

DPD Student Handbook



Nutritional
Sciences

**COLLEGE OF
HUMAN SCIENCES**

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Welcome to the Dietetics Program at OSU!

The student handbook has been written in order to consolidate information that will help you navigate the dietetics program. Students who have chosen the Dietetics option in the Department of Nutritional Sciences are part of the Didactic Program in Dietetics (DPD). The DPD is an ACEND accredited program, and it provides the education that you need in order to apply for a dietetic internship.

Our NSCI website is an easily accessible resource that includes specific information about being an undergraduate in the Nutritional Sciences Department/Dietetics Program.

Becoming a registered dietitian is a journey to an interesting, diverse profession! You need to be well-prepared so that you can be successful in this journey. You'll need to take all of your coursework seriously. Your early courses are building blocks for the nutrition and management courses in your junior and senior years. You need to build a strong foundation of science knowledge in order to understand how nutrition affects human health. Your GPA is an indication of your understanding of the dietetics curriculum, and it will be an important factor when you enter the competition for a dietetic internship position. When you apply for a position in a dietetic internship, you'll need to show that you have developed professional skills through work, volunteer experiences, and leadership opportunities.

Our faculty and staff want you to be successful. Our courses include the knowledge and learning activities that you need. We'll provide information and advising to help you navigate through your college years. Our students have graduated from the OSU DPD and become Registered Dietitians through the OSU Dietetic Internship or one of the ACEND accredited dietetic internships across the country. Our alumni are also supporters of our program, and you'll be able to meet some of them through our freshman level course, through job-shadowing, special presentations, and professional meetings.

The first step to becoming informed is to read this handbook. After you've read through it, print and sign this page. Then turn it in to the DPD Director. Questions? Please let me know.

Sincerely,

Catherine Palmer, MS, RDN, LD
Director, Didactic Program in Dietetics
Catherine.Palmer@okstate.edu

I have read and understand the information contained in this student handbook. If I do not understand this information, I will contact the DPD Director for clarification.

Signature:

Date:

Printed name

The Dietetics Program at OSU

What is Dietetics?

According to the Academy of Nutrition and Dietetics, "dietetics is the integration and application of principles derived from several disciplines—including nutrition, biochemistry, physiology, food science and composition, management, food service, and the behavioral and social sciences—to achieve and optimize human health. Dietetic professionals translate the scientific evidence regarding human nutrition and use that information to help shape the food intake or choices of the public."

Accreditation Status

The OSU Didactic Program in Dietetics is continuously accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (the Academy), 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606, (800)877-1600 x 5400.

<http://www.eatrightpro.org/resources/acend>

Our program completed the ten-year self-study and site visit process in 2011, and the ACEND Board of Directors voted in favor of continuous accreditation at the June 2011 meeting.

The program is operating under the 2017 ACEND Accreditation Standards and will be undergoing an ACEND site visit for reaccreditation in early 2020.

Contact Information

OSU DPD Director
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<http://humansciences.okstate.edu/nsci/undergraduate-students/dietetics-program-osu.html>

NSCI Main Office

301 HSCI
405-744-5040

<http://humansciences.okstate.edu/nsci>

The Process of Becoming a Registered Dietitian Nutritionist (RDN)

There are three steps to becoming an RD or RDN:

- 1) The OSU Didactic Program in Dietetics (DPD) is the first step in the three step process of becoming a Registered Dietitian Nutritionist (RDN) (same as Registered Dietitian or RD). The didactic (or instructional) step requires graduation with a bachelor's degree and completion of the dietetics curriculum from an ACEND*-accredited program such as the OSU DPD.
- 2) The second step is the successful completion of an ACEND-accredited Dietetic Internship.
- 3) The third step is passing the national registration exam administered by the Commission on Dietetic Registration of the Academy of Nutrition and Dietetics.

After registration RDNs are required to complete 75 clock hours of continuing professional education over five year periods in order to maintain registration.

Applying to Dietetic Internships

Qualified seniors in their last semester and graduates of the DPD program may apply to ACEND-accredited Dietetic Internships and participate in the computer matching process which is administered by D&D Digital (www.dnddigital.com) in the spring or fall. Application is a very competitive process, and there are 250+ internships across the United States and Puerto Rico. Most programs are using the Dietetic Internship Centralized Application Process (DICAS) <https://portal.dicas.org/>. Upon completion of a bachelor's degree and the required DPD courses, the graduate will receive the DPD verification statement from the DPD Director. This statement is required for entrance into a dietetic internship.

