

CORNELL DPD PROGRAM

Policies & Procedures

(2024-2025)

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Cornell University Policy & Procedure Information

The DPD defers to the policies of Cornell University for issues related to the following topics:

Equitable Treatment for Students

Program: Division of Nutritional Sciences: DPD Program	Date Updated: 06/05/2023
Subject: Equitable Treatment for Students	Date of Last Review: 06/26/2024

Location or How Information is Available:

1. Inquiries concerning the application of Title IX may be referred to the appropriate Title IX coordinator. For more information relative to sexual discrimination, harassment and assault see [SHARE \(Sexual Harassment and Assault – Response and Education\)](https://share.cornell.edu/) at <https://share.cornell.edu/>. For more information relative to other discrimination or harassment covered by [Title IX](#), see [Reporting Harassment, Bias and Discrimination](https://titleix.cornell.edu/reporting/) at <https://titleix.cornell.edu/reporting/>.
2. Cornell is committed to equality of educational opportunity for all students. Student Disability Services assists students with disabilities and special needs. See <http://sds.cornell.edu/> for more information.
3. Cornell University conducts its recruitment, admission and education fully committed and in accordance with [Cornell’s Equal Education and Employment Opportunity Statement](https://hr.cornell.edu/about/workplace-rights/equal-education-and-employment-opportunity-statement) found here: <https://hr.cornell.edu/about/workplace-rights/equal-education-and-employment-opportunity-statement>
4. Other questions or requests for special assistance should also be directed to the Department of Inclusion and Workforce Diversity, 150 Day Hall, Ithaca, NY 148533-2801.

Disciplinary/Termination Procedures

Program: Division of Nutritional Sciences: DPD Program	Date Updated: 7/12/23
Subject: Disciplinary/Termination Procedures.	Date of Last Review: 06/26/2024

Location or How Information is Available:

Issues of discipline and termination are addressed by the [Cornell University Student Code of Conduct](#) and all rules outlined by the University found at: <https://policy.cornell.edu/policy-library/student-code-conduct>

Withdrawal and Refund of Tuition & Fees

Program: Division of Nutritional Sciences: DPD Program	Date Updated: 7/12/23
Subject: Withdrawal & Refund of Tuition & Fees	Date of Last Review: 06/26/2024

Location or How Information is Available:

Students can go to the CU Bursar Website at: <http://www.dfa.cornell.edu/treasurer/bursar/studentparents/tuition/insurance.cfm>

This link is Cornell password protected. For general information from the CU Bursar website: <https://bursar.cornell.edu/>

Program Schedule, Vacations, Holidays and Leaves of Absence

Program: Division of Nutritional Sciences: DPD Program	Date Updated: 7/12/23
Subject: Program Schedule, Vacations, Holidays and Leaves of Absence	Date of Last Review: 06/26/2024

Location or How Information is Available:

1. The Cornell DPD program follows the [Cornell University Academic Calendar](#) for all holidays and vacations. The calendar can be found here: <https://registrar.cornell.edu/academic-calendar>.

2. Students can get information about Leaves of Absence here:

- Health Leaves of Absence (University Wide): <https://policy.cornell.edu/policy-library/voluntary-leave-absence-students>
- Students refer to their home college for specific information about Leaves of Absence (most DPD students are in Cornell Human Ecology or the College of Agriculture and Life Sciences):
 - Students in the College of Arts & Sciences: <https://as.cornell.edu/registrar/leave-absence-and-withdrawal>
 - Students in Cornell Human Ecology: <https://www.human.cornell.edu/academics/policies/requirements#:~:text=Leaves%20of%20Absence,hereg%40cornell.edu>).
 - Students in the College of Agriculture and Life Sciences: [https://cals.cornell.edu/undergraduate-students/cals-student-services/academic-resources/special-studies-academic-policies-and-petitions-and-forms/academic-policies#:~:text=Deadline%3A%20A%20student%20may%20request,\(see%20the%20academic%20calendar\)](https://cals.cornell.edu/undergraduate-students/cals-student-services/academic-resources/special-studies-academic-policies-and-petitions-and-forms/academic-policies#:~:text=Deadline%3A%20A%20student%20may%20request,(see%20the%20academic%20calendar)).

