

University of Puerto Rico  
College of Natural Sciences

# Student Handbook

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Didactic Program in Dietetics

Accredited by ACEND



# Student Agreement

I have read and agree to abide by the policies and procedures described in the student handbook.



**Name:** \_\_\_\_\_

**Student Number:** \_\_\_\_\_

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

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

Note: Hand-in this signed document to the DPD Program Director

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## 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 and foodservice management. Graduates who successfully complete the Didactic Program in Dietetics are qualified to apply for admission to graduate or coordinated program with supervised practice, which is a requirement for eligibility to take the Registration Examination for Dietitians and earn the RD/RDN credential. Effective January 1<sup>st</sup>, 2024, graduates must have completed a master's degree as well as a supervised practice program to be eligible to take the RD Exam.

## Program description

The Bachelor of Science in Nutrition and Dietetics is a four-year program offered in the College of Natural Sciences at 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 Río Piedras Campus is 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 in the Felipe Janer building also known as ED, it includes two food laboratory facilities renovated under a USDA grant.



The Human Biochemistry laboratory is located on 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)

## 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.

### 2.5 Program objective

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

### 2.2 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.

### 2.6 Program objective

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

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### Information to the Public

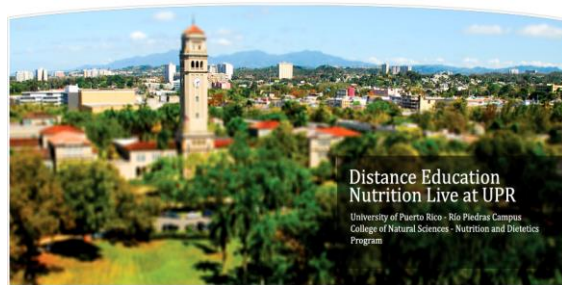
Program outcome data is available to the public, current and prospective students upon request. Please send a written request to Dr. Elsa Pinto, Program Director of the DPD at [elsa.pinto@upr.edu](mailto:elsa.pinto@upr.edu)

## 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. 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](http://humanidades.uprrp.edu/ingles/?page_id=2178)

## Distance Education

The Program began offering several courses using distance education format the summer of 2013, stimulated by a grant received from the USDA. In December 2015, our campus approved guidelines and norms for distance education to further expand student opportunities for varied course modalities.



While the program is not offered via distance education, several courses may be offered in hybrid or online format depending on student demand. The university uses Moodle <https://online.uprrp.edu/>, as the preferred electronic platform. Three courses are usually offered in hybrid or online modality during the summer session: Integrative Nutrition I-III (NUTR 4501-4503).

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 via: <http://dtaa.uprrp.edu/>.

## 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](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.

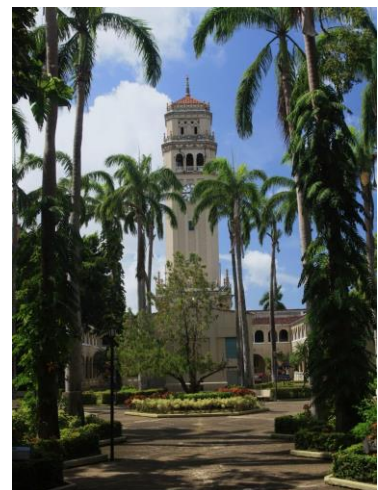
**Facilities-Construction Fee** All students enrolled in the University, no matter the amount of credits or courses, must pay a \$100.00 fee per tuition period.

**Special Rights** (These rights are not reimbursable):

**Laboratory Fee** All students enrolled in courses that require practice in laboratories will pay a \$100.00 fee for every laboratory course. Students can pay up to three laboratory fees per semester.

**Technology Fee** \$50.00 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 (optional)

**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 <https://estudiantes.uprrp.edu/programa-de-vivienda/>

**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](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	<a href="http://procuraduria.uprrp.edu/?page_id=183">http://procuraduria.uprrp.edu/?page_id=183</a> <a href="http://procuraduria.uprrp.edu/">http://procuraduria.uprrp.edu/</a>
Academic & Administrative Technology Division	<a href="http://dtaa.uprrp.edu/">http://dtaa.uprrp.edu/</a> (ext. 83800)
Academic Calendar	<a href="http://www.uprrp.edu/?page_id=851">http://www.uprrp.edu/?page_id=851</a>
Departamento de Consejería para el Desarrollo Estudiantil (DCODE)	<a href="https://estudiantes.uprrp.edu/departamento-de-consejeria-para-el-desarrollo-estudiantil/">https://estudiantes.uprrp.edu/departamento-de-consejeria-para-el-desarrollo-estudiantil/</a> (ext. 86500, 86501)
Centro Universitario de Servicios y Estudios Psicológicos (CUSEP)	<a href="http://cusep.uprrp.edu/">http://cusep.uprrp.edu/</a> (ext. 87680, 87689)
Oficina de Servicios a Estudiantes con Impedimentos (OSEI)	<a href="https://estudiantes.uprrp.edu/servicios-al-estudiante/osei/servicios-oapi/">https://estudiantes.uprrp.edu/servicios-al-estudiante/osei/servicios-oapi/</a> (ext. 86360, 86363)
CITec / Library and Tutoring Services College of Natural Sciences Library	<a href="https://www.upr.edu/biblioteca-uprrp-cn/">https://www.upr.edu/biblioteca-uprrp-cn/</a> (ext. 88370)
Academic Files Privacy	<a href="http://www.uprrp.edu/wp-content/uploads/2019/10/taller_buckley2006.pdf">http://www.uprrp.edu/wp-content/uploads/2019/10/taller_buckley2006.pdf</a>
<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. <a href="http://procuraduria.uprrp.edu/">http://procuraduria.uprrp.edu/</a></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](mailto:circulonutricionupr@gmail.com);

