

The University of Mississippi  
Nutrition and Dietetics Student Handbook



THE UNIVERSITY *of*  
**MISSISSIPPI**  
DEPARTMENT OF NUTRITION &  
HOSPITALITY MANAGEMENT

# *Table of Contents*

	Page
Introduction	3
Program Accreditation	3
DPD Mission and Goals	4
Career Options	5
How to declare Nutrition and Dietetics as your major	5
Nutrition and Dietetics' Course Requirements	6
Course Descriptions	7-8
Non-Degree Requirements	9
Academic Advising	10
Cost of Attendance	10
Membership Opportunities	11
Volunteer Opportunities	12
Study Abroad	12
Stay Connected	13
Classroom Etiquette	13
Dietetics Internship-How to	14
Ole Miss Nutrition Clinic	15
Program Policies	16
Faculty and Staff	17

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## *Introduction*

Dietetics is a dynamic profession and the career possibilities are endless. According to the Bureau of Labor and Statistics, employment of dietitians and nutritionists is projected to grow 21 percent from 2012 to 2022, faster than the average for all occupations. The role of food in preventing and treating illnesses, such as diabetes, is now well known. More dietitians and nutritionists will be needed to provide care for patients with various medical conditions and to advise people who want to improve their overall health. <http://www.bls.gov/ooh/healthcare/dietitians-and-nutritionists.htm>

Registered dietitians provide nutritional care and counseling in schools, hospitals, nursing homes, community health programs, and fitness centers, as well as in the food industry. Regardless of career choice, dietitians are recognized as the professional link between nutrition and health.

Nutrition is the application of the principles of science and food preparation to health. The professionals who use this knowledge to provide safe, evidence-based dietary advice and management to individuals (in health and disease) are called registered dietitians. The term “nutritionist” is often used as a broader term to describe someone who has studied nutrition, but may or may not be a registered dietitian.

The dietetics program at the University of Mississippi is referred to as “didactic” program in dietetics (DPD) because it provides the four-year classroom component of learning, culminating in the Bachelor of Science degree. It must be followed by a dietetic internship (DI), which may also be referred to as “internship” or “supervised practice,” in order to qualify someone to take the registration exam for dietitians (RD exam). The BS degree, DI, and passage of the RD exam are all necessary to be qualified as a registered dietitian (RD).

## *Program Accreditation*

The Didactic Program in Dietetics at the University of Mississippi is accredited by the Accreditation Council of Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, 120 S. Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, 312/899-0040, ext. 5400. After graduation students receive a DPD verification statement and are eligible to complete a dietetic internship. Upon the successful completion of a dietetic internship, students are eligible to take a national exam to become a Registered (RD) and/or Licensed (LD) Dietitian. Many positions in nutrition require RD and/or LD credentials.

# *DPD Mission and Goals*

## **MISSION STATEMENT**

The mission of the Nutrition and Dietetics Program is to prepare a diverse community of students who will be prepared academically and professionally to achieve success in post-graduate studies such as dietetic internships, graduate school and/or dietetic related careers. Students will be able to analyze current academic and research literature, value lifelong learning, participate in community-based service learning activities, and demonstrate professional ethics.

### **Program Goal 1:**

Provide students with a high quality didactic learning environment and experience to ensure they are competent in knowledge, skills, and foundations to be successful in the dietetic profession.

#### **Mission Reference:**

Prepare a diverse community of students who will be prepared academically and professionally to achieve success in post-graduate studies such as dietetic internships, graduate school and/or dietetic related careers.

#### **Program Objectives for Goal 1:**

- 1) 80% of students agree that MNT courses contributed to their dietetics education.
- 2) 80% of students agree that Administrative Dietetics courses contributed to their dietetics education.
- 3) 80% of students agree that Community Dietetic course contributed to their dietetics education.

### **Program Goal 2:**

Provide opportunities for students to develop and explore their personal and professional interests, and to value life-long learning.

