permitted on university grounds, in residence halls, apartments, or at official functions of student organizations.
- D. Possession, use, or sale of controlled substances or drug paraphernalia is not permitted. Benedictine University has an obligation to uphold federal, state, and local laws with regard to the possession and use of drugs. The University will cooperate with legal authorities when necessary. The University reserves the right to view each case of drug-related activity individually, to include the kind of drug and level of involvement to determine the criteria for the University's response (see "Substance Abuse Policy").
- E. According to the University's fire safety action plan, failing to immediately leave a building in which a fire alarm is activated may result in the issuance of a civil citation and fine up to \$500.

III. Responsibility to Colleagues and Community

One must treat other members of the University with respect to allow them to fully engage in the pursuit of their own education. This involves a commitment to refrain from harmful conduct and engage in conduct that makes the community a better place for all to live and learn. Only the individual can accept the duty to act affirmatively. The University is committed to creating an environment that encourages such a duty, and has established the following prohibited conduct concerning classmates and other members of the community:

- A. Actual physical harm or the threat of confrontation to harm any person is prohibited. This includes physical conflict, lethal and less-than-lethal use, or possession of weapons/ammunition.
- B. Hazing of any person by a campus organization or another person is prohibited. Benedictine University prohibits conduct by an individual, organization or group affiliated with the University that is in violation of the Illinois Hazing Act, or any hazing activity which threatens a person's rights of self-respect, which disrupts community life, or which encourages the violation of local, state, or

federal law, or Benedictine University Policies and Procedures.

- C. Discriminatory harassment to any person on university premises or at university-sponsored functions is prohibited.
- D. Promotion of self-inflicted activities on the Internet, including harming others and underage drinking, is prohibited.
- E. Failure to comply with directions of university officials performing their duties is prohibited.
- F. Community members may not engage in conduct unbecoming of a Benedictine University student.

iv. Responsibility to the University

To assist the University in offering the finest education possible, one must treat the University campus and its resources with respect. Such respect involves stewardship of community assets through responsible use, as well as refraining from damaging or misusing University facilities and resources. The following is prohibited:

- A. Disruption of the University community or obstruction of teaching, research, administration, disciplinary proceedings, or other institutional activities.
- B. Theft from or damage to university property or the property of a member of the University community.
- C. Acts of vandalism or malicious defacement of property, or the property of the University community, including tampering with telephones, the computer network/University's website, and safety and/or fire equipment on campus.
- D. Unauthorized possession or use of campus keys, access cards, or identification cards. All students must ensure that they have their Bencard with them at all times, and that the card has the correct information and is valid while the student is at the University.
- E. Violation of published University regulations including those relating to entry and use of University facilities, and any other regulations, which may from time to time be enacted.
- F. Violation of rules applicable to residence halls and apartments.
- G. Contempt of the conduct process or its authorities.
- H. Violation of local, state, or federal laws.
- I. Non-payment of Student Accounts.

Alcohol Policy

Source: 2021-2022 Student Handbook: <https://ben.edu/student-life/student-handbook/>

Abide by current local ordinances, state law, and University policies (view Benedictine University's Alcohol Policy). Students should be aware whether possession of alcohol occurs inside or outside the University, legal sanctions under applicable law for unlawful possession and/or consumption of alcoholic beverages may include fines or imprisonment.

Alcohol education programs are conducted routinely at Benedictine University. Students experiencing difficulties with alcohol or drug use are encouraged to talk with a staff member in Student Health Services, the Vice President for the Office of Student Life, or other members of the University staff.

Signs of Inebriation

The following are some signs of alcohol intoxication:

- *Breath that smells like alcohol.*
- *Enlarged pupils (the black circles in the center of eyes). Eyes move quickly or in a way that is not normal for that person.*
- *Quick mood changes.*
- *Slurred or loud speech.*
- *Loss of balance. May not be able to walk straight or stand still. May fall easily.*
- *Nausea and vomiting.*
- *Fast heartbeats and slow breaths.*
- *Blackouts or seizures.*

Drug Free Campus / Workplace Policy

The use, possession, or distribution of any drug, including marijuana, or drug paraphernalia on any University property or as part of a university sponsored activity, in violation of the law is strictly forbidden. Anyone violating the law may be turned over to civil authorities for prosecution and will be subject to all of the University's disciplinary procedures. Students should not be in a room where drugs or drug paraphernalia are present. Both Illinois and federal law prohibit the possession and/or distribution of illicit drugs and any student suspected of breaking the law will be subject to university review and sanction. Criminal penalties include fines, imprisonment, and, in certain cases, the

seizure and forfeiture of the violator's property. In addition, federal and other forms of financial aid may be forfeited.

