

University of Puerto Rico
College of Natural Sciences

Student Handbook

DPD | Nutrition and Dietetics Program



Student Signature

I have received a copy of the University of Puerto Rico Río Piedras Campus Didactic Program in Dietetics (DPD) Student Handbook.

I have read the Handbook and understand the Code of Ethics, and the policies and procedures described.

I have read, understand, and agree to the Program policies and guidelines.



Name: _____

Student Number: _____

Signature: _____

Date: _____

Table of Contents

Student Signature	1
Welcome	3
Instruction.	3
Facilities.....	3
Accreditations Status	4
Mission of the DPD.....	4
Program’s Goals.....	5
Language Proficiencies	6
Admission	7
Tuition and Fees.....	7
Student Support Services	10
Student Organizations.....	11
Faculty and Staff	11
Deanship College of Natural Sciences	Error! Bookmark not defined.
General Policies and Regulations.....	12
Graduation Requirements	16
Verification Statement	17
For students admitted prior to Fall 2019 the student must:	17
For students admitted to the program in Fall 2019 forward, the requirements to receive a Verification Statement are:.....	17
Courses and Curricular Sequence	18
Selecting your Courses for the Following Semester	21
Assessment of Learning.....	21
Grievance or Complaints Procedure	21
Dress Code.....	22
After Graduation	23
Dietetic Internship or supervised practice	23
Credentials.....	24
Code of Ethics	25

Welcome The UPR-RP Nutrition and Dietetics Program, is pleased to welcome you to the Didactic Program in Dietetics (DPD). The Program is designed to prepare students interested in completing the requirements to become credentialed as a Registered Dietitian (RD)/Registered Dietitian Nutritionist (RDN) that serve in clinical nutrition, community nutrition, public health, wellness, nutrition education and counseling, foodservice management, and food and nutrition in industry. Graduates who successfully complete the Didactic Program in Dietetics are qualified to apply for a post-baccalaureate supervised-practice program (e.g., a dietetic internship or coordinated master's program), which is a requirement for eligibility to take the Registration Examination for Dietitians and earn the RD/RDN credential. Effective January 1st, 2024, graduates must have completed a master's degree as well as a supervised practice program to be eligible to take the RD Exam.

Instruction The Bachelor of Science in Nutrition and Dietetics is a four-year program (134 credits) offered in the College of Natural Sciences on the University of Puerto Rico, Río Piedras Campus, and is unique within the UPR system. This degree program was founded in 1930 under the College of Education and moved to the College of Natural Sciences in 2010.

Facilities The institution that sponsors the Nutrition and Dietetics Program is the University of Puerto Rico (UPR), Río Piedras Campus. The UPR System includes eleven institutional units located across the island of Puerto Rico (PR). The Río Piedras Campus is located in the San Juan metropolitan area and comprises more than 250 acres with over three million square feet of space, on which more than 150 structures stand. It is the oldest and largest campus in the University of Puerto Rico System, offering the island's most complete and varied academic programs at both undergraduate and graduate levels.

The DPD is located in the Felipe Janer building also known as ED, it includes two food laboratory facilities under a USDA grant approved to the Program in 2011. The results of this project include two redesigned and remodeled food teaching laboratories and laboratory experiences in seven courses. The Human Nutrition Biochemistry laboratory is located in the fifth floor (NEP 579) of the College of Education Building.



Accreditations Status The UPR, Río Piedras campus, is accredited by the Middle States Commission on Higher Education (MSCHE)

<https://www.msche.org/institution/0606/> The Bachelor of Science in Nutrition and Dietetics degree program of the College of Natural Sciences is accredited as a DPD by the Accreditation Council for Education in Nutrition and Dietetics (ACEND)

[https://www.eatrightpro.org/acend/accredited-programs/didactic-programs-in-dietetics.](https://www.eatrightpro.org/acend/accredited-programs/didactic-programs-in-dietetics)

For a more detailed explanation of the program's accreditation, you may contact the director of the DPD, Dr. Elsa Pinto, elsa.pinto@upr.edu

Mission of the DPD The DPD's mission is to provide the intellectual and humanistic formation in diverse areas of scientific inquiry in preparation for supervised practice and graduate studies and leading to eligibility for the Commission on Dietetic Registration (CDR) credentialing exam to become registered dietitian nutritionist qualified to offer educational, administrative and clinical services in medical nutrition therapy and in the management of foodservice systems.

Program's Goals

Goal 1 | Prepare well-qualified graduates for entry to accredited supervised practice programs, and graduate programs in nutrition, dietetics, or related fields.

1.1 Program objective

Eighty percent of graduates who answer the Graduates Survey will rate the overall preparation in nutrition and dietetics as satisfactory or above.

1.3 Program objective

At least 80 percent of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation.

1.5 Program objective

Eighty percent of graduates in dietetic internships will rate their academic preparation for the dietetic internship as satisfactory or better.

1.2 Program objective

At least 80% of students complete program requirements within 6 years (150% of planned program length).

1.4 Program objective

Of program graduates who apply to a supervised practice program, at least 70% are admitted within 12 months of graduation.

Goal 2 | Prepare graduates for successful future endeavors in nutrition and dietetics within a culturally diverse society and for research and problem solving to advance human nutrition and health in a variety of settings.

2.1 Program objective

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%.

2.3 Program objective

Eighty percent of supervised practice program directors will rate the performance of interns as satisfactory or above during their internship experience.

2.2 Program objective

The program's pass rate on the local licensure exam for dietitian nutritionists is at least 80%.

2.4 Program objective

Eighty percent of graduates who complete the requirements for becoming dietitians indicate they work effectively with culturally diverse populations in a variety of settings.

2.5 Program objective

Eighty percent of the employers of graduates indicate their dietitians participate in research to advance nutrition, dietetics or related field when required.

2.6 Program objective

Eighty percent of employers of graduates rate as good or better their work with culturally diverse population.

