

DIDACTIC PROGRAM IN DIETETICS STUDENT HANDBOOK

Department of Nutrition Science
College of Allied Health Sciences
East Carolina University

Fall 2023-Spring 2024

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WELCOME to the Department of Nutrition Science in the College of College of Allied Health Sciences (CAHS) at East Carolina University (ECU).

More than 28,000 students are enrolled at ECU, located in Greenville, North Carolina. With approximately 93,000 citizens in the City of Greenville and 178,000 residents in Pitt County, the area is changing rapidly. Greenville is a growing city with an expanding network of greenways and transportation links, and the city serves as a major center for education and cultural life for the residents of eastern North Carolina. Additionally, people from throughout the region travel to Greenville for state of the art medical care. For more information about Greenville and eastern North Carolina, please visit the City of Greenville's website at:

<http://www.greenvillenc.gov/>. For more information about ECU, you may visit <http://info.ecu.edu/about>.

This ***Didactic Program in Dietetics Student Handbook*** is intended to provide information and guidelines regarding the Didactic Program in Dietetics (DPD) that you may find useful as you pursue your Bachelor of Science (BS) degree. However, it is not intended to replace advisement by faculty, advisors, or information in the ECU Catalog. The student handbook is available online at <http://www.ecu.edu/cs-dhs/nutr/undergrad/index.cfm>

DEPARTMENT CONTACT INFORMATION

Department of Nutrition Science

College of Allied Health Sciences

East Carolina University

Greenville, NC 27834

252-744-1034

<http://www.ecu.edu/cs-dhs/nutr/>

FACULTY AND STAFF CONTACT INFORMATION

Contact information for the faculty and staff of the Department of Nutrition Science is available online at <https://nutrition.ecu.edu/faculty-and-staff/>

MISSION STATEMENT OF EAST CAROLINA UNIVERSITY

To be a national model for student success, public service and regional transformation, East Carolina University:

- Uses innovative learning strategies and delivery methods to maximize access;
- Prepares students with the knowledge, skills and values to succeed in a global, multicultural society;
- Develops tomorrow's leaders to serve and inspire positive change;
- Discovers new knowledge and innovations to support a thriving future for eastern North Carolina and beyond;
- Transforms health care, promotes wellness, and reduces health disparities; and
- Improves quality of life through cultural enrichment, academics, the arts, and athletics.

We accomplish our mission through education, research, creative activities, and service while being good stewards of the resources entrusted to us.

Approved by the Board of Trustees in July, 2013

Approved by the Board of Governors in February 2014

COLLEGE OF ALLIED HEALTH SCIENCES MISSION AND VISION STATEMENTS

The mission of the College of Allied Health Sciences is to prepare students to assume service leadership roles in the health professions as practitioners and administrators; provide quality clinical services to the community; and advance, disseminate, and apply research in clinical practice management, health, and the rehabilitation sciences. CAHS strives to create an environment that fosters evidence-based and innovative thinking to best serve the healthcare needs of eastern North Carolina and beyond.

VISION STATEMENT

The College of Allied Health Sciences at East Carolina University provides opportunities to make a difference in the health of the region, state, and nation.

DIDACTIC PROGRAM MISSION STATEMENT

The mission of the DPD is to prepare graduates to become competent leaders in successful careers in a multicultural society making a positive impact on health as registered dietitian nutritionists. The DPD will use innovative learning strategies in the delivery of the required knowledge to prepare graduates for supervised practice leading to eligibility for the Commission

on Dietetic Registration's (CDR) credentialing exam to become a registered dietitian nutritionist (RDN).

DIDACTIC PROGRAM GOALS AND OBJECTIVES

Goal 1: The program will prepare graduates for acceptance to a supervised practice program and/or graduate school.

- 70 percent of alumni completing the follow-up survey will report a minimum of 3 on a 5-point scale that rate the academic preparation in terms of knowledge and skills necessary for entry to supervised practice and/or graduate school.
- At least 80 percent of program students complete program/degree requirements within 3 years.
- 70 percent of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation.
- 80 percent of program graduates are admitted to a supervised practice program within 12 months of graduation.
- 80 percent of supervised practice program directors will rate DPD graduates with a minimum of 3 on a 5-point scale that rate the academic preparation in terms of knowledge and skills necessary for entry to supervised practice.