Insurance Requirements

Program: Division of Nutritional Sciences: DPD Program	Date Updated: 7/12/23
Subject: Insurance Requirements, including those for professional liability	Date of Last Review: 06/26/2024

Location or How Information is Available:

Per risk management, students, while under the supervision of a Cornell Faculty/Staff member, have insurance coverage for liability they may incur. This is contingent on the University Policy on Indemnification, policy 4.9, which is posted on the University website at: <https://policy.cornell.edu/policy-library/legal-defense-and-indemnification>

Privacy of Student Information

Program: Division of Nutritional Sciences: DPD Program	Date Updated: 06/05/2023
Subject: Privacy of Student Information	Date of Last Review: 06/26/2024

Location or How Information is Available:

1. Cornell University complies with the Family Educational Rights and Privacy Act of 1974 ([FERPA](#)), the federal law that covers educational records held by the university. The policy on privacy of student information and access to personal files can be found at:

<https://registrar.cornell.edu/service-resources/ferpa>

2. University Policy 7.3 - Processing and Reporting Changes in Student Enrollment Status information can be found here: <https://policy.cornell.edu/policy-library/processing-and-reporting-changes-student-enrollment-status-under-title-iv>

Student Access to Their Information

Program: Division of Nutritional Sciences: DPD Program	Date Updated: 7/12/23
Subject: Student Access to Their Information	Date of Last Review: 06/26/2024

Location or How Information is Available:

1. Students at Cornell University have the right to review their personal educational records and information to determine accuracy and progress at any time during their education. Information including procedures for accessing student records can be found at:

<https://registrar.cornell.edu/service-resources/ferpa>

2. Students may access their personal DPD files in their personalized Cornell Box folders as noted in the DPD Handbook, and if a student wants to access their academic information, they can log on to Student Center here:

<https://www.studentessentials.cornell.edu/>.

Verification of Student Identity

Program: Division of Nutritional Sciences: DPD Program	Date Updated: 9/27/23
Subject: Verification of Student Identity	Date of Last Review: 06/26/2024

Location or How Information is Available:

At Cornell University information on strategies to verify the identity of a student for distance instruction and/or online testing can be found at the following websites:

1. Center for Teaching Innovation - FERPA & Technology:
<https://teaching.cornell.edu/ferpa-technology>
2. Cornell IT – Cornell NetIDs: <https://it.cornell.edu/netids>

DPD Policy & Procedure Information

The following are policies and procedures that are specific to the DPD program and DPD students:

Student Performance Monitoring

Program: Division of Nutritional Sciences: DPD Program	Date Updated: 7/12/23
Subject: Student Performance Monitoring	Date of Last Review: 06/26/2024

Policy

It is the policy of the Cornell DPD Program that student assignments and grading are determined by the instructors in each course. Students will have access to their grades on their course Canvas sites and through [Cornell Student Center as part of Cornell Student Essentials](#). Student Performance Monitoring for the DPD Program will be based on **the DPD Core Knowledge Assessment Measures** outlined in the DPD Student Handbook. Tracking and monitoring of DPD student performance will begin after a student is formally accepted into the DPD Program in the fall semester (typically, of their junior year).

Procedure

1. Once a student is formally accepted into the DPD program, the DPD Director and DPD Administrator will track outcomes for each individual student using a secure spreadsheet on Cornell Box. This file will only be on Cornell Box and will not be shared with others and will be used to record grades received on specific assignments in designated DPD courses.
2. Student outcomes for each Core Knowledge Assessment Measure listed by the DPD program and agreed upon by the course instructors will be evaluated at the mid-point of each semester and at the end of each semester for both the fall and spring semesters.
3. If a student does not meet a Core Knowledge Assessment Measure, they will work with the DPD Director and course instructor(s) to complete a remediation assignment as decided by the course instructor to ensure competency. This alternative plan will be documented in the spreadsheet under the student's name and the associated assessment measure.