Smoking/Tobacco Policy

In an attempt to respect the rights of both non-smokers and smokers, and with a definite concern for the health of all members of its community, Benedictine University has developed the following policy for tobacco use on campus. Smoking or use of any form of tobacco IS NOT permitted inside any academic, residential, or administrative building on campus. Designated smoking areas can be found at Founders' Woods Clubhouse Drive, Krasa northwest side, between Neuzil Hall and the Rice Center, south side of Scholl Hall and Parking Garage east side. This policy invokes applicable Illinois law (specifically, the Smoke-Free Illinois Act (effective as of January 2, 2008) and the previous law, the Illinois Clean Air Act of 1990).

All smoking or tobacco materials are to be properly extinguished and disposed of in a cautious, sanitary, and appropriate manner.

Non-Discrimination Policy

Benedictine University does not discriminate in its admissions or educational policies, programs, or activities; scholarship and loan programs; athletic and other University administered programs or employment practices on the basis of age, religion, sex, disabilities, race, color, national ethnic origin, or any other legally protected characteristic. In addition to meeting non-discrimination obligations under federal and state laws, Benedictine University is committed to maintaining a community in which a diverse population can live and work in an atmosphere of tolerance, civility and mutual respect for the rights and sensibilities of each individual, regardless of economic status, ethnic background, political views or other personal characteristics and beliefs.

The University is also committed to providing all of its students, faculty, staff, and visitors with reasonable access to its programs, events, and facilities. To this end, and in compliance with the Americans with Disabilities Act of 1990, the University has made and continues to make modifications to its facilities and programs to provide access for individuals with disabilities. If a person believes they have been a victim of discrimination or harassment, or for further information and assistance, they may contact the Vice President for the Office of Student Life.

Compliance with Federal Non-Discrimination Regulations Several federal regulations have been adopted for the protection of students' rights. Of particular interest are the following:

- A. **Equal Opportunity:** Benedictine University supports the principles of equal opportunity for employment to all qualified persons without regard to race, gender, religion, color, national origin, age or other legally protected characteristics. Inquiries regarding compliance may be directed to the University's Office of Personnel Resources or to the director of the Offices for Civil Rights at the U.S. Department of Education.
- B. **Title IX:** Benedictine University does not discriminate on the basis of gender, in accord with Title IX of the 1972 Education Amendments, in its educational programs, admission policies, activities or employment policies. This legislation provides that no person in the United States shall, on the basis of gender, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. This includes protection from sexual harassment. Inquiries regarding compliance may be directed to the Vice President for the Office of Student Life.
- C. **Accommodation Services:** Benedictine University is dedicated to creating an accessible environment through reasonable and appropriate accommodations for students with disabilities. Students with a disability are encouraged to seek assistance with staff in the Academic and Career Enrichment Center. Special accommodation services are available for students with disabilities on a case-by-case basis, provided that documentation from a properly licensed clinician supports the accommodation. Students eligible under the Americans with Disabilities Act (1990) and/or Section 504 of the Rehabilitation Act (1973) and/or state law, whose disability interferes with a major life activity, are urged to self-identify so that the process for receiving assistance can begin as soon as possible. Commonly granted accommodations include the following:
- Extended time for testing in a quiet test environment
 - Designated note-taker in class
 - Modified or enlarged classroom/reading materials
 - Books in alternate formats
 - Preferential classroom seating

Students with questions or in need of special academic or housing accommodations should stop by the Academic and Career Enrichment Center to arrange proper documentation for equal access to educational and campus services.

- D. To report discrimination or harassment contact Benedictine University's Title IX Coordinator, Tammy Sarver (630) 829-6473, tsarver@ben.edu. You may also contact the U.S. Department of Education's Office of Civil Rights (Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-4544, **Tel:** (312) 730-1560, **TDD:** (877) 521-2172, **Email:** OCR.Chicago@ed.gov).

Hate Crime Policy

A hate crime is classified by law as a felony offense and is in direct violation of the University's nondiscriminatory policies. Therefore, the University, in addition to processing hate crimes in accordance with the law, may simultaneously proceed with internal investigatory and disciplinary processes as defined by the Handbook. Persons commit (a) hate crime(s) when by reason of the actual or perceived race, color, creed, religion, ancestry, gender, sexual orientation, physical or mental disability, or natural origin of another individual or group of individuals, they commit assault, battery, aggravated assault, misdemeanor or criminal damage to property, criminal trespass to property, mob action or disorderly conduct, and/or harassment by telephone.

A person who has been a victim of a hate crime may report the crime to the Benedictine University Police Department (630) 829-6666, a residence hall staff member, the Vice President for the Office of Student Life, the health/counseling office, or an outside community agency. Those who report a hate crime will be advised of the importance of preserving evidence which may be necessary to provide proof for prosecution. Hate crimes will be reported to Benedictine University Police. The University will provide support services for persons who have been victims of hate crimes. Staff will serve in an advocacy role and help refer individuals for appropriate medical, police, and counseling assistance.

