

Samford University

DPD STUDENT HANDBOOK

2025-2026

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Purpose of this Handbook

This handbook provides comprehensive information on Didactic Program in Dietetics (DPD) policies and procedures. This handbook is reviewed annually, with the most recent update completed July 2025. All students enrolled in the DPD at Samford University are required to thoroughly review this handbook and complete the Verification of Receipt and Agreement form found at the end of the handbook at the start of the program. This is typically done in the NUTR 210 Intro to Nutrition and Dietetics course.

Program Introduction (RE 7.3 b)

The Department of Nutrition and Dietetics would like to welcome you to the DPD at Samford University. As a Nutrition and Dietetics major, your coursework will be the first stage in your journey in becoming a Registered Dietitian/Nutritionist (RDN) or Nutrition/Dietetics Technician, Registered (NDTR). This program features a strong foundation in nutrition, featuring courses in medical nutrition therapy, nutrient science, nutrition research, community nutrition and food service management.

Program History and Accreditation Status (RE 7.3 a)

The Department of Nutrition and Dietetics, part of the School of Public Health, is housed in the College of Health Sciences (CHS) on the east side of campus. Nutrition has been part of the Samford experience since 1918, with the first class offered at Howard College that fall. The program was officially established in 1933 within the Department of Home Economics.

Samford's Nutrition and Dietetics program is fully accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). ACEND is the accrediting agency for education programs preparing students for careers as registered dietitian nutritionists or nutrition and dietetics technicians, registered. Reaccreditation is scheduled for 2026. Accreditation milestones include initial approval as a Plan IV Program in 1981, transition to a Plan V Program in 1988, and designation as a Didactic Program in Dietetics (DPD) in 1993. The DPD received initial accreditation in 2008, full accreditation in 2013, and reaccreditation in 2018.

Contact ACEND: 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995; (800) 877-1600 ext. 5400, acend@eatright.org

Becoming a Registered Dietitian Nutritionist (RDN) at Samford (RE 7.3 d)

Registered Dietitian Nutritionists (RDNs) are food and nutrition experts who have met the Commission on Dietetic Registration's (CDR) criteria to earn the RDN credential. RDNs work in a wide variety of employment settings, including health care, community/public health, education, research, government agencies, and private practice. After completing [eligibility requirements](#), individuals are eligible to take the registration examination for dietitians.

Some states require RDNs to obtain licensure or certification to practice. State licensure requirements vary; more details are available on CDR's website. For licensure in Alabama, information is available on the Alabama State Board of Examiners for Dietetics/Nutritionists website.

Samford offers two potential routes within our DPD to become an RDN.

Supervised practice pathway: Students completing this pathway will complete the DPD program while earning a Bachelor of Science in nutrition. Upon completion of the DPD, a student will receive a verification statement that will make him or her eligible to apply to a supervised practice program. These programs include Dietetic Internships, Individualized Supervised Practice pathways, Coordinated Dietetic Education Programs and Graduate Programs. Upon completion of a supervised practice program and completion of a master's degree, the student will be eligible to sit for the registration examination for dietitians (CDR credentialing exam).

Fast track pathway: Students in the DPD may apply for the Samford fast track program, which combines the BS in Nutrition and MS in Nutrition, Dietetics Concentration, in a 3+2 format. This option allows students to complete both degrees and the ACEND-required supervised experiential learning and competencies in five years. Per ACEND guidelines, students cannot be enrolled in both the DPD and graduate program simultaneously; once master's courses begin in the senior year, students exit the DPD. They will not receive a DPD verification statement but will obtain a verification statement following completion of the MS in Nutrition, Dietetics Concentration, which would qualify them to sit for the registration examination for dietitians (CDR credentialing exam).

Becoming a Nutrition & Dietetic Technician Registered (NDTR) at Samford

A Nutrition & Dietetic Technician, Registered (NDTR) is a food and nutrition professional who works under the supervision of an RDN to provide nutrition care and services. NDTRs may assist with meal planning, nutrition education, and food service management in

various healthcare and community settings. Students who complete the DPD are eligible to sit for CDR's Registration Examination for Dietetic Technicians to become credentialed.

About Samford University

Samford University Mission

Samford University nurtures persons in their development of intellect, creativity, faith and personhood. As a Christian university, the community fosters academic, career and ethical competency while encouraging social and civic responsibility, and service to others.

Samford Core Values

The Samford community values lifelong:

- belief in God, the Creator of the heaven and earth, and in Jesus Christ, his only Son, our Lord
- engagement with the life and teachings of Jesus
- learning and responsible freedom of inquiry
- personal empowerment, accountability and responsibility
- vocational success and civic engagement
- spiritual growth and cultivation of physical well-being
- integrity, honesty and justice
- appreciation for diverse cultures and convictions
- stewardship of all resources
- service to God, to family, to one another and to the community

Samford Vision

Anchored in Christian understanding, Samford University will be a diverse community, stressing vigorous learning and personal faith, in the Baptist tradition. Within that commonality, the community will be innovative in teaching, learning and research; sensitive to global issues; aggressive in self-assessment and continuous improvement. Faithful to its mission, Samford will be known and acknowledged worldwide by holding to its core values. The world will be better for it.

The School of Public Health

The mission of the School of Public Health is to prepare servant leaders who demonstrate God's love by promoting health and wellbeing in individuals and communities. Students within the School of Public Health pursue a variety of disciplines focused on the prevention

of disease and the promotion of improved health among entire communities and populations. Majors within the School of Public Health are inherently interdisciplinary, with teams of professionals working together to solve some of society's most complex challenges. The school includes the Department of Healthcare Administration and Informatics, the Department of Nutrition and Dietetics, the Department of Public Health, and the Department of Social Work.

The Department of Nutrition and Dietetics

For more than 100 years, Samford University has been preparing students for careers in nutrition and dietetics. The Department offers two undergraduate degrees: a Bachelor of Science in Culinary and Nutrition Wellness Management and Bachelor of Science in Nutrition and Dietetics, and a Master of Science in Nutrition.