Goal 2: The program will prepare graduates for careers as entry-level registered dietitian nutritionists in a variety of practice settings.

- 70 percent of alumni completing the follow-up survey will report a minimum of 3 on a 5-point scale that rate the academic preparation in terms of knowledge and skills necessary for entry-level registered dietitian nutritionist position.
- 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 percent.

ACCREDITATION STATUS

ECU's Didactic Program in Dietetics (DPD) is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND), which is recognized by the United States Department of Education.

Accreditation Council for Education in Nutrition and Dietetics Academy of Nutrition and Dietetics

120 South Riverside Plaza, Suite 2190

Chicago, Illinois 60606-6995

312-899-0040 x 5400

Outcomes data and reports related to accreditation are available on request from the Department Chair or the DPD Director.

STUDENT EXPENSES

Please refer to ECU's Undergraduate Catalog for financial information for North Carolina resident (in-state) and non-resident (out-of-state) students at <https://admissions.ecu.edu/afford/tuition-fees/>. The policy on withdrawal and refund of tuition and fees is also located on this webpage.

Various other fees include:

- Textbooks: varies between \$100 and \$400 per semester, depending on if you rent, own, or buy used). ECU Dowdy Student Stores lists textbook prices.
- Chefs Coat or Lab Coat: \$20 available at amazon.com

ACADEMIC ADVISING CENTER

The Center for Pre-Professional Advising is the first stop for students planning to major in one of the undergraduate programs offered. Students are advised by a professional advisor in their intended major. Academic advisors are good resources for information about internships, careers and graduate studies. Students need to apply for graduation online one semester before their expected graduation date. Each student will meet with their advisor to assure all requirements for graduation will be met.

Advising is an interactive process involving students, advisors, faculty and administrators. The professional advisors guide the student toward appropriate decisions that will help them achieve academic and career goals, by assessing prior learning and credit toward program requirements.

Please see <https://ppac.ecu.edu/advising/allied-health/> for more information.

TRANSFER, SECOND DEGREE, AND STUDENTS INTERESTED IN A NUTRITION AND DIETETICS MAJOR

For individual transcript evaluations and program requirements, please contact the Center for Pre-Professional Advising at <https://ppac.ecu.edu/advising/allied-health/>. Once an applicant has been admitted into East Carolina University, an advisor will assess prior coursework and establish an individualized plan of study.

ASSESSMENT OF PRIOR LEARNING

A student can request that prior coursework from a regionally accredited college or university be assessed in order to develop an individualized curriculum plan. This process is facilitated by the academic advisor and completed with the Office of the Registrar. Official transcripts, course syllabi, date of instruction and other documents related to the assessment process may be requested of the student. Course instructors, the DPD Director, and the department chairperson may be included in the assessment process.

Persons with a foreign degree will be required to have their degree validated as equivalent to a degree from an accredited university within the United States. This validation must be completed prior to identifying needed courses to complete the DPD degree requirements.

Information on independent, nonprofit agencies available to validate foreign degrees can be found on the Commission on Dietetic Registration (CDR), Academy of Nutrition and Dietetics (AND) website at eatright.org.

DIDACTIC PROGRAM APPLICATION PROCESS AND COMPLETION REQUIREMENTS

For a complete overview of requirements, please refer to the Undergraduate Catalog at <http://catalog.ecu.edu> to find a list of course descriptions and a complete list of course requirements. Didactic Program in Dietetics concentration is the last two years of the 4 year degree. The Didactic Program in Dietetics (DPD) Cohort is designed to begin during fall semester of the junior year of the curriculum plan. All students that wish to pursue the Didactic Program in Dietetics will be required to fill out the Application for the Didactic Program in Dietetics Cohort by Feb 1 of their sophomore year, or after they have completed or are currently enrolled in the prerequisite courses. Admission is very competitive and is based on two criteria: 1) satisfactory completion of all pre-requisite courses by the end of the summer semester prior to the start of the cohort (summer semester enrollment ok) 2) 3.0 minimum grade point average

of prerequisite courses. Applicants who do not meet the criteria are not to be considered for admission. The application is also available on the department website.

