

PEPPERDINE UNIVERSITY

Seaver College

Natural Science Division

**Nutritional Science**

**DIDACTIC PROGRAM IN DIETETICS (DPD)**

**STUDENT HANDBOOK**

2024-2025

Pepperdine University Nutritional Science DPD  
has been granted initial accreditation at the baccalaureate level until June 30<sup>th</sup>, 2024 by the  
Accreditation Council for Education in Nutrition and Dietetics (ACEND), of The Academy of  
Nutrition and Dietetics (AND), 120 South Riverside Plaza, Suite 2190, Chicago, Illinois  
60606-6995, 800-877-1600, [www.eatright.org/acend](http://www.eatright.org/acend)

## Welcome to Pepperdine University's Nutritional Science Program in the Natural Science Division of Seaver College!

This handbook is designed to help students with the program policies and procedures to which you are required to follow while you are a student enrolled in the Didactic Program in Dietetics (DPD). The DPD Handbook is not intended to be all-inclusive, but rather is to be used as a supplement to Pepperdine University's undergraduate Student Handbook (<https://www.pepperdine.edu/communitystandards/handbook/>). All of Pepperdine's policies and procedures outlined in the handbook of community standards do apply to DPD students; however, this DPD student handbook discusses specific guidelines as they apply to students enrolled in the DPD as a requirement of accreditation by the Accreditation Council for Education in Nutrition and Dietetics, typically shortened as "ACEND". It outlines accepted policy, based on the program's compliance to ACEND 2017 Accreditation Standards as adopted July 29, 2016; Effective June 1, 2017 and then, updated January 26, 2018, and effective July 1, 2018; and more recently, August 21, 2022. Currently, the program's compliance to ACEND 2022 Accreditation Standards is under review. This DPD handbook will reflect the ACEND 2022 Standards. This DPD student handbook is one tool for you to use in completing your Bachelor of Science in Nutritional Science degree at Pepperdine. It is important that you read and become knowledgeable about the information presented in both this and Pepperdine's Undergraduate Student Handbook (<https://www.pepperdine.edu/communitystandards/handbook/>), on Seaver College undergraduate, Community Standards and Codes of Conduct (<https://www.pepperdine.edu/student-life/student-code-of-conduct/standards-of-conduct/standards-seaver.htm>). In addition, you should meet with your major advisor (either Dr. Susan Helm (last names ending with A to M), or Dr. Loan Kim (last names ending with N to Z)) once each term at minimum to plan and continue on your course of study, use the Navigate online system to explore your curriculum and graduation requirements, and to assure that you are making adequate progress towards your degree. If you have further questions about the Nutritional Science program, especially those not covered in the handbook, please be sure to speak with your major advisor. The faculty is here to support your academic career and guide you along the way towards a career in Dietetics, Nutritional Science, Public Health, and other related Health Professions and employment.

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## The DPD Student Handbook for the Nutritional Science program at Pepperdine University

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## Section 1 – DPD Program

### 1. DPD Mission, Seaver College, Pepperdine University

*The mission of the Didactic Program in Dietetics (DPD) is to prepare students to integrate and apply scientific principles within the fields of Dietetics, Nutritional Science, and Public Health for success in promoting health and preventing chronic disease through professional service in diverse settings and for supervised practice leading to eligibility for the Commission on Dietetic Registration (CDR) credentialing exam to become a registered dietitian nutritionist (RDN).*

### 2. DPD Program Learning Objectives (PLOs) and Outcomes Measures

#### PROGRAM GOAL 1

*Graduates will be provided with the foundation, knowledge, and skills required of didactic education in dietetics for successful participation in dietetic internships/or post-baccalaureate programs; passing the registration examination for entry-level dietitians; continued lifelong learning, and productive future careers in dietetics, nutrition, and public health.*

- 1.1** At least 80 % of students complete program requirements within 6 years (150% of planned program length). (RE 2.1.c.1.a)
- 1.2** At least 60% of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation. (RE 2.1.c.1.b.1)
- 1.3** Of program graduates who apply to a supervised practice program, at least 90% are admitted within 12 months of graduation. (RE 2.1.c.1.b.2)
- 1.4** 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%. (RE 2.1.c.1.c)
- 1.5** Within 12 months of completing the program, at least 80% of graduates' employers or director of a graduate or supervised program will complete an employer satisfaction survey and performance evaluation. (RE 2.1.c.1.d)
- 1.6** Of enrolled DPD students, at least 90% will take a mock registration exam three different times.
- 1.7** Prior to deadlines, at least 90% of students will receive adequate preparation to apply to both graduate and supervised practice programs.

#### PROGRAM GOAL 2

*Graduates will integrate research using current technology in the advancement and dissemination of knowledge related to nutrition as an applied science, and eventually, assume roles in leadership, management, and policy development.*

- 2.1** Of enrolled DPD students, at least 80% will complete a capstone research project.
- 2.2** Of enrolled DPD students, at least 50% will be members of Student Government Association (SGA) sponsored Nourish club, LAND, CAND, or AND membership.
- 2.3** Of graduates of DPD program surveyed, at least 100% will have received adequate advising about the Nutritional Science major, DPD program, and preparation for employment.
- 2.4** Of DPD graduates, prior to graduation, at least 100% will provide suggestions of academic improvement.
- 2.5** Of alumni surveyed, at least 70% will rate the quality of the DPD program better as compared to peers.

### 3. Update to ACEND Requirements (2022)- ACEND updated Education Requirements, approved and announced - 10-2-2020.

The Commission on Dietetic Registration has a new requirement for a minimum of a master's degree to take the credentialing exam for Registered Dietitian Nutritionists beginning in 2024. According to ACEND:

*“Effective January 1, 2024, the Commission on Dietetic Registration (CDR) will require a minimum of a master’s degree to be eligible to take the credentialing exam to become a Registered Dietitian Nutritionist (RDN). In order to be approved for registration examination eligibility with a bachelor’s degree, an individual must meet all eligibility requirements and be submitted into CDR’s registration Eligibility Processing System (REPS) before 12:00 midnight Central Time, December 31, 2023.”*

<https://www.cdrnet.org/graduatedegree>. In addition, CDR requires that individuals complete coursework and supervised practice in program(s) accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Graduates who successfully complete the ACEND-accredited DPD program at Pepperdine University are eligible to apply to an ACEND accredited supervised practice program and apply to take the CDR credentialing exam to become a RDN.

### 4. Accreditation of Pepperdine University’s DPD program

The Nutritional Science Didactic Program in Dietetics (DPD) was awarded a 10-year accreditation in 1992. The Nutritional Science major is accredited by an external reviewer, ACEND (Accreditation Council for Education in Nutrition and Dietetics) such that students receive a didactic education in compliance with the 2017 Accreditation Standards, with recent transition to the 2022 ACEND Standards as of July 1, 2022. As such, the undergraduate curriculum provides a theoretical foundation necessary for the practice of dietetics. To more evenly distribute the ACEND program review dates, ACEND adjusted review dates in 1999. Pepperdine University’s program review date (2002) was changed to 2005. Successfully, the Nutritional Science program was given a 10-year accreditation in October 2005, and then again, in 2016, was given a 7-year accreditation until 2023. Currently, we are under review for re-accreditation for continuation of our DPD accreditation with decision arriving within 8 months of April 2023.

### 5. ACEND 2022 Core Knowledge Requirements in Dietetics and Nutrition (KRDN)

Foundation learning is defined by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) as follows: 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. The following five emphasis areas are **specified ACEND as foundation knowledge requirements** and for the didactic component of entry level dietetic education programs:

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

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.**

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 Nutrition and Dietetics Practice for the Registered Dietitian 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, 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.**

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 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, 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 program, graduates 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.

## **6. Bachelor of Science, Nutritional Science program Overview**

### **A. Didactic Program in Dietetics - (DPD) program specific program completion requirements.**



The following is a list of the DPD courses required for completion of the DPD program and issuance of a Verification statement that will allow eligibility to take the Commission on Dietetic Registration (CDR) examination to become a professional Registered Dietitian Nutritionist (RDN):

<b>Course</b>	<b>Units</b>	<b>Course Title</b>	<b>Laboratory Component (yes/no)</b>	<b>Term Offered (Fall/Spring)</b>
NUTR 101	1	Seminar in Dietetics	no	Fall
NUTR 211	2	Nutrition Through the Life Cycle	no	Spring
NUTR 212	4	Nutritional Science	yes – 3 hour lab, one day a week	Fall
NUTR 213	4	Introductory Foods	yes – 3 hour lab, one day a week	Spring
NUTR 301	1	Nutrition and Public Policy	no	Spring
NUTR 310	4	Principles of Nutrition	no	Fall
NUTR 313	4	Foodservice Systems Management	yes – 3 hour lab, one day a week	Fall
NUTR 360	3	Therapeutic Nutrition for Populations	yes - 3 hour lab, one day a week	Spring
NUTR 440	4	Public Health Nutrition	yes – 4 hour lab, one day a week	Spring
NUTR 460	4	Therapeutic Nutrition for Individuals	yes – 3 hour lab, one day a week	Spring
NUTR 499	1-4	Senior Capstone research	no	Fall and Spring
MATH 150	4	Calculus I	no	Fall and Spring
MATH 316	3	Biostatistics	no	Spring
MATH 317	1	Statistics and Research Methods	yes – 2 hour lab, one day a week	Spring
CHEM 120	4	General Chemistry I	yes – 3 hour lab and 1 hour pre-lab	Fall and Spring
CHEM 121	4	General Chemistry II	yes – 3 hour lab and 1 hour pre-lab	Spring and Summer
CHEM 310	4	Organic Chemistry I	yes – 3 hour lab and 1 hour pre-lab	Fall and Spring
CHEM 330	4	Biochemistry	yes – 3 hour lab, one day a week	Fall and Spring
BIOL 211	4	Cell Biology	yes – 3 hour lab, one day a week	Fall and Spring
BIOL 270	4	Human Physiology	yes – 3 hour lab, one day a week	Fall and Spring
BIOL 420	4	Microbiology	yes – 2 hour labs, two days a week	Fall
<b>Total Units:</b>	<b>68-71</b>			

**B. Clinical Nutrition emphasis (can choose to include all of DPD requirements, or not)**

The Nutritional Science program has expanded its' options for the major with the introduction of the Clinical Nutrition Emphasis track. This track may be of consideration if you are considering health related professions such as Nursing, Pharmacy, Dentistry, and Medicine. This track may also be of interest If you are considering PhD programs or the advanced Clinical Nutrition Doctorate programs. There are 2 course substitutions that create this clinical nutrition track:

NUTR 313 can be substituted for BIOL 350 – Human Genetics;

And

NUTR 440 can be substituted for CHEM 331 – Advanced Biochemistry.

If these course substitutions are chosen, then you would not be eligible for the DPD program requirements that leads to the issuance of the Verification Statement and eligibility to take the Commission on Dietetic Registration (CDR) examination to become a Registered Dietitian Nutritionist (RDN).

If you choose to complete the DPD program, then you would also need to complete NUTR 313 and NUTR 440, an additional 8 units. Consider your options carefully and discuss with your major advisor as you map out your curriculum to graduate.

#### **C. Public Health Nutrition emphasis (can choose to include all of DPD requirements, or not)**

The Nutritional Science program has expanded its' options for the major with the introduction of the Public Health Nutrition Emphasis track. This track may be of consideration if you are considering health related professions such as Public Health, Health Science, Public Policy, and Health Administration. This track may also be of interest If you are considering PhD programs or Master's of Public Health programs. There are 2 course substitutions that create this Public Health Nutrition track:

NUTR 313 can be substituted for NUTR 441 – Advanced Public Health;

And

NUTR 460 can be substituted for NUTR 442 – Nutritional Epidemiology.

If these course substitutions are chosen, then you would not be eligible for the DPD program requirements that leads to the issuance of the Verification Statement and eligibility to take the Commission on Dietetic Registration (CDR) examination to become a Registered Dietitian Nutritionist (RDN).

If you choose to complete the DPD program, then you would also need to complete NUTR 313 and NUTR 460, an additional 8 units. Consider your options carefully and discuss with your major advisor as you map out your curriculum to graduate.

#### **D. Nutritional Science Advising Outlines and Suggestions – A packet of guidelines provided to all entering students.**

## LISTING OF COURSES for NUTRITIONAL SCIENCE

This is not an official list of requirements for graduation but a starting point to plan your NUTRITION courses. In NUTR 101, you will meet for 30 minutes with Dr. Helm to discuss your 4-year schedule that may or may not include an International Program (IP), a special program, a double major, or minor(s).

**ADVISING— You will be assigned to an advisor based on your LAST name.**

- Last names ending with A – M will be advised by Dr. Susan Helm.
- Last names ending with N – Z will be advised by Dr. Loan Kim.

**YEARS 1 & 2:** Complete the following courses by the end of sophomore year. The courses are listed in the order by department. See other pages for when these courses are offered. If you plan to study abroad, make sure you work out your schedules accordingly so these courses are completed by the end of your sophomore year.