Student Sexual Misconduct Policy and Procedure

One of Benedictine's stated goals is to maintain an environment that is healthy and safe. Sexual misconduct is not consistent with this goal, and the University is committed to providing a living and learning environment that is free of such threats. It is the University's policy that acts of sexual misconduct will not be tolerated. For purposes of this policy, "sexual misconduct" is defined as any attempted or actual act of non-consensual or forcible sexual touching. This would include, but is not limited to, fondling, kissing, groping, attempted intercourse (whether oral, anal, or genital), penetration or attempted penetration with a digit or any other object.

"Consent" requires speech or conduct indicating a freely given, uncoerced agreement to engage in sexual contact. Consent may not be inferred from silence or passivity alone, and a current or previous relationship is not sufficient to constitute consent. Consent may be withdrawn at any time prior to a specific sexual act by either person.

To be valid, the person giving consent must be physically and mentally able to:

- understand the circumstances and implication of the sexual act.
- able to make a reasoned decision concerning the sexual act.
- able to communicate that decision in an unambiguous manner.

There are a number of factors which may limit or negate a person's ability to consent to a sexual act. These include impairment due to the influence of alcohol or drugs (illegal or prescription), a person's mental or physical impairment of which the other person is aware or should reasonably have been aware, unconsciousness, fear, or coercion.

Persons accused of sexual misconduct will be subject to disciplinary action in accordance with Benedictine University's policies and procedures for student conduct. At the discretion of the University, persons accused of sexual misconduct may be immediately suspended or restricted from campus pending final disposition of any disciplinary proceedings. Individuals found to have committed sexual misconduct will be subject to sanctions, up to and including dismissal from the University.

In addition to student disciplinary action, persons accused of sexual misconduct may be subject to criminal prosecution by the law enforcement agency with appropriate jurisdiction in that case. In the course of a criminal investigation or prosecution, Benedictine may choose or may be required to provide information and records related to its disciplinary proceedings involving the same act. However, Benedictine's student disciplinary process is independent of and not dependent upon any criminal process. The decision to prosecute or not prosecute and the ultimate outcome of any criminal proceedings do not affect or influence the University's student conduct proceedings.

A person who has been a victim of sexual assault should report the crime to Benedictine University Police at (630) 829-6666, a residence hall staff member, the Director of Student Life (630-829-6346), or any of the numbers listed below. Benedictine University provides support services for persons who have been victims of sexual assault. Staff will serve in an advocacy role and help refer individuals for appropriate medical, law enforcement, judicial, and counseling assistance. Upon request, assistance will be provided in changing academic schedules and living arrangements.

Even if a victim decides not to file criminal charges with the police, it is recommended that the individual contact a university or community resource for support. Victims are entitled to confidential services either on or off campus whether or not charges are pressed. Resources (both on campus and in the community) include:

On-Campus Resources

Student Health Services Krasa Center, Room 116 (630) 829-6046

Student Counseling Center: (630) 829-1800

Off-Campus Resources

DuPage County Rape Crisis Hotline

24-hour emergency number (630) 971-3927

Non-emergency number (630) 790-6600

DuPage County State's Attorney Victim/Witness Advocates

505 N. County

Farm Road

Wheaton, IL

60187

(630) 407-8008

The Bill of Rights for Victims and Witnesses of Violent Crime is an Illinois law that ensures fair and compassionate treatment for victims and witnesses of violent crime. The law guarantees two basic rights to crime victims and witnesses—the right to obtain information from the criminal justice system, and the right to be treated in a humane way by the system.

Illinois Domestic Violence Act: Rights of Victims

“Domestic violence is a crime. Any person who hits, chokes, kicks, threatens, harasses, or interferes with the personal liberty of another family or household member has broken the Illinois Domestic Violence law. Under Illinois law, family or household members are defined as:

- family members related by blood;
- people who are married or used to be married;
- people who share or used to share a home, apartment, or other common dwelling;
- people who have or allegedly have a child in common or a blood relationship through a child in common;
- people who are dating, engaged, or who used to date, including same sex couples; people with disabilities and their personal assistants

(Excerpt from the Illinois Domestic Violence Act Web page, Illinois Attorney General)

Domestic violence consists of physical assault, sexual abuse, and stalking. The violence takes many forms and can happen all the time or once in a while. If you are in an abusive situation, you are urged to seek help. For assistance, please refer to the following resources:

On-Campus Resources

Student health Services (630) 829-6046

Krasa Center, Room 116

Student Counseling Center (630) 829-1800

Off Campus Resources, Domestic Violence Resources

Family Shelter Service, (630) 469-5650

24 hours a day

Illinois Coalition Against Domestic Violence

(877) 863-6338

Discriminatory Harassment and Sexual Harassment Policy

We are all responsible for creating an environment where we are treated with respect and dignity. Sometimes behavior that seems acceptable to you may be offensive to others. Any harassment or false accusations of harassment, of or by employees or students, is not acceptable. Benedictine University prohibits harassment on the basis of sex, race, religion, age, national origin, disability,

sexual orientation, or membership in any other group protected by law, including the following behaviors:

- Unsolicited remarks, gestures, or physical contact; display or circulation of written material or pictures that are negative or offensive to gender, - racial, ethnic, religious, or other groups protected by law;
- Unwelcome sexual advances, requests for sexual favors, and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where submission to such conduct is made either explicitly or implicitly a term or condition of employment or academic advancement or status, or the basis for employment-related decisions affecting the employee or decisions affecting the individual's academic advancement or status; or Conduct that has the purpose or effect of interfering with an employee's work or academic performance or creating an intimidating, hostile, or offensive working or learning environment.