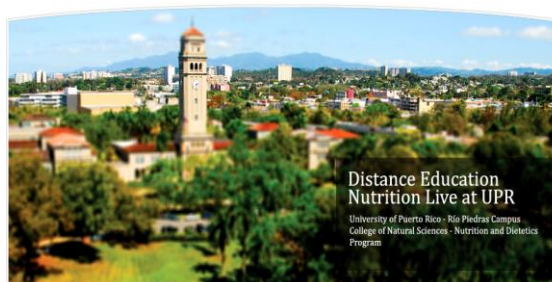
Information to the Public

Program outcome data is available to the public, current and prospective students upon request. Please send a written request to Dr. Elsa Pinto, Program Director of the DPD at elsa.pinto@upr.edu

Language Proficiencies It is a requirement for admission that all student applicants be proficient in both Spanish and English. Most of the courses are taught in Spanish. English proficiency is required to be able to study on campus, for all textbooks are in English, and many (or all) questions included on tests in major courses are in English.

Distance Education

Program began offering courses using distance education format the summer of 2013, stimulated by a grant received from the USDA. <https://online.uprrp.edu/>. In December 2015, our campus approved guidelines and norms for distance education to further expand student opportunities for varied course modalities. Course offerings are based on sufficiency of student demand. The university uses Moodle <https://online.uprrp.edu/>, as the preferred electronic platform, although courses may be taught with other course management systems. Courses that have been developed for distance education include Research Methods in Nutrition (NUTR 4198), Management of Foodservice Systems (NUTR 4075), Clinical Dietetics (NUTR 4165), Integrative Nutrition I-III (NUTR 4501-4503), Advanced and Applied Clinical Dietetics (NUTR 4166 & 4169), Human Biochemistry (NUTR 4158) and Contemporary Issues in Foods and Nutrition (NUTR 5997, elective). Additional courses may become available in the distance education format; courses available for each semester are announced during the course selection process and the modality in which the course will be offered (classroom, hybrid, on-line) will be clearly stated on the syllabus.



The UPR-RP Certification #49 of the Academic Senate (Spanish version), established the Campus guidelines and policies for distance education to further expand student opportunities for varied course modalities. Guidelines include the strategies to ensure privacy and verification of student identity while abiding to federal norms like FERPA. Access to the online platform is provided using only the institutional email and a password the student can customize.

The University offers technology assistance for online-courses: <http://dtaa.uprrp.edu/>. Student access to their grades through Moodle: <https://online.uprrp.edu/> and can access their file at: <https://miupi.uprrp.edu/>.

To verify student identity and privacy: <http://dtaa.uprrp.edu/wp-content/uploads/2019/10/estandaresparaelusodetecnologiaespanol.pdf> pages 3-4.

Admission Information related to admission requirements and processes can be found at: <http://www.uprrp.edu/admisiones/>

Information related to academic offerings are described in the General Studies Undergraduate Catalog or *Catálogo General Estudios Subgraduados* at <http://www.uprrp.edu/wp-content/uploads/2015/10/CATALOGO-VERISON-FINAL-oct-7.pdf> 2015 and at: http://admisiones.uprrp.edu/?page_id=95

General information about the Nutrition and Dietetics Program is available at: <http://natsci.uprrp.edu/nutricion/admission/>

Without exception, students in the process of being classified into the program will only be allowed to enroll in a maximum of 11 credits of concentration courses (NUTR) and require the prior approval of the Director of the Nutrition and Dietetics Program and the Assistant Dean of Student Affairs of the College of Natural Sciences. Specific courses and sections are subject to availability and the students' prior approval of established prerequisites.

Tuition and Fees Information estimating the costs of studying and obtaining a Bachelor's degree at the University of Puerto Rico, Río Piedras Campus, can be found below, and at the following links:

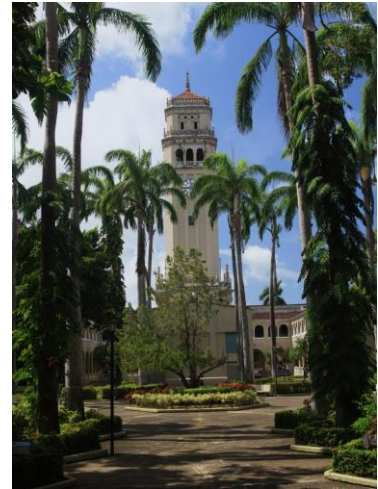
- <https://www.uprrp.edu/registrador/preguntas-mas-frecuentes/>
- <http://estudiantes.upr.edu/admisiones/>
- <http://www.uprrp.edu/netpricecalc/npcalc.htm>
- <http://estudiantes.upr.edu/ayudas/financiamiento.html>

Undergraduate credits Students pay \$145.00 per undergraduate credit, in addition to other fees described below. International students pay \$248.00 per undergraduate credit. These costs may change and must be confirmed with the Admission's Office.

Facilities-Construction Fee All students enrolled in the University, no matter the amount of credits or courses, must pay a \$75.00 fee per tuition period.

Special Rights (These rights are not reimbursable):

- **Laboratory Fee** All students enrolled in courses that require practice in laboratories will pay a \$33.00 fee for every laboratory course. Students can pay up to three laboratory fees per semester.
- **Technology Fee** \$25.00 per tuition period
- **Health Insurance** Proof of health insurance is required for all students that enroll in two or more credit courses, except for graduation candidates, who must subscribe to the medical plan no matter how many courses in which they are enrolled. Students who paid for health insurance during the spring semester, will have coverage until the day before the first day of class, whether they attended the Summer Session or not. The fee varies according to amount of coverage: basic coverage with pharmacy for the first semester of the 2016-2017 academic session begins at \$418.00 (up to \$1,150.00) and increases to \$586.00 (up to \$1,609.00) the second semester. Students may provide proof of having an active private health insurance policy to be exempt of this charge.



Late Admissions Fee \$45.00

Late Tuition Payment Fee \$20.00

Deferred Payment Students must be enrolled in a minimum of six (6) undergraduate credits to request deferred payment. The extensions consist of dividing tuition cost in two, three, four or five installments. This only applies to course credits and laboratories.