Dietetic Internships include 1200 hours of supervised practice. Many internships include graduate school hours or require completion of a master's degree. After January 1, 2024, a master's degree in any field will be required along with the dietetic internship in order to qualify to take the RD exam.

Graduates of the OSU DPD who wish to apply to the OSU Dietetic Internship may use the pre-select process or the DICAS and D&D Digital computer matching process (spring match). The ACEND website is an excellent source of additional information on the DI application process and computer matching <http://www.eatrightacend.org/ACEND/>. The OSU DI webpage is the best source of information on the preselect process.

The OSU Dietetic Internship is a combined Master's Degree/DI program. Interns are required to complete the M.S. degree and the supervised practice in order to receive a DI verification statement needed in order to take the RDN exam. <http://humansciences.okstate.edu/nsci/graduate-students/dietetic-internship.html>

There is currently a significant shortage of dietetic internship positions across the country. A student should strive to work towards a strong GPA and obtaining work, volunteer, and leadership experience in order to be competitive. Information on the internship shortage can be found on the Academy of Nutrition and Dietetics website at

<https://www.eatrightpro.org/acend/students-and-advancing-education/dietetic-internship-matchstudents/availability-of-dietetic-internship-positions>

Nutrition and Dietetic Technician Registered Credential (NDTR)

Nutrition and Dietetic Technician Registered Credential (NDTR) - Graduates of DPD programs may take the registration exam administered by CDR to earn the Nutrition and Dietetic Technician Registered (NDTR) (also known as Dietetic Technician Registered or DTR) credential without completing the 450 hours of supervised practice required of graduates of two-year ACEND-accredited NDTR programs (Pathway III).

OSU DPD graduates must contact the OSU DPD Director in order to start the NDTR registration exam process which may be started after the DPD Verification Statement has been earned. NDTRs work under

the supervision of Registered Dietitian Nutritionists in a wide variety of settings including hospitals and long term care. <https://www.cdrnet.org/program-director/grad-info-dpd-pathway-iii>

Licensure of Dietitians

Most states have licensure laws for registered dietitians. The public is able to identify credible nutrition professionals through credentials. In Oklahoma, licensure is title protection. It is unlawful for persons who are not registered dietitians to call themselves registered dietitians and for persons who are not licensed to use the credential “LD”. A person who successfully completes a dietetic internship may apply to become a provisional licensed dietitian with supervision by a licensed dietitian. Upon passing the RDN exam, that person may become a licensed dietitian and use the “LD” credential after his or her name. Registration and licensure are intended to protect the public and to assure them of the professional preparation of Registered Dietitian Nutritionists.

The website of the Oklahoma State Board of Medical Licensure and Supervision is www.okmedicalboard.org. The Academy of Nutrition and Dietetics maintains a list of state licensure information on its website at <http://www.eatrightpro.org/resource/advocacy/quality-health-care/consumer-protection-and-licensure/state-licensure-agency-contact-list>

Where to Go for More Information About the Profession

The Academy of Nutrition and Dietetics provides information of interest to dietetics students including lists of ACEND accredited programs, information about becoming a registered dietitian and licensure on their website at www.eatrightpro.org. The Academy is the world’s largest organization of food and nutrition professionals. The Commission on Dietetic Registration website is www.cdrnet.org. The website of the Oklahoma Academy of Nutrition and Dietetics is www.oknutrition.org. The Bureau of Labor Statistics provides information about careers in the [Occupational Outlook Handbook](#).

OSU DPD Mission, Goals, and Objectives

The Department of Nutritional Sciences advances health and quality of life of individuals and communities and prepares professionals through discovery, education, and application of scientific knowledge.

The mission of the OSU Didactic Program in Dietetics is to promote human health and quality of life by preparing students for supervised practice leading to eligibility for the CDR credentialing exam to become a RDN.

Goal 1 – The program will prepare graduates capable of succeeding in dietetics or a postgraduate field which utilizes their dietetics education.