DPD Program Information

Program Faculty and Staff

Faculty		
Emily Bourne, PhD, RDN, LD, CLC	Assistant Professor	NUTR 220, NUTR 415, NUTR 416, NUTR 110, NUTR 413, NUTR 499
Amy Cameron MS, RDN, LD	Assistant Professor; Director, Dietetics Concentration	NUTR 310, NUTR 401
Clara Darling MS, RDN, LD	Assistant Professor; Director, Foods Lab and Samford Wellness Kitchen	NUTR 110, NUTR 412, NUTR 312, NUTR 305, NUTR 414
Megan Kaal MS, MBA, RDN, LD	Assistant Professor; Director, DPD; Clinical Coordinator	NUTR 210, NUTR 220, NUTR 370, NUTR 371, NUTR 408
Ashley Licata PhD, MS, RDN, LD	Assistant Professor; Director, MS in Nutrition	NUTR 350, NUTR 498, NUTR 499
Suresh Mathews PhD, MPhil, MSc, FACN, FICS	Professor and Chair Interim Dean- School of Public Health	NUTR 415
Staff		
Isabella Guevara	Undergraduate Academic Advisor	
Sally Holmes BSPH, BSN	Department Assistant	

Program's Mission, Goals and Objectives (RE 7.3b)

The following section outlines the program's goals and objectives, which serve as the foundation for guiding student learning and overall program effectiveness. These goals reflect the mission and vision of the program and help ensure alignment with accreditation standards.

Program Outcomes (RE 7.3 c)

Data to support program goals and objectives will be collected via a graduate survey, program director survey and the Registration Eligibility Processing System Report. ACEND's required objectives must be evaluated annually using an average of data from the previous three years.

Program outcomes data are available upon request. Contact Megan Kaal for more information at 205-726-4670 or mmhodes@samford.edu

Mission

The mission of the Samford University DPD is to provide a comprehensive and rigorous curriculum that equips students with the core knowledge and experiential activities needed to develop critical thinking skills, professionalism, technical expertise, and skills needed for entrance into a graduate and/or a supervised practice program leading to eligibility for the CDR credentialing exam as a Registered Dietitian/Nutritionist. This program enables students to pursue knowledge in a distinctive Christian environment where faculty of the department are committed to the preparation of competent entry-level practitioners and dedicated servant leaders in the profession of dietetics who will contribute to the needs of their local, regional, and global communities.

Program Goal 1

To prepare DPD graduates with the core knowledge, critical thinking skills, and technical expertise and skills needed for acceptance into an ACEND accredited supervised practice program and/or graduate school.

Program Objectives for Goal 1

Objective 1: At least 80% of program students complete program/degree requirements within six years (150% of the program length) as indicated by Nutrition & Dietetics graduate survey.

Objective 2: At least 80% of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation as indicated by Nutrition & Dietetics graduate survey.

Objective 3: Of program graduates who apply to a supervised practiced program, at least 80% are admitted within 12 months of graduation as indicated by Nutrition & Dietetics graduate survey.

Objective 4: The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.

Objective 5: At least 70% of supervised practice directors who respond to a survey will rate program graduates' preparedness regarding overall core knowledge/skills needed to complete a supervised practice program as 'prepared' or better (very prepared) using a 5-point scale, where four is 'prepared'. ACEND requirement that an objective of this type be included under goal one.

Objective 6: 80% of program graduates agree that the Nutrition & Dietetics curriculum provided the core knowledge and experiential activities needed to develop critical thinking skills, and technical expertise and skills needed to prepare them for an ACEND accredited supervised practice program and/or graduate program as evidenced by the reporting of a well prepared to very well prepared rating on the overall knowledge areas listed on the Nutrition & Dietetics graduate survey.

Program Goal 2

To prepare program graduates to work effectively as team members in an inter-professional environment within the health care field and demonstrate characteristics of servant leadership in community and/or global environments through participation in professional/community organizations.

Program Objective for Goal 2

Objective 1: 80% of program graduates responding to the Nutrition & Dietetics Alumni survey will report participation in local, state, or national professional and/or community service activities with diverse groups and populations over a 3-year period.

Admissions (RE 7.3 f)

Admission of Freshmen Students

Freshmen students are admitted into the Nutrition and Dietetics major when admitted to Samford University as freshmen. A recommendation to continue into the DPD will be made

before the Junior year and is dependent on an evaluation of the student's progression toward a BS degree. Evidence of progression will be based on cumulative GPA, science GPA, and recommendations by DPD director and academic advisor. It is recommended that students maintain a minimum of a 2.75 GPA.

Admission of Transfer Students

Transfer students generally receive favorable admission review to a Samford application when they present a minimum cumulative 2.50 grade point average on all college-level coursework, provided they have attempted at least 24 credits, or 36 quarter credits, at institutions accredited by one of the regional accrediting agencies. If a student has attempted less than 24 credits of college-level coursework, an official high school transcript and official test scores must also be submitted in order to be considered for admission.

Transfer Courses (RE7.3 l)

Samford University accepts transfer credits earned at institutions that have regional accreditation and in which the student has earned a grade of C- or higher.

Transfer students are required to earn at least 50 percent of the credit for a first undergraduate degree in each degree program from Samford. Also, a minimum of 15 credits in the major field (with nine at the 300-400 level) must be earned at Samford. For a minor, a minimum of nine credits in the minor field (with six at the 300-400 level) must be earned at Samford.

Students may transfer up to 64 semester credits or 96 quarter credits of work completed at two-year institutions, where such coursework is comparable to Samford courses offered at the 100 and 200 level.

Individual transfer courses may satisfy a major, minor, or concentration requirement if they meet 75 percent of the required credits for the course. Transfer courses that do not meet the 75 percent rule may still apply, but additional credits may be required to satisfy the requirement.

Students seeking to transfer coursework to fulfill DPD program requirements must submit official transcripts for evaluation. Courses intended to replace required nutrition courses at Samford must be from an ACEND-accredited program. Upper-level DPD courses will be evaluated by the DPD Director and Nutrition & Dietetics faculty. Additional documentation such as syllabi, course descriptions, or examples of completed work may be required. In some cases, students may be asked to complete a written exam, with a minimum passing

score of 80%. If the student is pursuing a degree, transcripts and materials will also be reviewed by the Admissions Office and Student Records.