Reimbursement During the first 3 days of classes, students can receive 100% reimbursement, only the enrolled credit amount will be reimbursed. After this period, students may also be entitled to a 50% reimbursement in a specified time frame. The other 50%, plus all other fees, are the student's responsibility. If the student withdraws after this period, he/she is responsible for the tuition costs; this means that he/she loses the right to reimbursement.

Exemptions: These include exemptions from the Dean of Students (ex. Choir, Peer Advisors, Athletes, etc.), Honor Tuition and for children of UPR employees. In all cases, students must have 12 undergraduate credits.

Veteran Exemption: This information can be found at the Veterans' Office, in the Registrar's Office. This exemption covers 100% of the Veteran's tuition and 50% tuition for the Veteran's children and spouse.

Scholarships: Questions related to scholarships and financial assistance must be made directly to the Financial Aid Program or to the Financial Aid Fiscal Office <http://asistenciaeconomica.uprrp.edu/>

Food: between \$12.00 and \$18.00/per day

Books: \$500.00 per semester

Medical Certificate for course NUTR 4085: \$30.00

Hepatitis B Vaccination (3 doses) required for course NUTR 4159, Chicken Pox Vaccination: \$180.00 - \$300.00 (or antibody titers)

Student Membership Academy of Nutrition and Dietetics: \$58.00 annual dues

Transportation Students that travel every day to the Río Piedras campus, from different towns in the island, have traveling expenses that can range from \$500.00 to \$1000.00 annually.

Housing: The UPR-RP, has 2 co-ed housing complexes for students. There are also private houses, dormitories or residences near the campus; the costs vary according to the number of persons in every room, available services and location. For more information, access <http://vivienda.uprrp.edu/>

Academic and Program Calendar The program calendar corresponds to the institution's academic calendar. The campus academic calendar is published every semester by the Registrar's Office and includes dates in which there is academic recess and holidays. Students can access the academic calendar under the student tab at the Program's webpage and via the Registrar's Office Webpage. It can be found at the institution's web site, under the Registrar's Office: http://www.uprrp.edu/?page_id=851

Additional Program Expenses (estimated) for DPD Student

- White lab coat: \$50
- Scrubs: \$75
- Immunizations (if not UTD): variable
- Transportation to field sites: variable
- Laptop (requirement): \$500-\$1,500

Optional but Encouraged Activities

- Membership *Círculo de Dietética*: new registration \$20 then \$15 annually
- Food and Nutrition Conference and Expo (FNCE): variable
- Study Abroad: variable

Student Support Services

Institutional Policies and Regulations	http://procuraduria.uprrp.edu/?page_id=183 http://procuraduria.uprrp.edu/
Academic & Administrative Technology Division	http://dtaa.uprrp.edu/ (ext. 83800)
Academic Calendar	http://www.uprrp.edu/?page_id=851
Departamento de Consejería para el Desarrollo Estudiantil (DCODE)	http://dcode.uprrp.edu/ (ext. 86500, 86501)
Centro Universitario de Servicios y Estudios Psicológicos (CUSEP)	http://cusep.uprrp.edu/ (ext. 87680, 87689)
Oficina de Servicios a Estudiantes con Impedimentos (OSEI)	http://estudiantes.uprrp.edu/servicios-al-estudiante/oapi/ (ext. 86360, 86363)
CITec / Library and Tutoring Services College of Natural Sciences Library	https://www.upr.edu/biblioteca-uprrp-cn/ (ext. 88370)
Academic Files Privacy	http://www.uprrp.edu/wp-content/uploads/2019/10/taller_buckley2006.pdf
<p><i>Student Ombudsperson (Procurador Estudiantil).</i> The Student Ombudsperson’s Office of the Río Piedras campus of the Chancellor’s Office, makes an effort to quicken the procedures or processes that, in one way or another, limit the student’s performance and academic development. http://procuraduria.uprrp.edu/</p>	

Student Organizations



The *Círculo de Dietética* is the Nutrition and Dietetics student (AND student Members) organization under the advising of Dr. Celia Mir. The organization hosts social and academic activities for nutrition and dietetics students and participate in community-based activities promoting healthy eating habits. (circulonutricionupr@gmail.com)



The *Nutrition Journal Club* serves as a resource to promote the pursuit of knowledge and help students be informed of the scientific advances and controversies in nutrition and dietetics, under the advising of Dr. Elsa Pinto. Students from the organization coordinate scientific article presentations, invite speakers and host informal conversations and debates on topics of utmost importance in direct relation to our profession.

(njcuprrp@gmail.com; <https://www.facebook.com/njcuprrp/?fref=ts>)

Faculty and Staff

Name	E-mail	Ext.	Office EFAN
Nancy Correa, Ph.D., RD <i>Associate Professor</i>	nancy.correa@upr.edu	88595	204
Nivia A. Fernández Hernández, Ed.D., RDN, LND <i>Professor</i>	nivia.fernandez1@upr.edu	88581	204
Celia Mir, Ed.D, LND <i>Professor</i> <i>Faculty Advisor, Círculo de Dietética</i>	drmirupr2@gmail.com	88598	208B
Elsa Pinto López, Ph.D., RDN, LND <i>Professor</i> <i>Didactic Program Director</i> <i>Faculty Advisor, Nutrition Journal Club</i> <i>Academic Advisor</i>	elsa.pinto@upr.edu	88590	108
Edgardo Colón Morales, Ph.D. <i>Adjunct Faculty</i>	edgardo.colon@upr.edu	88581	NEP 577

Brenda Toro Enríquez, Ph.D., LND <i>Chair Professor</i>	brenda.toro1@upr.edu	88591	104
Carmen M. Pérez Velázquez, DrPH, RDN, LND <i>Adjunct Faculty</i>	carmen.perez25@upr.edu	88593	206
Sasha M. Rivera Sánchez, Ph.D. <i>Adjunct Faculty Food and Nutrition Lab Technician II Assistant-DPD Program Director</i>	sasha.rivera5@upr.edu	88583	104
Keila M. Nieves Miranda <i>Administrative Assistant</i>	keila.nievesmiranda@upr.edu	88594	104