NUTR 101  
NUTR 211  
NUTR 212  
NUTR 213  
BIOL 211  
BIOL 270  
CHEM 120\*  
CHEM 121  
CHEM 310  
MATH 103/104, MATH 150

**YEAR 3:** These courses should be completed by the end of junior year.

NUTR 301  
NUTR 310  
NUTR 313  
NUTR 360  
MATH 316\*\*  
MATH 317

**YEAR 4:** These courses should be completed by the end of your senior year.

BIOL 420  
NUTR 440  
NUTR 460  
NUTR 499\*\*\* (SENIOR RESEARCH CAPSTONE- year long course; choose 1-4 units each semester)

**ELECTIVES by TRACK**  
BIOL 350 (Clinical track)  
CHEM 331 (Clinical track)  
NUTR 441 (PH track)  
NUTR 442 (PH track)

### NOTES:

\* = Need ACT  $\geq 27$  or old SAT  $\geq 600$ , New SAT  $\geq 620$  or MATH 103 with C- or better.

\*\* = Can also substitute for PSYC 250 (preferred), or SOSOC 250, or POSC 250. All are adequate substitutions. Please take biostatistics/statistics before the spring of junior year because you will take Math 317 the spring of junior year in order to prepare you for senior capstone research project.

\*\*\* = Enroll for 2-4 units

## SCHEDULE for NUTRITIONAL SCIENCE RDN TRACK

Course Number	Course Title	2023-2024		2024-2025		2025-2026		2026-2027	
		Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring
YEAR ONE & TWO									
NUTR 101	Seminar in Dietetics	X		X		X		X	
<sup>o</sup> NUTR 211	Nutrition Through the Life Cycle		X		X		X		X
NUTR 212	Nutritional Science	X		X		X		X	
NUTR 213	Introductory Foods		X		X		X		X
MATH 103/104	Required for MATH 150	X							
MATH 150	Calculus I	X	X	X	X	X	X	X	X
BIOL 211	Cell Biology	X	X	X	X	X	X	X	X
BIOL 270	Human Physiology	X	X	X	X	X	X	X	X
CHEM 120	General Chemistry I	X	X	X	X	X	X	X	X
CHEM 121	General Chemistry II	X	X	X	X	X	X	X	X
CHEM 310	Fundamentals of Organic Chemistry	X	X	X	X	X	X	X	X
YEAR THREE									
NUTR 301	Food & Nutrition Policy		X		X		X		X
NUTR 310	Principles of Human Nutrition	X		X		X		X	
NUTR 313	Foodservice Systems Management	X		X		X		X	
NUTR 360	Therapeutic Nutrition forPopulations		X		X		X		X
MATH 316	Biostatistics (or substitute PSYC 250, SOSC 250, POSC250)	X		X		X		X	
MATH 317	Statistics and Research Methods		X		X		X		X
CHEM 330	Biochemistry	X	X	X	X	X	X	X	X
YEAR FOUR									
BIOL 420	Microbiology	X		X		X		X	
NUTR 440	Public Health Nutrition	X		X		X		X	
NUTR 460	Therapeutic Nutrition for Individuals		X		X		X		X
*NUTR 499	Senior Research Capstone (full year)	X	X	X	X	X	X	X	X
ELECTIVE COURSES IN NUTRITION CURRICULUM									
NUTR 340	Sports Nutrition	X							
<sup>o</sup> NUTR 370	Nutrition Issues in Global Health	Kenya Summer IP--offered every other summer (tentatively Summer 2025, 2027)							

The RDN track is for students interested in pursuing the dietetic internship to become registered dietitian nutritionist (RDN).

o= If spring transfer, take this course, then NUTR 212 in fall.

§= Student can choose NUTR 370 as an elective.

\*= This is a full year student research project—for those who plan to graduate in December, please make plans to start this research 3 semesters before you graduate. For example, if you are graduating December 2023, you will enroll in 499 in Fall 2022 and Spring 2023.

**SCHEDULE for NUTRITIONAL SCIENCE PUBLIC HEALTH TRACK**

Course Number	Course Title	2023-2024		2024-2025		2025-2026		2026-2027	
		Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring
YEAR ONE & TWO									
NUTR 101	Seminar in Dietetics	X		X		X		X	
ºNUTR 211	Nutrition Through the Life Cycle		X		X		X		X
NUTR 212	Nutritional Science	X		X		X		X	
NUTR 213	Introductory Foods		X		X		X		X
MATH 103/104	Required for MATH 150	X							
MATH 150	Calculus I	X	X	X	X	X	X	X	X
BIOL 211	Cell Biology	X	X	X	X	X	X	X	X
BIOL 270	Human Physiology	X	X	X	X	X	X	X	X
CHEM 120	General Chemistry I	X	X	X	X	X	X	X	X
CHEM 121	General Chemistry II	X	X	X	X	X	X	X	X
CHEM 310	Fundamentals of Organic Chemistry	X	X	X	X	X	X	X	X
YEAR THREE									
NUTR 301	Food & Nutrition Policy		X		X		X		X
NUTR 310	Principles of Human Nutrition	X		X		X		X	
NUTR 360	Therapeutic Nutrition for Populations		X		X		X		X
MATH 316	Biostatistics (or substitute PSYC 250, SOSC 250, POSC250)	X		X		X		X	
MATH 317	Statistics and Research Methods		X		X		X		X
CHEM 330	Biochemistry	X	X	X	X	X	X	X	X
§NUTR 370	Nutrition Issues in Global Health	Kenya Summer IP--offered every other summer (tentatively Summer 2025, 2027)							
YEAR FOUR									
BIOL 420	Microbiology	X		X		X		X	
NUTR 440	Public Health Nutrition	X		X		X		X	
NUTR 441	Advanced Public Health		X		X		X		X
§NUTR 442	Nutritional Epidemiology								
*NUTR 499	Senior Research Capstone (full year)	X	X	X	X	X	X	X	X
The public health track is for students who plan to pursue graduate studies in public health (Masters of Public Health- MPH degree). In the public health track, students are not required to take NUTR 313 or NUTR 460. Instead, students will take NUTR 441, and choose a second course (NUTR 370 or NUTR 442). <ul style="list-style-type: none"><li>Students who want to complete the RDN and PH tracks will need to fulfill the DPD track and take the 2 additional courses (NUTR 441 and NUTR 370 or NUTR 442).</li></ul> §= Student can choose NUTR 370 or NUTR 442 as the second course. º= If spring transfer, take this course, then NUTR 212 in fall. *= This is a full year student research project—for those who plan to graduate in December, please make plans to start this research 3 semesters before you graduate. For example, if you are graduating December 2023, you will enroll in 499 in Fall 2023 and Spring 2024.									

**SCHEDULE for NUTRITIONAL SCIENCE CLINICAL RESEARCH TRACK**

Course Number	Course Title	2023-2024		2024-2025		2025-2026		2026-2027	
		Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring
YEAR ONE & TWO									
NUTR 101	Seminar in Dietetics	X		X		X		X	
ºNUTR 211	Nutrition Through the Life Cycle		X		X		X		X
NUTR 212	Nutritional Science	X		X		X		X	
NUTR 213	Introductory Foods		X		X		X		X
MATH 103/104	Required for MATH 150	X							
MATH 150	Calculus I	X	X	X	X	X	X	X	X
BIOL 211	Cell Biology	X	X	X	X	X	X	X	X
BIOL 270	Human Physiology	X	X	X	X	X	X	X	X
CHEM 120	General Chemistry I	X	X	X	X	X	X	X	X
CHEM 121	General Chemistry II	X	X	X	X	X	X	X	X
CHEM 310	Fundamentals of Organic Chemistry	X	X	X	X	X	X	X	X
YEAR THREE									
NUTR 301	Food & Nutrition Policy		X		X		X		X
NUTR 310	Principles of Human Nutrition	X		X		X		X	
NUTR 360	Therapeutic Nutrition for Populations		X		X		X		X
MATH 316	Biostatistics (or substitute PSYC 250, SOSC 250, POSC250)	X		X		X		X	
MATH 317	Statistics and Research Methods		X		X		X		X
BIOL 350	Genetics		X		X		X		X
CHEM 330	Biochemistry	X	X	X	X	X	X	X	X
YEAR FOUR									
BIOL 420	Microbiology	X		X		X		X	
CHEM 331	Advanced Cellular Biochemistry		X		X		X		X
NUTR 460	Therapeutic Nutrition for Individuals		X		X		X		X
*NUTR 499	Senior Research Capstone (full year)	X	X	X	X	X	X	X	X

The clinical track is for students who are interested in pursuing nutritional science research. In the clinical track, students are not required to take NUTR 313 or NUTR 440. Instead, students will take BIOL 350 and CHEM 331.

- Students who want to complete the RDN and Clinical Research tracks will need to fulfill the DPD track and take the 2 additional courses (BIOL 350 and CHEM 331).

º= If spring transfer, take this course, then NUTR 212 in fall.

\*= This is a full year student research project—for those who plan to graduate in December, please make plans to start this research 3 semesters before you graduate. For example, if you are graduating December 2023, you must enroll in 499 in Fall 2022.

## NUTRITIONAL SCIENCE COURSE REQUIREMENTS BY TRACK

COURSES	COURSE TITLE	RDN TRACK	PUBLIC HEALTH TRACK	CLINICAL TRACK
BIOL 211	Cell Biology	√	√	√
BIOL 270	Human Physiology	√	√	√
BIOL 350	Genetics			√
BIOL 420	Microbiology	√	√	√
CHEM 120	General Chemistry I	√	√	√
CHEM 121	General Chemistry II	√	√	√
CHEM 310	Fundamentals of Organic Chemistry	√	√	√
CHEM 330	Biochemistry (formerly Chem 320)	√	√	√
CHEM 331	Advanced Cellular Biochemistry			√
MATH 103 & 104	College Algebra, Trigonometry	Required before enrolling in CHEM 120 if ACT <27 or old SAT <600 or new SAT <620		
MATH 150	Calculus I	√	√	√
MATH 316	Biostatistics (or PSYC 250, SOC 250, POSC 250)	√	√	√
MATH 317	Statistics & Research Methods Lab	√	√	√
NUTR 101	Seminar in Dietetics	√	√	√
NUTR 211	Nutrition Through the Life Cycle	√	√	√
NUTR 212	Nutritional Science	√	√	√
NUTR 213	Introductory Foods	√	√	√
NUTR 301	Food & Nutrition Policy	√	√	√
NUTR 310	Principles of Human Nutrition	√	√	√
NUTR 313	Foodservice Systems Management	√		
NUTR 360	Therapeutic Nutrition, Part 1	√	√	√
NUTR 370	Nutrition Issues in Global Health		Elective*	
NUTR 440	Public Health Nutrition	√	√	
NUTR 441	Advanced Public Health Nutrition		Elective*	
NUTR 442	Nutritional Epidemiology		Elective*	
NUTR 460	Therapeutic Nutrition for Individuals	√		√
NUTR 499	Independent research- senior capstone	√	√	√
Elective* = For public health track, choose either NUTR 370 or NUTR 442				

## SCHEDULE FOR SOPHOMORE YR INTERNATIONAL PROGRAM- 1 semester

This is not an official list of requirements for graduation, just a starting point to get your schedules set for your first year at Seaver College. In NUTR 101, we will meet for 30 minutes to discuss your 4-year schedule that may or may not include an International Program (IP), or special program, or double major, or minor(s), or other idiosyncratic differences with your individual plan.

<b>YEAR</b>	<b>FALL</b>	<b>SPRING</b>	<b>NOTES</b>
<b>FRESHMAN</b>	NUTR 101 NUTR 212 (lab) CHEM 120* (lab)	NUTR 211 NUTR 213 CHEM 120 OR 121 (lab)	Summer- CHEM 121
<b>Or, MATH 150</b>	Or, MATH 103/104	MATH 150	
	SUMMER (after freshman year) MATH 150, CHEM 121 or PSYCH 250**		
<b>SOPHOMORE</b> <b>BIOL 270</b>	NUTR 313	STUDY ABROAD	
<b>JUNIOR</b>	NUTR 310 CHEM 310 or 330  MATH 316**	NUTR 301 NUTR 360 CHEM 310 or 330 MATH 317	
<b>SENIOR</b>	NUTR 440 (lab) BIOL 420 (lab) (1 <sup>st</sup> elective)	NUTR 460 (lab)  (2 <sup>nd</sup> elective)	<u>Clinical Nutrition Track</u> CHEM 331 (Spring) BIOL 350 (Spring)
	NUTR 370 (Kenya sum IP)		<u>Public Health Track</u> NUTR 440 (Fall) NUTR 441 (Spring) NUTR 442 (Spring)
	NUTR 499***	NUTR 499***	SENIOR CAPSTONE

### NOTES:

\* = Need ACT ≥27 or old SAT ≥600, New SAT ≥620 or Math 103 with C- or better.