Recency of Education Policy

To be considered for inclusion in the DPD requirements, courses must meet the following recency standards:

- **Science courses** must have been completed within 10 years of entering the DPD program or within 10 years prior to the issuance of the verification statement.
- **Nutrition courses** must have been completed within 5 years of entering the DPD program or within 5 years prior to the issuance of the verification statement.

Prior Assessed Learning (RE 8.2 i)

Prior assessed learning refers to knowledge and skills gained outside of traditional academic settings (such as work experience) that have been formally evaluated to determine if they meet the competencies required for academic credit or program requirements. The Samford DPD does not accept prior work or volunteer experience for course credit.

Estimated Program Cost (RE 7.3 e)

Tuition and Fees

Information regarding Samford University Tuition and Fees can be found on the most recent undergraduate [tuition](#) and [fees](#) worksheets.

Tuition at Samford University includes enrollment in the DPD. The department of Nutrition & Dietetics does have some associated fees.

Nutrition & Dietetics Department Fees- Both Fall and Spring Semester	All undergraduate students in the Nutrition & Dietetics Department	\$100/semester
Nutrition Food Lab Fee	All students enrolled in NUTR 110, NUTR 312, NUTR 414	\$135/course
Nutrition Research Fee	All students enrolled in NUTR 499	\$135/course
NOTE: Fees are subject to change without notice. See the Samford One Stop website for the latest tuition and fee info.		

Other Anticipated Costs

Books and Other Resources: Varies per course (approximately \$0-\$200 per course)

Private Vehicle/Gas costs (students will need a method to get off campus to complete field hours in some courses)

Computer (see technology requirements in policy section of handbook)

Academy of Nutrition and Dietetics Student Membership: \$58/year

DICAS (application process for post graduate programs): \$50 for first program, \$25 for each additional program

Withdrawal and Refund of Tuition and Fees (RE 8.2 p)

The University is required to contract for a substantial amount of goods and services in advance. Most of these expenses are fixed and are not subject to change on short notice. Under certain circumstances, refunds are available to students who officially withdraw from the University. A student desiring to withdraw from the University must obtain an official withdrawal form from the Office of the Registrar. The form must be submitted to the Office of the Registrar when it is completed.

This policy applies to all terms including fall and spring semesters, fall and spring A/B terms, and summer terms. If a student withdraws from all courses in a term, a portion of or all financial aid may be returned by the university to the original provider(s) of the funding. In such cases where the return of funds creates a balance due to Samford, the student will be required to reimburse the university for those returned funds and any associated fees.

Financial Aid (RE7.3 i)

Samford University

Samford University is committed to making education affordable by offering a range of need-based financial aid options. To be considered for the maximum available aid, students should submit the Free Application for Federal Student Aid (FAFSA) by February 15. After this date, aid will be awarded based on availability.

Samford University provides several options to help finance your education. These include payment plans and student employment opportunities. Additionally, longterm loans are available through the federal government (U.S. Department of Education and the Treasury Department) as well as private lenders. Loans may be made in the name of the student - alone, the student and a co-signer, or the student and a parent.

Department of Nutrition & Dietetics

The Nutrition & Dietetics department currently offers four endowed scholarships for which students may be eligible to apply. Typically, scholarship information will be made available in January each year. Submitted applications are reviewed by the Department Scholarship Committee. Scholarship awards are announced in April, and the awards are applied to the awardees as part of their financial aid package, for the following fall and spring semesters. The available scholarships are listed below.

- Pat Terry Endowed Scholarship
- Linda B Godfrey Endowed Scholarship
- Donna Robuck Seibels Scholarship Award
- Department of Nutrition and Dietetics Undergraduate Scholarship

Additional scholarships may be available annually. The timeline and application process for these typically follow the same format, as shown above.

Academy of Nutrition and Dietetics Foundation

The Academy of Nutrition and Dietetics Foundation is proud to serve as the largest provider of dietetic scholarships to deserving students at all levels of study. More than 250 scholarships are available, and applicants only need to fill out one universal application to be matched with the ones the applicant is eligible to receive. More information can be found on the Foundation [website](#).

Alabama Dietetic Association

The Alabama Dietetic Association (ALDA) has a variety of scholarships students may be eligible to apply for. More information on these scholarships and requirements can be found on the [ALDA website](#).

Les Dames d'Escoffier

The Birmingham chapter of Les Dames d'Escoffier International has given nearly a quarter of a million dollars to women across the state of Alabama pursuing culinary-related careers. Students are encouraged to apply to this scholarship, which typically opens in January and closes in March, with awards being announced in April each year.

Academic Information

Academic Calendar (RE7.3 g, RE 8.2 q)

The DPD program adheres to the [Samford University Undergraduate Academic Calendar](#).

DPD Completion and Verification Statements (RE 7.3 h, RE 8.2 m, n)

Students who complete the Bachelor of Science degree in Nutrition & Dietetics will receive a Verification Statement of DPD Program Completion after the university has officially cleared them for graduation, typically within 2 to 3 weeks following commencement. The DPD director will email the student the verification statement. A DPD Verification Statement is required for entrance into a Dietetic Internship (DI), Individualized Supervised Practice Pathway (ISPP), or Coordinated Master's Program (CP). All students completing the below requirements established by the program will receive a verification statement. The DPD Director is responsible for monitoring each student's progress throughout the program to ensure all program requirements are met.

The primary manner in which a Samford undergraduate student receives a DPD verification statement is by declaring a Nutrition & Dietetics major and completing the required 128 credit hours in order to receive a Bachelor's degree from Samford University. The courses required for the DPD (or course equivalents) must be completed. These courses can be found on the DPD Course List Form which can be provided to you by the DPD director. All courses on the DPD Course List Form are found in the plan of study included in this handbook. In addition to these courses all Knowledge for Registered Dietitian Nutritionists (KRDNs) must be met. KRDNs are a set of competencies established by ACEND that outline the foundational knowledge and skills students must demonstrate as part of an accredited DPD. KRDNs can be found under the curriculum section of the handbook.