#### **Mission Reference:**

Students will be able to analyze current academic and research literature, value lifelong learning, participate in community-based service learning activities, and demonstrate professional ethics.

#### **Program Objectives for Goal 2:**

- 1) 80% of graduates have attended at least one continuing education workshop, meeting, seminar, or other educational event.
- 2) 70% of dietetic interns agree that they were adequately prepared for their dietetic internship.

### **Program Goal 3:**

Prepare graduates for professional service in dietetic internships, employment, or to pursue higher education opportunities.

#### **Mission Reference:**

Prepare a diverse community of students who will be prepared academically and professionally to achieve success in post-graduate studies such as dietetic internships, graduate school and/or dietetic related careers.

#### **Program Objectives for Goal 3:**

- 1) 90% of graduates completed the DPD professional courses within 3 years.
- 2) 80% of graduates apply to dietetic internships, post baccalaureate studies
- 3) 60% of student who apply to dietetic internships are accepted

- 4) 80% of DI directors agree that graduates who completed internships have demonstrated satisfactory or above performance for all entry-level learning outcomes
- 5) The DPD maintain an 80% pass rate or higher on the registration examination administered by the CDR

\*Outcome data measuring achievement of program objectives is available to students, prospective students, and the public upon request.

## *What are the career options with a degree in Dietetics?*

Requires the RD credential	May or may not require the RD credential
General Medical Nutrition Therapy Dietitian Clinical Dietitian specializing in: Pediatrics Cardiology Renal Diabetes Cancer Eating Disorders Rehabilitation Parenteral and Enteral Nutrition Outpatient Counseling Sports Nutritionist WIC-Women Infants and Children Nutrition Nursing Home Consultant Personal Nutrition Counseling/Coaching	Food Industry Consultant Nutrition Policy Development Professional Food Editor Food Journalist Basic or Applied Researcher Child Nutrition Administrator School Food Service Staff Position in Public Relations Food Marketer Teacher Nutrition Entrepreneur Executive Chef Nutrition Software Developer Food Photographer/Designer Pharmaceutical Sales Representative Health Care Administrator Media Spokesperson Food Product Development Researcher Dietetic Technician Registered

## *How to Declare Nutrition and Dietetics as your Major*

In order to become a Nutrition and Dietetics student you must first fill out a Change of Major Request Form for the School of Applied Sciences. This form can be found at the office of the School of Applied Sciences located in the George Street House next to the library. The form can also be found on the School of Applied Sciences webpage at the following address:

[http://www.olemiss.edu/depts/applied\\_sciences/Student\\_Information/changeofmajor.htm](http://www.olemiss.edu/depts/applied_sciences/Student_Information/changeofmajor.htm)

First-year freshmen should go to the Academic Support Center on the 3rd floor of Martindale to declare a School of Applied Sciences major.

Before submitting the Change of Major Request Form you must have:

- A cumulative 2.0 GPA (all University of Mississippi transfer course work to date) as well as in your cumulative University of Mississippi coursework
- Read and signed each of the policies explained in detail on the request form

If you do not have the appropriate GPA, you may take any of the general education requirements listed for the Nutrition and Dietetics degree and you may also enroll in any of the major courses that are open provided they are not limited to Nutrition and Dietetic students only. Once you have attained the required GPA, you may then submit the Change of Major Request Form.

Fill out the Change of Major Request form and drop it off at the School of Applied Sciences office or mail to:

School of Applied Sciences  
The George Street House  
P.O. Box 1848  
University, MS 38677

Or you may fax the form to 662-915-7901

Once you have submitted your completed form to the School of Applied Sciences office, they will evaluate your previous course work on a checklist of the current requirements for your new degree and officially change your major in the computer system. The School of Applied Sciences will send you an e-mail notifying you when this has been done (within 48 hours) and assign you an advisor within the Nutrition and Dietetics department. At that time, if you need to be advised, you may contact your new department to set up an advising appointment.