\*\* = Can also substitute for PSYC 250 (preferred), or SOSC 250, or PolSci 250. All are adequate substitutions. Please take biostatistics/statistics before the spring of junior year because you will take Math 317 the spring of junior year in order to prepare you for senior capstone research project.

\*\*\* = Enroll for 2-4 units



# SCHEDULE FOR SOPHOMORE YR INTERNATIONAL PROGRAM- Full year

(This is not an official list of requirements for graduation, just a starting point to get your schedules set for your first year at Seaver College. In NUTR 101, we will meet for 30 minutes to discuss your 4-year schedule that may or may not include an International program, or special program, or double major, or minor(s), or other idiosyncratic differences with your individual plan.)

YEAR	FALL	SPRING	NOTES
FRESHMAN	NUTR 101 NUTR 212 (lab) CHEM 120* (lab) Or, MATH 150 Or, MATH 103/104	BIOL 211 NUTR 213 CHEM 121 (lab) CHEM 120 MATH 150	Good idea if IP in Soph yr.  If Calculus completed. Fall 2018, CHEM 121 CHEM 120/121 (1 sem IP)
	SUMMER (after freshman year) Summer courses offered: MATH 150, CHEM 121, PSYCH 250, or other GEs		

**SOPHOMORE** If you plan to be abroad for the full year, make sure you have completed Biol 211, Biol 270, Chem 120 and Chem 121 before the start of junior year to assure that you do not fall behind and possibly need a 5<sup>th</sup> year. This means you'll need to plan ahead and take summer school (listed above and below).

**SUMMER (after freshman year)**  
Summer courses offered: MATH 150, CHEM 121, PSYCH 250, or other GEs

JUNIOR	NUTR 313 NUTR 310 BIOL 270	NUTR 301 NUTR 360 CHEM 310 MATH 317 NUTR 211	
SENIOR	NUTR 440 (lab) BIOL 420 (lab) (1 <sup>st</sup> elective) CHEM 330	NUTR 460 (lab)  (2 <sup>nd</sup> elective)	<u>Clinical Nutrition Track</u> CHEM 331 (Spring) BIOL 350 (Spring)
	NUTR 370 (Kenya sum IP)		<u>Public Health Track</u> NUTR 440 (Fall) NUTR 441 (Spring) NUTR 442 (Spring)
	NUTR 499***	NUTR 499***	SENIOR CAPSTONE

## NOTES:

\* = Need ACT ≥27 or old SAT ≥600, New SAT ≥620 or Math 103 with C- or better.

\*\* = Can also substitute for PSYC 250 (preferred), or SOSOC 250, or PolSci 250. All are adequate substitutions. Please take biostatistics/statistics before the spring of junior year because you will take Math 317 the spring of junior year in order to prepare you for senior capstone research project.

\*\*\* = Enroll for 2-4 units for your senior research capstone; this is a whole year of independent research.

## **LISTS OF COURSES FOR NUTRITIONAL SCIENCE MAJORS**

**NUTR 101**

**NUTR 211**

**NUTR 212 (lab)**

**NUTR 213 (lab)**

**NUTR 301**

**NUTR 310**

**NUTR 313 (lab)**

**NUTR 360 (lab)**

**NUTR 440 (field trips)**

**NUTR 460 (lab)**

**NUTR 499 (to be taken all of senior year—senior capstone research)**

**BIOL 211 (lab)**

**BIOL 270 (lab)**

**BIOL 420 (lab)**

**CHEM 120 (lab)**

**CHEM 121 (lab)**

**CHEM 310 (lab)**

**CHEM 330 (lab)**

**MATH 103/104 (Depending on entering SAT or ACT scores)**

**MATH 150**

**MATH 316 (or PSYC 250 (preferred), or SOSC 250, or PolSci 250. All are adequate substitutions)**

**MATH 317 (to be taken in in spring of junior year)**

### **Clinical Nutrition Track**

**NUTR 360 (Spring of Junior year)**

**NUTR 460 (Spring of Senior Year)**

**CHEM 331 (Spring of senior year)**

**BIOL 350 (Spring of senior year; preferably Spring of Junior year)**

### **Public Health Track**

**NUTR 370 (Kenya summer IP course); elective-option to take this course OR NUTR 442**

**NUTR 440 (Fall of senior year)**

**NUTR 441 (Spring of senior year)**

**NUTR 442 (Spring of senior year); elective- option to take this course OR NUTR 370**

**MY 4 YEAR PLAN**

<b>YEAR 1</b>		
<b>Fall</b>	<b>Spring</b>	<b>Summer</b>
<b>YEAR 2</b>		
<b>Fall</b>	<b>Spring</b>	<b>Summer</b>
<b>YEAR 3</b>		
<b>Fall</b>	<b>Spring</b>	<b>Summer</b>
<b>YEAR 4</b>		
<b>Fall</b>	<b>Spring</b>	<b>Summer _____</b>

## Section 2 – Pepperdine University, Seaver College, Nutritional Science Major, and DPD Program Academic Regulations and Policies

### 1. Post-baccalaureate student pathway to completion of DPD Requirements for Issuance of Verification Statement

Post-baccalaureate students without degrees from an ACEND accredited nutrition program who request DPD Verification by Pepperdine University's DPD program must consult with the DPD Director prior to enrollment at Seaver College in the Nutritional Science program as a nondegree student in order to determine required course work for completion of the DPD requirements that would lead to the issuance of a Verification Statement allowing eligibility to complete the Commission on Dietetic Registration (CDR) examination to become a Registered Dietitian Nutritionist (RDN), after completion of a Master's degree. Additional course work may be required to earn a second baccalaureate degree, if this is desired. Students should consult with an academic advisor. In addition, the Pepperdine University DPD program requires a minimum of 4 classes to be completed prior to the issuance of a Verification Statement even if the applicant has completed all DPD requirements at another institution. The 4 classes required for issuance of the Verification Statement given completion of the DPD course equivalents at another institution are the following: 1) NUTR 310-Principles of Nutrition; 2) NUTR 313-Foodservice Systems Management; 3) NUTR 360-Therapeutic Nutrition for Populations; and 4) NUTR 460-Therapeutic Nutrition for Individuals.

### 2. Classroom and Laboratory Expectations – Process Policy for Allegations of Academic or Professional Conduct Issues

#### A. Pepperdine University Code of Ethics Policy - <https://community.pepperdine.edu/hr/policies/ethics.htm>

Human Resources, Thornton Administrative Center, Suite 120, 24255 Pacific Coast Highway, Malibu, CA 90263-4397  
(310)506-4397

#### **Pepperdine University is a Christian University committed to the highest standards of academic excellence and Christian values.**

Members of the Pepperdine University community-faculty, staff, students, administrators, members of the Board of Regents, members of the University's advisory boards, and volunteers-are responsible for maintaining the standards of the institution and of the various communities in which they live. We value integrity, honesty, and fairness and strive to integrate these values into our daily practices.

Our ethical expectations are found in Holy Scripture, the University Mission Statement, the founding vision of George Pepperdine, and the University Affirmation Statement. Holy Scripture provides the ultimate source for our ethical standards, including the two great commands taught by Jesus: the duty to love God and love one's neighbor as one's self (Matthew 22: 37-40).

In this spirit, we commit ourselves to the highest standards of ethical conduct. We act with integrity; we treat others with respect and dignity; we carefully steward the University's resources; we avoid conflicts of interest or commitment; we maintain confidentiality; and we comply with legal and professional obligations. We are individually accountable for our own actions, and we are collectively accountable for upholding these standards of behavior and complying with all applicable laws, policies, standards, and regulations. While human and therefore fallible, we constantly strive to meet our ethical expectations. Moreover, because the Pepperdine community is composed of many distinct constituencies, we understand that, beyond the general ethical principles outlined in this document, we may be subject to additional rules of conduct specific to our respective roles within the community.

## **B. Professional Behavior; Student Performance Monitoring**

Students in the Nutritional Science and DPD program have an obligation to act in ways that will merit trust, confidence, and respect of the academic institution, any external sites associated with academic or volunteer work through the University, and with other health professionals, and the general public. Students have the responsibility to foster the profession and act professionally. To do so, individual behavior must be ethical including conduct in personal and academic affairs. In pursuing this objective the student shall:

1. **Demonstrate respectful and courteous behavior in the classroom and laboratory settings.** Disruptive or disrespectful behavior in the classroom or lab will not be tolerated. Treat peers, faculty, supervisors, co-workers, patients/clients, visitors, and the general public with respect and tolerance for personal differences. Respect and protect the rights, privileges, and beliefs of others. Students that cause disruption/distraction in the classroom or in the lab, as determined by the instructor and program director, may be asked to withdraw from the course and possibly from the program.
2. **Maintain good academic standing** and abide by the procedures, rules, and regulations as described in the Seaver College catalog and DPD Student Handbook.
3. **Abide by the guidelines prescribed by each professor** in the preparation of academic assignments and other course requirements.
4. **Be objective and honest in academic performance and relationships.**
5. **Strive toward academic excellence, improvement of professional skills, and expansion of professional knowledge.**
6. **Neither engage in, assist in, nor condone cheating, plagiarism, or other such activities.**
7. Students are encouraged to become familiar with **the Academy of Nutrition and Dietetics Code of Ethics**. Information about the code of ethics can be found at <https://www.eatrightpro.org/-/media/files/eatrightpro/practice/code-of-ethics/codeofethicshandout.pdf?rev=e70b72588c044984a6b93cff61bcb793>.
8. **Online exams for DPD and Nutritional Science courses.** It is anticipated that some exams taken in class will be administered either through Courses or Zoom format. It is expected of you, the student, are the one taking the exam. Allowing another student to take the exam for you could result in failure of the course and/or removal from the program.

### 3. **Disciplinary/Termination Procedures:**

<https://www.pepperdine.edu/student-life/student-code-of-conduct/disciplinary-procedures.htm>

The guidelines and process and procedures for any disciplinary action that may or may not lead to termination from the University are discussed and outlined with the provided link to this section.

### 4. **Admission to Pepperdine University – please visit:** <https://seaver.pepperdine.edu/admission/>

### 5. **University policies and procedures** (<https://seaver.pepperdine.edu/academics/academic-support/integrity/policies/>)

#### A. **Withdrawal Procedures and Refund of Tuition and Fees,** <https://seaver.pepperdine.edu/admission/financial-aid/>

The DPD program expects all enrolled students to abide by all the policies and procedures set forth in the student handbook, including but not limited to: protection and privacy of student information; filing and handling of complaints from students, retention and remediation procedures, and disciplinary and termination procedures. In addition, all Nutritional Science and DPD assessment Program

Outcomes are available to the student upon request from Office of Institutional Effectiveness (OIE): [www.oie.pepperdine.edu](http://www.oie.pepperdine.edu). The student handbook can be viewed in its entirety at: [www.seaver.pepperdine.edu/studentlife/handbook](http://www.seaver.pepperdine.edu/studentlife/handbook).

**Requests for Refunds using the following link:** <https://seaver.pepperdine.edu/student-accounts/contact/>, (310)506-8000/7203, or email at [SeaverSA@pepperdine.edu](mailto:SeaverSA@pepperdine.edu): Refunds from federal aid will be processed automatically at the start of each term. You do not need to do anything other than make sure you have a valid eRefund account set up about two weeks prior to the start of the term. In order to expedite the process, we ask that you do not call the office regarding the status of your refund during the following times of the term: the week prior to the start of the term or the first two weeks of the term. Students may check their WaveNet account to see when the refund has been processed. It will show up in the "Refund" column under the Account Activity. Once on the student account, the funds will be released to the banks (for those with an eRefund) at the close of business the following day. It then takes generally 3-7 business days for the bank to deposit the funds into the bank account designated on the eRefund. For refund requests on any other credit balance throughout the semester, students may contact the Office of Student Accounts by phone at (310) 506-8000/7203 or using their Pepperdine email account, send an email to [SeaverSA@pepperdine.edu](mailto:SeaverSA@pepperdine.edu). All requests for refunds must come from the student.

#### **Withdrawal Procedures from Seaver College:**

<https://community.pepperdine.edu/publicpolicy/studentservices/financialaid/withdrawal.htm>; (310)506-7369

Only those students who follow these procedures and return all appropriate documents to the Office of Student Information and Services are considered to be officially withdrawn. A withdrawal fee of \$150 will be charged.

1. Any student who leaves the University during a term following the add/drop period, must officially withdraw from all classes.
2. Notify the School of Public Policy and the Office of Student Information and Services via their Pepperdine email or written correspondence, which must be signed and dated.
3. Students will need to contact the appropriate housing, telephone, student accounts, and other personnel.
4. Students with federal funding must also complete [federal loan exit counseling](#).