Harassment of any sort is a serious breach of university policy. The University will take prompt and appropriate corrective action, up to and including termination of employment, expulsion, and/or other sanctions against anyone who engages in harassment. If you believe you have been the subject of harassment (or a violation of the University's Equal Employment Opportunity policy), report the alleged conduct immediately to the Vice President for the Office of Student Life, director of Personnel Resources, the compliance officer, or any other senior University official. Benedictine University prohibits any form of retaliation against any employee or student for filing a complaint or for assisting in a complaint investigation.

Students are encouraged to report all incidents of sexual harassment. The University will conduct an appropriate and discreet investigation of all reports of sexual harassment. The details of the investigation will be kept as confidential as feasible, consistent with university policies and applicable federal, state, and local laws. Students are encouraged to report all incidents of sexual harassment.

- Complaints of sexual harassment by a university executive, faculty member, staff member, or teaching assistant are reported to and investigated by the employee's immediate supervisor, or the director of Personnel Resources, the compliance officer or any other senior University official. (If any person to whom the report would be directed is involved in or is associated with the alleged conduct, the report must be directed to another senior official who is not involved.)
- Complaints of sexual harassment by a student are reported to and investigated by the vice president for the Office of Student Life. (If any person to whom the report would be directed is involved in or is associated with the alleged conduct,

- the report must be directed to another senior official who is not involved.)
- An appropriate and timely response to each complaint will be provided.
 - No individual who makes a good faith report shall be subjected to retaliation, including harassment or any adverse employment, academic, or educational consequence, as a result of making a report.

Responsible Use of University Technology Resources Policy

The Office of Information Technology maintains an [Acceptable Use Policy](#) for the responsible use of technology resources for all members of the campus community. This document provides guidance on the use of technology at the University, including your responsibility to abide by all laws in your use of technology, including those pertaining to copyright and other laws protecting intellectual property.

Students should be aware of the basics of Internet etiquette in communicating via text, chat room, online, or email. Your online behavior will be evaluated in the same way as your in-person actions. Know that when you are in cyberspace, you are expected to respect other people's time and bandwidth, use appropriate upper and lowercase punctuation, and respect other people's privacy.

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

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

Freedom of Expression Policy

In its role as an academic institution, Benedictine is committed to an environment in which a variety of ideas can be reasonably proposed and critically examined. The University community recognizes that the freedom of inquiry and expression may produce conflicts of beliefs, and proposals for action. It is the responsibility of all members of the University community to maintain channels of communication which will foster a favorable climate for the freedom of expression to thrive.

Implicit in this freedom, and with regard for the common purposes of the institution, is the right to dissent and demonstrate in a peaceful and non-disruptive manner without unreasonable obstruction or hindrance. The University expects those who enjoy these freedoms to also accept responsibility for order and discipline. Permissible speech does not include unlawful activity, activity that threatens or endangers the safety of any member of the community, destruction of property, or obstruction of the normal operations of the University and these activities will not be tolerated.

Insurance Policy

In the event of loss or damage to your personal property while working, residing, or visiting at Benedictine University, the Business Office can issue a statement, should you wish to file a claim against your personal insurance policy. The University is not responsible for any personal property loss.

In order to have the statement prepared, the damage or loss should be reported to University Police as soon as possible. A copy of the University Police report should be brought to the Office of Business and Finance Services with a note indicating the name and address of your insurance carrier and your address. Our statement will be prepared and mailed to you for attachment to your claim.

Accommodations Procedures

Benedictine University will make every attempt to provide eligible students with reasonable accommodations based on individual learning needs and recommendations. In order to provide accommodations in a timely manner, the University requires reasonable notice of specific needs and requested accommodations.

Students needing accommodations should first complete the Disability Services Request Form. In addition, documentation of the disability from a licensed clinical professional should also be included. Students should provide these

documents to the coordinator of Special Services to begin the process for receiving accommodations.

When accommodations are approved, the coordinator of Special Services contacts students and provides them with the Student Academic Accommodations Approval (SAAA) form, which notifies the instructors of the approved accommodations. Each semester, students are responsible for obtaining their SAAA forms from the coordinator.

All inquiries about referrals to clinical professionals, who administer testing, modifications to accommodations, and temporary accommodations, should be directed to the staff at the Academic and Career Enrichment Center.