## *Nutrition and Dietetics Course Requirements*

### GENERAL EDUCATION REQUIREMENTS

See the General Education/Core Curriculum for the School of Applied Sciences. Students in this major, however, must take BISC 102/103 or 160/161 to fulfill the "Human Biology w/Lab" requirement and BISC 206 for the "Additional Science w/Lab" requirement in the core curriculum.

An additional 35 hours is required in the following courses: CSCI 191, CHEM 105/115, CHEM 106/116, BISC 207, BISC 210, CHEM 221/225, CHEM 271, MGMT 371, MGMT 383 or NHM 466, and Speech 102, 105 or BUS 271.

Note: Higher level science courses may substitute for the courses listed above. Students in this program should consult the academic advisor or dean's office if they wish to take or have already taken a more advanced science course.

### COURSE REQUIREMENTS

The B.S.D.N. degree requires 46 semester hours of NHM courses: NHM 111, 211, 213, 214, 311, 323, 363, 373, 410, 411, 412, 415, 417, 461, 462, 472 and 483.

### OTHER ACADEMIC REQUIREMENTS

A verification statement documenting successful completion of all undergraduate course requirements is required for graduates to gain acceptance into accredited dietetic internship programs.

## Course Descriptions

NHM 111: ServSafe	A national food safety course developed by the National Restaurant Association Educational Foundation, which grants certification in food safety to individuals who pass their normal exam. (1)
NHM 211: Principles of Food Prep	Food principles and preparation techniques and their effects on food products. Co-requisite: NHM 213, NHM 111. Prerequisite: Students who withdraw from NHM 211 are required to withdraw from NHM 213, B.S.D.N. or B.S.H.M. majors only. (3)
NHM 213: Principles of Food Prep Lab	Laboratory to accompany NHM 211. Students who withdraw from NHM 211 are required to withdraw from NHM 213. Co-requisite: NHM 211,
NHM 214: Introduction to Dietetics	Examination of the dietetic profession including careers, professional issues, ethics, communication and counseling skills, and competencies required to become a registered dietitian. (3)
NHM 311: Nutrition	Fundamental principles of human nutrition; application to needs of individuals and families at all stages of the life cycle. (3)
NHM 323: Human Development Across the Life Span	Life span of human development, including physical, intellectual, emotional, and social development; the needs of individuals throughout the life span; and the formation and maintenance of human relationships. (3)
NHM 363: Food Service Procurement	Purchasing methods based on standards of quality, grade, care, and storage for food and nonfood supplies. Purchasing, installation, operation, and care of large foodservice equipment. Prerequisite: NHM 211, NHM 213, NHM 215 or NHM 214, B.S.D.N. or B.S.H.M. majors only. (3)
NHM 373: Consumer Economics	An examination of consumer behaviors and economic principles that apply to consumer decisions across the life span including purchasing, saving, borrowing, investing, and managing risks. Prerequisite: NHM 215 or NHM 214, B.S.D.N. or B.S.H.M. majors only. (3)
NHM 410: Medical Nutrition Therapy I	Introduction to medical nutrition therapy and the Nutrition Care Process, with emphasis on the various components and methods of nutrition assessment. Prerequisite: NHM 311, B.S.D.N. majors only. (3)

NHM 411: Medical Nutrition Therapy II	Continuation of NHM 410, involving basic principles of medical nutrition therapy for diseases of the cardiovascular, endocrine, and renal systems, utilizing intermediate application of the nutrition care process. Prerequisite: NHM 410, NHM 214. (3)
NHM 412: Medical Nutrition Therapy III	Modification of the normal diet to meet nutritional needs in the prevention and treatment of disease. Prerequisite: NHM 411. (3)
NHM 415: Experimental Foods	Experimental study of chemical and physical factors affecting standard food preparation procedures. Prerequisite: NHM 211, NHM 213, NHM 111, B.S.D.N. majors only. (3)
NHM 417: Community Nutrition	Nutrition services and problems in the community. Exploration of methods for determining and implementing action programs in nutrition education. Prerequisite: NHM 311, B.S.D.N. majors only.(3)
NHM 461:Foodservice Systems Management	Management of foodservice systems and the interrelationships among foodservice systems components. Prerequisite: NHM 363, MGMT 391 or MGMT 371, B.S.D.N. majors only. (3)
NHM 462: Quantity Food Production and Service	Principles and fundamentals of quantity food production and service in commercial and institutional operations, menu planning, recipe standardization, human resource utilization, hazard analysis of critical control points, and costing. Co-requisite: NHM 472
472 Quantity Food Lab	Laboratory to accompany NHM 462. Co-requisite: NHM 462. Prerequisite: NHM 215, MGMT 391 or MGMT 371, B.S.D.N. or B.S.H.M. majors only. (2)
483: Applied Experience in Dietetics	Development and implementation of selected dietetics and nutrition-related activities in a variety of professional settings. Prerequisite: NHM 410, NHM 363, instructor approval required. (3)