In the fall of their senior year, DPD students enrolled in NUTR 370 – Professional Issues in Dietetics will receive guidance on preparing materials for graduate school and/or supervised practice programs such as a Dietetic Internship. As part of this process, students will be provided with a Declaration of Intent form, which outlines the courses they must complete to fulfill DPD requirements and is used in DI program applications to confirm with programs that the student is on route to earning a verification statement.

Students who have a pre-existing undergraduate degree may pursue a DPD verification statement. They are responsible for taking courses on the DPD course list and completing

all KRDNs. A graduate level course that meets KRDNs may be accepted in place of an undergraduate course.

DPD Completion Route One

Obtainment of DPD Verification Statement with B.S. Degree

The DPD program at Samford University is incorporated into a 4-year program resulting in a B.S. degree in Nutrition & Dietetics.

Completion requirements include:

- 128 total credit hours, including all courses on the plan of study/DPD course list (or approved substitutes)
- Fulfillment of all KRDN requirements

DPD Completion Route Two

Obtainment of DPD Verification Statement with pre-existing B.S. degree

Completion requirements include:

- All courses on the DPD course list, including approved graduate course substitutes and applicable courses from undergraduate degree
- Fulfillment of KRDN requirements

Maximum Time for Program Completion (RE 8.2 m)

To receive a verification statement, students must complete the program within 6 years which is 150% of the initial program length of 4 years.

Curriculum (RE 7.3 g)

The curriculum was developed to prepare students with the knowledge, skills, and experience needed for entry into a graduate or supervised practice program leading to eligibility for the CDR credentialing exam as a Registered Dietitian Nutritionist. The curriculum is designed to ensure that all KRDNs are met.

The Samford University curriculum is thoughtfully designed to fulfill our mission of equipping students with core knowledge and experiential activities that prepare them for entry into a graduate or supervised practice program leading to eligibility for the CDR credentialing exam as a Registered Dietitian Nutritionist., while fostering meaningful faculty-student relationships in a supportive Christian environment.

Each semester is structured to ensure that students take no more than 18 credit hours. As the curriculum progresses, the credit load is gradually reduced to accommodate the increased complexity of the coursework. Each semester is also organized so that each contains at least one course within the nutrition department. Courses are integrated so that content in different courses connects and builds on each other. This content is introduced in foundational courses and progressively expanded upon in advanced courses where students are expected to apply and demonstrate their understanding.

Plan of Study

Freshman- Fall Semester 18 credits	BIOL 203 Foundations of Biology I (4) NUTR 110 Food Preparation (4) NUTR 210 Intro to Nutrition & Dietetics (2) UCR 101 University Core Rhetoric (4) UCT 101 University Core Texts (4)
Freshman- Spring Semester 18 credits	BIOL 221 Anatomy & Physiology I (3) BIOL 222 Anatomy & Physiology I Lab (1) HCAD 321 Healthcare Economics (3) NUTR 220 Nutrition for Health Professions (3) UCS 102 University Core Seminar (4) UCT 102 University Core Texts II (4)
Sophomore- Fall Semester 18 credits	BIOL 223 Anatomy & Physiology II (3) BIOL 224 Anatomy & Physiology II Lab (1) CHEM 205 Foundations of Chemistry (4) CHEM 206 Foundations of Chemistry Lab (1) MATH 150 Precalculus (4) NUTR 310 Lifecycle Nutrition (3) UCHW 120 Concepts of Health & Wellness (2)
Sophomore- Spring Semester 18 credits	CHEM 215 Fundamentals of Organic Chemistry (3) CHEM 216 Fundamentals of Organic Chem Lab (1) NUTR 350 Community Nutrition (3) PSYC 101 General Psychology (4) UCBF 101 Biblical Foundations (4) _____ General Elective (3)
Junior – Fall Semester 16 credits	CHEM 345 Fundamentals of Biochemistry (3) NURS 232 Stats of Health Care Professions (3) NUTR 412 Quantity Food Production/Management (4) NUTR 415 Advanced Nutrition I: Macronutrients (3) _____ Fine Arts Elective (3)
Junior- Spring Semester 16 credits	NUTR 312 Food, Culture, & Society (4)* NUTR 370 Professional Issues in Nutrition (1) NUTR 371 Directed Professional Practicum (2) NUTR 414 Experimental Foods (4)

	NUTR 416 Advanced Nutrition II: Micronutrients (3) NUTR 498 Research Methods in Nutrition (2) *Advisor may replace course with NUTR 305 Culinary Medicine
Senior- Fall Semester 12 credits	NUTR 401 Nutrition Care Process (3) NUTR 413 Food Service Organization/Management (3) NUTR 499 Senior Seminar in Nutrition (2) _____ General Elective (4)
Senior- Spring Semester 12 credits	NUTR 408 Clinical Nutrition I (3) _____ General Elective (3) _____ General Elective (3) _____ General Elective (3)

KRDNs Within Curriculum

The curriculum is structured to introduce students to key concepts and content throughout the program, allowing them to build a strong foundation that is reinforced and expanded upon in advanced courses. This progressive learning approach ensures that students are well prepared to meet all KRDNs by the time they complete the upper-level coursework. The chart below indicates the course in which each KRDN will be formally assessed for completion. Successful completion is indicated by a scored of 80% or higher.