A school is required to determine the earned and unearned Title IV aid a student has earned as of the date the student ceased attendance based on the amount of time the student spent in attendance. The calculation of Title IV funds earned by the student has no relationship to the student's incurred institutional charges. Up through the 60 percent point in each payment period or period of enrollment, a prorated schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60 percent point in the payment period or period of enrollment, a student has earned 100 percent of the Title IV funds he or she was scheduled to receive during the period. For a student who withdraws after the 60 percent point-in-time, there are no unearned funds. However, a school must still determine whether the student is eligible for a post-withdrawal disbursement.

The University refund policy will determine the charges a student will owe after withdrawing. Those policies will not affect the amount of Title IV Aid the student has earned under the return calculation. The student will be notified by the Office of Financial Aid if they are required to return any federal loan funds. Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive. If a recipient of Title IV grant or loan funds withdraws from a school after beginning attendance, the amount of Title IV grant or loan assistance earned by the

student must be determined. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned. If the amount disbursed to the student is less than the amount the student earned, and the student is otherwise eligible, the student is eligible to receive a post-withdrawal disbursement of the earned but not received aid.

An approved leave of absence may not exceed 180 days in any given 12-month period. If a student does not return from an approved leave of absence, the grace period of their loans will retroactively begin as of the start date of the leave of absence.

Outstanding balances on a student account must be paid in full upon withdrawal. If an account is not paid in full, it will accrue finance charges, late fees, and be placed on hold. Unpaid balances may result in the withdrawal of the student's preregistration privileges as well as a hold being placed on academic transcript requests.

The Department of Education will be notified of your separation date.

Any private loan funds received in excess of the student account balance will be returned to the lender.

**B. Professional Liability and Auto Insurance (applies to student involved in supervised practice component of the DPD program)**

It is required that each student carry Professional Liability Insurance throughout the entire program. In addition, current auto insurance must be carried by the student. These costs are the responsibility of the student. Professional liability insurance is available on the Academy of Nutrition and Dietetic website ([www.eatright.org](http://www.eatright.org)).

**6. Leave of Absence**

Students who wish to take a leave of absence will need to submit a request form that will be routed to the Program Office for review. A leave may be taken for up to two consecutive terms. If the leave of absence exceeds two consecutive terms, students will be withdrawn from the program and will need to complete a status reactivation application to resume their course of study. Students have seven years to complete their degree program from their initial term of admission.

**7. Medical Exam and Medical Insurance Policies**

Students must provide proof of a physical exam completed prior to enrollment and proof of medical insurance while enrolled in the DPD, according to University policy. This includes, proof of physical examination, immunizations, vaccines, TB test, and Hepatitis B immunity. If a student becomes ill or injured while enrolled in the program, the student's health coverage would take effect to cover all health costs:

[www.seaver.pepperdine.edu/studentlife/handbook](http://www.seaver.pepperdine.edu/studentlife/handbook).

**8. Safety in Travel to and from Assigned Areas (applies to student involved in supervised practice component of the DPD program)**

Students must supply his/her transportation to and from assigned supervised practice facilities. Auto insurance must be current during the length of the program.

**9. Injury or Illness While in DPD program**

Students who are injured or become ill while at a supervised practice rotation should seek immediate medical care at either a personal physician's office or an emergency room depending on need. The student is responsible for financial/medical insurance to cover this care.

10. **Education Purpose of Supervised Practice (such as in internship; volunteer activity; or laboratory exercise).** The educational purpose of supervised practice is important to understand for each student. If the student is engaged in a laboratory exercise, volunteer activity, or an internship, then the student must understand that the focus of this extracurricular activity **must maintain an educational focus in order to prevent the use of students/interns to replace employees**. If the student thinks that the he/she is being used as an actual employee, then the student can report this misunderstanding to the Divisional Dean of the Natural Science Division.

11. **Performance Monitoring**

Formal assessment of student learning is maintained throughout a course using the Sakai software gradebook (students have continual access to their course grade, informally called "COURSES"), and a more comprehensive continuous academic progress report with NAVIGATE (<https://seaver.pepperdine.edu/academics/academic-support/student-success-center/navigate/>). In addition, a midterm report of performance is provided to each student around the 7<sup>th</sup> to 8<sup>th</sup> week of the term. And finally, just prior to the week of Seaver course evaluations and final exams, a quantitative assessment of the student learning is provided to each student. Final assessment is provided by a final grade that can be discussed with instructor of course for up to one year upon completion of an academic course: [www.seaver.pepperdine.edu/studentlife/handbook](http://www.seaver.pepperdine.edu/studentlife/handbook).

12. **Retention and Remediation**

**Retention:** All students who meet the core competencies for advancement will be retained in the DPD program and their progress will be monitored by Course instructors and program advisors. Students in the Nutritional Science program are expected to abide by the Seaver College Code of Ethics (<https://www.thefire.org/sites/default/files/2013/10/01184906/Code-of-Conduct-and-Related-Policies--Seaver-College--Pepperdine-University2.pdf>). **Pepperdine University's time limit for completion of all requirements undergraduate degree is set within seven calendar years from the date on which student begins academic work.** Students evidencing a sub-par performance in one or more courses are advised to seek academic assistance through the course professor, Divisional Dean, or Student Success Center (<https://seaver.pepperdine.edu/academics/academic-support/student-success-center/>). Students in the DPD program may be placed on academic probation if the cumulative GPA falls below 2.0 or if they receive a grade below a C- in any required prerequisite course for the first time. They may continue with required courses unless the course/courses in which they received a grade below a C- is/are prerequisite(s) for upcoming courses. In that case, the course/courses in which they received a grade below a C- must be repeated prior to taking the course with that prerequisite. If this is not complete prior to the term the subsequent course is offered, graduation may be delayed by a year or longer. **ACEND's maximum time for completion of the accredited DPD program requires that the undergraduate complete the DPD program requirements within 6 years (150% of planned program length).**



**Remediation:** In the event that one or more KDRN(s) are not met per the standard minimum acceptable course grade of “C-” the student will be required to meet with the DPD Director to discuss reasons for not meeting the standard and to determine whether additional work is feasible for the student to demonstrate the required skills, abilities, and understanding needed. The DPD Director will communicate with faculty in order to establish a remediation plan for the student if it determined that the student has potential for attaining skills needed. This remediation plan may consist of tutorial support or additional assignments in order to demonstrate the KRDN Core Competencies of ACEND have been achieved. If the student cannot achieve the core competencies then the DPD Director will counsel the student to identify an alternative career path.

13. **Good Academic Standing.** Students who maintaining their DPD program course grades at 1.7, “C-”, or better, and who complete all examinations and assignments will be considered to be in good academic standing, provided the professional behaviors meet the standards as outlined in this DPD Handbook. All students are expected to check their academic requirements through the Navigate system on a regular basis and meet with a program advisor as needed to review progress toward graduation. Note that students must apply for graduation by deadlines posted even if they are not planning to participate in the graduation ceremony. Student should take the responsibility for scheduling advising appointments.

14. **Undergraduate Grade Dispute and Appeals Process**

Grades measure student performance and serve as a means of determining graduation eligibility and honors. As such, Seaver College recognizes that a fair and rigorous assessment of student coursework is vital to the mission of the school and wishes to ensure that disagreements arising over assigned grades are handled promptly, fairly, and professionally. This policy outlines the procedure that a student must follow in the event that he/she wishes to dispute the grade received in a course at Seaver College. This process must be initiated by the student before the midpoint of the next non-summer semester, which immediately follows the course in question. Most grade issues can and should be resolved privately between the student and instructor. This is the starting point with all grade disputes. In case the matter is not satisfactorily resolved by these means, the following appeals procedure shall apply:

1. The student shall submit a written appeal to the division dean with a copy to the instructor identifying the course, semester, grade received, and the reason for the appeal.
2. The student shall assemble all relevant class materials (syllabi, returned assignments, tests, papers, etc.) distributed or returned by the instructor to the student. These materials need to be compiled within two weeks of the date of the written appeal. If the student cannot assemble all such documents, the grade dispute is concluded with no grade change.
3. Concurrently, the instructor will assemble all relevant class materials that he or she retained for this student (final exams, midterms, etc.) within two weeks of the date of the written appeal. A copy of these documents along with the syllabus, grade book, and the instructor's written response to the student appeal is to be

forwarded by the instructor to the division dean. If the instructor cannot produce all relevant documents pertinent to the student's work in the course, the grade dispute will be taken up by the instructor's division dean in consultation with the associate dean.

4. The chair will appoint an ad hoc committee of two faculty members within the division who teach the course (or a similar one) in question. This committee will then evaluate the student's course materials based on the following criteria:

- Have all assignments and examinations been administered in accordance with the guidelines set forth in the class syllabus?
- Has all student work been graded fairly, consistently, and accurately?

At the conclusion of the committee's evaluation of the course material, it will submit a written recommendation and explanation to the division dean. The recommendation must be one of the following:

1. Uphold the grade given by the instructor, or
2. Require that the instructor re-grade one or more assignments, followed by a recalculation of the student's grade, or
3. Require that the instructor formulate a repeat of one or more class assignments or assessments, followed by a recalculation of the student's grade, or
4. Recommend a specified grade change

Based on the ad hoc committee's findings, it shall be the division dean's decision, in consultation with the associate dean of Seaver College, as to whether the grade shall be changed. This decision will be final. No further appeal is possible.

#### 15. **Access to University Student Support Services**

Students enrolled at Pepperdine University have access to student services on campus. Additional information on these services can be found at [www.seaver.pepperdine.edu/studentlife](http://www.seaver.pepperdine.edu/studentlife).

##### A. **Office of Student Accessibility** - <https://www.pepperdine.edu/student-accessibility/> (310)506-6500

The Office of Student Accessibility (OSA) seeks to accommodate students with documented disabilities to allow equal standing in educational endeavors.

The Americans with Disabilities Act (ADA), along with Section 504 of the Rehabilitation Act, were enacted to provide a clear and comprehensive mandate for the elimination of discrimination against individuals with disabilities.

In compliance with these laws, Student Accessibility at Pepperdine University is dedicated to maintaining an environment that guarantees students with disabilities full access to its educational programs, activities, and facilities. Accommodations are designed

to level the playing field for students with disabilities, while maintaining the integrity and standards of the University's academic programs.

Accommodations take time to implement. The student must complete the registration and approval process at least three weeks prior to the start of classes in order to best facilitate the logistics of any academic accommodation. If the approval process is completed less than three weeks prior to the start of classes we will not be able to guarantee access to the class.

For the latest information and campus update please follow the link: [COVID-19 Planning and Preparedness](#). The Office of Student Accessibility is available to provide consultation to students and faculty for any COVID-19 related issues or class delivery concerns.

**B. Health Center Services - <https://seaver.pepperdine.edu/student-life/wellness/health/> (310)506-4316**

The Student Health Center (SHC) is located in the Student Assistance Center (SAC), next to the Center for Communications and Business (CCB). The SHC operates similarly to a family physician's office and demonstrates the latest in health standards, allowing students to acquire care from highly trained medical professionals right here on campus. Students who are too sick or injured to use the campus shuttle are encouraged to contact the Department of Public Safety at 310.506.4442 to receive a free medical escort.

[Available services](#) include a wide range of everyday health needs, including [men's and women's health](#), care for illness and injury, [immunizations](#), [injections](#), [labs](#), [nutrition](#), respiratory problems, and dermatology. The SHC also offers specialized clinics such as flu vaccination, [travel medicine](#), [massage therapy](#), and STI/HIV testing. If deemed appropriate, physicians may provide a referral to a specialist or determine if a higher level of care is required.

Providers prescribe medications in alignment with their treatment plans. The SHC features an in-house dispensary, providing access to common medications. A written prescription will be provided for any medication not available at the SHC. Conveniently, there are multiple pharmacies in the local community.

**Students may schedule an appointment through their [patient portal](#) or by calling 310.506.4316, option 3.** Appointments are preferred, and walk-ins are prioritized according to the nature and urgency of the illness or injury.

**C. Student Counseling Services - <https://seaver.pepperdine.edu/student-life/wellness/counseling/> (310)506-4210**

**D. Student Success (Tutorial Services) - <https://seaver.pepperdine.edu/academics/academic-support/student-success-center/> (310)506-4947**

The Seaver Student Success Center is a nationally recognized tutor training program that meets the highest professional standards of skill and training for tutors in postsecondary educational institutions. We coordinate tutoring across many lower-division general education courses as well in high-demand subject areas such as mathematics, chemistry, and foreign languages. All tutoring at the Student Success Center is offered at no cost to students.

With the belief that the student is the center of the academic enterprise, we operate our peer-tutoring network with the mindset that students working with students promotes academic success. Our peer-tutoring program operates on a drop-in, first-come, first-served basis. Students do not need to make an appointment to attend.

### **Academic Coaching**

Academic coaching is an opportunity to discuss your goals with a coach who can assist you in developing strategies for success. Potential topics include time management, exam preparation, study skills, communicating with faculty, and addressing your specific concerns. Whether you need assistance with a particular topic or are interested in generally improving your study skills, we encourage you to request an appointment and find out how academic coaching can benefit you. Academic coaching is free for Seaver students, and we typically respond to students within 48 hours of receiving your request.