Please read the Benedictine University Accommodations Policy for complete details:chromeextension

://efaidnbmnnnibpcajpcglclefindmkaj/https://ben.edu/wp-content/uploads/2022/09/Policy-to-Request-Accommodations-9-7-2022.pdf

Family Educational Rights and Privacy Act (FERPA) Annual Notice to Students

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review your education records within a reasonable time after Benedictine University receives a request for access. If you wish to review your record, contact the Registrar or the University office that maintains the record to make arrangements. You are required to submit your requests in writing and identify the record(s) you wish to inspect.
2. The right to request an amendment of your education record if you believe it is inaccurate or misleading. If you feel there is an error in your record, you should submit a statement to the University official responsible for the record, clearly identifying the part of the record you want changed and why you believe it is inaccurate or misleading. That office will notify you of their decision and advise you regarding appropriate steps if you do not agree with the decision.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. This includes any University faculty or staff employee (including the University Police Department) acting within the scope of his or her University employment and with appropriate supervisory authority; any individual or entity with whom the University has contracted as its agent to provide a service to the

University when acting within the scope of the contract or agency and who is subject to appropriate confidentiality requirements; any member of the University's Board of Trustees; any student serving on an official committee, such as a disciplinary or grievance committee; and any student assisting a University official in performing tasks for which the University official may have access. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill professional responsibilities.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of
Education 400
Maryland Ave. SW
Washington, DC
20202-5901

Benedictine University's policy is to not release student record information without the expressed consent of the student. However, there are some exceptions. For example, directory information may be released without the student's consent and includes the following: name, address, telephone number, major and minor fields of study; participation in officially recognized activities and sports, dates of attendance, degrees and awards received; most recent education institution attended; full-time/part-time enrollment status; photo. In compliance with the Solomon Amendment, directory information is provided to the U.S. Department of Defense, upon request. You may withhold disclosure of directory information by completing the "FERPA Non-Disclosure of Designated Directory Information" form available in the Registrar's office, within ten (10) calendar days of the first scheduled class day of each fall term. A request to withhold disclosure of directory information is effective for one academic year only and must be renewed each year.

The University may also disclose student account and financial aid information without the student's consent to the student's parents if the parent requests the information in writing, completes the Parent Certification section of the Authorization For Release of Confidential Information to Parents and provides evidence that the student is their dependent for federal income tax purposes, or if there is a health or safety emergency involving their son or daughter, or if their son or daughter is under the age of 21 and has violated a federal, state, or local law or any University rule or policy concerning the use or possession of

alcohol or a controlled substance. Upon request, the University also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

Disciplinary and Counseling Records Procedure

Information from student disciplinary or counseling files is considered a confidential educational record and is not available to unauthorized persons on campus. To comply with federal law, as well as for reasons of confidentiality, disciplinary records/files may not be released to anyone off-campus unless under legal compulsion or in cases where the safety of persons or property is involved. A student's disciplinary record/file may only be reviewed by the student within the confines of the Benedictine University campus and the guidelines designated by the appropriate University administrator, generally the vice president for the Office of Student Life. Only the student and authorized persons may have access to such records. The University will take all reasonable steps to ensure that the confidentiality of student educational records is maintained. Any questions concerning the student's rights and responsibilities under FERPA should be referred to the Office of the Registrar or the compliance officer.

Demonstrations Procedures

Persons planning a demonstration should meet with the vice president for the Office of Student Life or their designee to discuss arrangements for the event.

The Chief of University Police, in consultation with university officials, will determine the point at which the normal operations of a specific building or area are disrupted. The demonstrators will be informed specifically how they may continue their demonstration in a manner which is not disruptive. If the above-described internal measures fail to achieve the desired results, the University reserves the right to ask for the assistance of civil authorities. Any student in a disruptive demonstration may be arrested and may be suspended pending formal action consistent with the University conduct system. Any person not officially associated with the University who is participating in a disruptive demonstration will be arrested and may be prosecuted. Just as Benedictine University expects the members of its community to abide by the above regulations, it likewise expects that any action taken to enforce compliance with regulations or prevent prohibited activity should be appropriate. The University expects all persons to comply with the directions of an authorized official.

Student Life Conduct Process

Failure to abide by your responsibilities and University policies and procedures will be resolved through the Student Life Conduct Process. Many times, misconduct can be resolved informally, but some situations may require a more formal procedure. The procedure is grounded in the concept of fairness and impartiality, thereby supporting the values of our community by addressing misconduct in a constructive and positive way. If University action is warranted, a student will receive a phone call and/or email to their student email account notifying them that a conversation is required. The following options will be considered by the Office of Student Life:

Mediation

Incidents may be resolved through mediation – a voluntary, private, and informal process.