### Non-Degree Requirements

A Verification Statement is provided to students who have a four-year baccalaureate degree from an accredited college and who fulfill the ACEND Knowledge Requirements for Dietitians (KRDs). Students must first send an official transcript to the DPD Director to evaluate if any academic courses are equivalent to the required courses needed to meet the ACEND KRDs. A syllabus for each course is reviewed by the dietetic faculty for approval. Upon approval, the DPD Director contacts the student and discusses transfer equivalency of courses and the courses needed to obtain a Verification Statement. Courses required for a verification statement are shown in the table below.

Required Courses : Sciences	Credits	NHM Courses	Credits
BISC 102 Biology	3	NHM 111 Servsafe	1
BISC 103 Biology Lab	1	NHM 211 Principles of Food Preparation	3
BISC 206 A & P I	4	NHM 213 Principles of Food Preparation Lab	2
BISC 207 A & P II	4	NHM 214 Introduction to Dietetics	3
CHEM 105 General Chemistry I	3	NHM 311 Nutrition	3
CHEM 115 General Chemistry I Lab	1	NHM 363 Foodservice Procurement	3
CHEM 106 General Chemistry II	3	NHM 373 Consumer Economics	3
CHEM 116 General Chemistry Lab II	1	NHM 410 Medical Nutrition Therapy I	3
CHEM 221 Organic Chemistry	3	NHM 411 Medical Nutrition Therapy II	3
CHEM 225 Organic Chemistry Lab	1	NHM 412 Medical Nutrition Therapy III	3
CHEM 271 Biochemistry	3	NHM 415 Experimental Food Study	3
		NHM 417 Community Nutrition	3
		NHM 461 Foodservice Systems Management I	3
		NHM 462 Quantity Food Production and Service	3
		NHM 472 Quantity Food Production and Service Lab	2
		NHM 483 Applied Experiences in Dietetics	3
<b>Total Credit Hours</b>	<b>27</b>		<b>43</b>

### Assessment of Prior Learning

The DPD Director will assess prior coursework for potential credit toward DPD program requirements. For courses offered outside the NHM Department, approval for prior coursework is evaluated and approved by the department in which the transfer equivalent course is offered. No credit will be given toward program requirements for experiential learning.

## *Academic Advising*

Once a student has declared Dietetics and Nutrition as a major they are assigned a faculty member to be their professional/career advisor for the duration of their time at Ole Miss. During the registration period (October and March) dietetic faculty meet with their advisees to discuss issues such as internships, volunteer and leadership opportunities, and professional development. Also during the registration period students meet with an academic advisor to plan out their schedule of courses for their degree requirements. There will be a sign up sheet in Lenoir Hall for all students to make an advising appointment. You must meet with your academic advisor or you will not be allowed to register for classes.