- Objective 1.1: At least 80% of program students complete program/degree requirements within three years. (150% of the program length).
- Objective 1.2: 60% of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation.
- Objective 1.3: 60% of program graduates are admitted into a supervised practice program within 12 months of graduation.
- Objective 1.4: At least 90% of DI Directors from programs accepting our graduates who respond to a survey will rate program graduate's preparation for supervised practice as "Satisfactory" or better.
- Objective 1.5: At least 90% of Graduate Coordinators/Advisors from programs accepting our graduates who respond to a survey will rate them as "Satisfactory" or better in their overall readiness to succeed as an intern or graduate student, respectively.

Goal 2 – The DPD will prepare graduates to competently promote human health and quality of life through evidence-based practice.

- Objective 2.1: The programs' 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%.
- Objective 2.2: On the biennial OSU Undergraduate Alumni Survey, at least 85% of dietetics graduates who respond to the survey will rate themselves as "adequately" or "very well" prepared "to develop evidence-based nutrition messages for the public".

Program outcomes data are available upon request.

Dietetics Curriculum

Students who wish to pursue the registered dietitian nutritionist (RDN) credential will major in Nutritional Sciences (NSCI) and select the *Dietetics* option. Nutritional Sciences is part of the College of Human Sciences. The other options in the department do NOT meet the curricular requirements for becoming an RDN. At this time the requirements for admission to the program are the same as requirements for admission to NSCI.

Our courses are primarily provided on the Stillwater campus. See the section on the 2+2 transfer agreement with Tulsa Community College for information on completing the first two years at TC. **Degree sheets** for *Dietetics* are found in the OSU Catalog of Degree Requirements found at <http://registrar.okstate.edu/Degree-Requirements>. Students are assigned to the degree sheet for their major and option that is current when they enter OSU after high school, the year of matriculation. The degree sheet includes information about minimum GPA requirements and lists all of the courses which a student must take. *"The responsibility for satisfying all requirements for a degree rests with the student."*

Advisors, faculty members and administrators offer help to the student in meeting this responsibility.” (OSU Catalog, University Academic Requirements, Section 7.1 Graduation Requirements)

Finish in Four Plans of Study show the sequencing of courses in order to complete the program in 4 years. The Plan of Study shows prerequisites and takes into consideration those courses which are offered fall only or spring only. The Plans of Study by degree year are found at: <http://humansciences.okstate.edu/nsci/undergraduate-students/finish-in-four.html>.

Current course descriptions are found in the *OSU Catalog* on the OSU Registrar’s website, <http://registrar.okstate.edu/University-Catalog> and on the *Banner* website.

The Dietetics curriculum is planned so that courses and learning experiences build on each other. It is important to maintain the planned sequence so that prerequisites are met. Advisors will help students keep on track, but each student should keep track of their own degree requirements and learn to use the resources in *Banner* at <http://my.okstate.edu>, in <http://star.okstate.edu>, and on the registrar’s website, <https://registrar.okstate.edu/>.

Students may add minors to the dietetics curriculum. Special care is needed to maintain the sequence of the dietetics courses, and it can add to the length of time to graduation. However, if a student knows that they are particularly interested in a specific aspect of dietetics, then a minor could be useful. Minors are included in the OSU Degree Requirements. <https://registrar.okstate.edu/Minors-and-Certificates>.

Study Abroad

Study Abroad must be carefully planned if a student wants to spend a semester abroad. The plan needs to be discussed with the DPD Director and the advisor to make sure that as many hours as possible will count for the DPD curriculum. Study abroad experiences are great opportunities to increase cultural competence. OSU has a Study Abroad office to assist students in making arrangements and in identifying appropriate coursework. Summer international experiences are not likely to affect progress toward graduation. <https://abroad.okstate.edu/>

2 + 2 Transfer Agreement with Tulsa Community College

The Nutritional Sciences Department has a transfer agreement with Tulsa Community College (TCC) for the *Dietetics* option. These agreements outline the courses that will be taken at TCC for an Associate’s Degree and then transferred to OSU for credit and applied to the DPD curricula. The agreement is posted along with degree sheets and fact sheets on the NSCI website.