KRDN 1.1	Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions.	NUTR 416
KRDN 1.2	Select and use appropriate current information technologies to locate and apply evidence-based guidelines and protocols.	NUTR 408
KRDN 1.3	Apply critical thinking skills.	NUTR 499
KRDN 2.1	Demonstrate effective and professional oral and written communication and documentation.	NUTR 499
KRDN 2.2	Describe the 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	NUTR 401
KRDN 2.3	Assess the impact of a public policy position on the nutrition and dietetics profession.	NUTR 350
KRDN 2.4	Discuss the impact of health care policy and different health care delivery systems on food and nutrition services	NUTR 350
KRDN 2.5	Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates.	NUTR 370
KRDN 2.6	Demonstrate cultural humility, awareness of personal biases and an understanding of cultural differences as they contribute to diversity, equity and inclusion.	NUTR 350

KRDN 2.7	Describe contributing factors to health inequity in nutrition and dietetics including structural bias, social inequities, health disparities and discrimination.	NUTR 350
KRDN 2.8	Participate in a nutrition and dietetics professional organization and explain the significant role of the organization	NUTR 370
KRDN 2.9	Defend a position on issues impacting the nutrition and dietetics profession.	NUTR 370
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	NUTR 408
KRDN 3.2	Develop an educational session or program/educational strategy for a target population.	NUTR 350
KRDN 3.3	Demonstrate counseling and education methods to facilitate behavior change and enhance wellness for diverse individuals and groups.	NUTR 401
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).	NUTR 350
KRDN 3.5	Describe concepts of nutritional genomics and how they relate to medical nutrition therapy, health and disease.	NUTR 408
KRDN 3.6	Develop nutritionally sound meals, menus and meal plans that promote health and disease management and meet client's/patient's needs. therapy, health and disease.	NUTR 408
KRDN 4.1	Apply management theories to the development of programs or services.	NUTR 413
KRDN 4.2	Evaluate a budget/financial management plan and interpret financial data.	NUTR 413
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.	NUTR 408
KRDN 4.4	Apply the principles of human resource management to different situations.	NUTR 413
KRDN 4.5	Apply safety and sanitation principles related to food, personnel and consumers.	NUTR 413
KRDN 4.6	Explain the processes involved in delivering quality food and nutrition services.	NUTR 412
KRDN 4.7	Evaluate data to be used in decision-making for continuous quality improvement.	NUTR 498

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.	NUTR 370 + NUTR 413
KRDN 5.2	Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and career goals.	NUTR 371
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).	NUTR 408
KRDN 5.4	Practice resolving differences or dealing with conflict.	NUTR 370
KRDN 5.5	Promote team involvement and recognize the skills of each member	NUTR 498
KRDN 5.6	Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.	NUTR 371

Student Services and Opportunities

Academic Achievement Recognition

Dean's List

At the end of each semester, undergraduate students who earn a GPA of 3.50 or higher while completing at least 12 quality credits at Samford are named to the Dean's List.

Graduation with Honors

Honors are awarded based on all academic work done at Samford University. Students who earn at least 64 credits at Samford and a grade point average (calculated on all work done at Samford University) of 3.500 through 3.749 are graduated *cum laude*; of 3.750 through 3.899 are graduated *magna cum laude*; and of 3.900 through 4.000 are graduated *summa cum laude*.

Class Honor Cords

Class Honors cords are awarded in the spring term to undergraduate students who have successfully completed at least 12 quality (GPA) credits at Samford in the previous fall term with a Samford cumulative GPA of at least 3.75. The four Class Honors cords are:

- Freshman Year: Blue Cord
- Sophomore Year: White Cord
- Junior Year: Red Cord
- Senior Year: Tri-Color Cord

Students may earn one Class Honors cord per academic year, for a maximum of four. Cords are awarded based on the year the student first qualifies, not class standing. For example, if a student first qualifies in their third year, they receive the Junior cord and are not eligible for Freshman or Sophomore cords.

Since these cords signify academic honors, all earned cords may be worn at the university's commencement ceremonies.

Outstanding Senior in Nutrition & Dietetics

This award is given annually to a senior in the DPD program at Samford University. Nominated by faculty within the Nutrition & Dietetics Department students are considered based on cumulative GPA, service to the department and school, professionalism, and service to the profession.

Academic Success Center (RE 8.2 t)

The Academic Success Center provides academic upon request. These consultations can be in-person or via phone, email, or virtually to help students identify academic goals and locate the needed resources to meet those goals. Additionally, several resources are posted online and are accessible to all students. These include free tutoring schedule (online support may also be available during these times based on tutor availability and upon request); private tutor list in various subjects; study tips and resources, including links to Dr. Chew's "How to Study" video series on YouTube.

<https://www.samford.edu/departments/academic-success-center/>

Accessibility and Accommodations

Students who wish to request accommodations may visit Accessibility and Accommodations' website for information regarding the steps in the registration process and to complete the application for accommodations. Students are encouraged to contact the office at 205-726-4078 or disability@samford.edu with any questions.

Advising (RE 8.2 j)

DPD students are supported by both an academic advisor and the DPD director. These advisors work together to ensure students are meeting the requirements for graduation and for earning a DPD verification statement.

Academic Advising

Academic advising helps students plan their academic progress and course schedule. Each semester, students meet individually with their advisor to review progress and plan

upcoming coursework. Advisors are available year-round for questions, concerns, or changes. Following the recommended course sequence is essential, as many classes have prerequisites and upper-level courses may be offered only once a year. Falling out of sequence can delay graduation. Students are responsible for scheduling advising appointments each semester using the link provided via email and should consult their advisor with any questions about course load.

Isabella Guevara is the current academic advisor for the School of Public Health where the DPD program is housed. Contact information: iguevara@samford.edu.

DPD Program Advising

Students meet with the DPD Director during the fall of their freshman year and continue to meet at least once annually throughout their time in the program. These meetings provide an opportunity to review academic progress, ensure students are meeting DPD requirements, and address any questions or concerns related to coursework or scheduling. In addition, the meetings serve as a time to discuss students' evolving career goals, explore areas of interest within the field of nutrition and dietetics, and provide individualized guidance.

Students with a GPA below 2.75 must schedule a meeting for counseling and evaluation. If a measured KRDN is not met, the DPD Director will meet with the student and course faculty to determine appropriate remediation.

The DPD Director collaborates with the academic advisor to support students in pursuing a career in dietetics or, when appropriate, to explore alternative degree paths based on academic performance and interests.