#### **16. Assessing and Granting Credit for Prior Learning**

Upon admission to Pepperdine University, the Office of the Registrar evaluates coursework and assigns credit. Some courses may need to be evaluated at the departmental level once the student is admitted to the University. Students must submit a copy of the syllabus and a “request to transfer or substitution form” from the academic advising office to the DPD director. Courses meeting the DPD requirements must have been completed in the past ten years. Coursework obtained longer than 10 years prior will need to be taken again. Experiential learning is not accepted as credit towards the DPD requirements.

##### **A. Review of coursework obtained outside of the United States**

Coursework to meet didactic requirements must be assessed by an independent foreign degree evaluation agency. These agencies may be found at: <http://www.eatright.org/students/getstarted/international/agencies.aspx>. A fee of \$300. is assessed if a student with an assessed degree(s) outside the United States seeks an examination of compliance with the DPD courses at Pepperdine in order to receive a Verification Statement by the DPD Director. Any student wishing to obtain a Verification Statement from Pepperdine University’s DPD program must complete a minimum of the following 4 courses: NUTR 360-Therapeutic Nutrition for Populations; NUTR 310- Principles of Nutrition; NUTR 460-Therapeutic Nutrition for Individuals; NUTR 313-Foodservice Systems Management.

#### **17. Student Grievances and Student Complaints**

*(<https://www.pepperdine.edu/student-life/student-code-of-conduct/policies/seaver-nonacademic-grievances.htm>)*

If any problem or complaint arises, the student should consult with the DPD Director, Dr. Helm, RDN first. If the issue is not resolved, the Divisional Dean of the Natural Science Division, Dr. Joseph Fritsch should be consulted. If still not resolved, the grievance may be brought to a committee consisting of the DPD Director, the Divisional Dean and the Dean of Seaver College. Grievances involving didactic courses should first be discussed with the course instructor. Then, if not resolved, the student, course instructor and DPD Director will meet to discuss and resolve the issue. Grievances involving the DPD Director should first be discussed with the DPD Director directly, then if not resolved, with the Divisional Dean of the Natural Science Division. If a solution satisfactory to all parties is not reached to resolve the issue, the grievant may file a written grievance with the Associate Dean of Seaver College. The document should describe the nature and circumstances of the grievance, previous efforts to resolve the problem and the nature of redress the grievant is seeking. If students have complaints about the

DPD program, they can directly contact ACEND at <https://www.eatrightpro.org/acend/public-notices-and-announcements/filing-a-complaint-with-acend/procedure-for-complaints-against-accredited-programs>. The following is the procedure for complaints against accredited programs:

18. **Procedure for Complaints Against Accredited Programs, Updated November 2020**

1. Any individual, for example, student, faculty, nutrition and dietetics practitioner and/or member of the public may submit a complaint against any accredited program to ACEND®. However, the ACEND® board does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion or dismissal of faculty or students. It acts only upon a signed allegation that the program may not be in compliance with the accreditation standards or policies. The complaint must be signed by the complainant. Anonymous complaints are not considered.
2. ACEND® staff forwards all written complaints to the ACEND® chair within three weeks of receipt of the complaint. If the complainant requests to remain anonymous to the program, the complainant must also provide a written copy of the complaint where identifying information is blocked out.
3. If the ACEND® chair determines that the complaint does not relate to the accreditation standards or policies, the complainant is notified in writing within two weeks of the chair's review that no further action will be taken.
4. If the ACEND® chair determines that the complaint may relate to the accreditation standards or policies, the complaint is acknowledged in writing within two weeks of the chair's review and the complainant is provided a copy of the process for handling the complaint.
5. At the same time as the complainant is notified, the complaint is forwarded to the program electronically with a read receipt request. The administrative officers of the institution or organization sponsoring the program, currently on file with ACEND®, receive copies of the correspondence via email.
6. The ACEND® chair requests the program to conduct a preliminary investigation and submit a report addressing the relevant accreditation standards or policies submitted electronically no more than 30 calendar days from receipt of the notification, as documented by the record of read receipt.
7. The ACEND® chair may also request further information or materials relating to the complaint from the complainant, the institution or other sources.
8. The ACEND® staff identifies a review committee to consider the complaint, along with all relevant information. The review committee recommends appropriate action to the ACEND® board at its next scheduled meeting.
9. In determining the appropriate action, the ACEND® board considers the complaint, materials relating to the complaint, the review committee's recommendation, if any, and additional evidence provided by the program, if any.
10. The ACEND® board or the ACEND® chair may determine that legal counsel is needed to address the complaint. Staff works with the ACEND® board and legal counsel to identify a plan to address the complaint.
11. If the complaint is determined to be unsubstantiated or not related to the accreditation standards or policies, no action is taken.
12. If the complaint is substantiated and indicates that the program may not be in compliance with the accreditation standards or policies, appropriate action is taken, which may include, but is not limited to, scheduling an on-site visit of the program at the program's expense. If the complaint is substantiated and the ACEND® board determines that the program is not in compliance with the accreditation standards or policies, the ACEND® board may place the program on probation or withdraw accreditation.
13. The program director and administration of the sponsoring institution are notified of the ACEND® board's decision and action in writing within two weeks of the decision. The complainant is notified of the final decision and action when the reconsideration and appeals process expires, if applicable.
14. The program has the right to request the ACEND® board to reconsider a decision to withdraw accreditation. (See the ACEND® Policy & Procedure Manual)

19. **Protection of Privacy of Student Information (includes distance learning)** - <https://seaver.pepperdine.edu/legal/privacy-policy/> Pepperdine University ("Pepperdine" or "the University") provides this website ("site") as a service to students, faculty, alumni, and prospective students. Use of the site is subject to the terms and conditions set forth below in Pepperdine's Privacy Policy ("policy"). Although Pepperdine respects the privacy of this site's users (or "members" or "visitors"), the University collects information from its website members and visitors. The Privacy Policy governs users' interaction with the site and users' registration for and use of the site's online services. Except as set forth within this Privacy Policy, the site's Terms of Service agreement, and/or other published guidelines, Pepperdine does not release personally identifiable information about the site's visitors without their permission. Please note that Pepperdine reviews these privacy practices from time to time, and that these practices are therefore subject to change. Pepperdine asks users to periodically review this page to ensure continuing familiarity with the most current version of the site's Privacy Policy. To contact Pepperdine about privacy issues, to report a violation of the site's Privacy Policy, or to raise any other issue regarding the site, please send an e-mail to [webcomm@pepperdine.edu](mailto:webcomm@pepperdine.edu).

20. **Requirements for Becoming a Credentialed Registered Dietitian Nutritionist**

Until midnight, 12/31/23, the requirements for becoming a credentialed registered dietitian nutritionist (RDN) include completion of: (1) the academic coursework in a didactic program in dietetics and (2) a minimum of 1000 hours in an ACEND-accredited supervised practice program. Upon satisfactory completion of these two steps, the participant is eligible to take the Commission on Dietetic Registration credentialing exam. Upon passage of this exam the RDN credential is earned. In some states, graduates also must obtain licensure to practice. Licensure is not required in the state of California. ACEND-accredited supervised practice programs include Dietetic Internships (DI) and Individualized Supervised Practice Pathways (ISPP). The program at Pepperdine is an ACEND-accredited Didactic Program in Dietetics (DPD) with an ISPP. Individuals who successfully complete the DPD program at Pepperdine University, are eligible to apply to an ACEND-accredited supervised practice program. More information about the Pepperdine DPD can be found in the DPD handbook located on the Pepperdine University, Nutritional Science website: <https://seaver.pepperdine.edu/natural-science/undergraduate/nutritional-science/>. Effective January 1, 2024, the Commission on Dietetic Registration will require a minimum of a master's degree, in addition to the accredited coursework and supervised practice, to be eligible to take the credentialing exam to become a registered dietitian nutritionist. More information about becoming an RDN and the RDN exam can be found at: <http://www.cdrnet.org/certifications/>.

### Section 3 – Academic Overview

#### 1. Academic Calendar and Academic Curriculum

The DPD program observes the University calendar, which may be viewed at: <https://seaver.pepperdine.edu/academics/calendar/>

**Academic Curriculum (since 2016)** To enroll in any nutritional science course which lists prerequisites, a student must earn a grade of "C-" (1.7) or better in all prerequisites. A nutritional science major must complete the following courses, which are designed to meet the Academy of Nutrition and Dietetic Association academic requirements:

<b>Required Courses for Bachelor of Science, Nutritional Science and ACEND DPD (Total Units=66)</b>					
<b>Lower-Division Courses</b>			<b>Upper Division Courses</b>		
NUTR 101	Seminar in Dietetics	1	NUTR 301	Advanced Seminar in Dietetics	1
NUTR 211	Nutrition Through Life Cycle	2	NUTR 310	Principles of Nutrition	4
NUTR 212*	Nutritional Science	4	NUTR 313*	Foodservice Systems Management	4
NUTR 213*	Introductory Foods	4	NUTR 360*	Therapeutic Nutrition, Populations	3
BIOL 211*	Cell Biology	4	NUTR 440*	Public Health Nutrition	4
BIOL 270*	Human Physiology	4	NUTR 460*	Therapeutic Nutrition, Individuals	3
CHEM 120*	General Chemistry I	4	BIOL 420*	Microbiology	4
CHEM 121*	General Chemistry II	4	CHEM 310*	Organic Chemistry	4
MATH 150	Calculus I	3	CHEM 330*	Biochemistry	4
(PSYC 200)**	Introduction to Psychology		MATH 316	Biostatistics	3
(ECON 200)**	Economic Principles		MATH 317*	Research Methods	2
(COM 180)**	Public Speaking and Rhetoric		(NUTR 499***)	Senior Capstone Research	2-8
Clinical Nutrition Track: CHEM 331-Advanced Biochemistry					4
Clinical Nutrition Track: BIOL 350-Genetics					4
Public Health Track: NUTR 441-Advanced Public Health					4
Public Health Track: NUTR 442-Nutritional Epidemiology					4
*Course includes a 2-4 hour required laboratory component.					
**Encourage DPD students to choose PSYC 200 (SOSC 200) and ECON 200. COM 180 is a required GE.					
***Senior Capstone units are not required, they are optional, and range in units from 1-4 units each term.					
Optional 2 Tracks for Clinical Nutrition and Public Health..					
To NOTE: If you choose the DPD route, then with either the Clinical Nutrition or Public Health Track, you have 2 additional courses.					

### Freshman-Year Program

The Nutritional Science major should enroll in the general education program and include NUTR 101, NUTR 211, NUTR 212, NUTR 213, MATH 150, BIOL 211, CHEM 120, and CHEM 121 in the freshman year.

### International Programs

Nutritional Science students wishing to participate in the international programs are advised to do so during the summer term; although, if you are interested in the year-long or one-term international programs consult with Dr. Kim or Dr. Helm and they will appropriately advise you of an alternate academic plan. The curriculum can be designed to allow for an IP experience during the academic year.

## **2. Student and Professional Organizations**

**Nourish Club is an expanded, more inclusive version of the past Student Dietetic Association (SDA)**

**Faculty Advisor: Dr. Sunnie DeLano, RDN**

A Student Dietetic Association has existed at Pepperdine for undergraduate Nutritional Science majors and 4 years ago expanded to become the “Nourish Club” consisting of individuals interested in entering into the Profession of Dietetics; Public Health; Medicine; and many related Health Professions. Students are encouraged to join and become involved in the meetings (meet in AC 224) and activities run by the student organization.

**Other Clubs:** [https://community.pepperdine.edu/seaver/studentactivities/icc/clubs\\_and\\_orgs.htm](https://community.pepperdine.edu/seaver/studentactivities/icc/clubs_and_orgs.htm)

### **Academy of Nutrition and Dietetics – Student Membership**

Students are encouraged to become student members of the Academy of Nutrition and Dietetics. The following information is from the AND website:

[www.eatright.org/students/join](http://www.eatright.org/students/join) . To visit the website for the applications and

additional information. Joining the Academy of Nutrition and Dietetics, the world's leading organization of food and health professionals, will enable you to enhance your educational preparation and gain access to a wealth of career building resources.

## **3. Issuance of DPD Verification Statement**

A DPD verification statement formally signifies that you have met all knowledge requirements required by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) making you eligible to apply for Supervised Practice Programs (Dietetic Internships).

In order to receive a Verification statement you must complete all the courses as stated in Section 3- Academic Requirements. Upon completion the DPD Director, Dr. Susan Helm, RDN, will issue a Verification Statement within 30 days of your graduation.