Deanship College of Natural Sciences

Name	E-mail	Extension	Office
Agnes Vázquez <i>Assistant Dean of Student Affairs</i>	asuntosestudiantilescn@gmail.com	87939	<i>Deanship of Nat. Sci.</i>

General Policies and Regulations

Grade retention policy: The minimum retention grade established by the institution is 2.00 and the student is automatically placed on probation when the grade point average falls to 2.00. A student placed on probation is contacted by the professional counselor to better understand the issues the student may need to resolve in order to improve academic performance. However, the DPD's policy applies to students admitted to the program on or after the Fall semester of 2019. DPD policy indicates that students must earn a general and concentration grade point average of 3.0 to receive a Verification Statement at the end of their coursework. Even though they can graduate from the Institution and obtain their degree, they will not be able to apply to a supervised practice program without a Verification Statement. An early detection system of students that may not have the academic progress to achieve this requirement permits identification of students that can benefit from tutoring services and other resources on campus to help them improve their academic performance.

Since the Fall 2016 semester, a peer-mentoring program among first year students and senior DPD students has been implemented. Members of the two student organizations; *Círculo de Dietética* and Nutrition Journal Club, welcome new students within the first month of classes and each is paired to first year students, exchange contact information, answer questions, concerns or reassure them of their availability to help them integrate to the program and transition to the University. Institutional retention strategies available at:

<http://estudiantes.uprrp.edu/programa-de-reclutamiento-y-retencion-para-el-exito-estudiantil/>

Special DPD Program Requirements Concentration courses (courses with code NUTR) and pure science courses must be approved with "C" or better; only one course passed with "C" or better can be repeated once, according to the policies of the College of Natural Sciences. If a course is not approved with "C" or more, students may not continue with the curricular sequence until course is approved with "C" or more. For students admitted in the Program in Fall 2019 forward, concentration courses (i.e., courses with code NUTR) cannot be repeated more than once. Students must obtain a C or better in these courses either the first time they take it or in a second attempt. Students that do not meet this requirement and continue in the program to complete the bachelor's degree, will not receive a Verification Statement upon completion. The Verification Statement is required to be eligible to apply for a supervised practice program and the Registration Examination for Nutritionists and Dietitians.

Student retention and remediation tutoring services

Tutoring offered with the College of Natural Sciences

<http://natsci.uprrp.edu/tutorias/>

College of Natural Sciences math tutoring services

<http://math.uprrp.edu/math-tutoring-room/>

Tutoring for technical difficulties are offered through the library at:

<https://www.upr.edu/biblioteca-uprrp-cn/> and the Administrative Technology Division at: <http://dtaa.uprrp.edu/>

If the student has English-speaking and writing difficulties may request services from the English Language Resource Center of the English Department at:

http://humanidades.uprrp.edu/ingles/?page_id=2178

Academic Advising The Program's academic advisor is a faculty member that offers academic advising to students enrolled in the Program. Students may request an appointment by contacting the Program's administrative office. Students may also be referred to academic advising as part of the early identification of students with possible difficulties and the attention to students in probation processes, established by the College of Natural Sciences. It is recommended that students visit their academic advisor every year to evaluate their academic progress and curricular sequence.

Students are encouraged to reach out to their academic advisor or the DPD Director if they find themselves at risk of not meeting the "≥3.0 GPA" policy in an effort to prevent the need to repeat a course to improve a grade.

In addition to the campus level peer counselors and their orientation events, the Nutrition and Dietetics Program has its own Peer Mentoring Program that pairs new students (mentees) with experienced students classified in their third or fourth year of study (mentors). The Peer Mentoring Program was initiated in 2016, as part of the DPD continual improvement plan, and also helps to disseminate Program information to students. Requests for volunteer peer mentors are sent initially through the two student organizations: *El Círculo de Dietética* and the Nutrition Journal Club. The main objectives are to propagate leadership opportunities for upperclassmen, and create a sense of community and support for new students during their transition to university life; it is also hoped that lasting friendships may begin.

Student mentors are asked to make a commitment for the entire academic year, be willing to share their contact information to facilitate interaction, be willing and available to assist new students, take leadership in reaching out in communication to new students, meet in person at least two times a semester before the course registration survey and during fellowship opportunities organized by the program Chair and administrative office. Student mentors are paired by personnel in the administrative office of Nutrition and Dietetics under the supervision of the Program Chair.

Partial Withdrawals: Professors must let students know their partial grades around the 8th week of class (exact date and time is established by the registrar's office). The students that decide to drop a course must do so before the 11th week of class. Please refer to the current academic calendar for specific dates on partial withdrawals. Reference: Certification No. 58, 2006-07 academic year, RRP Academic Senate.

Plagiarism: The program and the University has a strict policy on academic honesty and plagiarism. You are encouraged to access the following document to learn about plagiarism and the university policy regarding this issue. <http://cea.uprrp.edu/wp-content/uploads/2014/05/Op%C3%BAsculo-sobre-deshonestidad-acad%C3%A9mica-CPI-2009.pdf>
<http://cea.uprrp.edu/deshonestidad-academica-entre-estudiantes-normativa-y-procedimientos-vigentes/>

Disciplinary/termination procedures

The program abides to institutional policies on discipline and termination procedures. These are included in the Spanish version of the General Student Handbook and the student Code of Conduct. Sanctions are applied if evidence of: academic dishonesty, intentional damage to institutional property, conduct that may endanger others, impeding

entrance to Campus facilities and other situations identified in the code of conduct. The procedure to establish sanctions is described in detail in chapter IV (pages 21-32) of the General Student Handbook.