Megan Kaal, MS, MBA, RDN, LD is the current DPD Director. Contact information: mmhodes@samford.edu

Career Development Center (RE 8.2 t)

The Career Development Center's resources are available to students located on campus, those enrolled in online programs, and alumni. Online assessments and resources, a virtual career library, resume examples, job postings, and more are accessible through the department's website. In addition, career counselors are available for meetings, including mock interviews, on an as-needed basis. <https://www.samford.edu/departments/career-development-center/>

Communications Resource Center (RE 8.2 t)

The Communication Resource Center (CRC) offers free tutoring for Samford students in oral and written communication as well as support for developing and improving critical thinking skills. <https://www.samford.edu/departments/communication-resource-center/>

Counseling Services (RE 8.2 t)

Samford Counseling Services supports students through the transitions and challenges of college life through accessible quality therapeutic services. There is a commitment to providing clinical insight and thoughtful guidance to students seeking growth, healing and hope in their emotional, intellectual and spiritual development. Counseling Services provides individual and group psychotherapy, crisis counseling, referral services, consultations, and educational programs that promote the well-being of individuals and the community. Appointments can be made on the Counseling Services website.

<https://www.samford.edu/departments/counseling/>

Faculty Support

The Nutrition and Dietetics faculty are available to meet with students throughout the semester. Office hours, posted on faculty office doors, are designated times when students may drop by without an appointment. Students are also encouraged to email faculty or use scheduling apps, if available, to set up meetings outside of posted office hours.

Professional Involvement

Academy of Nutrition and Dietetics

It is highly recommended that students join the Academy of Nutrition and Dietetics by their junior year, if not before. Student membership provides access to a wide range of resources, networking opportunities, and eligibility for Academy-sponsored scholarships. For an additional fee, students may also join Dietetic Practice Groups, which offer specialized knowledge and professional development in specific areas of dietetics. The membership year runs from June 1 through May 31. <https://www.eatrightpro.org/member-types-and-benefits>

Alabama Dietetic Association

When a student joins the Academy of Nutrition and Dietetics as a student member, they are automatically enrolled as a member of the Alabama Dietetic Association. This membership provides opportunities to attend the annual state meeting and connect with dietitians across the state for networking and professional growth.

Birmingham District Dietetic Association

Students may join the Birmingham District Dietetic Association for \$15 per year, with the membership year beginning in September. Meeting details are shared via emails from the Student Dietetic Association. This membership offers valuable networking opportunities with local dietitians who may also serve as mentors.

Samford Student Dietetic Association

The Student Dietetic Association (SDA) is a student-led organization for Nutrition and Dietetics majors, Culinary and Wellness Nutrition Management majors, and Nutrition minors at Samford University. Affiliated with local, state, and national dietetic associations, the SDA engages in campus and community projects that promote health and nutrition education. The organization provides valuable networking opportunities with dietetic professionals. Samford's SDA has been recognized multiple times as an Outstanding Student Dietetic Association by the Alabama Dietetic Association.

Health Services (RE 8.2 t)

Medhelp at Samford is a fully functional health care facility providing urgent care, primary medical care, preventive health care, and wellness services. Samford's on-campus Health Center is staffed by a Physician and a Nurse Practitioner during regular operating hours, and students and staff have access to [MedHelp's five locations in Birmingham](#) after hours and on weekends. [Appointments can be made electronically.](#)

Samford Bookstore

The Samford Bookstore offers Bulldog gear and course-required materials, available in-store or online for shipping or in-store pick-up. Textbooks are available often in used and for rent or purchase. <https://www.bkstr.com/samfordstore/home>

Student Files (RE 8.2 s)

DPD students have the right to access their own academic and program-related records. Files related to a student's academic progress, such as course history and advising notes, are maintained by the academic advisor. Files related to progress toward meeting DPD requirements for the verification statement, including documentation of completed KRDNs, are maintained by the DPD Director.

Records of disciplinary actions and formal student complaints are also maintained by the DPD Director. Students may request to review their records by contacting the appropriate individual.

Technology Services

All Samford students have access, free of charge, to two collaboration suites, G Suite for Education and Microsoft Office 365. Both suites provide collaboration space for students to work with each other and with faculty. Both also provide unlimited document storage in the cloud, accessible from anywhere.

MS Office 365 includes the full Office Suite, Word, PowerPoint and Excel (downloadable to a student's personal computer), as well as OneNote, OneDrive, Yammer and Teams. G Suite for Education provides student email by Gmail, Calendar, Classroom, Contacts, Google Drive, Docs, Forms, Groups, Sheets, Sites, Slides, and Vault. All students also have access to online mathematics software - Mathematica, SAS, SPSS and Minitab.

Students and faculty have access to Canvas, the university learning management system, online and through the Canvas mobile app. Canvas can be used for course delivery and support, online testing and grade management. Canvas Studio is available to assist with and support video content. Web and videoconferencing are provided centrally virtually. Additionally, many classrooms on campus are fitted with Echo360 lecture capture devices. Echo360 video content can be uploaded through Canvas Studio into Canvas or may be accessed directly from Echo360 in the cloud.

Other online course management tools include Qualtrics Research, a cloud-based survey instrument, Respondus for exam creation and management, and Turnitin for plagiarism detection, online grading and peer review.

The Samford Service Desk is available 24 hours, 7 days per week, 365 days per year for students as well as faculty and staff at 205-726-2662 or through email at support@samford.edu. After normal business hours, calls to the Service Desk automatically roll to the off-site help desk to assist with tier 1 issues and/or to escalate system outages or issues that affect multiple callers.

<https://www.samford.edu/departments/technology-services/>

University Library

The University Library provides a range of resources and services in support of online students. Resources available to students include access to video tutorials that cover how to use the online catalog, electronic databases, citing sources as well as how to construct search strategies. Additionally, students may click the "Ask Us" button on this or any library page in order to ask questions via chat, email, text, telephone, or schedule a consultation related to library research and services. Links to services such as interlibrary loan and checkout are also covered on this page.

Policies and Procedures

Academic Warning and Withdrawal (RE 8.2 l)

Students of the Samford University DPD must comply with the [Academic Warning and Withdrawal](#) outlined by Samford University.

Attendance

Students are expected to attend all classes, labs, and field experiences to fully benefit from the DPD program. Attendance policies are set by individual instructors and may impact course grades. Students should refer to each course syllabus for specific expectations.

Code of Ethics

DPD students are expected to uphold the Academy of Nutrition & Dietetics Code of Ethics, which emphasizes professionalism, integrity, evidence-based practice, and responsibility to clients and the public.