Process for Filing Complaints

Program: Division of Nutritional Sciences: DPD Program	Date Updated: 6/6/2023
Subject: Process for Filing Complaints	Date of Last Review: 06/26/2024

Policy

Per the Cornell University, College of Human Ecology, Grievance Procedures, a [grievance is defined](#) as “an injustice or harm arising from a specific situation involving an act or acts of alleged unfairness that the individual regards as just cause for protest on his or her own behalf.” There are different grievance procedures depending on the type of complaint and college that a student is in at Cornell University. If you feel a grievance has occurred, you are encouraged to follow the steps below and discuss your situation with the DPD Director as soon as possible so that the correct steps and actions can be taken.

Procedure

1. Complaints or concerns about the DPD program at Cornell University should first be discussed with the DPD Director.
2. If a student has a grievance about a specific course in the DPD program, they should work with the course instructor for a resolution as the DPD Director cannot change or override any course grades or assignments. It is advised that the student meet with the DPD Director to discuss concerns and devise solutions for working with their instructor(s) if a problem occurs.
3. Grievances should be directed to the Division of Nutritional Sciences Director if the issue is not resolved after working with the DPD Director for DPD program or course complaints (see DNS information in the DPD Student Handbook for contact information).
4. If a complaint is not resolved, a grievance shall be directed to the Associate Dean of Academic Affairs of the student’s respective college (Human Ecology, Agriculture and Life Sciences, or Arts and Sciences).
5. If that complaint fails to be resolved, a formal program complaint may be issued to ACEND for review (see section below for details on ACEND process for complaints)

ACEND Policy and Procedure for Program Complaints:

1. The Commission of Accreditation for Dietetics Education (ACEND) will review complaints that relate to a program’s compliance with the accreditation standards. ACEND is interested in the sustained quality and continued improvement of dietetics

education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff, or students. 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. A copy of the accreditation standards and/or ACEND’s policy and procedure for submission of complaints may be obtained by contacting staff at the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995 or by calling 800-877-1600, ext. 5400.

3. Specific steps for the [ACEND procedure for complaints against accredited programs](#) can be found here: <https://www.eatrightpro.org/acend/public-notices-and-announcements/filing-a-complaint>

Student Remediation & Retention

Program: Division of Nutritional Sciences: DPD Program	Date Updated: 7/12/23
Subject: Student Remediation & Retention	Date of Last Review: 06/26/2024

Policy

It is the policy of the Cornell DPD Program that student assignments and grading are determined by the instructors in each course. Students will have access to their grades on their course Canvas sites and through [Cornell Student Center as part of Cornell Student Essentials](#). Student Performance Monitoring for the DPD Program will be based on **the DPD Core Knowledge Assessment Measures** outlined in the DPD Handbook. If a student fails to meet a Core Knowledge Assessment Measure in a DPD course, they will work with the DPD Director and course instructor(s) to create an individualized remediation plan to meet the measure before graduation. All Core Knowledge Assessment Measures must be met before a Verification Statement can be issued.

Procedure

1. If a student does not meet a Core Knowledge Assessment Measure, they will be contacted by the DPD Director to inform them of the measure and course that requires remediation.
2. The DPD Director, DPD student, and course instructor(s) will have a meeting to discuss a remediation plan for the assessment measure as soon as possible after the student is informed of the need for a remediation plan.
3. The instructor(s) will determine how and when the measure is met by the student in remediation, and they will inform the DPD Director of the outcomes. This will be documented in the student's Cornell Box folder and on the tracking spreadsheet for the individual student.
4. The alternative grade and outcomes will be documented for the student in the tracking spreadsheet with any notes from the instructor saved.

Credits for Prior Learning Policy

Program: Division of Nutritional Sciences: DPD Program	Date Updated: 06/05/2023
Subject: Credits for Prior Learning Policy	Date of Last Review: 06/26/2024

Policy

Students who have prior learning relevant to specific competencies and coursework in the DPD as outlined in the DPD Student Handbook sections “DPD Curriculum & Coursework” and/or students with transfer coursework credits from other universities can request a review of course substitutions with the DPD Director. To individualize didactic experiences for students who come with prior coursework and/or experiential learning, it is the policy of the Cornell DPD program to acknowledge appropriate substitutions where indicated. Requests must be submitted with ample lead time to fully assess the adequacy of the proposed substitution(s).