Hearings

Two kinds of hearings are possible: either an administrative hearing (by appointed University officials) or a panel hearing (where representatives of the student body, faculty, and administration act as a panel to hear cases). The purpose of the hearings is to come to an understanding of the misconduct by the student(s) and determine responsibility and remedies. Hearings can be used to resolve minor disciplinary matters or more serious matters (including, but not limited to theft, dangerous weapon possession, misuse of fire protection equipment, sexual assault, illicit use of drugs, and repetitious misconduct) that may result in a student being suspended or dismissed from the University or residence halls. Hearings may be conducted by a designated hearing officer or board, depending on the incident as determined by the Office of Student Life.

Hearing Process

Students are expected to obtain further details if they attend a hearing. The hearings will follow appropriate procedures to ensure a fair process, and parties will have the opportunity to present facts to substantiate their claims, including calling witnesses.

Hearings will proceed in the absence of a respondent who was given proper notice, who does not request a postponement, and who does not attend the hearing. No parent, guardian, legal counsel, or person outside of the University community is allowed to appear at the hearing, except if criminal proceedings are occurring simultaneously.

To ensure a fair process, parties may request that community members assist and participate in the investigation and hearing process. Students, faculty, or staff who agree to assist and/or attend the hearing with the party but do not speak at the hearing shall provide such assistance. In the event a party is unable to locate someone to act in this capacity, they may request the assistance from the Office of Student Life. The administrator or hearing panel will be responsible for assigning a remedy in the event it finds that a violation of the Statement of Responsibilities or University policy has taken place. Consideration of a student's entire disciplinary record at Benedictine University will be considered when designing an appropriate sanction.

Appeal Process

A student may appeal a decision made by a hearing concerning the finding of a violation or the remedy imposed within five days of notification of a decision. To do so, the student must deliver a written explanation of the grounds upon which the appeal is being made to the Office of Student Life. The burden of demonstrating an inequity in the hearing or remedy shall lie with the student. The responsibility of making a final decision will rest with the office of Student Life.

Sanctions

This does not and cannot include all information that may lead to sanctions. Sanctions are defined and imposed as follows:

- A. Warning: A written statement to the student indicating disapproval of their conduct or violation of regulations and stipulating that continuation or repetition of such action may be cause for more severe action.
- B. Restitution: Reimbursement for damage to or mishap of property. Restitution may take the form of monetary compensation or the appropriate service to repair damages and may be combined with another type of sanction.
- C. Monetary Fine: Financial assessment imposed according to specific sums stipulated in published rules and regulations, or when no sum is so stipulated, according to the merits of the case and established precedents.
- D. Disciplinary Probation: The student is informed in writing that any subsequent misconduct or violation of institutional regulations during a specified period of time will be evaluated within the context of their probationary status and may result in suspension or expulsion. The terms of probation apply during the period of probation and may include any of the following:
 - E.
 1. May not become an officer or student representative in any University organization or committee.

2. May not represent the University at any public function, including intercollegiate or co-curricular activities.
3. May not be eligible for scholastic honors or distinctions.
- F. Counseling or Psychological Treatment Mandate: If deemed necessary due to physical or psychological problems, a student can be required to provide a release of information form to verify psychological/substance abuse/evaluation and may have further treatment mandated as a condition of enrollment.
- G. Residency Probation: The student is informed in writing that their general behavior in the residence hall indicates that they are not able to appropriately adjust to group living, and that any subsequent misconduct or violation of institutional regulations may result in the termination of their residence hall contract. In such cases, room and board charges will not be prorated or refunded.
- H. Community Service: The student will be assigned a task to complete that will, on many occasions, relate to the inappropriate behavior. A time frame will be set up for the completion of this task and the student will be assigned a supervisor to whom to report.
- I. Behavioral Contract: A contract between the student and the University that limits student activities and spells out specific consequences for violation of the contract may be issued.
- J. Special Projects: An assignment relating to the offense may be issued as a possible sanction.
- K. Suspension: The student is informed in writing they must leave the University community temporarily. Suspension shall be interpreted to include any or all of the following stipulations: the student may not attend classes, contact faculty, reside on campus or visit residence halls, cohort locations, and/or participate in campus activities or exercise student privileges. Suspension may be specified as follows:
 1. Terms: suspension may be stipulated for a specified period of time. After the suspension period, the student is automatically eligible for readmission.
 2. Conditional: suspension may be stipulated for an indefinite period of time premised on the student's accomplishment of certain specified conditions.
3. Interim: The University reserves the right to suspend a student on an interim basis when circumstances and facts indicate the student's continued presence on the campus constitutes an unreasonable danger to institutional property, the student, or others. Interim suspension may be interpreted to permit all of the stipulations stated above or may permit students to continue attending classes while they are suspended from representing the University in extracurricular activities, including intercollegiate athletics.
- L. Expulsion: The student is informed in writing that they are permanently separated from the University.

Non-Sanction Resolutions

Interim Intervention: The University reserves the right to suspend a student on an interim basis when circumstances and facts indicate that the student's

continued presence on the campus constitutes an unreasonable danger of harm or injury to institutional property, the student involved, or others. Students may also be suspended on an interim basis while undergoing resolution by university or civil authorities.