<http://humansciences.okstate.edu/nsci/undergraduate-students/degree-sheets.html>

Tuition and Fees

The number of hours required to graduate are found on the *Dietetics* degree sheet. OSU uses a [block tuition system](#). It is important for students and parents to understand the new tuition policy so that students can optimize the number of hours covered by their tuition dollars when planning enrollment

each semester. Students taking 12-14 hours/semester, especially in the last two semesters before graduation, should also investigate block rate exceptions and the appeals process at <http://blockrate.okstate.edu/appeals>.

OSU provides a tuition and fees calculator on the [Office of the Bursar website](#). A 15-hour (12-18 hours of block tuition) semester's tuition is estimated at \$4,509 for in-state students and \$12,269.25 for out-of-state students.

Information on fees per credit hour can be found online at the [Office of the Bursar](#).

Books and supplies are estimated at \$1260/year.

Online courses are charged an additional per hour fee which varies by college. The College of Human Sciences charge is \$100/credit hour as of 3/30/2020. Banner course information includes information about online fees. A substantial portion of this fee supports student resources in the college.

Residential Life housing rates are posted on their website at <http://www.reslife.okstate.edu/>. University housing and meals information is available here: <https://reslife.okstate.edu/housing/rates>.

The Financial Aid Office provides details about Tuition, Fees, and Cost Estimates at <http://bursar.okstate.edu/tuition-and-fees>. The Office of the Bursar collects tuition, fees, campus housing, and other university expenses and disburses financial aid and scholarships <http://bursar.okstate.edu>. Scholarship and financial aid information is found at <https://financialaid.okstate.edu/>.

Program Costs

DPD specific fees include expenses associated with required courses (approximate prices):

NSCI 3440 (1hr) *NSCI Preprofessional Experience* and NSCI 4331 *Quantity Food Production Practicum*: Students may need two TB tests (about \$15 each), a background check (\$28), drug tests for entrance into healthcare facilities during pre-professional experience (\$35), flu shot (estimated at \$25), and/or professional liability insurance (\$15). This is dependent on the student's choice of facilities. Healthcare facilities also require proof of immunizations (MMR, Hep A& B, Varicella immunization or titer, Flu Shot, Tdap). Depending on the rotation experience, students may be required to pay \$36.50 for MyClinicalExchange.

NSCI 4850 *Food Preparation and Safety*: Non-skid Shoes (varies).

NSCI 3543 *Food and the Human Environment*: Food for food presentation- varies, depending on the menu and class size.

Incidental costs involved with other class projects vary.

Optional costs:

- NSCI Club Dues (optional) - \$10
- Academy of Nutrition and Dietetics Student Membership (optional, but required for access to the Evidence Analysis Library on the Academy website and for the reduced price of the Academy's Nutrition Care Manual and eNutrition Care Process and Terminology Manual) - \$60

Costs involved in applying to dietetic internships:

- D&D Digital Computer Matching Fee - \$55
- DICAS (DI Centralized Application System) - \$45 for first application, \$20 each additional application
- Application fees to dietetic internships and graduate programs vary-see individual websites.

Knowledge Requirements for DPDs

The OSU DPD operates under the 2017 Accreditation Council for Education in Nutrition and Dietetics (ACEND) *Accreditation Standards*.

The program's curriculum must prepare students with the following core knowledge:

Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.

Knowledge

Upon completion of the program, graduates are able to:

- KRDN 1.1 Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions.
- KRDN 1.2 Use current information technologies to locate and apply evidence-based guidelines and protocols.
- KRDN 1.3 Apply critical thinking skills.

2. Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian nutritionist level of practice.

Knowledge

Upon completion of the program, graduates are able to:

- KRDN 2.1 Demonstrate effective and professional oral and written communication and documentation.
- KRDN 2.2 Describe the governance of nutrition and dietetics practice, such as the Scope of Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics; and describe interprofessional relationships in various practice settings.
- KRDN 2.3 Assess the impact of a public policy position on nutrition and dietetics practice.
- KRDN 2.4 Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.

- KRDN 2.5 Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates in the delivery of food and nutrition services.
- KRDN 2.6 Demonstrate an understanding of cultural competence/sensitivity.
- KRDN 2.7 Demonstrate identification with the nutrition and dietetics profession through activities such as participation in professional organizations and defending a position on issues impacting the nutrition and dietetics profession.
- KRDN 2.8 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.