## **4. Graduation and/or Program Completion Requirements**

The DPD program is synonymous with our Bachelor of Science in Nutritional Science and admits students with Associate’s degrees or less. The DPD program at Seaver College, when completed, allows an individual to earn a Bachelor of Science degree. Some students with completed Bachelor or Master’s degrees are admitted as nondegree students. Verification statements are issued to those students successfully completing program requirements, including the general education and program specific requirements in effect in the University catalog at the time the student is admitted (<https://seaver.pepperdine.edu/academics/content/2022-seaver-catalog.pdf>). The Director of the DPD prepares ACEND “class lists” for students applying in the matching process for Dietetic Internships according to the time (term/year) the student is admitted, or as a nondegree student, when they begin taking the DPD required courses. In addition, the student must successfully



complete the requirements for a Bachelor of Science degree in Nutritional Science (<https://seaver.pepperdine.edu/academics/content/2022-seaver-catalog.pdf>). Students are required to have all DPD courses with grades of 1.7 ("C-") or higher, to receive a Verification Statement; although, rare exceptions have been granted. For those students entering, as nondegree students, the program with a Bachelor's or Master's degree, the program awards a Verification Statement to the students who successfully meet program completion requirements. Applicants are instructed on the website that they cannot begin a DI or CP or FEM program without a signed DPD Verification Statement. The program does not offer graduate credit.

## Section 4. Post Baccalaureate considerations

### 1. What is a Registered Dietitian Nutritionist (RDN)?

A Registered Dietitian Nutritionist is a food and nutrition expert who has met the minimum academic and professional requirements to qualify for the credential "RDN." The majority of RDNs work in the treatment and prevention of disease (administering medical nutrition therapy, often part of medical teams), in hospitals, HMOs, private practice or other health-care facilities. In addition, a large number of RDNs work in community and public health settings and academia and research. A growing number of RDNs work in the food and nutrition industry, in business, journalism, sports nutrition, and corporate wellness programs.

### 2. Employment Options for Post Graduation

**A. Supervised Practice Programs (Dietetic Internships) - Pathway to Becoming a RDN** In order to become a Registered Dietitian Nutritionist (RDN) three required components must be completed:

1. ACEND approved academic coursework; this is completed on the DPD track at Pepperdine University.
2. A supervised practice experience through a ACEND accredited Supervised Practice Program or a ACEND accredited Coordinated Program (CP).
3. Passing the Registration Examination for Dietitians.

Students successfully completing the DPD program **and a Master's degree** qualify for application to admission into an accredited Supervised Practice program. Completion of either a Supervised Practice program or CP program is required to become eligible to take the Registration Examination for Dietitians and to become a RDN. Accredited Supervised Practice programs are available across the United States. Until, 12:00 midnight on December 31, 2023, to apply to a Supervised Practice Program, individuals must complete at least a bachelor's degree and ACEND-accredited coursework requirements (Didactic Program in Dietetics). Currently all Supervised Practice Programs must provide at least 1000 hours of supervised practice. This is usually completed in 12-24 months depending on the availability of a part-time schedule or requirement of graduate credit. Individuals completing the program who are verified by the program director are eligible to write the CDR registration examination for dietitians. Appointments to Supervised Practice Programs are awarded on a competitive basis and most use a national computer matching process. Programs not participating in computer matching

accept applications only from individuals employed by the sponsoring organization. Prospective applicants must contact program directors for current information, including application deadline dates. Programs will provide application forms and detailed information on program requirements, tuition, and financial aid upon request. ([www.eatright.org](http://www.eatright.org)) Applicants should look into various programs as each have their own emphasis. To find out more about accredited programs visit: [www.eatright.org/students/education/dpd](http://www.eatright.org/students/education/dpd)

## B. Licensure for RD/RDN and Professional Certification

The following table contains a comprehensive list of the states for licensure of RD/RDN across the United States:

TABLE 1. State	Website
Alabama	<a href="http://www.boed.alabama.gov">http://www.boed.alabama.gov</a>
Alaska	<a href="https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/DietitiansNutritionists.aspx">https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/DietitiansNutritionists.aspx</a>
Arizona	<a href="http://www.healthcarepathway.com">http://www.healthcarepathway.com</a>
Arkansas	<a href="https://www.healthy.arkansas.gov/programs-services/topics/arkansas-dietetics-licensing-board1">https://www.healthy.arkansas.gov/programs-services/topics/arkansas-dietetics-licensing-board1</a>
<b>California</b>	<b>State does not have licensure.</b>
Colorado	<a href="http://www.coag.gov">http://www.coag.gov</a>
Connecticut	<a href="https://portal.ct.gov/DPH/Practitioner-Licensing--Investigations/Dietitian/DietitianNutritionist-Certification">https://portal.ct.gov/DPH/Practitioner-Licensing--Investigations/Dietitian/DietitianNutritionist-Certification</a>
Delaware	<a href="https://dpr.delaware.gov/boards/dietitians/">https://dpr.delaware.gov/boards/dietitians/</a>
District of Columbia	<a href="https://dchealth.dc.gov/node/146192">https://dchealth.dc.gov/node/146192</a>
Florida	<a href="http://www.doh.state.fl.us/mqa/dietetics/nd_boardinfor.htm">http://www.doh.state.fl.us/mqa/dietetics/nd_boardinfor.htm</a>
Georgia	<a href="https://sos.ga.gov/index.php/licensing/plb/19">https://sos.ga.gov/index.php/licensing/plb/19</a>
Hawaii	<a href="https://health.hawaii.gov/ohca/state-licensing-section/">https://health.hawaii.gov/ohca/state-licensing-section/</a>
Idaho	<a href="https://legislature.idaho.gov/statutesrules/idstat/Title54/T54C/H35/">https://legislature.idaho.gov/statutesrules/idstat/Title54/T54C/H35/</a>
Illinois	<a href="https://www.idfpr.com/profs/Boards/diet.asp">https://www.idfpr.com/profs/Boards/diet.asp</a>
Indiana	<a href="https://www.in.gov/pla/diet.htm">https://www.in.gov/pla/diet.htm</a>
Iowa	<a href="http://www.idph.iowa.gov/">www.idph.iowa.gov/</a>
Kansas	<a href="http://www.kdads.ks.gov">www.kdads.ks.gov</a>
Kentucky	<a href="https://bdn.ky.gov/newstatic_Info.aspx?static_ID=531&amp;menuid=207">https://bdn.ky.gov/newstatic_Info.aspx?static_ID=531&amp;menuid=207</a>
Louisiana	<a href="https://www.lbedn.org/">https://www.lbedn.org/</a>
Maine	<a href="https://www.maine.gov/pfr/professionallicensing/professions/board-licensing-dietetic-practice">https://www.maine.gov/pfr/professionallicensing/professions/board-licensing-dietetic-practice</a>
Maryland	<a href="https://health.maryland.gov/dietetic/Pages/Index.aspx">https://health.maryland.gov/dietetic/Pages/Index.aspx</a>
Massachusetts	<a href="https://www.mass.gov/orgs/board-of-registration-of-dietitians-and-nutritionists">https://www.mass.gov/orgs/board-of-registration-of-dietitians-and-nutritionists</a>
Michigan	State does not have licensure.
Minnesota	<a href="https://mn.gov/boards/dietetics-and-nutrition/">https://mn.gov/boards/dietetics-and-nutrition/</a>
Mississippi	<a href="https://msdh.ms.gov/msdhsite/_static/30,0,82.html">https://msdh.ms.gov/msdhsite/_static/30,0,82.html</a>

Missouri	<a href="https://pr.mo.gov/dietitians.asp">https://pr.mo.gov/dietitians.asp</a>
Montana	<a href="http://boards.bsd.dli.mt.gov/med#174">http://boards.bsd.dli.mt.gov/med#174</a>
Nebraska	<a href="http://dhhs.ne.gov/licensure/Pages/Medical-Nutrition-Therapist.aspx">http://dhhs.ne.gov/licensure/Pages/Medical-Nutrition-Therapist.aspx</a>
Nevada	<a href="http://dphh.nv.gov/Reg/Dietitian/Dietitian - Home/">http://dphh.nv.gov/Reg/Dietitian/Dietitian - Home/</a>
New Hampshire	<a href="https://www.oplc.nh.gov/dietitians/index.htm">https://www.oplc.nh.gov/dietitians/index.htm</a>
New Jersey	No Website
New Mexico	<a href="http://www.rld.state.nm.us/boards/Nutrition_and_Dietetics.aspx">http://www.rld.state.nm.us/boards/Nutrition_and_Dietetics.aspx</a>
New York	<a href="http://www.op.nysed.gov/prof/diet/dietcontact.htm">http://www.op.nysed.gov/prof/diet/dietcontact.htm</a>
North Carolina	<a href="https://www.ncbdn.org/">https://www.ncbdn.org/</a>
North Dakota	<a href="https://ndbodp.com/">https://ndbodp.com/</a>
Ohio	<a href="https://med.ohio.gov/Contact-Us">https://med.ohio.gov/Contact-Us</a>
Oklahoma	<a href="https://www.okmedicalboard.org/dietitians">https://www.okmedicalboard.org/dietitians</a>
Oregon	<a href="https://www.oregon.gov/oha/PH/HLO/Pages/Contact-Us.aspx">https://www.oregon.gov/oha/PH/HLO/Pages/Contact-Us.aspx</a>
Pennsylvania	<a href="https://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/Nursing/Pages/default.aspx">https://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/Nursing/Pages/default.aspx</a>
Puerto Rico	<a href="https://theana.org/Puerto%20Rico#:~:text=Puerto%20Rico%20licenses%20dietitians%20and,nutritionist%20can%20provide%20nutrition%20care">https://theana.org/Puerto%20Rico#:~:text=Puerto%20Rico%20licenses%20dietitians%20and,nutritionist%20can%20provide%20nutrition%20care</a>
Rhode Island	<a href="https://health.ri.gov/contact/">https://health.ri.gov/contact/</a>
South Carolina	<a href="https://lir.sc.gov/diet/licensure.aspx">https://lir.sc.gov/diet/licensure.aspx</a>
South Dakota	<a href="http://www.sdbmoe.gov/">http://www.sdbmoe.gov/</a>
Tennessee	<a href="https://www.tn.gov/health/health-program-areas/health-professional-boards/dn-board/dn-board/about.html">https://www.tn.gov/health/health-program-areas/health-professional-boards/dn-board/dn-board/about.html</a>
Texas	<a href="https://www.tdlr.texas.gov/diet/diet.htm">https://www.tdlr.texas.gov/diet/diet.htm</a>
Utah	<a href="https://dopl.utah.gov/diet/">https://dopl.utah.gov/diet/</a>
Vermont	<a href="http://www.vtlmi.info/licocc.cfm?">http://www.vtlmi.info/licocc.cfm?</a>
Virginia	<a href="http://www.dhp.virginia.gov/medicine/default.htm">http://www.dhp.virginia.gov/medicine/default.htm</a>
Washington	<a href="https://www.doh.wa.gov/LicensesPermitsandCertificates/ProfessionsNewReneworUpdate/DietitianandNutritionist/LicenseRequirements">https://www.doh.wa.gov/LicensesPermitsandCertificates/ProfessionsNewReneworUpdate/DietitianandNutritionist/LicenseRequirements</a>
West Virginia	<a href="https://www.wvbold.com/">https://www.wvbold.com/</a>
Wisconsin	<a href="https://dsps.wi.gov/Pages/BoardsCouncils/MEB/Dietitians/Default.aspx">https://dsps.wi.gov/Pages/BoardsCouncils/MEB/Dietitians/Default.aspx</a>
Wyoming	<a href="http://dietetics.wyo.gov/">http://dietetics.wyo.gov/</a>

***The national Registered Dietitian Nutritionist (RDN) credential*** – This is a nationally recognized professional credential available through the Commission on Dietetic Registration (CDR). *Note that the CDR allows you to interchangeably use the credential titles RD (Registered Dietitian) and RDN (Registered Dietitian Nutritionist) – these are the exact same thing.*

**State certification that allows you to practice as a dietitian** – Currently there are five states that refer to their state-level process for granting legal permission to practice dietetics as “certification” – but don’t confuse that with *national certification* through the Commission of Dietetic Registration. If you live in **Connecticut, Indiana, Utah, Vermont, or Wisconsin** you’ll hold state-level “certification” to legally refer to yourself and market your services as a Certified Dietitian, while all other states with laws governing the practice of dietetics use the term “license” or “registration.” Regardless of the term the state uses, earning the right to practice dietetics in any state requires that you first earn the national RD credential through CDR.

The **Registered Dietitian (RD) certification** is required for practicing as a dietitian in **43 states**, and often comes with increased earning power and career advancement opportunities. The credential demonstrates you have proven skills at a professional level. This means advanced knowledge about key dietitian and nutrition subjects including:

- nutrition demands of specific population segments
- assessment and screening of individuals based on their diets
- nutrient principles of dietetics
- food and nutritional science
- nutrition research and study principles
- nutrition program management
- business and financial management of nutrition programs and services
- food production sanitation and safety
- menu development based on nutritive principles

Hospitals, government agencies, and community health clinics routinely require their dietitians to be certified through the Commission on Dietetics Registration. The RD credential opens up job opportunities in places like:

- Universities – at university health centers and research opportunities
- Hospitals, HMOs, doctor’s offices, and private practice
- Community and public health clinics, and related initiatives
- Nutrition and food-related businesses
- Corporate wellness companies
- Sports teams and fitness centers

### **Earning and Maintaining the Registered Dietitian/Registered Dietitian Nutritionist (RD/RDN) Certification**

To qualify for RD/RDN certification you must fulfill education and supervised practice requirements established by the Commission on Dietetic Registration (CDR). After fulfilling these requirements, you would then need to go on to pass the Registration Examination for Dietitians.