Involuntary Withdrawal: A student may be subject to involuntary withdrawal from the University or from the residence halls if it is determined that the student is suffering from a mental illness and/or engages (or threatens to engage) in behavior which poses a danger of causing physical harm to self or others; engages in behavior which would cause property damage; impedes the lawful activities of others; or disrupts the community.

Student Complaint Process

Your concerns are important to us. If you encounter a problem involving the application of a Benedictine University policy or procedure or have any other dispute with the University that you cannot resolve informally and which adversely impacts you, you may file a complaint in writing.

For purposes of this process, a “complaint” is an expression of dissatisfaction concerning a university employee, department, service or process, or a university administrative action that requires clarification, investigation, and/or resolution.

- A complaint must be made in writing, preferably using the Complaint Form below.
- It is important to report complaints promptly and to include a short and concise statement of all the relevant facts and the action or remedy you are requesting so that an investigation can be completed, and a resolution achieved in a timely manner.
- Complaints must be filed within 15 business days from the date of the action or occurrence which is the subject of the complaint.
- The Office of Student Life will assign a tracking number to the complaint and acknowledge its receipt using the contact information you have provided on the Complaint Form.
- The Office of Student Life reviews each complaint to determine what action should be taken, if any. If the complaint is properly the subject of the academic or financial appeals processes, or is a question of academic discretion, the complaint will be dismissed without further action.
- The Office of Student Life refers complaints requiring further action to the appropriate academic or administrative official (typically, a dean or Director, or another appropriate administrator whom they have designated) for investigation and resolution.
- Within 10 business days after receiving a complaint, the Office of Student Life will advise the student in writing either (a) that it has referred the complaint

to an administrator for investigation and resolution, and to whom the complaint was referred, or (b) that it has dismissed the complaint and the reason for the dismissal.

- An administrator to whom a complaint has been referred has 20 business days from the date of the referral to investigate and address the complaint. During the investigation and resolution process, the administrator will communicate directly with the student who has filed the complaint. At the conclusion of the investigation and resolution the administrator will notify the student and the Office of Student Life in writing of the results of the investigation and the resolution of the complaint.
- The Office of Student Life may extend the investigation period beyond 20 business days by notifying, in writing, the student who filed the complaint, using the contact information provided on the Complaint Form.
- A complaint may be dismissed without further action if the student fails to cooperate in the investigation.

NOTE: Dealing with concerns in the most direct and honest fashion should always be the first step toward resolution. Many problems can be resolved when students make an appointment with a faculty or staff member, and calmly and honestly communicate their concerns.

APPENDIX E: **Accessing Desire2Learn**

Access [D2L](#) by following the *Login* link located in the upper right of the Benedictine home page, <http://www.ben.edu>. You'll see a link to [Desire2Learn](#) on the page that loads. Or access D2L directly at <http://ben.desire2learn.com>.

Your D2L Username and password are the same as your Benedictine Network ID and password. If you cannot log in please use the *Student - Forgot Password?* link located below the Login button or contact the HelpDesk at 630-829-6684 or helpdesk@ben.edu.

After logging in, you'll arrive at your D2L **My Home** page where you'll find:

News – important announcements from system administrators such as planned maintenance outages and advance information about upgrades.

Calendar – events that have been scheduled by your instructors or by you.

My Courses – links to your D2L **Course Home** pages. Your regular courses will be listed under the Student tab. If you are a member of a committee that uses D2L, or if your department maintains a D2L site for departmental resources, those site home pages will be linked under the Member tab. (*NOTE: Nutrition Majors are added as “members” to the “Nutrition for Majors Resource D2L page.”*)

For help navigating D2L please visit [Learners \(brightspace.com\)](#)

APPENDIX F:
Forms (hyperlinks)

Freshman Rules, Transfer Rules, and Academic Program Plans

Forms are available online (for downloading) for all Nutrition degree programs by following the directions (below).

“Find Your Program” Page

Degree	UNDERGRADUATE
Location	On-Campus in Lisle, IL
Search by	NUTRITION
or	
Search by	HEALTH EDUCATION AND
Keyword:	PROMOTION

Available programs will then be populated on your screen.

Click on the blue box next to the program name for more information on that specific degree. It is in this area where you will find more detailed information.

Checklists (Freshman Rules and Transfer Rules) and Academic Program Plans are available to download.

APPENDIX G:
Application for Admission (2023-2024) DPD

Application for Admission (for 2023-2024 Academic Year)
Didactic Program in Dietetics (DPD)

Directions: Once the prerequisites have been met, students accepted into the university on the 2013-2020 catalog years can elect to apply for acceptance into the Dietetics Concentration of the Nutrition Major or submit a change of major form to the department to switch your major to Nutrition and Dietetics. Students accepted into the university to start in fall 2017 and later will use this application form to apply for acceptance into the Nutrition and Dietetics Major once the prerequisites have been met.