3. Domain 3. Clinical and Customer Services: Development and delivery of information, products and services to individuals, groups and populations.

Knowledge

Upon completion of the program, graduates are able to:

- KRDN 3.1 Use the Nutrition Care Process to make decisions, identify nutrition-related problems and determine and evaluate nutrition interventions.
- KRDN 3.2 Develop an educational session or program/educational strategy for a target population.
- KRDN 3.3 Demonstrate counseling and education methods to facilitate behavior change and enhance wellness for diverse individuals and groups.
- KRDN 3.4 Explain the processes involved in delivering quality food and nutrition services.
- KRDN 3.5 Describe basic concepts of nutritional genomics

4. Domain 4. Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations.

Knowledge

Upon completion of the program, graduates are able to:

- KRDN 4.1 Apply management theories to the development of programs or services.
- KRDN 4.2 Evaluate a budget and interpret financial data.
- KRDN 4.3 Describe the regulation system related to billing and coding, what services are reimbursable by third party payers, and how reimbursement may be obtained.
- KRDN 4.4 Apply the principles of human resource management to different situations.
- KRDN 4.5 Describe safety principles related to food, personnel and consumers.
- KRDN 4.6 Analyze data for assessment and evaluate data to be used in decision-making for continuous quality improvement.

Required Knowledge Components for DPDs

The program's curriculum must be designed to ensure the breadth and depth of requisite knowledge needed for entry to supervised practice to become a registered dietitian nutritionist.

The curriculum also includes these components:

1. Research methodology, interpretation of research literature and integration of research principles into evidence-based practice

2. Communication skills sufficient for entry into professional practice
3. Principles and techniques of effective education, counseling and behavior change theories and techniques
4. Governance of nutrition and dietetics practice, such as the Scope of Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics; and interprofessional relationships in various practice settings
5. Principles of medical nutrition therapy and the Nutrition Care Process
6. Role of environment, food, nutrition and lifestyle choices in health promotion and disease prevention
7. Management theories and business principles required to deliver programs and services
8. Continuous quality management of food and nutrition services
9. Fundamentals of public policy, including the legislative and regulatory basis of nutrition and dietetics practice
10. Health care delivery systems (such as accountable care organizations, managed care, medical homes)
11. Coding and billing of nutrition and dietetics services to obtain reimbursement for services from public or private payers, fee-for-service and value-based payment systems
12. Food science and food systems, environmental sustainability, techniques of food preparation and development and modification and evaluation of recipes, menus and food products acceptable to diverse populations
13. Organic chemistry, biochemistry, anatomy, physiology, genetics, microbiology, pharmacology, statistics, logic, nutrient metabolism, integrative and functional nutrition and nutrition across the lifespan
14. Cultural competence and human diversity; human behavior, psychology, sociology or anthropology

Tips for Dietetics Students

Advisers

All College of Human Sciences students are advised by an adviser in the Center for Student Success, 101 HSCI. After advising is completed each semester, juniors and seniors must also meet with the DPD director before their advising hold is released. Students should become familiar with using the STAR system at <http://star.okstate.edu>. This may be used to schedule appointments with advisers and to access advising documents. All dietetics students (or students who are interested in the degree) are welcome to visit with the DPD Director. To make an appointment, the student may e-mail Catherine.Palmer@okstate.edu or call 405-744-7469 and should include information about possible times to meet that work with the student's schedule.

Computer Information

Online courses and computer resources for on-campus courses are delivered through Canvas: canvas.okstate.edu

Students may download free software including Microsoft Office from <http://it.okstate.edu/>.

Computer labs are found in 037 HSCI for student use. Printers are available without charge to students. <https://humansciences.okstate.edu/current-students/computer-labs-technology.html>

Dietetics Community on Canvas

The DPD Director maintains the STW NSCI-Didactic Program in Dietetics Community in Canvas. The community is a site where announcements, resources for current students, and links to helpful sites are posted. Resources to help you apply for dietetic internships are posted in the community. To self-register in the community, go to: <https://canvas.okstate.edu/enroll/ANCLK>.