The Didactic Program Director and Nutrition Advisor review and rank applicants and obtain confirmation of selection results with the Department Chairperson. Applicants are notified by March 1 regarding their admission status by the Didactic Program Director. Acceptance is contingent upon successful completion of all pre-requisite course requirements. The Nutrition Advisor or Didactic Program Director will review the status of applicants at the close of spring and summer semester. If there is a decrease in GPA status to below 3.0, the notification of admission denial or probation status will be communicated by the Didactic Program Director by the end of May. The ranked alternate list is used, if necessary, to meet annual enrollment goals should vacancies occur.

Students will be informed of the admission procedure in NUTR 1300 Orientation to Nutrition and Dietetics Profession course. The admission procedure will be reviewed during individual Advising sessions as well.

The 4 year curriculum plan and the full list of required courses are accessible on the Department website.

STUDENT PERFORMANCE MONITORING

Starfish Retention Solutions is an early alert/kudos communication tool used by faculty to support student academic success. Working through Canvas, Starfish enables instructors to provide praise or raise concerns regarding their students' academic performance. Referred to as "Kudos" and "Flags", these notifications are sent to the students' ECU e-mail account. A university support network has access to the notifications raised and provides outreach to students as needed. The Nutrition Academic Advisor will be in contact with the program director regarding early detection of academic difficulty. Students with minimal chances of success in the program must be counseled into career paths that are appropriate to their ability.

ACADEMIC PROBATION POLICY

To continue in the program and to graduate, students must maintain a 3.0 GPA. If a student's academic performance falls below a 3.0, they will be contacted for advisement and will be put on academic probation. Failure to raise the cumulative GPA to a 3.0 or above within one semester will result in removal from the major. A student can be on Academic Probation only once while in the cohort.

Appeals

Under extenuating circumstances a student may request an extension of the probationary period. The appealing student must write a formal letter addressing the Department Chair that expresses (explicitly) any extenuating circumstances that adversely affected their GPA while also providing evidence of said circumstance. This appeal and its accompanying materials will be evaluated by a committee consisting of the Department Chair, DPD Director and a representative from the advising department.

DIDACTIC PROGRAM COMPLETION FORMS

Verification Statements

Verification Statements are official forms that are recognized by The Academy of Nutrition and Dietetics, Accreditation Council for Education in Nutrition and Dietetics and Dietetic Internship Directors. Verification Statements are REQUIRED to verify that you have completed the DPD academic requirements and are eligible to begin the dietetic internship. After graduation, the DPD Director will obtain an official transcript verifying that you have completed the DPD requirements and will e-mail your Verification Statement to you. You will need to provide a digitally signed copy to the Director of the Internship program or Graduate Program you will be attending. A copy of the transcript and the Verification Statement will be kept on file by the DPD Director.

After graduation, please notify the DPD Director of any name, mailing address, email address, employment, academic or personal changes as the DPD Director will track the progress of graduates (regardless of whether you become a Registered Dietitian/Nutritionist). The DPD Director will keep you informed of program changes, career opportunities, continuing educational opportunities, etc.

ILLNESS OR INJURY AT A FACILITY/EXPERIENTIAL LEARNING SITE

If the student has an injury, illness, or other adverse event while participating in class activities at a facility/Experiential learning site, neither the university nor the site is responsible or liable to provide compensation or medical treatment for the student.

LIABILITY FOR SAFETY IN TRAVEL

Liability for safety in travel to and from assigned areas/facilities is the responsibility of the student and is not the responsibility of the university or the assigned facility.

PROTECTION OF PRIVACY OF STUDENT INFORMATION

East Carolina University recognizes the importance of maintaining the privacy and security of student identity and student records in an environment of computer networked, digital records storage. ECU is diligent in protecting the security, confidentiality, integrity and availability of all student records including student identity. The University employs strict, standard security measures, policies, standards and guidelines in our ongoing effort to protect information resources, including student records. Student personal information is protected through a variety of measures, including the administration of policy and security practices that govern the Pirate ID and passphrase associated with accessing ECU's Pirate Port Portal, and other services that support the educational process at ECU. Students are required to have a strong passphrase that is resistant to "hacking." Students must reset their passphrase every 90 days and not reuse the account's previous six passphrases. When students use their Pirate ID and passphrase to access information through Pirate Port and the University's learning management systems, their login credentials are encrypted for additional security. All systems containing sensitive data, including systems that contain transcripts and final grades, are subject to strict IT controls, externally hosted systems are subject to an ITCS Technology Security Assessment

For more information about the FERPA policy, see <https://policy.ecu.edu/02/40/01>.