In order to pursue the accredited DPD, a student **MUST** *complete* this formal application form *in its entirety* for acceptance. If you submit an *incomplete* application, it cannot be considered. The DPD Director (Dr. Sochacki) cannot complete a Declaration of Intent or Verification Statement for those who are not officially in the DPD, which means you will *not* be able to apply to a Dietetic Internship program.

FULL Name	
Maiden Name (if applicable)	
Student BenU ID	
Permanent Address	
City, State, Zip Code	
Today's Date	

Gender	<input type="checkbox"/>	Male
(Check one)	<input type="checkbox"/>	Female

Ethnicity	<input type="checkbox"/>	White
(Check all that apply)	<input type="checkbox"/>	Black
	<input type="checkbox"/>	Hispanic

	Asian
	Pacific Islander
	Native American/American Indian

Please provide the grade earned in all of the following courses you completed:

Course	Grade[s]
CHEM-1101 [or CHEM 1113 and 1123]	
CHEM-1103 [or CHEM 2242 and 2247]	
CHEM 1109 [or BCHM 3261] <i>for students taking CHEM-1103 in Summer 2018 or later</i>	
BIOL 1157 or BIOL 1197 or BIOL 1198 credit (note if co-registered for this course)	
NUTR-2241 Nutrition Through Life Cycle (note if co-registered for this course)	
WRIT-1101 Writing Colloquium (or HRNS-1190) Or Freshman with AP credit for WRIT-S1101 must take WRIT-S1104 (1)	
WRIT-1102 Research Writing (or HRNS-1191)	
COMM –1110 Basic Speech (or HRNS-1191)	
MATH- 1105 Finite Mathematics, 1110 College Algebra or MATH-1108 Quantitative Reasoning	
Completion of ServSafe Food Manager Certification (provide copy with application to Nutrition and Dietetics major).	Include Certificate of Completion

*Note: ALL of the aforementioned courses must be completed with a grade of “C” or better or concurrent registration as indicated above prior to application for acceptance into the Nutrition and Dietetics Major. **YOU MUST ALSO ATTACH A COPY OF YOUR TRANSCRIPT(S)** – an *unofficial copy from your myBenU is acceptable.**

Total Number of Semester Credits completed at end of your prior term. <i>Minimum needed = 24 total</i>	
Total cumulative BenU GPA at end of your prior term <i>Minimum required starting June 1, 2014 = 3.000/4.000</i>	

Note: Students who do not maintain the BenU cumulative GPA as designated in their catalog of entry (see above) will be dropped from the DPD. Such students can reapply if eligible in the future.

Academy of Nutrition and Dietetics (Academy) Student Member Number	
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Note: It is an expectation that you join the Academy of Nutrition and Dietetics (Academy). Our DPD requires the use of Academy resources in select 300-level courses. If you are not yet a member of the Academy, you may record 00000 in the space provided at the time of application. However, it is your responsibility to provide a copy of your Academy membership card prior to the start of NUTR-4372. In order to have the DPD Director certify that you are in the DPD when seeking a Declaration of Intent (when applying to Dietetic Internship programs or ISPPs in your senior year or later) and to receive your DPD Verification Statement (after graduation), you must be a member of the Academy.

Prior to the start of the NUTR 4472 course (a required course typically taken in the senior year), students will be required to provide documentation of successful completion of: all vaccinations (including flu and COVID), TB test, and other specified medical/laboratory tests (subject to change as you must meet the current requirements of our medical facility affiliation). Students are also required to provide proof of no negative incidents on a background check and a negative drug screen, prior to NUTR 4472. This will meet the personal health and safety requirements for the DPD. *This is a requirement by our external Hospital Affiliations.*

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All students are expected to read and adhere to the policies and procedures in the *Undergraduate Catalog* (<http://www.ben.edu/registrar/index.cfm>), *Student Handbook* (<http://www.ben.edu/student-life/student-handbook.cfm>), and *Nutrition and Dietetics Major Guide*.

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

Normally all official communications from the university and department will be sent to your ben.edu email addresses. Students can elect to forward their ben.edu emails to another account. Students are expected to regularly read emails from the university and the department.

Please sign and date this form to acknowledge your understanding of the aforementioned statements and officially apply to the Benedictine University DPD.

Signature

Date

Submit this *completed* form to the Nutrition Department, Dr. Sochacki (in KN-224).

Applications to the Nutrition and Dietetics major or Dietetics Concentration are normally processed within three weeks of these due dates: August 14, September 29, January 19, and June 28.

A letter of official confirmation will be sent.

Date

Submit this completed form to the Nutrition Department, Dr. Sochacki (in KN-224).

Applications to the Nutrition and Dietetics major or Dietetics Concentration are normally processed within three weeks of these due dates: August 14, September 29, January 19, and June 28.

A letter of official confirmation will be sent.