Substitutions are reserved for students in unique and/or unusual situations (i.e., returning students, students completed studies off-campus, students seeking a DPD verification statement post-graduation, PhD students at Cornell wishing to complete the DPD program), and are not intended as a typical replacement of the DPD academic

requirements. In most instances substitutions will not be granted academic credit and substitutions will not show up on transcripts; students must ensure they fulfill all requirements for their major in addition to requirements for the DPD milestone program.

Procedure

1. The student will request a review of the proposed coursework for assessment of prior learning and/or a course substitution by submitting an email request to the DPD Director a minimum of 2 months in advance of the start of the required course.
2. At minimum, the student will provide the following information to the DPD Director, and if requested, more information may be necessary for the DPD Director to assess the coursework and/or prior learning experience:
 1. Completed course substitution form (See Appendix – DPD Course Substitution Form)
 2. All syllabi related to the course(s) the student is proposing meet a DPD requirement.
 3. Work samples for the course or prior learning experience to show evidence of work quality and outcomes.
 4. Any rubrics or grading materials used to assess student's learning.
*After an initial review more information or documents may be requested by the DPD Director.
3. The DPD Director will review submitted information and assess it for evidence of fulfilled knowledge requirements and learning outcomes related to the DPD and current ACEND standards.
4. If partial fulfillment is determined, additional activities to completely fulfill requirements and learning outcomes may be proposed by the DPD Director and used in combination to completely fulfill a student's requirements.
5. If a substitution is approved, the DPD Director will email the student and notify them in writing of the decision to accept prior learning. In addition to the email, the DPD Director will complete and sign the course substitution form submitted by the student in step 2. This form will be saved in the DPD student's personal Cornell Box folder and should also be saved by the student so that it can be used when their DPD transcript is evaluated to issue a DPD Verification Statement and when applying to supervised practice programs.
6. For students applying to supervised practice programs, the course being substituted should be listed on the DPD course list page of their supervised practice application in DICAS. Under the grade column, list a "P" for "passed" and leave this course out of the GPA calculation for the DPD. If the course is substituted

with a course from another institution, then that institution’s name, course number, course name, number of credits, and the course grade should be listed on the DPD course list page in the DICAS application.

Process for Assessment of Student Learning and Regular Reports of Performance & Progress

Program: Division of Nutritional Sciences: DPD Program	Date Updated: 7/12/23
Subject: Process for Assessment of Student Learning and Regular Reports of Performance & Progress	Date of Last Review: 06/26/2024

Policy

It is the policy of the DPD program to accept the formal assessments of instructor(s) for the required DPD coursework for each DPD student. Per ACEND, all courses that are part of the DPD program, will include the ACEND Core Knowledge Assessments and associated learning activities for the course in their syllabi. Evaluation methods will be determined by the instructor(s) and may include exams, case studies, presentations, projects, reflection assignments, etc.

Students will receive a letter grade and score for assignments associated with DPD outcomes, and this will be monitored by the DPD program throughout the semester (mid-point of the semester, end of the semester, and other times as necessary based on student and instructor feedback to the DPD Director). Students can view their grades on Canvas, Cornell Student Center, and can meet with the DPD Director at any time to discuss their performance and progress in the DPD program.

Procedure

1. The student will complete courses for the DPD program as outlined in the DPD Handbook. They will look at each course syllabus to determine DPD outcome measures and learning activities. Activities measured by the DPD program can also be found in the DPD Handbook under: **DPD Core Knowledge Assessment Measures.**

2. Students can view grades related to the DPD program on Canvas, Student Center, and/or they can meet with the DPD Director at any time to discuss the process of assessment for a specific learning outcome or learning activity.