The norms established by the Institution will be followed; these can be accessed at: <http://procuraduria.uprrp.edu/wp-content/uploads/2015/10/Reglamento-General-de-Estudiantes-de-la-UPR.pdf>

Liability Insurance

The DPD has signed written agreements with the institutions that serve as experiential learning sites for the NUTR 4085 course. Liability insurance coverage for students and faculty during these official educational activities is provided by the University of Puerto Rico. The Office of Legal Counsel (*Oficina de Asesoría Jurídica*) at the University reviews the agreement and recommends any necessary changes prior to obtaining the signatures of the legal site representative and the University Chancellor. The Terms of Agreement include the following aspects, but are not limited to:

- Declaration that the organization or institution of the experiential learning site will provide a physical space for compliance of the NUTR 4085 learning outcomes.
- Assurance that the students will not perform the duties of regular employees at the site.
- Responsibility of the students and professor to comply with all the rules and regulations of the institution including the Health Insurance Portability and Accountability Act of 1996 (i.e., HIPAA Law).
- Agreement that liability insurance coverage for students and faculty will be provided by the University of Puerto Rico.
- Both parties must abide by the process established for renewal or termination of the agreement.

Liability for safety in travel to or from assigned areas

DPD students must enroll in two courses where they are expected to travel outside of Campus. One is the course titled Quantity Food Production (NUTR 4085), where they practice methods of food production and service in foodservice systems. A formal agreement exists with the experiential learning site and the terms of agreement recognize the responsibility of the institution to maintain professional and public responsibility policies in the event of injury or accident at the experiential learning site. The other course is the Practicum in Nutrition Education (NUTR 4175) where students offer a one-time nutrition education session in community centers, day care centers, nursing homes and schools. Students enrolled in these courses are insured by the institutional insurance policy.

Injury or illness while in a facility for supervised practice experiences

Students that may be injured in an experiential learning site that is part of one of the above-mentioned courses are insured under existing institutional policies. In case of an illness or absence to a class or practice session, the student will make up the time lost after proper coordination with the course professor.

Process to grant credit for student's prior learning

Institutional policy described in *Certificación 8A* from the Academic Senate allows students to request a comprehensive exam of the course content that will determine if the student can be granted credits and does not need to enroll in a particular course. The policy allows for a maximum of 4% of their total required credits to be earned through this mechanism.

Graduation Requirements

Each student must approve one hundred, thirty-four (134) credit hours in accordance with the approved curricular sequence to obtain the degree.

At present the minimum GPA for graduation is 2.50, graduates compete for Dietetic Internships, many of which have standards of a GPA of 3.0 or higher. In addition, students aspiring to graduate school should have a minimum GPA of 3.0.

Students admitted to the program from August 2019 forward must graduate with a GPA of 3.0 in order to receive a Verification Statement upon graduation. While the degree is conferred by the Registrar's Office, a student with a GPA below 3.0 upon graduation will not receive a Verification Statement required to apply for Supervised Practice Programs or be eligible to take the RD Exam.

Program Duration and Time to Degree Completion The program is designed so that a full-time student may be able to complete the curriculum sequence for a bachelor's degree in four years, particularly if they enter with Pre-Calculus approved and an intense academic load each semester; this may be accomplished through advanced placement testing or summer immersion program prior to the first semester. The goal is for students to complete the program in a maximum of 150% of the time, or six (6) years; this also corresponds to accreditation benchmarks, as well as the time allotted for financial aid from the U.S. Dept. of Education and the UPR-RP. Although not recommended, the maximum time allowed for a student to complete the degree is ten years. The time to completion for the Nutrition and Dietetics Major Course Components within the bachelor's degree is approximately 2.5 years or five semesters.

Verification Statement

A Verification Statement documents that an individual has completed all academic requirements established by an accredited Nutrition and Dietetics Program. This document is required to apply for an ACEND-accredited supervised practice program. After completion of a supervised practice program, the individual receives another Verification Statement granting eligibility to write the Registered Dietitian Exam (RDN). In 2024, eligibility to take the RDN will also include a master degree. To receive a Verification Statement from the DPD Director, the student must complete the following requirements.

For students admitted prior to Fall 2019 the student must:

Complete all DPD requirements set forth in the curricular sequence and earn a grade of C or better in all major (concentration; courses with code NUTR) courses. In the curricular sequence, pre-requisite courses must also be passed with a minimum grade of "C" in order to continue to the next level; this was approved by the Board of Trustees in 1995. Also, the student will not be allowed to repeat a course with "C" more than once, according to the policies of the College of Natural Sciences.

The Verification Statement is generated as soon as the Registrar's Office corroborates that all requirements to grant the degree of Bachelor of Science in Nutrition and Dietetics have been met.

For students admitted to the program in Fall 2019 forward, the requirements to receive a Verification Statement are:

- a. Complete all DPD requirements set forth in the curricular sequence.
- b. Earn a general grade point average of 3.0 or more
- c. Earn a concentration grade point average of 3.0 or more
- d. The Verification Statement is generated as soon as the Registrar's Office corroborates that all requirements to grant the degree of Bachelor of Science in Nutrition and Dietetics have been met.

Students must complete a form used internally to document students that will request graduation within a given semester. The DPD assistant compiles a list of students that are candidates for graduation from each semester to ensure the following documents are in place: academic evaluation, student plans for applying to internships or graduate studies, need for Declaration of Intent document, unofficial transcript and ultimately certification of the date when the degree is conferred by the Registrar's Office. Upon confirmation that the student was granted the degree, the Verification Statement is prepared. Students are given the Verification Statement personally and complete an exit interview survey that is

used for Program evaluation. A scanned digital copy of the Verification Statements is kept on file.

Courses and Curricular Sequence

The program provides a recommended curricular sequence that will allow students to complete the program's requirements in four years. It is strongly recommended that students adhere to this sequence and contact the academic advisor once a year to verify that the necessary requirements are being met to move forward and finish successfully.