ECU Students who take online courses are required to use their pirate ID and password to login to canvas in order to verify their identity. Only registered students are able to access the online tests posted in Canvas. Please note, the Didactic Program is primarily a face to face program, as only 3 of the 21 courses offered by the Nutrition Science Department are offered online.

PROGRAM SCHEDULE AND ACADEMIC CALENDAR

The DPD program follows the official academic calendar established by ECU. Past, present, and future academic calendars are available online at <https://faculty senate.ecu.edu/academic-calendars/>.

Distance Education follows the same academic calendar above.

DIDACTIC PROGRAM POLICIES AND PROCEDURES

Academic integrity is expected of every student. Please refer to the ECU Student Code of Conduct <https://osrr.ecu.edu/policies-procedures/> for a list of what constitutes as an academic violation and for the procedures governing academic integrity violations.

Student Code of Conduct

Students in the DPD program are required to abide by the Student Code of Conduct. These policies and procedures set behavioral standards that protect the health, safety, welfare, property, and human rights of all members of the community as well as the property of the University.

Any student whose conduct becomes unsatisfactory in the judgment of university officials in light of the foregoing statements or policies will be subject to appropriate disciplinary action. Disciplinary action can be initiated by campus police, students, staff, faculty, or administrative personnel. No student will be permitted to graduate or officially withdraw from ECU's DPD program while disciplinary action is pending against him or her. Unwarranted charges shall not be subject to disciplinary action. A student may be charged with offenses as a principal directly involved in the crime or as an accessory. For detailed information, please view the Office of Student Rights and Responsibilities website: <https://osrr.ecu.edu/policies-procedures/>.

Students are expected to be reliable and demonstrate professional behavior while attending class, representing ECU during campus events, and representing ECU during off campus events. If a leave of absence is required, this must be cleared through the Dean of Students and the Program Director.

All students are expected to be reliable and professional.

Reliability – be on time to class/events, give 24-hour advanced notice if you are sick or cannot attend class or an out of class event.

Professionalism – Students should wait until after class is over to pack up, not use their cell phone during class, be respectful on campus, and dress appropriately (casual ok for class, business casual for out of class events)

Procedures For Responding to Suspected Academic Misconduct

<http://osrr.ecu.edu>

STUDENT COMPLAINTS/GRIEVANCES

Students who have a grievance with the DPD program are encouraged to meet with the DPD Director. If the issue is not resolved, the student may present the grievance to the Chair of the Department of Nutrition Science, who will then meet with the Dean of the College of Allied Health if necessary.

Some grievances may be under the jurisdiction of the College and/or University and university policies as specified in the Student Handbook. The office of Student Affairs may facilitate the processing of student grievances. <https://studentaffairs.ecu.edu/>

STUDENT COMPLAINTS RELATED TO ACEND STANDARDS

If students have followed the proper procedure and believes the matter has not been properly handled, students may submit a complaint against any accredited program to ACEND® . Please click on [this link](#) to access the Complaint Investigation Form.

DEPARTMENTAL OPPORTUNITIES

Professional Development

Students are encouraged to participate in various clubs and organizations at ECU. Opportunities are outlined in the Pirate Experience website. Students are also encouraged to become student members of the Academy of Nutrition and Dietetics. For additional information, please visit the Academy of Nutrition and Dietetics website.

Additional opportunities are available for professional development include networking, shadowing professionals in the field, attendance at professional meetings, and volunteer service.

Student Research and Creative Activity

There are many opportunities for undergraduate research projects available to qualifying students. Research projects, including writing for publication and submitting presentations at professional meetings, offer students excellent exposure to the field. Students are encouraged

to express interest to faculty after viewing the areas of research of current faculty members available on the department website.