Verification Statement Requirements & Procedures

Program: Division of Nutritional Sciences: DPD Program	Date Updated: 7/12/23
Subject: Verification Statement Requirements & Procedures	Date of Last Review: 06/26/2024

Policy

Upon successful completion of the DPD program, each student will be issued a Verification Statement signed by the DPD Director via email. The Verification Statement is proof of completion of the Didactic Program in Dietetics (DPD) Program. It is the student's responsibility to ensure that transcripts for all DPD and degree coursework are submitted to the Dietetics Administration. Verification Statements should be kept on file indefinitely by the DPD Program as well as the student. For a verification statement to be issued from Cornell University's DPD Program, a minimum of a baccalaureate degree and all DPD minimum academic requirements must be met. In addition, a minimum of 21 credits under the Professional Sciences requirement must be completed at Cornell University. The Cornell DPD does not have a maximum amount of time allowed for completing the program requirements but will not issue a verification statement unless the above conditions are met.

Alternatively, a Cornell University graduate student may be issued a verification statement by Cornell's DPD program if dietetics requirements are completed while that student is a graduate student (PhD student) at Cornell University. In either case, transcripts and course syllabi for dietetics coursework taken outside of Cornell must be provided by the student to complete the transcript evaluation process (see Policy on **Credit for Prior Learning**). In extraordinary circumstances, Cornell DNS graduate students may be granted course credit towards a verification statement for a course where they serve as a graduate Teaching Assistant. In this situation, the instructor for the course must complete a summary of the course description, content covered, credit equivalent, and whether the course was successfully completed. The summary will then be sent to the DPD Director to

determine if the necessary foundational knowledge and skills were successfully addressed by the student.

Procedure

1. Cornell students seeking a Verification Statement must request an official transcript with the date of the degree is conferred from the University registrar. The transcript should then be sent to the email address provided for the Dietetics Administration. (currently: Lillian Wright: lb728@cornell.edu)
2. The DPD Director and dietetics administration will review transcripts to ensure successful completion of the required DPD Coursework. ACEND’s official Verification Statement form will then be completed, embossed with the DNS seal, and signed in blue ink by the DPD Director.
3. An original, signed Verification Statement will be emailed to the supervised practice program accepting each student as appropriate.
4. An original, signed Verification Statement will also be kept on file for all students completing the DPD program. Additionally, each student will be emailed a scanned official copy of the statement they should retain for their personal records (i.e., for licensure application, future internship applications, Academy Membership, employers, etc.).

Access To Student Support Services

Program: Division of Nutritional Sciences: DPD Program	Date Updated: 7/12/23
Subject: Access To Student Support Services	Date of Last Review: 06/26/2024

Policy

The Cornell DPD Program is part of the Division of Nutritional Sciences at Cornell University and access to student support services can be found through the DNS Office of Student Services for most situations. As per the DNS Office of Student Services, all students in majors and programs within the Division, including DPD students, can utilize the office for advising and other student support services. DNS Student Services provides individual advising appointments, special programming during enrollment periods, and drop-in hours, amongst other resources. The DPD Director, faculty advisors, DNS Student

Services, and College and University advising offices work closely together to make sure that students' academic needs are met. Additionally, the DNS Student Services staff provides assistance with Nutritional Sciences class enrollment. Access to other services for students, including health services, counseling, career services, and financial aid resources can be found through the Cornell University websites for each service.

Procedures

1. To contact the DNS Student Services office, please reach out to dnsstudentservices@cornell.edu , or visit this website to book an appointment: [DNS Student Services Advising Appointments](#).
2. Health services are provided through Cornell Health for all enrolled students. The main building is located at 110 Ho Plaza and information on all services offered including health exams, counseling, and more can be found here: <https://health.cornell.edu/>
3. Financial aid resources for students can be found by going to the following website: <https://finaid.cornell.edu/>
4. Students interested in services related to career planning and other career development services can access different services across campus. Cornell Career Services can assist students with multiple skills such as resume preparation, interviews, career exploration and more (<https://scl.cornell.edu/get-involved/career-services>). Students who are part of the College of Human Ecology can also find additional help and services here: <https://www.human.cornell.edu/studentlife/careerdevelopment>