NSCI 3440 Preprofessional Experience – Experiential Learning

Dietetics students are required to take one hour of NSCI 3440. Students will job-shadow, work, or volunteer for 40 hours anywhere in the world in the field of food, nutrition, and/or healthcare and complete documentation including a paper to earn one hour of credit. Many students take this course between the junior and senior years. The course is online so that students do not have to be in Stillwater to complete requirements and is offered spring, summer, and fall. The instructor has set up a Canvas Community, "NSCI 3440 Community", to provide guidance well in advance of the experience. Students may self-enroll in the Canvas Community: <https://canvas.okstate.edu/enroll/G6JNFM>

For this course, students are required to identify appropriate professionals to shadow or work/volunteer experiences which will strengthen dietetics education and provide insights into the professional arena.

The instructor provides a file of past professionals who have accepted students. We have formal affiliation agreements with some of these sites because of the dietetic internship's placement of interns.

This experience calls for confidentiality and professionalism, including appropriate dress and appearance and confidentiality, plus current immunization records. Students may need a current TB test or two and flu shot and might be asked for additional records such as a background check or drug test, depending on the site and the length of the experience. See the DPD Policy on Experiential Learning.

NSCI 4331 Quantity Food Production Practicum – Experiential Learning

NSCI 4331 provides the opportunity for students to obtain hands-on experience in a quantity food production facility. For maximum flexibility, in one section students may complete this experience in their workplace (not as servers or hostesses) or a volunteer site that has the appropriate equipment, menu, numbers of meals served, and experiences to complete the Learning Objectives Notebook.

The other section is organized by the instructor, and students rotate through sites in Stillwater – University Dining Services, the hospital, schools, retirement center, long-term care facilities, and the Child Development Lab. The syllabus for this course is posted in the DPD Community in Canvas. See the DPD Policy on Experiential Learning.

Scholarships

College of Human Sciences scholarship information is found on the Human Sciences website. <http://humansciences.okstate.edu/current-students/scholarships-financial-aid.html> Consult the website for due dates and the application form. Generally, applications are due in December. Students should take note of other scholarship opportunities that occur throughout the year through OSU.

Student members of the Academy of Nutrition and Dietetics are eligible to apply for scholarships from the Academy Foundation. Applications are due in March.

<http://www.eatrightfoundation.org/Foundation/>

Members of the Academy are automatically members of their state affiliate and may apply for Oklahoma Academy of Nutrition and Dietetics Scholarships using the A.N.D.F. Scholarship Form. No recommendations are required. Applications are due in January. See www.oknutrition.org for details.

Requesting Recommendations from Faculty Members

If you need recommendations for scholarships, dietetic internship applications, or jobs, please give the faculty member as much lead time as possible. The faculty member may ask for your resume and/or a personal statement to aid them in writing the recommendation. Please provide information, including contact information, about the opportunity. Think “what information does this person need in order to

write a positive, relevant recommendation for me?” Ask someone who knows you well enough to provide a STRONG recommendation. Talk to faculty members so that they can get to know you better. Undergraduate research opportunities are excellent opportunities for working with faculty, building positive relationships, and to enrich your education.

NSCI Club

NSCI Club provides opportunities for networking and leadership and to promote nutrition to the campus. The club meets on the first Thursday of the month at 5:30 PM, in general. Watch for flyers. Dr. Gena Wollenberg is the club adviser.

Academy of Nutrition & Dietetics

Students are strongly encouraged to join the Academy. Membership gives access to many benefits, including exclusive information from the Student Member Web section and the *Student Scoop*, the Evidence Analysis Library, *Daily News*, *Journal of the Academy of Nutrition and Dietetics*, free membership in the Oklahoma Academy of Nutrition and Dietetics (or the state affiliate of their choice), and scholarship opportunities. Seniors will need membership in conjunction with their Medical Nutrition Therapy courses. www.eatrightpro.org

If you are a junior and are interested in serving as the liaison between the DPD and the Academy Student Council, please let your DPD Director know. There is also an opportunity to serve at the national level as a member of the Student Council Advisory Council which involves an application process.