## *Cost of Attendance*

### Undergraduate Student Enrolled Full-time

<b>Expense</b>	<b>Cost (2013-2014)</b>
<b>Tuition (and Fees)</b>	<b>\$6,996.00</b>
<b>Capital Improvement Fee</b>	<b>\$100.00</b>
<b>Housing/Food</b>	<b>\$9,908.00</b>
<b>Books</b>	<b>\$1,200.00</b>
<b>Personal/Travel</b>	<b>\$4,500</b>
<b>Total for Residents</b>	<b>\$22,704.00</b>
<b>Additional Fee for Nonresidents</b>	<b>\$12,048.00</b>
<b>Total for Nonresidents</b>	<b>\$34,752.00</b>

Other fees associated with students in the Nutrition and Dietetics major include:

Academy of Nutrition and Dietetics student membership: \$50.00

Student Dietetic Association membership: \$25

# *Membership Opportunities*

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

The Academy of Nutrition and Dietetics, formerly the American Dietetic Association is the world's largest organization of food and nutrition professionals. The Academy is committed to improving the nation's health and advancing the profession of dietetics through research, education and advocacy. AND, eatright.org, is where you will find endless resources, handouts, etc. As a student member you will receive the monthly Journal, have access to eMentoring, access to other articles and resources, able to search or post job listings, early registration for FNCE and more. The cost of membership for an entire year is \$50. The student membership is required during the semester you take NHM 214, but is highly encouraged to maintain your membership throughout your undergraduate and professional career.

## **Ole Miss Student Dietetic Association**

The Student Dietetic Association (SDA) was formed to promote healthy lifestyle education to staff, students and faculty using our background knowledge of dietetics. Questions about SDA can be directed to the faculty advisor, Ms. Emmy Parkes (meparkel@olemiss.edu. Meetings are held the first Monday of every month at 4:15pm, unless otherwise directed by Ms.Parkes or the SDA president. This is a student run organizations and students may hold the following positions based on votes from the SDA students members, president, vice president, treasurer and secretary. Dues are to be paid at the beginning of each school year and are \$20. SDA is involved in National Nutrition Month, assisting in the 2013 Mississippi Dietetic Association Annual Meeting, campus and community activities.

## **Kappa Omicron Nu**

Kappa Omicron Nu is an honor society in which you must have a 3.5 GPA or be in the top 25th percentile of your class. The purpose of the chapter shall be to promote scholarship and encourage intellectual development, promote student research, and advance leadership through program development and training. Each year, the department of Nutrition and Hospitality Management inducts a small number of undergraduate students to the University of Mississippi chapter of Kappa Omicron Nu.

Recent activities of KON include:

- Guest speaker series on leadership
- Support for Angel Ranch, a group home for abused girls
- Support for local food pantries
- Holiday baskets
- Booth at the Community Health Fair in Oxford

## **Contact Information**

For general information or any questions regarding eligibility, please contact the faculty advisor, Dr. Tanya Ruetzler ([ruetzler@olemiss.edu](mailto:ruetzler@olemiss.edu)).

## *Volunteer Opportunities/Ways to Build Your Resume*

Building a resume is vital not only for those applying for dietetic internships but for any job or opportunity that may arise.

Keep records of all volunteer services no matter how small.

Become a member of school and community organizations such as Habitat for Humanity, Student Dietetic Association, etc.

Volunteer at the local food bank whether it is in your hometown or here in Oxford.

The NHM department offers many “pre internship” hour opportunities such as volunteering with Square Toast for Scholarship and other department events.

## *Study USA/Study Abroad*

Study USA programs are short-term domestic travel classes typically offered during intersession terms. Students submit an application to the Study USA office, and once approved, will be enrolled in the program of their choice. Apply early – enrollment is limited.

The Study USA office welcomes applications from UM undergraduate and graduate students for participation in Study USA courses throughout the year. Students must have completed any prerequisites for the particular course of interest as stated in The University of Mississippi course catalog. Additionally, students must be in good academic standing. For UM students applying to the Study USA program, you must submit the following:

- The Study USA application
- An unofficial transcript
- An application fee of \$50 will be billed to your bursar account when application is received.