### ***Academic Requirements***

Earn a bachelor's degree at minimum through a dietetics program with a curriculum [approved by ACEND](#) (Accreditation Council for Education in Nutrition and Dietetics). ACEND approved programs are available through regionally accredited colleges and universities. This can include both online and on-campus programs. **This will require a Master's degree at a minimum after midnight on December 31<sup>st</sup>, 2023.**

### ***Supervised Practice Requirements***

The CDR gives you the choice of completing one of the following three options to fulfill its supervised practice requirement:

#### *Complete an accredited dietetic internship*

- This is completed after earning a bachelor's degree (and a Master's degree, after 12/31/23)
- It must include at least 1,000 hours of supervised practice
- It must be offered by an [accredited internship provider](#) (ACEND)

#### *Complete an accredited coordinated program*

- Some bachelor's programs include the guided experience as part of the curriculum
- 1,000 hours of [approved](#) supervised practice are integrated into the program's curriculum

#### *Complete an individualized supervised practice pathway (ISPP)*

- This is an acceptable route to earning experience through a program that hasn't been pre-approved by ACEND and is designed for those who have earned at least a bachelor's degree, but did not complete a period of supervised experience as part of their degree program
- This route includes the option to take up to three years to gain the experience
- If you have earned a bachelor's or master's degree a representative from your school will need to complete a Didactic Program in Dietetics (DPD) verification statement for submission to the Commission on Dietetic Registration (CDR) before you can start your ISPP. This is not required if you completed a doctoral program.

### ***Pass the Registration Examination for Dietitians***

The [Registration Examination for Dietitians](#) is administered by the third-party testing company Pearson VUE and comprised of between 125-145 questions taken from these topic areas:

- management of nutrition and food programs and services
- nutrition care for individuals and groups
- dietetics and nutrition principles
- foodservice systems
- 

### ***Maintain Your Certification***

Once you've completed these steps you'll use your CDR-issued Registered Dietitian (RD/RDN) certification to apply for a license through your state dietetics board. Your state will have its own licensing maintenance requirements, while others simply require you to keep your Registered Dietitian (RD) certification with the CDR in good standing. Maintaining your RD in good standing is also required if you want to pursue more advanced

nutrition certifications through the CDR. To maintain your RD certification through the CDR you must complete three steps over the course of five years:

- create a learning plan – you have complete choice of what this includes
- maintain an activity log with details on how you complete your learning plan
- conduct a professional development evaluation (PDE)

During a five-year period you're required to complete one continuing education unit on ethics. Each year you also pay a re-certification fee to the CDR.

### **Advanced Nutrition Certifications through the CDR**

The Commission on Dietetic Registration sponsors advanced nutrition certifications you can earn once you've gained experience as an RD. These are preferred or required credentials for many advanced positions in the field of nutrition and dietetics and can open up new career paths. Each of these requires passing a specific exam and has a qualification requirement that can be fulfilled by holding an RD/RDN certification:

- Board Certified Specialist in Gerontological Nutrition
- Board Certified Specialist in Obesity and Weight Management
- Board Certified Specialist in Oncology Nutrition
- Board Certified Specialist in Pediatric Nutrition
- Board Certified Specialist in Renal Nutrition

*\*2021 US Bureau of Labor Statistics salary figures and job growth projections for [dietitians and nutritionists](#) reflect national data not school-specific information.*

### **C. Computer Matching for the Supervised Practice Programs - <https://www.dnddigital.com/ada/overview.php>**

#### **D&D Matching Algorithm for the Academy of Nutrition and Dietetics**

Applicants submit rank order lists of internships.

Internships submit rank order lists of applicants with their maximum number of matched applicants (class size).

Impossible matches are removed from initial rank order lists creating initial 'adjusted' rank order lists. Further references to lists should be considered to be 'adjusted' lists.

- Applicants are removed from internship lists if the applicant did not rank the internship.
- Internships are removed from applicant lists if the internship did not rank the applicant.
- Rank order lists become **adjusted rank order lists** after applicants and internships bubble up to fill holes.

An internship's match 'window' includes its highest ranked applicants, equal in number to their class size.

A match happens when an applicant's highest ranked internship includes the applicant in the internship's window.

When a MATCH is made:

- The matched applicant is removed from other internship lists.
- The number of unmatched applicants in the internship's window decreases by one.

During Round 1, all unmatched applicants are considered for a match to their first rank order internship, cycling over and over through all unmatched applicants, until additional matches cannot be made.

During Round 2, all unmatched applicants are considered for a match to their first and second rank order internships, in that order, cycling over and over through all unmatched applicants until additional matches cannot be made.

During Round 3, all unmatched applicants are considered for a match to their first, second and third rank order internships, in that order, cycling over and over through all unmatched applicants until additional matches cannot be made.

Rounds 4, 5, etc. follow in like manner.

Internship matches to applicants are no longer possible when either the

- internship's class is full.
- internship's applicant list is empty.

Matching concludes when additional applicant-internship matches cannot be made.

**FACT:**

- **Guaranteed matches** only occur when an applicant's initial adjusted highest rank order internship also has the applicant in the internship's initial adjusted match window of rank ordered applicants.
- **All other matches depend** on the sequence (order) in which matches occur.
- **Withdraw** When an applicant withdraws, their rank order list of internship is removed and they cannot re-enter the match.
- **Online matches are binding.**

**RECOMMENDATIONS:**

- Rankings should be based on true preferences.
  - Do not second guess rank order lists.
  - A more preferred match might be lost
- Participants should only rank internships they are willing to accept as interns.
- Internships should only rank applicants they are willing to accept as interns.
- Internship and applicant rankings are confidential.

## **D. A four year academic plan to consider for success in your DPD program and for developing a strong academic career.**

### **Freshman year**

Your academics are the main focus for your first year. Achieving quality grades that go towards your overall GPA is important as well as a strong understanding of your course work. During your first year you should get to know the faculty and other nutrition students to build relationships during your DPD program. This would also be the time to become involved in the Nourish Club on campus at Pepperdine as well as the Student Membership of the Academy of Nutrition and Dietetics (AND). If you take Nutrition 101 this year you will begin the process of building your professional presence by establishing a LinkedIn account. Begin to think about an area you would like to obtain work experience in either a volunteer or paid position. Your summer after your first year would be a good opportunity to pursue work experience.

### **Sophomore**

The focus remains on building your foundation of nutrition knowledge. Be involved with extracurricular activities and gain work and volunteer experience. Continue to foster relationships with your faculty, stop by their office, or ask them for. Seek opportunities for leadership roles in clubs, organization, or community service projects. You may also consider internship opportunities to gain experience and build your resume. Attend local professional meetings to build professional relationships in your community.

### **Junior**

Continue to focus on integration of acquired knowledge and grades, building your resume, and expanding your LinkedIn. Research areas you will consider for your post baccalaureate career, specific DI and graduate programs. If needed, prepare to take GRE the summer after your junior year.

### **Senior**

Schedule meeting with DPD Program Director, Dr. Susan Helm, RDN, at the beginning of the semester to discuss applications to Supervised Practice Programs and/or Graduate or Professional programs. Continue to focus on integration, synthesis and application of nutrition knowledge in courses, maintaining good grades, building your resume, and expanding your professional presence on LinkedIn. If considering employment rather than a Supervised Practice Programs, Graduate or Professional School, then make an appointment with the Career Center and also with Dr. Susan Helm, RD to discuss the range of possibilities post graduation.

**Apply for Supervised Practice (SP) programs by deadlines (visit eatright.org):**

**Fall Match:** SP application deadline – September (Students apply in September, match in November, & start SP in January, February, or March). **Spring Match:** SP application deadline – February (Students apply in February, match in April, & start SP in July, August or September).

### **E. Graduate Programs**

Students wishing to pursue academics with a graduate degree may do so after completion of their baccalaureate degree. Graduate Programs will require the student to take the Graduate Record Examination (GRE). This should be taken prior to your senior year of academics. For a list of graduate programs in nutrition see: [www.nutrition.org/education-and-professional-development/graduate-program-directory/](http://www.nutrition.org/education-and-professional-development/graduate-program-directory/)

Most graduate programs have a deadline of November 1<sup>st</sup>, however they will vary, so be sure to know all your deadlines in advance to allow time to collect your letters of recommendation, transcripts and test scores.

Options for Post Graduation include the following:

- a. Master's degree programs**
- b. Master's degree programs prior to a Dietetic Internship, ISPP, or FEM program accredited by ACEND**
- c. Doctoral programs (consider Advanced Clinical Doctorate – a step toward the future of Dietetics)**
- d. Professional programs (MD, Nursing, PharmD, DVM, DDS, PT, OT)**
- e. Public Health, MPH**
- f. Employment**

- the treatment and prevention of disease (administering therapeutic nutrition using the Nutrition Care Process, often part of medical teams)
- in hospitals, HMOs, private practice or other health-care facilities
- in community and public health settings
- in academia and research
- in the food and nutrition industry
- in business as consultants or entrepreneurial areas
- in journalism as writers of books or contributors to magazines
- in Sports Nutrition working with individuals and sports teams
- in corporate wellness programs

## **5. Potential Employment with a degree in Nutritional Science**



Registered Dietitian Nutritionist (RDN)

Sports Dietitian/Sports Nutritionist

Oncology Dietitian

Pediatric Dietitian/Maternal and Child Dietitian

Food Service Technologist

Health Service Manager

International Food Organizations Manager

Academic (PHD, MS) / College Professor

Corporate Wellness Consultant

Nutrition Communications/Food Writer

Nutrition/Health/Wellness Educator

Nutrition and Dietetic Technician, Registered (NDTR)

Pharmacist

Nutritional/Food Scientist

Food Safety Auditor

Food Labeling Specialist

Public Health Nutritionist/Researcher

Public Health Analyst

Regulatory Affairs Specialist

Registered Nurse (RN)

Medical Doctor (MD)

Humanitarian Nutritionist

Nutrition Services Manager

Diabetes Researcher

Chef

Community Health Worker

## Section 5 – Involvement in Professional Organizations in Dietetic Students and RDNs

1. Academy of Nutrition and Dietetics, [www.eatright.org](http://www.eatright.org), (800)877-1600
2. California Academy of Nutrition and Dietetics, [www.dietitian.org](http://www.dietitian.org), or email: [ca\\_academy@dietitian.org](mailto:ca_academy@dietitian.org), (310)822-0177
3. Los Angeles District of California Academy of Nutrition and Dietetics, [www.dietitian.org/los-angeles](http://www.dietitian.org/los-angeles), or email: [losangelesdietetic.assn@gmail.com](mailto:losangelesdietetic.assn@gmail.com)

## Section 6 – Student Rights

### 1. Access to Student Support-Records and Files

All students are expected to check their academic requirements through **the Navigate system** on a regular basis and meet with a program advisor as needed to review progress toward graduation. Note that students must apply for graduation by deadlines posted even if they are not planning to participate in the graduation ceremony. Student should take the responsibility for scheduling advising appointments. [studentsuccesscenter@pepperdine.edu](mailto:studentsuccesscenter@pepperdine.edu)

**The NAVIGATE System:** <https://seaver.pepperdine.edu/academics/academic-support/student-success-center/navigate/>

Navigate is designed to help you stay on track throughout your time as a Wave. Within the app and through the desktop platform you can manage holds on your account, message your support team, schedule appointments with your advisors, form study buddies with classmates, plan upcoming academic terms, and more.

2. **ACEND Complaint Procedure** (see pages 29-30 of this DPD Student Handbook)

3. **Protection of Privacy of Information** (see page 30 of this DPD Student Handbook)

4. **Diversity, Equity, and Inclusion Policy/Statement**

Pepperdine University is a Christian university committed to Christian values and ideals, unhindered academic inquiry, and the pursuit of truth. Because of these priorities, the University seeks to foster a deep sense of belonging in a community that reflects the full diversity of creation. We value the open table of Jesus: a place of neighborliness and hospitality where God graciously gives gifts to all and where all are welcome. Jesus practiced belonging by calling diverse people—paying special attention to those whom society disadvantaged, marginalized, or oppressed—and inspiring communities to practice deep inclusion across human difference. These Christian principles define and guide the approach of Seaver College to diversity, equity, and inclusion.

The DPD program follows the Pepperdine University and Seaver College for prohibiting discrimination, harassment, and sexual harassment.

The full policy can be found at <https://seaver.pepperdine.edu/diversity/>.