<https://www.eatrightpro.org/practice/code-of-ethics/code-of-ethics-for-the-nutrition-and-dietetics-profession>

Code of Conduct (RE 8.2 l)

Samford's [Undergraduate Honor Code](#) outlines standards of conduct rooted in integrity, accountability, and respect for others, providing a framework for ethical decision-making and student-led procedures. It reflects the university's mission to promote academic achievement, personal responsibility, and service, guided by core values such as integrity, justice, and spiritual growth. Students in the DPD are expected to uphold and follow this Honor Code as part of their academic and professional development. Disciplinary measures for breaking the honor code are outlined in the Undergraduate Honor Code.

Compensation (RE 8.2 f)

Students enrolled in NUTR 371, NUTR 413, or any other course requiring field experience as part of the DPD curriculum will not receive compensation for time spent in the field. These experiences are designed solely for educational purposes and are intended to support the achievement of program learning objectives. Compensation is not permitted for any field work completed as part of DPD course requirements.

Dress Code

DPD students are expected to dress professionally and conservatively during practicum placements, field experiences, on-campus nutrition activities, professional events, and any public interactions representing Samford's DPD program.

The Nutrition and Dietetics Department dress code always applies, even if the facility has more relaxed standards. If a site has more formal or stricter requirements, those must be followed. In all other cases, the department's dress code takes precedence, and students are expected to comply. Students should obtain a copy of the facility's dress code on or before the first day of their experiential placement. If a student's appearance is deemed inappropriate by the preceptor or professor, the student will be required to correct it before participating in any scheduled activities and must make up any missed time. The preceptor must notify the DPD Director or course professor in such cases. A repeat violation during the same experience will result in removal from the site.

Clothing

The following items are considered inappropriate and are not to be worn, even if allowed by the facility dress code: flip flops, shorts, midriff tops, clothing that is too tight or too short, sheer fabric without undergarments, tops with spaghetti straps, wrinkled apparel, hats or headgear unless related to cultural/religious beliefs or practices (caps are allowed if they are permitted as hair restraints by a foodservice rotation site) and excessive make up and perfume.

Footwear should be appropriate for the site and follow all codes and regulations of the site. If there are any doubts regarding footwear requirements, always ask your site contact before arrival. Footwear restrictions are for safety purposes.

Hair and Hygiene

Students are expected to be neat, clean, and well-groomed. Hair must be clean and neatly styled. Facial hair must be neatly trimmed.

Jewelry

Jewelry must comply with the policies of each facility. Students may wear rings during field experiences; however, rings should be minimal and should not interfere with performance or safety. Oversized or bulky rings are not permitted. Watches should be professional in appearance. Earrings must be no larger than two inches in diameter or length, with a maximum of two pairs worn. Body piercings, other than in the ears, are not permitted and must be covered before entering any facility—this includes, but is not limited to, nose and eyebrow piercings. All visible tattoos must also be covered.

Equitable Treatment (RE 8.1 d)

The Samford University DPD is committed to fostering an inclusive and equitable learning environment where all students are respected and supported. The program works closely with campus resources, including the Office of Accessibility and Accommodations and the Office of Student Success and Diversity, to ensure students have access to needed support. Samford's nondiscrimination policy emphasizes equal treatment and opportunity for all individuals, regardless of sex, gender, race, color, national origin, age, disability, genetic information, veteran status, religion, or any other protected status.

Family Educational Rights and Privacy Act (RE 8.2 r)

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of a student's education records. Under FERPA, the rights previously held by parents are transferred to the student once they enter college.

These rights are:

- Eligible students have the right to inspect and review all their educational records maintained by the school. The student must contact the Office of the Registrar to make an appointment to view their academic record.
- Eligible students have the right to request that a school correct records believed to be inaccurate or misleading. If the school refuses to change the records, the eligible student then has the right to a formal hearing. After the hearing, if the school still refuses the correction, the eligible student has the right to place a statement in the records commenting on the contested information in the records.
- Generally, Samford University must have permission from the eligible student before releasing any information from a student's record. However, the law allows schools to disclose records, without consent, to the following parties:
 - School employees who have a need to know
 - Other schools to which a student is transferring
 - Parents when a student over 18 is still a dependent
 - Certain government officials in order to carry out lawful functions
 - Appropriate parties in connection with financial aid to a student
 - Organizations doing certain studies for the school
 - Accrediting organizations
 - Individuals who have obtained court orders or subpoenas
 - Persons who need to know in cases of health and safety emergencies
 - State and local authorities to whom disclosure is required by state laws adopted before November 19, 1974

Schools may also disclose, without consent, "directory type" information, such as a student's name, address, and telephone number. Samford University has designated the

following as directory information: student name, address, telephone number, e-mail address, date and place of birth, enrollment status, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, honors, degrees and awards received, most recent previous school attended, and photograph. *An eligible student who does not wish for this information to be released without prior written consent must notify in writing the Office of the Registrar by the last day to drop/add without financial penalty in a semester or term.*

Health Accountability

As part of the NUTR 371 course (and any other course that requires field experience hours) students will be required to complete the College of Health Sciences health and immunization forms. ([CHS Health Form](#), [CHS Immunization Form](#)).

These forms must be signed by a physician and document general health, medical history, and proof of the following:

- Measles (or Rubeola), Mumps, and Rubella
- Tetanus, Diphtheria, Pertussis
- Varicella (or Varicella Surface Antibody)
- Hepatitis B series (or Hepatitis B Surface Antibody)
- PPD (TB) test
- Influenza vaccination
- COVID-19 vaccination (recommended, but not required)

All proof will be uploaded to Corporate Screening or other companies as contracted by the College of Health Sciences. Course faculty will provide students with instructions.

Medical or Religious Exemption for Immunization

Medical and religious exemption from immunization is considered by Samford. In both instances, students must be informed of the benefits and risks of immunization against vaccine-preventable diseases and the risks of not being immunized. Students who are granted an immunization waiver on medical or religious grounds may be subject to additional restrictions concerning clinical education since clinical sites may require certain immunizations irrespective of a religious waiver.