The department of Nutrition and Dietetics offers several Study USA courses that students can participate in. The following courses are offered:

For more information on study USA please visit the University of Mississippi Study USA website at: [http://www.outreach.olemiss.edu/study\\_usa/index.html](http://www.outreach.olemiss.edu/study_usa/index.html)

## *Stay Connected*

There are several ways Nutrition and Dietetic students can be updated on the events, opportunities, and projects going on within the department.

Look for us on twitter!



Ole Miss Student Dietetic Association @OleMiss\_SDA

Like us on Facebook!



Ole Miss SDA

## *Classroom Etiquette*

Exercising personal freedom is one of the most appealing things about college. With the casual dress and attitudes that prevail in American colleges, however, it's not surprising that some college students don't know where to draw the line on individual expression and social interchange. The following advice is provided by author Flora Brown which was published on: June 5, 2000. Learn how to avoid behaviors that are clearly rude, unacceptable and in poor taste.

1. Addressing the teacher in a casual manner: "Hey Dude, what's up?" is okay for your friends, but not appropriate for your teacher. This even applies for teachers who dress and behave casually. Avoid personal comments or questions about their manner of dress or family. The teacher may be friendly, but is not your buddy.
2. Habitually arriving to class late: While some teachers are lax about tardiness, it is disruptive to the lecture or other activities when all heads turn to watch your entrance. If your schedule just won't allow you to get to this class on time, drop it and take one that is convenient for you.
3. Habitually leaving class early: Don't schedule your job, other appointments or activities during your class hour.
4. Answering your cellular phone in class: Turn off your cellular phone before entering class or else you may be asked to leave the class.
5. Eating and drinking in class: Although some teachers of early morning classes may tolerate your cup of coffee, other teachers are not so generous. The possibility of spilling, not to mention the disruption it causes, has lead many colleges to post "No Eating" signs in classrooms. And the reality that classroom carpets are cleaned infrequently may mean that you and your fellow classmates must endure the spots, stains and odors all semester.
6. Chatting during class discussion: or while fellow students are giving oral reports. Your fellow students appreciate a quiet learning environment and resent students who continually disrupt the decorum.

7. Angrily confronting the teacher: Spend time understanding the course syllabus and requirements from the start to cut down on later misunderstandings. Some teachers are lax about attendance, for example, while other teachers have zero tolerance for tardiness even to the point of locking the classroom door. Some teachers accept late and makeup assignments, while others don't. If you meet with the teacher as problems arise you will avert problems.

Attending college classes should be stimulating, informative and sometimes even fun, but only when the environment is conducive to learning. While teachers have varying levels of tolerance for various classroom behaviors, you can make your own college experience enjoyable by showing courtesy and respect toward your classmates and teachers alike.

## *Requesting Letters of Recommendation*

To request a letter of recommendation from faculty contact them to arrange a meeting so that you can ask them in person. When requesting, bring your resume, a list of strengths and weakness and a description of the letter's purpose. Be sure that the faculty member knows you well enough to write you a recommendation. Request a recommendation in a timely manner. Do not request a letter if you do not know the teacher very well, it is due within a week, you aren't prepared with your resume, etc.

## *Dietetic Internships: How-to*

For students wanting to become registered dietitians they must complete a dietetic internship (DI) through an accredited program. These programs can be found at [www.eatright.org](http://www.eatright.org). Upon completion of the dietetic internship the student will receive a verification statement that allows them to take the registered dietitian examination. The length of the internship varies depending on the program. Some programs offer a coordinated program, which is the dietetic internship and graduate course work so that when they graduate they will receive their masters and their verification statement then take the RD exam. Most programs require that the student applies to their program through DICAS and D&D digital computer matching system. To see if the program uses DICAS/D&D or another form of applying you can check AND eatright.org , the program's website, or contact the program's director.

### DICAS

DICAS, Digital Internship Centralized Application Services, is the computer program that the students use to submit their transcripts, resume, reference letters, courses, personal statement, etc. when applying to internships. Through DICAS, students choose the internships they wish to submit an application. The deadline for submission of applications to internships is in February of the student's senior year. There is a \$50 fee to use/set up your DICAS account, \$40 to apply to the first internship and \$20 per internship there after. The DPD Director provides an in-service on how to apply to DIs and use DICAS every October and January.