International Opportunities

Students are encouraged to develop cultural competence through diversity training and international study or travel. For information regarding international opportunities sponsored by ECU view the [Office of Global Affairs website](#).

CAREER OPTIONS

Become a Registered Dietitian/Nutritionist (RDN)

Completion of a didactic program in dietetics from an ACEND-accredited program is the first step in becoming a registered dietitian nutritionist. Our undergraduate didactic program provides this step. The second step is to complete an ACEND-accredited supervised practice dietetic internship program or a combined graduate program and internship. The last step is passing the CDR dietetic registration exam. For more details about the requirements and process to become a registered dietitian nutritionist, please view [this article](#) on the Academy of Nutrition and Dietetics website. Please note, in the year 2024, all students must have a graduate degree [to take the CDR dietetic registration exam](#).

Become a Dietetic Technician, Registered (DTR)

Nutrition and dietetics technicians, registered (NDTRs) work independently as team members under the supervision of RDNs in a variety of employment settings, including health care, business and industry, community/public health, foodservice and research. Many work environments requires that an individual be credentialed as an NDTR. For more information on becoming an NDTR, view the [Academy of Nutrition and Dietetics Website](#).

STUDENT SUPPORT SERVICES

Learning Resources

The William E. Laupus Health Sciences Library provides health sciences information, resources, and services for eastern North Carolina with a primary focus on colleges and schools within the Division of Health Sciences at ECU. The library is staffed with fourteen librarians and one librarian is assigned as a liaison to the program. Services provided by the library includes a systematic review service, customized instruction sessions on critical evaluation and information seeking skills, bibliographic software, exam grading, and collection development with input from

program faculty. The collections/subscriptions are print and electronic. In total, Laupus has 36,734 unique titles in print, 14,402 unique titles as e-books, and access to 120 databases total.

Library facilities include computer lab, computer classrooms, and study rooms. Any faculty, staff, or student with a valid Pirate ID can access digital library resources from any location with internet access through the ECU website.

Academic Services

The [Pirate Academic Success Center](#) (PASC) has designed services for face to face and distance education students, providing online options for tutoring and academic success coaching (study skills). All the tutoring appointments and study skills support can be done face to face or using WebEx, a video conferencing application used in classes at ECU.

[University Writing Center](#) – Assists at any stage of the writing process, either face-to-face or online appointments are available.

[Speech Communication Center](#) – Organizing and delivering presentations. Face-to-face or online appointments are available.

[Career Services](#) – major and career planning, resumes and cover letters, job search, interview preparation, graduate school resources, career resource guide, alumni services. Face-to-face or online appointments are available.

[Information Technology and Computing Services](#) – Assists students, faculty, and staff with their technology needs such as help with Canvas, PiratePort, Banner, e-mail, Pirate ID, password resets, and mobile applications. Computer services include computer warranty repair, virus removal, software installation, network troubleshooting, etc. There are 4 locations with no appointments necessary. Distance education students can submit a service request.

Health Sciences Bookstore – Carries all necessary items for the students in the program. Hours: M-F 7:30 am to 4:30 pm. Students can also shop online at <https://ecu.bncollege.com/>.

Office of the Registrar – Registration information and assistance, course drops and withdrawals, transcript services, graduates, enrollment verification, graduation. Hours: M-F 8:00 am to 5:00 pm or online <https://registrar.ecu.edu/students/>.

Counseling Services

Counseling Service Options for ECU Students – Enhance personal growth through developmental, preventive, and therapeutic programming designed to facilitate skill development, improved functioning, and increased understanding of self and others. Telehealth appointments are available. <https://counselingcenter.ecu.edu/>

Counseling is also available through Navigate Counseling Clinic. Navigate Counseling Clinic – Services designed to help students identify challenges, cope with stress, improve interpersonal skills and relationships, choose a career or education path or change careers, improve confidence and self-esteem, improve assertiveness, and assess and address the impact of alcohol or drug use in their lives. Hours: by appointment. <https://dars.ecu.edu/navigate/>

Health Services

Student Health Services – Primary healthcare services including medical clinic, pharmacy, lab, x-ray, health education, nutrition, rapid care, allergy clinic and sexual assault, and personal safety to enrolled students. The hours are M-F 8:00 am to 5:00 pm with the exception of 9:00 am opening on W. Urgent care offered Sat and Sun 9:00 am to 11:30 am. Medical advice from a nurse is available 24 hours per day, 365 days a year.