A Medical Waiver Form may be obtained [here](#). Medical waiver forms must be completed by a licensed medical professional who certifies that the immunization for which the waiver is

requested may pose a medical risk for the student. The student must upload the completed form to their Corporate Screening account.

A Religious Waiver Form may be obtained via the student's Corporate Screening account. To receive an immunization exemption(s) based on religious beliefs, students must provide a statement detailing the religious beliefs that prevent them from receiving each required school vaccination(s). The document must be signed by a licensed medical professional. The student must upload the form to their Corporate Screening account.

In the event of an outbreak of a vaccine-preventable disease for which the student is not immunized, they may be subject to exclusion from campus at the discretion of the Director of University Health Services or the Vice President of Student Affairs. The student must agree to assume the risks resulting from declining these vaccines and agree to indemnify and hold harmless Samford University from any liability resulting from declining these vaccines.

Online Testing (RE 8.2 o)

While the Samford DPD is primarily an in-person program, a limited number of courses later in the curriculum are offered in an online format.

All students are expected to uphold the Samford University Undergraduate Honor Code, which promotes academic honesty, ethical behavior, and personal responsibility. In accordance with this code, students must complete their own coursework and exams without unauthorized assistance.

Faculty teaching online courses have access to Respondus Monitor, a secure proctoring tool used to verify student identity during online exams. This system can utilize webcam monitoring and ID verification to ensure that the student enrolled in the course is the one completing the assessment.

Student Complaints (RE 8.2 g, h)

Students have a right to file a complaint regarding any aspects of the program without fear of retaliation. When a complaint is received from a student, it will be communicated with the program director, and the complaint will be discussed in detail with the student. The next step will include the program director discussing the complaint with the Nutrition and Dietetics Department Chair. When necessary, the situation will be discussed with the Dean of the School of Public Health. Each step in the complaint process will be documented and will culminate in a written summary and action plan in the student's file. If the complaint is not resolved, a grievance may be filed with Samford University according to the guidelines provided in the university student handbook. If the student has followed the above

guidelines and still believes a resolution is needed, the complaint may be sent to ACEND using the [linked](#) procedure.

Student Performance Monitoring (RE 8.1 a)

Academic Monitoring

Each semester, all DPD students meet with their academic advisor to review academic progress. If a student's cumulative GPA falls below 3.0 or if academic challenges are noted in a specific course, the DPD Director is notified. The DPD Director will then schedule a meeting with the student to provide additional support and determine next steps. When appropriate, students may also be referred to campus support services, such as the Academic Success Center, Samford Writing Center, Office of Accessibility and Accommodations, or the Samford CARES team. These resources can assist in identifying and addressing underlying challenges that may impact academic success.

Mid-Semester Risk Assessment

At the midpoint of each semester, faculty across the University complete an "at-risk" report for students in their courses. This report includes indicators such as poor attendance and low grades. If a student is identified as at risk, a notification is automatically sent to both the academic advisor and the DPD Director. The student's situation is then evaluated, and appropriate interventions are implemented.

Student Remediation and Retention (RE 8.1 b, RE 8.2 k)

If a student does not meet the required level of performance in a didactic course where a KRDN is assessed, remediation is required. The student will meet with the program director to review the concern, and a remediation plan will be developed, documented, and added to the student's file. The program director will work with the course instructor to determine appropriate steps for the student to demonstrate improved understanding.

Faculty provide one-on-one support as needed. Students struggling with course material will receive guidance and strategies to strengthen their learning. Remediation ensures that students can grasp and apply key concepts necessary to meet KRDNs. When appropriate, students may also be referred to campus support services. These remediation efforts support not only academic improvement but also student retention, helping ensure that students continue to progress successfully through the program and are well-prepared for future supervised practice and professional roles.

Substance Use and Background Check Policies

Students must pay for clearance through Corporate Screening or a contracted company prior to beginning site placement. Clearance includes drug testing and a criminal background check. Students will receive instructions for clearance via Samford email. Completion of all required testing and checks is the student's responsibility.

Substance Use Policy:

- Samford University prohibits the illicit use, possession, sale, and distribution of illegal drugs, controlled substances, and the abuse of non-prescription and prescription drugs. Drug tests must comply with Alabama laws, even if conducted in states where certain substances are legal.
- Students testing non-negative without a valid prescription may violate Alabama State Board regulations. Students aware of peers using or possessing illegal substances must report this to the program director.
- The Substance Abuse Policy aims to identify chemically impaired students and help them return to safe practice, focusing on deterrence, education, and reintegration.

Background Check Policy:

- Background checks are required for all students prior to site placement, to be completed through Corporate Screening or another contracted company.
- Students are responsible for costs associated with additional checks required by specific facilities

Technology Requirements (RE7.3 j)

Computer

- Either Window-based or Macintosh Computer Minimum Requirements
- 2.5GHz or faster processor, dual core or greater
- 240 GB hard drive
- 4 GB memory
- USB port (or adaptor for newer devices)
- Wired Ethernet port (or adaptor for newer devices)
- Wireless capability (WPA2 Enterprise- Compatible)
- Webcam + Microphone Capability
- Computers over 5 years old are not recommended

Software

Word, PowerPoint, Excel, and browser software are needed, at a minimum. Office 365 is available for free to faculty, staff and students who are currently attending school or working at an academic institution. <https://www.samford.edu/departments/technology-services/services>

Weather

Inclement weather or other events beyond the control of the University that might cause risk or danger to students, faculty, and staff may occasionally result in changes to normal University operations, including cancellation of classes or events; the calendar schedule may be adjusted.

Verification of Receipt and Agreement Form

I, _____ (print name) have received a copy of the Samford University DPD Handbook. I understand that it contains important information regarding the program's policies and my obligations as a student. I have familiarized myself with the material in the Handbook and understand that I am governed by its contents. I attest that I understand all the material presented in this handbook, and that I have been given the opportunity to clarify any information I did not understand. I understand and agree that I am bound by all policies and procedures outlined in the handbook, Samford University, and the Academy of Nutrition and Dietetics Code of Ethics for dietetics professionals.

Student Name (printed): _____

Student Signature: _____

Date: _____