## D&D Digital

D&D is the program students used to rank the internship program(s) that they apply to. During the dietetic internship process internship directors rank their applicants in order of preference and students rank the internships in order of their preference. At the established date in April, students log on to their D&D Digital account to see if they were matched to an internship program. DICAS and D&D must both be completed for internships to consider your application.

## *Ole Miss Nutrition Clinic*

A recent addition to the Department of Nutrition and Hospitality Management is the University of Mississippi's Nutrition Clinic that is located in Lenoir Hall. The UM Nutrition Clinic opened in spring 2012.

The UM Nutrition Clinic offers private, one-on-one visits and consultations to meet your needs in areas related, but not limited to, the following: weight management (adults, adolescents, and children), diabetes, sports nutrition, high blood pressure and high cholesterol, eating disorders, breastfeeding, and special genetic issues.

### Contact Information

#### **University of Mississippi's Nutrition Clinic**

108 Lenoir Hall

P.O. Box 1848

University, MS 38677-1848

**Contact: Janie W. Cole, R.D., L.D.**

Phone: (662) 915-UMNC (8662)

Fax: (662) 915-8663

Email: [umnutritionclinic@olemiss.edu](mailto:umnutritionclinic@olemiss.edu)

Location: **Lenoir Hall**

## *Policies*

### **Nutrition and Hospitality Management Department Privacy Protection**

Once a student has been admitted to the NHM department there will be an academic folder prepared that contains all of the student's information. Each student has an academic folder which allows their advisor to monitor the students' academic status. This academic folder is confidential and can only be accessed by the student's advisor, the department chair, or the department administrator.

### **University Privacy Protection**

Students are assured privacy rights pertaining to their education records under the "Notification of Privacy Rights Under the Family Rights and Privacy Act (General Education Provisions Act, Sec. 438, Pub. L. 90-247, Title IV, as Amended)." This act is also referred to as FERPA.

Information on FERPA can be found at:

<http://www.olemiss.edu/depts/registrar/ferpa.html>

### **Withdrawal and Refund of Tuition & Fees**

A student may drop any course, using the online system, until the course withdrawal deadline, which is the 30th day in which classes meet during a regular semester. However, after the 10th day of classes a fee will be assessed per dropped course. See the Academic Calendar at [www.olemiss.edu/dept/registrar/](http://www.olemiss.edu/dept/registrar/) for the last possible day to drop classes.

### **Grievance Procedures**

The first step in resolution of a legitimate student grievance is to attempt to resolve the issue with the faculty with whom the grievance originated. If agreement is not reached, the student may present an appeal to the Ole Miss DPD Director. In the event that the grievance is still not resolved to the student's satisfaction, the line of authority is the Chair of the Department of Nutrition & Hospitality Management, the Dean of the School of Applied Sciences, the University of Mississippi Provost, and the Chancellor of the University. If the student fears retaliation from the faculty member or program director, he/she may directly report complaints to the chair of the department of Nutrition and Hospitality Management. For contesting course final grades, refer to the current University Grade Appeal Policy web site:

<http://catalog.olemiss.edu/academics/regulations/grade-appeal-policy>

The Accreditation Council for Education in Nutrition and Dietetics (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 staff at the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995 or by calling (312) 899-5400.



## *Faculty and Staff*

<p>Dr. Anne Bomba, PhD, Associate Professor Graduate Program Director Email: <a href="mailto:ambomba@olemiss.edu">ambomba@olemiss.edu</a></p>	<p>Dr. Teresa Carithers, PhD, RD, LD Associate Dean Email: <a href="mailto:carither@olemiss.edu">carither@olemiss.edu</a></p>
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<p>Mrs. Beth Vickers-Pace Food Specialist/Chef Email: <a href="mailto:Mevicker@olemiss.edu">Mevicker@olemiss.edu</a></p>	