In addition, the DPD program has adopted the Academy of Nutrition and Dietetics Diversity Definition: “The AND encourages inclusion, diversity, equity and access (IDEA) by striving to recognize, respect and include differences in age, creed, culture ethnicity, gender, gender identity, political affiliation, race, religion, sexual orientation, size and socioeconomic characteristics in the nutrition and dietetics profession.” <https://www.eatrightpro.org/practice/practice-resources/diversity-and-inclusion>

To operationalize this diversity definition, the DPD program is committed to fostering a culture of diversity, equity, an inclusion through the following strategies:

1. Recruitment and admission practices that are applied fairly and consistently regardless of background.
2. Holistic admission process and DEI Training for the Selection Committee.
3. Provision of accessible information about AND, CAND, and other available scholarships to reduce financial burden
4. Provision or accurate and timely advising to students on the pathways to becoming a RDN to help students meet their individual needs.
5. Encouragement and provision of DEI training to program faculty and students.
6. Respectful communication and cooperation among students, faculty, and preceptors.
7. Valuing differing and unique perspectives.

Any student, faculty, staff, or preceptor found to have exhibited inappropriate conduct or behavior against others may be reported to an individual within the Seaver College Human Resources at (310)506-4397, or email: [humanresources@pepperdine.edu](mailto:humanresources@pepperdine.edu).

5. **Sexual Misconduct Policy**

University (University) affirms that all members of our community are created in the image of God and therefore should be treated with dignity and respect. Our University Code of Ethics states that we do not unlawfully discriminate on the basis of any status or condition protected by applicable federal or state law. Further, we respect the inherent worth of each member of the community and do not engage in any form of harassment. We follow the profound truth found in the Golden Rule, "In everything do to others as you would have them do to you" (*Matthew 7:12*). Any student, faculty, staff, or preceptor found to have exhibited inappropriate conduct or behavior against others

may be reported to La Shonda Coleman, Associate Vice President, University Title IX Coordinator at (310)506-4436, or email: [lashondacoleman@pepperdine.edu](mailto:lashondacoleman@pepperdine.edu).

## Section 7 – Helpful Student Information

1. **Nutritional Science and DPD Website** - <https://seaver.pepperdine.edu/natural-science/undergraduate/nutritional-science/>

2. **Class Registration** - <https://community.pepperdine.edu/seaver/academicadvising/registration/>

For a successful registration experience, please follow the steps below.

**1. Look Over Your Degree Audit Report (DAR)**

- Access your DAR through the Student Services area of [WaveNet](#) by clicking on the "Degree Audit" link.
- [Click here for an online guide that explains how to read your Degree Audit Report.](#)

**2. Build a Course Schedule and Choose Alternate Course Options**

- Review the Schedule of Classes in [WaveNet](#). Click on Student Services, then either Add a Class or Wishlist.
- Note the available courses that you need in the Schedule of Classes and use these course options to begin building your schedule. If a "must have" course is not available, contact the [Division Office](#) that offers the course to see when it will be offered in the future.
- Select several alternate courses that will fit around your "must have" classes to use in the event that a particular course you selected closes before you register.

**3. Clear All Registration Holds**

- Prior to the beginning of pre-registration, visit the Student Services area of [WaveNet](#) to see if you have any registration holds.
- Resolve any holds that appear prior to your registration time by contacting the department that placed the hold.
- Students with less than 60 units completed must be cleared for registration by their advisor. Students enrolled in a First-Year Seminar may be cleared by their seminar professor.

**4. How to add/drop during the designated period.**

- [Step-by-step registration instructions](#)

**5. Before you modify your schedule, please keep in mind the following:**

- Dropping below 12 units or registering in more than 18 units will affect your charges and financial aid.
- If you withdraw from all of your courses for the semester, you will incur a **\$150 withdrawal fee**.
- Be sure to check that your desired class is open before you drop one in which you are already enrolled.

**6. View Your New Schedule**

- Visit the Student Services area of [WaveNet](#) and view your student schedule.

3. **COURSES** – To login to Courses, you have two easy options:

1. **Courses.** Visit <http://courses.pepperdine.edu>.

- Click "Pepperdine Login" at the top right.
- Enter your Pepperdine NetworkID and password on the Central Authentication Service (CAS) page and click "LOGIN."

2. **WaveNet.** Visit <http://wavenet.pepperdine.edu>.

- Click "Home" in the left toolbar.
- Click "Courses (powered by Sakai)."

#### 4. Academic Advising- ADVISORS

1. **First Year Seminar Advisor** – this faculty member will be the instructor of your First Year Seminar Course.
2. **Nutritional Science (DPD) Major Advisors** – For last names beginning A-M-Dr. Susan Helm, RAC 111; (310)506-4325; [susan.helm@pepperdine.edu](mailto:susan.helm@pepperdine.edu); and for last names beginning N-Z-Dr. Loan Kim, RAC 121; (310)506-636; [loankim@pepperdine.edu](mailto:loankim@pepperdine.edu)
3. **ONESTOP Advisor** – will be assigned from last name; TAC; (310)506-7999; [onestop@pepperdine.edu](mailto:onestop@pepperdine.edu)

### Section 8 – Student Support Services

#### 1. Formal Grievance Process-Seaver College, Pepperdine University

##### Purpose & Applicability

The purpose of this Non-Academic Student Grievance Procedure is to provide for the resolution of student grievances, including allegations of discrimination and harassment pursuant to the University's "Non-discrimination and Anti-harassment Policy." This procedure is applicable to non-academic student grievances filed by a student against faculty, staff, or any nonstudent third-party. This policy is not applicable to grievances filed against another student. To file a grievance against another student, please see the "[Reporting Misconduct](#)" section of the Student Code of Conduct. Additionally, this procedure does not apply to complaints made by a student regarding sexual misconduct and/or sexual harassment. Such complaints shall be governed according to the University's "[Sexual Misconduct Policy](#)."

This procedure is designed to allow students to address complaints in a prompt, fair, consistent, and objective manner. Any act of reprisal by a University employee or by one acting on behalf of the University, including the intimidation of a grievant, respondent, or witness during the pendency of an investigation, will result in prompt disciplinary action. *(This procedure shall not be used to bring frivolous or malicious complaints. If a complaint has been made in bad faith, appropriate disciplinary action may be taken against the person bringing the complaint.)*

##### Informal Resolution

Before initiating a formal grievance, a student has the option to—but is not required to—discuss the matter in dispute with the person against whom the student has a grievance and seek a mutual resolution of concerns. The student may be encouraged to return to this informal level of resolution at any time during this procedure. It is the University's belief that most grievances can and will be resolved at this level.

##### Initiation of Complaint

If an informal resolution does not result, the student must submit a complaint to the grievance officer to initiate a formal grievance. Initially the student's concerns may be communicated orally; however, they must be in writing before any review or other action takes place. (Assistance will be provided to students with disabilities who are unable to write a complaint.) This written complaint should be submitted as soon as possible after the student knows of the subject problem. The complaint should specify the University policy, procedure, or norm violated and specifically set forth all relevant factual details (including any supporting documentation). A student may elect to withdraw a complaint at any time; however, the University reserves the right to investigate all complaints where necessary to protect the interests of the University community.

##### Review by Grievance Officer

The Senior Associate Dean of Seaver College (or his or her designee) shall serve as the grievance officer concerning complaints against faculty, staff, or nonstudent third-parties. The Dean of Seaver College shall serve as the grievance officer concerning complaints about the Associate Dean, and in this instance, the Provost will serve as the reviewing office if the case involves a request to appeal the grievance officer's decision.

The grievance officer shall read the complaint, all relevant records or other factual information, and all University policies and procedures as may be necessary to determine whether the complainant's allegations warrant implementing the remainder of the procedures outlined below. If, for example, the allegations in the complaint, even if true, would not constitute a violation of a University policy, procedure, or norm, then the grievance officer should inform the student in writing that the student's allegations are not subject to the grievance process. If the grievance officer determines that the allegations in the complaint do warrant further investigation and consideration, then the grievance officer shall forward, via university email ([@pepperdine.edu](mailto:@pepperdine.edu) or other relevant email addresses for third-party respondents), notice of the complaint and its substantive allegations to the person against whom the complaint is made ("respondent") and, if discrimination or

harassment is alleged, the University Equal Employment Officer. This shall be done as soon as possible, but in no event later than twenty-one (21) business days after the grievance officer receives the student's written complaint. The respondent shall be given fourteen (14) calendar days from receipt of the complaint to return a written response to the grievance officer. Necessary extensions may be granted at the discretion of the grievance officer. The grievance officer will initiate a reasonable investigation into the matter. The scope of any investigation shall be in the sole discretion of the grievance officer. The investigation may include, but is not limited to, meeting with the parties, talking with witnesses, and reviewing any supporting documents. If the grievance officer desires, he or she may appoint an ad hoc committee to assist in the investigation of the complaint and/or for advice concerning the handling of this matter. In such instances, the ad hoc committee should have the necessary training or expertise necessary to investigate the complaint and offer advice on the handling of the matter. Within twenty-one (21) business days of a receipt of the respondent's written response, the grievance officer shall make a decision by a preponderance of the evidence based on the written complaint, the response (if any), and any other information the grievance officer determines is relevant. The decision shall be in writing and consist of factual findings, conclusions, and a remedy if one is appropriate. The grievance officer will provide a copy of the decision to all parties. In instances where discrimination or harassment is alleged, the grievance officer will provide a copy of the decision to the complainant and/or target of the alleged discrimination or harassment, and the University Equal Employment Officer. The decision will explain the investigative process and contain a summary of the facts gathered, a determination as to whether discrimination or harassment occurred, the reasons for the decision and any appeal procedures. If discrimination or harassment is found to have occurred, the decision will also include any remedial or corrective actions that have, or will be, taken to prevent any retaliation or recurrence (1) institutionally and (2) directly relating to the complainant, including notice of all sanctions against the respondent in order for the sanctions to be fully enforced.

#### **Request for Appeal of Grievance Officer's Decision**

Any party may submit a written request for appeal to the Dean of Seaver College ("reviewing officer") within fourteen (14) calendar days from the date of the decision. The request for appeal must specifically set forth all grounds for appeal. The nonappealing party must be given the opportunity to respond in writing to the request for appeal. The reviewing officer shall be limited to addressing only the following questions:

- Did the grievance officer consider all the important and appropriate facts in the investigation of this matter?
- Did the student prove by a "preponderance of the evidence" (that is, more likely than not) that the person against whom the student has a grievance in fact violated a University policy, procedure, or norm or otherwise engaged in any unlawful or illegal activity?
- Was the process carried out in a fair manner?
- Was the decision one that a reasonable person might have made?
- Was the grievance officer biased?

Within fifteen (15) business days from the date of receipt of the written appeal, the reviewing officer shall make a final decision based on the written complaint, the written response, the grievance officer's written decision, the written request for appeal, and any written response to the request for appeal. The decision of the reviewing officer shall be final. The reviewing officer will provide a copy of the decision to all parties, and to the University Equal Employment Officer. All written decisions made and materials produced in connection with a grievance conducted under this procedure shall be retained by the grievance officer for seven years after graduation.

**Last Updated: October 30, 2020**

**Policy Contact:** [Seaver Dean's Office](#)

#### **RETALIATION:**

Pepperdine prohibits and does not tolerate retaliation against any student or employee who in good faith files a complaint of unlawful discrimination, harassment, failure to accommodate or is involved as a witness or participant in the complaint or investigation process. Engaging in unlawful retaliation will result in disciplinary action, up to and including dismissal from the University.

#### **Formal Grievance Complaint Form**

#### **Pepperdine University**

**FORMAL GRIEVANCE/COMPLAINT FORM**

Any student may submit, to the DPD Program Director, in writing, concerns or problems to be discussed with faculty and Divisional Dean. Actions taken to resolve formal complaints will be communicated to the individuals involved as appropriate. A record of complaints and steps taken to resolve any problem will be maintained in the program director's office, in a secure, locked cabinet. Should the student submitting the grievance/complaint not be satisfied with the resolution, or the student feels the grievance/complaint is with the DPD program director, the grievance/complaint may be submitted to the Divisional Dean of Natural Science.

Description of Problem/Concern

Suggestion for Improvement

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

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

Resolution taken:

DPD Program Director Signature: \_\_\_\_\_

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

**2. DPD Student Handbook Signature Page (this will be collected at beginning of both NUTR 101 and NUTR 301)**

This page is to be signed and turned in by the student to acknowledge the receipt and understanding of the information in the DPD Student handbook. The original document will be included in the student's file as kept by the DPD Program Director.

Information provided in this handbook refers to specific DPD policies as well as policies that are issued by Pepperdine University, Seaver College, Nutritional Sciences DPD program.

I realize that it is my responsibility to read the DPD Student Handbook and clarify any questions or concerns with the DPD program director and/or the Divisional Dean of the Natural Science Division.

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

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Name of Student (PRINT)

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Signature of Student

DATE