University of Puerto Rico
Río Piedras Campus
College of Natural Sciences (FCN)
Nutrition and Dietetics Program

Groups I, II y III; y
Group IV (pre-calc. passed)
Version: July 10, 2017, ENG

General Education Component		Creds	Pas sed	In Pro- gress	To be taken	Pre-requisites and Co-requisites
ESPA *	Spanish (part I & II)	3-3				
INGL *	English (part I & II)	3-3				
CISO *	Social Sciences (part I & II)	3-3				
HUMA*	Humanities (part I & II)	3-3				
CIBI 4105, CIFI 4995, CIFI 4005	Biological Sciences / Physics in Natural Sciences (Verify in Coll. of Gen. Studies; reserved sections for Nat. Sci. vary by sem.)	3				For Natural Sciences students who have 60 or more credits approved.
CIFI 3010	Elements of Physical Sciences for Nutritionists- Dietitians	3				
MATE 3171	Pre-calculus I	3				MATE 3001
MATE 3172	Pre-calculus II	3				MATE 3171
MATE 3151	Calculus I	4				MATE 3171-3172 o MATE 3018
Arts* (one course)	Access the web portal of the Río Piedras Campus: http://academicos.uprrp.edu/?page_id=450	3				
Literature* (two courses)	Access the web portal of the Río Piedras Campus: http://academicos.uprrp.edu/?page_id=450	3-3				
	(not counting the 4cr. of Pre-calculus required)	43				
Major Core Component - Requirements for Professional Accreditation (Passed with A, B, or C; 3.0 GPA required for entry to most Dietetic Internships)						
BIOL 3102	General Biology II	4				
BIOL 3101	General Biology I	4				QUIM 3001
BIOL 3711	Human Biology I	3				BIOL 3102
BIOL 3712	Human Biology II	3				BIOL 3711
BIOL 3705	Microbiology	4				BIOL 3101
BIOL 3349	Genetics	3				BIOL 3101 y MATE 3026
QUIM 3001-3002	General Chemistry I and II	4-4				MATE 3171-3172
QUIM 3015	Organic Chemistry Compendium	4				QUIM 3002
MATE 3026	Introduction to Statistics with Computers	3				MATE 3171-3172
		36				
Nutr & Diet Major Course Component - Requirements for Professional Accreditation (Passed with A, B, or C; 3.0 GPA required for entry to most Dietetic Internships)						
NUTR 4031	Food Science	3				QUIM 3001
NUTR 4041	Human Nutrition I	3				QUIM 3001, BIOL 3711
NUTR 4045	Applied Human Nutrition I	1				QUIM 3001, BIOL 3711
NUTR 4055	Food Purchasing for Foodservice Systems	2				NUTR 4031
NUTR 4068	Layout, Design and Equipment Purchasing for Foodservice Systems	2				NUTR 4031
NUTR 4075	Administration of Foodservice Systems	3				NUTR 4055, 4068
NUTR 4076 #,	Applied Concepts of Foodservice Administration	2				NUTR 4055, 4068, 4075
NUTR 4086	Menu for Foodservice Systems	3				NUTR 4041, 4045, 4055, 4068, 4075, BIOL 3705
NUTR 4085	Quantity Food Production	3				NUTR 4086, evidence of HBV, chicken pox vaccine
NUTR 4158	Human Biochemistry	3				QUIM 3015, BIOL 3711-3712, NUTR 4041, 4045,
NUTR 4159	Human Biochemistry Laboratory	1				QUIM 3015, BIOL 3711-3712, NUTR 4041, 4045, Co-requisite for NUTR 4158 (la 1ª vez)
NUTR 4042	Human Nutrition II	3				NUTR 4041, 4045, 4158, 4159
NUTR 4165	Clinical Dietetics	2				NUTR 4158, 4159; Co-requisite for NUTR 4169; Co-requisite or previous, NUTR 4042
NUTR 4166	Advanced Clinical Dietetics	2				NUTR 4042, 4165, 4169
NUTR 4169	Applied Clinical Dietetics	1				NUTR 4042, Co-requisite for 4165; Co-requisite or previous, NUTR 4042
NUTR 4170	Methods in Nutrition Education	2				NUTR 4031, 4041, 4045
NUTR 4175	Practicum in Nutrition Education	1				NUTR 4170
NUTR 4176	Nutrition in the Community	2				NUTR 4170
NUTR 4198	Research Methods in Nutrition	2				NUTR 4041, 4045, MATE 3026
NUTR 4225	Professional Aspects of Nutrition and Dietetics	1				
NUTR 4501	Integrative Nutrition I: Principles of Foods, Nutrition and Education	1				NUTR 4031, 4041, 4045, 4170, 4198 co-requisite or previous
NUTR 4502	Integrative Nutrition II: Administration of Foodservice Systems	1				NUTR 4041, 4045, 4055, 4068, 4075, 4086 BIOL 3705
NUTR 4503	Integrative Nutrition III: Nutrition Care for Individuals and Groups	1				NUTR 4042, 4165, 4169, 4501
		45				
Courses for the Free Elective Component		10				
Total		134				

*Consult this web page to select corresponding courses: http://academicos.uprrp.edu/?page_id=450

**The College of NatSci proposes Calculus I (MATE 3151), 4 credits, as the option to comply with the 3-credit requirement for Logical-Mathematical Thinking or Quantitative Analysis of the General Education Component required by Certif. No. 46. If the student is assigned an alternative course to Calculus I, his/her Bachelor degree program will have an additional 3 credits.

SUGGESTED CURRICULAR SEQUENCE (GROUPS I, II y III)							
First Year				Second Year			
First Semester		Second Semester		First Semester		Second Semester	
Courses	Creds.	Courses	Creds.	Courses	Creds.	Courses	Creds.
ESPA *	3	ESPA *	3	QUIM 3001	4	QUIM 3002	4
INGL *	3	INGL *	3	BIOL 3711	3	BIOL 3712	3
CIFI 3010	3	ELECTIVA	3	MATE 3151 **	4	BIOL 3101	4
BIOL 3102	4	HUMA *	3	MATE 3026	3	NUTR 4041	3
MATE 3171	3	MATE 3172	3	LITE*	3	NUTR 4031	3
HUMA*	3	NUTR 4225	1			NUTR 4045	1
		CISO*	3				
Sub-total	19	Sub-total	19	Sub-total	17	Sub-total	18
Third Year				Fourth Year			
First Semester		Second Semester		First Semester		Second Semester	
Courses	Creds.	Courses	Creds.	Courses	Creds.	Courses	Creds.
QUIM 3015	4	NUTR 4158	3	NUTR 4042	3	NUTR 4166	2
NUTR 4198	2	NUTR 4159	1	NUTR 4165	2	LITE*	3
BIOL 3349	3	NUTR 4170	2	NUTR 4169	1	NUTR 4176	2
BIOL 3705	4	CISO	3	NUTR 4175	1	NUTR 4085	3
NUTR 4055	2	ELECTIVE	3	NUTR 4086	3	ARTE*	3
NUTR 4068	2	CIFI 4105/CIFI 4995/CIFI 4005*	3	NUTR 407 ⁶	2	ELECTIVE	1
NUTR 4501 [#]	1	NUTR 407	3	NUTR 4502 [#]	1	NUTR 4503 [#]	1
				ELECTIVE	3		
Sub-total	18	Sub-Total	18	Sub-total	16	Sub-total	15