Health Sciences Campus Student Center – Satellite Student Health Service office. Hours: M-F 8:00 am to 5:00 pm with the exception of 10:00 am opening on Wed.

Students who take primarily on-line classes and do not pay a Health Service Fee may utilize SHS by paying a per-visit fee in addition to other applicable charges. For more information about fees please refer to <https://studenthealth.ecu.edu/fees/>.

Access to fitness equipment, basketball courts, among other areas for sports, group training, and fitness classes. Hours: M-F 5:30 am to midnight, Sat 8:00 am to midnight.

Disability Services

Department of Disability Support Services – Provides individuals with disabilities support services that will enable them to access programs, services, facilities, and activities of the university including accommodations. Hours: M-F 8:00 am to 5:00 pm. Live video chat is available Monday-Friday at <https://accessibility.ecu.edu/students/>.

Financial Aid Services

Office of Student Financial Aid – Education, guidance, and support to individuals and families in the financial aid process and administers federal, state, and institutional aid programs to students. Hours: M-F 8:00 am to 5:00 pm. Online appointments are available at <https://financialaid.ecu.edu/contact-us/>.

Cashier's Office – Billing, receiving, and financial record of keeping of student tuition, fees, and related charges. Hours: M-F 8:00 am to 5:00 pm or use the toll free call center at <https://financialservices.ecu.edu/student-financial-services/cashiers-office/>.

Student Affairs

Dean of Students – Addresses student complaints and inquiries and serves as an advocate for student issues, needs and concerns; responds to emergencies and assists with crisis situations. Hours: M-F 8:00 am to 5:00 pm. Appointments can also be requested online at <https://deanofstudents.ecu.edu/>.

Office of Student Rights and Responsibilities – Promotes students' awareness and understanding of their rights and responsibilities. Hours: M-F 8:00 am to 5:00 pm. Incidents or concerns can also be reported online at <https://osrr.ecu.edu/>.

Student Veteran Services – Transition from the military to university life. Navigation of Federal VA benefits and the resources available on campus and within the community. Hours: M-F 8:00 am to 5:00 pm. Virtual appointments can be made online <https://mvrc.ecu.edu/>.

LGBT Resource Office – Support and a sense of community for students and alumni of all sexual orientations, gender identities, and gender expressions. Fosters student leadership, as well as personal, academic, and professional growth, through volunteer opportunities and collaborative partnerships across campus. Safe and welcoming environment that promotes understanding, acceptance, and visibility of the LGBT community through a comprehensive range of educational programming and advocacy services. Hours: M-F 9:00 am to 5:00 pm. <https://lgbtq.ecu.edu/>

For a complete list of student services offered by ECU, please visit the Division of Student Affairs at <http://studentaffairs.ecu.edu> and Academic and Student Affairs at <http://deanofstudents.ecu.edu>.

DIVERSITY AND EQUITABLE TREATMENT

Equitable Treatment Policy East Carolina University is committed to equality of educational opportunity and does not discriminate against applicants, students, or employees based on race, color, national origin, religion, sex, age or handicap. Moreover, East Carolina University is open to people of all races and actively seeks to promote diversity as An Equal Opportunity/Affirmative Action Employer. See the [Office for Equity and Diversity website](#) for more information.

SCHOLARSHIP OPPORTUNITIES

Various resources are available for financial support. Contact the [Office of Financial Aid](#) and the Undergraduate Admissions Department regarding scholarships. Additional information about scholarships can be found at the North Carolina Academy of Nutrition and Dietetics, and the Academy of Nutrition and Dietetics Foundation.

DIDACTIC PROGRAM

Signature Form

I have read and understand the content of the Didactic Program in Dietetics Student Handbook including departmental, college, and university guidelines, regulations, and services.

Student Signature: *Sign your name in the area below*

Date: Click or tap to enter a date.

Banner ID: Click or tap here to enter text.