<https://www.facebook.com/circulonutricionupr>)



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

## Faculty and Staff

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Keila M. Nieves Miranda <i>Administrative Assistant</i>	<a href="mailto:keila.nievesmiranda@upr.edu">keila.nievesmiranda@upr.edu</a>	88594	104

## Deanship College of Natural Sciences

Name	E-mail	Extension	Office
Agnes Vázquez <i>Assistant Dean of Student Affairs</i>	<a href="mailto:asuntosestudiantilesn@gmail.com">asuntosestudiantilesn@gmail.com</a>	87937	<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. The Program uses an early detection system to identify students that may not have the academic progress to achieve this requirement and refers them to tutoring services and other resources on campus to help them improve their academic performance.

## **Special DPD Program Requirements**

- Concentration courses (i.e., courses with code NUTR) and pure science courses must be approved with "C" or better.
- Students may not continue with the curricular sequence if concentration courses, and science courses are not approved with a "C" or better.
- According to College of Natural Sciences policies, students may repeat a course passed with "C" only once if they are interested in substituting the "C" for a better grade.
- For students admitted to 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 on 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/>

## 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 system. 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 a general and major GPA of 3.0 or more to prevent the need to repeat a course to improve a grade.

**Partial Withdrawals:** Professors must let students know their partial grades around the 8<sup>th</sup> 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 11<sup>th</sup> 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. <https://cea.uprrp.edu/wp-content/uploads/2014/05/Op%C3%BAsculo-sobre-deshonestidad-acad%C3%A9mica-CPI-2009.pdf>

### **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 (130) credit hours in accordance with the approved curricular sequence to obtain the degree.

At present the institution's minimum cumulative GPA for graduation is 2.50. Students admitted to the program from August 2019 forward must graduate with a cumulative and major GPA of 3.0 or more 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 to an ACEND-accredited coordinated or supervised practice program. To receive a Verification Statement from the DPD Director, the student must complete the following requirements.

### Students admitted prior to Fall 2019

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.

## 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.

You may access the curriculum requirements and suggested sequence at the program's webpage at: <https://natsci.uprrp.edu/nutricion/curriculo/>

### Selecting your Courses for the Following Semester

The Nutrition and Dietetics Program requires all students to complete an electronic course request form prior to course registration 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 on or before the specified deadline. Filling out the form does not guarantee nor substitute course registration by the student during the period determined by the registrar's office; however, if classes become full, priority will be given to students who completed the course request. The form is sent out via email to Program students a month and a half prior to official registration of courses each semester in the university: September and February. QR codes are also posted on bulletin boards near the Program's administrative office.

## 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](mailto: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 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>

Anonymous complaints will not be considered. For additional information visit <https://www.eatrightpro.org/contact-us>

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

Code of conduct:

<https://estudiantes.uprrp.edu/wp-content/uploads/2014/05/Codigo-de-Conducta-Estudiantil-UPR.pdf>

<https://estudiantes.uprrp.edu/normativas/>

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.

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 are also required. Chewing gum is not allowed.

### **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.

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

## After Graduation

### **Coordinated programs or graduate programs**

Upon receiving a Verification Statement, DPD graduates qualify to apply for admission to graduate programs or coordinated programs with supervised practice. Students may also choose to apply to the program's Graduate Program that consists of online courses along with the required hours of supervised practice to be eligible to take the RDN exam. For more information about the graduate program visit the program's webpage under the Graduate tab: <https://natsci.uprrp.edu/nutricion/prospective-msnd-students/>

Eligibility to take the RDN exam after January 1<sup>st</sup>, 2024, includes a master's degree in any discipline as well as completion of an ACEND-accredited supervised practice program. The DPD Director and academic advisor offer support and advice to students during this process.

A list of accredited graduate and coordinates programs is available at ACEND's webpage: <https://www.eatrightpro.org/acend/accredited-programs/program-directory>

### **Dietetic Technician Registration**

Students who complete the DPD are also eligible to take the Registered Dietitian Technician exam administered by the Commission on Dietetic Registration. For more information about this exam, you may access the following webpage: <https://www.cdrnet.org/NDTR>

### **Puerto Rico Licensure Requirements for practice**

To practice as a nutritionist and dietitian in Puerto Rico, you must abide to the regulations set forth in law #82 from 1972 that was amended in 2004. Law #84 requires that nutritionists and dietitians must be licensed by the Board of Nutritionists and Dietitians of Puerto Rico after completing the following:

- 1) Obtain a bachelor's degree in nutrition and dietetics from an accredited institution.
- 2) Complete a supervised practice program accredited by ACEND or a graduate degree in Nutrition.
- 3) Approve the licensure exam administered by the Board of Nutritionists and Dietitians of 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 complies 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.

# 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

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



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