Total credits for the Bachelor Degree: 134 (not counting the 6cr. of Pre-calculus required)

SUGGESTED CURRICULAR SEQUENCE (GROUP IV; Pre-Calculus passed)							
First Year				Second Year			
First Semester		Second Semester		First Semester		Second Semester	
Courses	Creds.	Courses	Creds.	Courses	Creds.	Courses	Creds.
ESPA *	3	ESPA *	3	BIOL 3711	3	BIOL 3712	3
INGL *	3	INGL *	3	QUIM 3015	4	MATE 3026	3
QUIM 3001	4	QUIM 3002	4	CIFI 3010	3	CISO*	3
BIOL 3102	4	BIOL 3101	4	HUMA *	3	NUTR 4041	3
MATE 3151 **	4	NUTR 4031	3	NUTR 4055	2	NUTR 4045	1
		NUTR 4225	1	NUTR 4068	2	HUMA*	3
Sub-total	18	Sub-total	18	Sub-total	17	Sub-total	16
Third Year				Fourth Year			
First Semester		Second Semester		First Semester		Second Semester	
Courses	Creds.	Courses	Creds.	Courses	Creds.	Courses	Creds.
NUTR 4198	2	NUTR 4158	3	NUTR 4042	3	NUTR 4166	2
BIOL 3349	3	NUTR 4159	1	NUTR 4165	2	NUTR 4085	3
BIOL 3705	4	NUTR 4076	2	NUTR 4169	1	NUTR 4176	2
NUTR 4075	3	NUTR 4501	1	NUTR 4502	1	NUTR 4503 [#]	1
NUTR 4170	2	LITE*	3	NUTR 4175	1	LITE*	3
ELECTIVE	3	NUTR 4086	3	CISO	3	CIFI 4105/CIFI 4995/CIFI 4005*	3
		ELECTIVE	3	ARTE*	3	ELECTIVE	1
				ELECTIVE	3		
Sub-total	17	Sub-Total	16	Sub-total	17	Sub-total	15

Total credits for the Bachelor Degree: 134

* Consult this web page to select corresponding courses: http://academicos.uprrp.edu/?page_id=450

** The College of NatSci proposes Calculus I (MATE 3151), 4 credits, as the option to comply with the 3-credit requirement for Logical-Mathematical Thinking or Quantitative Analysis of the General Education Component required by Certif. No. 46. If the student is assigned an alternative course to Calculus I, his/her Bachelor degree program will have an additional 3 credits.

Selecting your Courses for the Following Semester

The Nutrition and Dietetics Program requires all students to complete an electronic course petition or course request form prior to course registration in order to facilitate the number of courses and sections that are needed for our students each semester. Every student is asked to complete and submit the form electronically to the Program's office before the specified deadline. Filling out the form does not guarantee nor substitute course registration by the student during the period defined by the registrar's office; however, if classes become full, priority will be given to students who completed the course petition. Deadlines and copies of the form can be found at the [Program's webpage](#), or via email upon request. This is usually completed about 1.5 months prior to official registration of courses each semester in the university: September and February.

Assessment of Learning

ACEND requires all accredited programs in dietetics to have a formal learning assessment plan. The learning assessment plan is used to evidence student acquisition of required knowledge, skills and attitudes in order to become successful registered dietitians. Also, the plan helps identify areas of strength and weakness to assist the program in the continued betterment and revision of the curriculum. Students should become familiar with this process while in the program and may be asked to help identify ways to better assess the learning process. A detailed learning assessment plan of our program can be obtained by contacting Professor Elsa Pinto at elsa.pinto@upr.edu. The program has to complement ACEND's learning assessment plan with the Institution's learning assessment requirements and activities stipulated by the Office of Student Learning Evaluation. These can be found at: <http://oeae.uprrp.edu/>

Grievance or Complaints Procedure

Students who have concerns about an academic situation are encouraged to first speak with the professors or parties involved, and then contact their academic advisor. If no solution is found, students may visit the Office of the Student Ombudsman for assistance, or call (787) 764-0000 at extension 86600, 86601, or 86603 or visit <http://procuraduria.uprrp.edu/>

ACEND under the guidance of the U.S. Department of Education (USDE) requires dietetics education programs to identify an avenue for students to bring forward DPD specific complaints related to ACEND accreditation standards.

Program specific complaints should be brought to the attention of the DPD Director ideally in writing. In some cases, the Program Director may determine that the complaint is best addressed under the UPR-RP Student Ombudsman Office. The student may also bring programmatic concerns directly to the attention of the Department Head or Academic Dean.

Program- specific complaints and corrective actions will be kept on file by the program for a period of five years.

Program-specific complaints that have not been resolved can be directed to the ACEND. Complaints should be submitted to ACEND only after all other options within the DPD and UPR-RP have been exhausted. 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.

A copy of the accreditation standards and ACEND's policy and procedure for submission of complaints may be obtained by contacting the Education and Accreditation staff at the Academy of Nutrition and Dietetics at 120 South Riverside Plaza, Suite 2000, Chicago, Illinois 60606 or by calling 1-800-877-1600 extension 5400. Written complaints should be mailed to the Chair, Accreditation Council for Education in Nutrition and Dietetics at the above address. The complaint must be signed by the complainant <https://www.eatrightpro.org/acend/public-notice-and-announcements/filing-a-complaint-with-acend>.