Oklahoma Academy of Nutrition and Dietetics

OkAND provides educational experience through statewide meetings such as the two-day Spring Convention. Student members will be e-mailed about opportunities to volunteer at the convention. One OSU DPD student will represent the program on the board of the Oklahoma Student Academy of Nutrition and Dietetics Board (OSAND). This person is appointed in the spring. Contact the DPD Director if you are interested. Your OkAND membership is free if you belong to the Academy, and if you have selected Oklahoma as your affiliate, then you may apply for OkAND scholarships. Scholarships are presented at the Spring Convention. www.oknutrition.org

Outstanding Dietetic Student Award

Each January the NSCI faculty nominates a senior for the Oklahoma Outstanding Dietetic Student in a DPD Award through the Oklahoma Academy of Nutrition and Dietetics. The OkAND Member Services Committee selects an award winner from the state’s DPD applicants, and this person is recognized at the Spring Convention and in the *Journal of the Academy of Nutrition and Dietetics*.

North Central District Dietetic Association

NCDDA meets four times a year on the second Tuesday in February, June or July, September, and November. The meetings are held in Stillwater, Enid, Red Rock, or Ponca City. This is an opportunity to network with area dietitians. Student dues are \$5 per year. NCDDA provides a \$500 scholarship each year (preference to students from the district's geographical area or OSU). Apply using the OkAND scholarship form.

NSCI Specialist at the OSU Library

Adam Stroud astroud@okstate.edu

405-744-1992

He can point you toward credible library resources and is the librarian most familiar with NSCI-related library holdings.

OSU and College of Human Sciences Career Services

OSU students and alumni have career services and career assessments available through www.hireosugrads.com and through the Human Sciences Career Services Center, 101 HSCI. Dr. Brecca Farr will help you with resumes and personal statements as well as assessments. OSU Career Services, 360 Student Union, provides career exploration tools, individual advice, job bank, interview opportunities, and on-campus interviews. Watch for Career Fairs on campus. These are good opportunities to become comfortable speaking with business representatives and learn about business settings and to observe professional dress and demeanor.

Undergraduate Research Opportunities

NSCI students have formally participated in departmental research through Freshman Research, Wentz, Seretean, and Niblack scholarships and have competed in the Kathleen Briggs Undergraduate Scholars Forum in the spring. The Scholar Development Program at OSU is the resource for these scholarships and for prestigious national scholarships. <https://scholardevelopment.okstate.edu/>

In addition, faculty members may recruit students to work on particular research projects. Students may also approach faculty members about volunteer research opportunities. Information about the research areas of Nutritional Sciences faculty is available on the departmental website.

<http://humansciences.okstate.edu/nsci/directory/index.html>

<http://humansciences.okstate.edu/nsci/research/nsci-faculty-expertise.html>

An online application has been created to facilitate the process of connecting students with the appropriate faculty research scientist(s) within the Department of Nutritional Sciences (NSCI). Copied below is the link to the undergraduate research application. *Before you begin to fill out the application*, you will want to: 1) prepare a 1-page resume (word or pdf file), and 2) review the list of ongoing NSCI research to identify faculty working in the areas that most closely align with your interests. A link to the faculty research areas is also provided below.

Application: https://okstateches.az1.qualtrics.com/SE/?SID=SV_38eCknB70GetejX

Faculty Research Areas: <http://humansciences.okstate.edu/nsci/research/nsci-faculty-expertise.html>

After completing the application, the information will be shared with the faculty within 2-3 weeks. You may be contacted by one of the faculty members you have listed or another faculty within the department who has reviewed your application and is interested working with you. Please realize the process of connecting you with faculty researchers can take some time and opportunities are based on the available opening.

OSU Service-Learning Volunteer Center

Learn about volunteer opportunities through the Service-Learning Volunteer Center at <http://volunteer.okstate.edu/>. You may record your volunteer hours (individual and group) through [CampusLink](#) and develop a volunteer portfolio which will help you when you apply for dietetic internships.

Communication

You will receive communications from Catherine Palmer, the DPD Director, Mary Hammack, NSCI Sr. Administrative Support Specialist, your instructors, and adviser by e-mail. Be sure to read these and respond as needed. Flyers of interest to DPD students are also posted on the bulletin board outside of 301 HSCI, and information is posted in the CANVAS Community for the Didactic Program in Dietetics.

DPD Calendar

DPD students follow the OSU Academic calendar which is found at: <https://registrar.okstate.edu/Academic-Calendar>.