Anonymous complaints will not be considered. For additional information visit <http://www.eatrightpro.org/resource/about-us/academy-vision-and-mission/who-we-are/contact-us>

Other avenues for students to bring forward DPD specific complaints are listed below:

Code of conduct:

<http://estudiantes.upr.edu/modalfiles/codigo-de-conducta.pdf>

Academy of Nutrition and Dietetics Code of Ethics for the Profession of Dietetics:

<https://www.eatrightpro.org/practice#code-of-ethics>

Dress Code

Students are expected to be neat, clean, and well-groomed at all times. There will be many learning activities off campus within the clinical, community, and foodservice settings that require a dress code. Students should dress professionally. Skirts, professional/dress pants, blouses, and dresses are appropriate for women. Men should wear dress shirt and dress slacks.

Some additional guidance

Clothes must be clean, wrinkle free, and fit; tight form-fitting clothes or baggy clothes are not permitted.

Low or revealing necklines, bare shoulders, sundresses, halter tops, sheer or dressy fabrics, spaghetti straps, tank tops, tube tops, midriff tops, shorts, miniskirts, and low-cut pants are not allowed.

For laboratory experiences shoes must have closed toes and closed heels and should be clean and in good condition. No sandals or flip flops are allowed. Slip resistant soles are required in food preparation areas. Nails must be neat, clean, and no longer than ¼ inch from the end of the finger. Acrylic nails are not acceptable. No nail polish is to be worn in food production areas. Hair should be neat, clean, and kept in a style that does not require constant pushing back from the face. Facial hair should be neat and well-groomed. Caps, hats, visors, bandannas, headbands, flowers, or any extreme adornment are not acceptable. Beard nets also required. Gum chewing is not allowed.

Professional dress should project an image of self-confidence, self-respect, and respect for the facility, staff, patients/clients, and families.

After Graduation

Dietetic Internship or supervised practice

Upon receiving a Verification Statement, DPD graduates qualify to apply and compete for admission to an accredited Dietetics Internship or supervised practice program. This supervised practice is a required step for all those who aspire to become a RDN or a Licensed Dietitian in Puerto Rico. There are over 240 Internship programs in the United States and associated territories, and three of them are in Puerto Rico. Every year, each of the Dietetic Internships in Puerto Rico accept up to 10 qualified candidates. In order to be eligible to apply, the candidate must comply with the DPD requirements or have a Bachelor of Science in Nutrition and Dietetics degree from a ACEND accredited program. Each candidate must also comply with the criteria established by each program (the trend is a GPA \geq 3.0), complete the official application form and, submit a Verification Statement obtained from the DPD Director. The process follows a computer matching system where the student must register. This entire process is completely extraneous to the UPR as an institution. Graduates are only oriented to facilitate the process. The DPD Director and DPD Assistant will direct and support students during this process and will offer orientation meetings to those who apply upon graduation.

A list of accredited Dietetic Internships is available at: <http://eatright.org/acend>

Students who complete the UPR-RP DPD may also apply for a Coordinated Graduate Program or a Graduate Program. These programs offer a graduate degree concurrently with the supervised practice hours required to obtain a Verification Statement and be eligible for the RDN exam.

Credentials

By successfully completing ACEND-accredited Dietetic Internship (DI), as well as undergraduate education the candidate becomes eligible to be examined by the Commission on Dietetics Registration (CDR). The exam requirements are set by the CDR.

Once the examination is approved, the candidate will receive an RD or RDN credential. Upon completion of the DI or supervised practice program, the individual is also eligible to take the Local Licensure exam administered by the Board of Examiners for Nutritionists and Dietitians of Puerto Rico, which will grant, qualified candidates, the Licensure in Nutrition and Dietetics (LND) to be able to practice as a Nutritionist-Dietitian in Puerto Rico. The LND candidate who doesn't complete the DI after completing all other requisites, or after the Bachelor's degree is granted, may choose to complete a Master's degree in Nutrition and Dietetics, from an accredited institution. The Master's of Science degree of the University of Puerto Rico, Medical Sciences Campus offers a Nutrition and Dietetics degree within the Graduate School of Public Health that will allow students to be eligible to take the Local Licensure Exam to obtain the LND license to be able to practice as a Nutritionist-Dietitian in Puerto Rico. Effective February 18, 2016, the Board of Examiners for Nutritionists and Dietitian of Puerto Rico, established via Resolution 2016-53, that passing the RDN exam will comply with the requirements for the license to practice Nutrition and Dietetics in Puerto Rico, thereby eliminating the need for our graduates to take a second exam for the PR licensure.

The CDR that administers the RDN exam made a change in the eligibility process to be able to take the RD exam. This change will take effect on January 1st, 2024 requiring a Master's degree as well as the supervised practice in order to be eligible to take the RD exam. Therefore, students that have not completed a supervised practice prior to January 2024 must also complete a Master's degree in order to be eligible to sit for the RDN Exam offered by the CDR. Taking into account the time it takes to complete the DPD and supervised practice, all students that are admitted to an undergraduate program from 2017 forward must plan to pursue a master's degree in order to be eligible to take the RDN exam.

Code of Ethics

Colegio de Nutricionistas y Dietistas de Puerto Rico
<https://www.nutricionpr.org/>



Academy of Nutrition and Dietetics Code of Ethics for
the Profession of Dietetics



<http://www.eatrightpro.org/~media/eatrightpro%20files/career/code%20of%20ethics/codeofethicsdieteticsresources.ashx>

**Accreditation Council
for Education in
Nutrition and Dietetics**

the accrediting agency for the
Academy of Nutrition
and Dietetics

Handbook for students enrolled in the Didactic Program in Dietetics (DPD), accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

Nutrition and Dietetics Program
College of Natural Sciences, UPR Río Piedras Campus
17 Ave. Universidad Suite 1701 San Juan, PR 00925-2537
TEL: 787-764-0000 Ext. 88581

Revised on:
February 19, 2019; February 24, 2020; June 15, 2020; March 7, 2022, July 26, 2022