Other important dates for dietetics students:

- Computer matching dates, including application deadlines (usually Sept. 25 or Feb. 15) and notification dates are found at: <https://www.dnddigital.com/ada/index.php> ○ The deadlines for the Dietetic Internship Centralized Application Service (DICAS) are found at: <https://portal.dicas.org/> and on individual Dietetic Internship sites.
- The deadline for the OSU Dietetic Internship Pre-select option is found at:

<http://humansciences.okstate.edu/nsci/graduate-students/dietetic-internship.html>. This is typically right before the winter break.

- NSCI Club is held on the 1st Thursday each month during the school year.
- The *Researching Dietetic Internships* presentation is announced by the DPD Director each semester.
- College of Human Sciences scholarship applications are due before the winter break.
- Academy of Nutrition and Dietetics scholarship applications are due in March.
<http://www.eatright.org/foundation/scholarships/>
- Oklahoma Academy of Nutrition and Dietetics Spring Convention dates are announced through www.oknutrition.org. Scholarship applications are due in January.

DPD Policies and Procedures

DPD Application and Admission Requirements

At this time the requirements for admission to the program are the same as requirements for admission to Oklahoma State University and admittance to Nutritional Sciences (2.5 GPA minimum for the department).

Assessment of Prior Learning for Undergraduates

Undergraduate students who plan to transfer to OSU to earn a Bachelor of Science degree in Nutritional Sciences (Dietetics option) will enter OSU through the Office of Undergraduate Admissions. The Admissions Office will determine the courses which will transfer into the OSU transcript. If dietetics courses do not transfer cleanly, admitted students may contact the DPD Director to have the courses evaluated. The DPD Director will need the syllabus showing the course objectives and may need projects and assignments which show the achievement of student learning outcomes. It is expected that students will take NSCI 4854/4864 Medical Nutrition Therapy 1 and 2, NSCI 4573 Management in Dietetics, NSCI 4632 Community Nutrition I and 4733 Community Nutrition II at OSU. Four thousand level NSCI courses should have been taken within the past five years with a “C” or better. No course credit is given for prior work experience.

The Oklahoma State Regents for Higher Education website also provides information on the transfer equivalency of specific courses from specific institutions at <https://admissions.okstate.edu/admission-requirements/transfer-credit-guides>.

Assessment of Prior Learning for Post-Baccalaureates and International Students

A formal evaluation will be done after the applicant has been admitted to OSU when the DPD director can access transcripts. The applicant may need to provide additional information about completed coursework, such as syllabi, to determine if knowledge requirements have been met so that a course

can substitute for OSU DPD coursework. Transcript evaluations are good for one year. Work experience may only be considered for NSCI 3440 and 4331, which are experiential learning courses.

International students will also need to submit a formal International Transcript Evaluation from an ACEND approved agency. <https://www.eatrightpro.org/acend/students-and-advancingeducation/information-for-students/foreign-degree-evaluation-agencies>

Formal Assessment of Student Learning and Regular Reports of Performance and Progress

The DPD follows the OSU policies regarding grading and advising.

Students are graded throughout the semester (or the length of a short course) through assessment of student learning activities such as assignments, projects, quizzes, and exams. A final grade is recorded in Banner shortly after the end of the semester.

According to OSU policy, six-week progress reports are posted for all students in 1000- and 2000-level classes and for student athletes. The registrar also requires that faculty submit information through Banner on students who do not show evidence of attending a class. A student will receive a letter of concern after the semester if the GPA was less than 2.5 for the semester. For many courses, students will be able to follow their progress through the Grades section of course CANVAS websites. Faculty members may also file "Academic Alerts" to notify students who are in danger of failing a course and their advisers. It is better to "Withdraw" from a course before the deadline than to receive an "F" which will affect the grade point average (GPA).

Students will meet with their advisers in the fall and the spring semesters for advising to discuss their progress and their coursework for the coming semester. Students may make appointments with the advisers at any time during the semester or contact their adviser by phone or e-mail with questions. After this meeting, the adviser will lift the "Adviser Hold" in Banner so that the student may enroll. The date when enrollment opens for each student depends on the number of hours that the student has completed. This schedule is found in the "Enrollment Guide" found on the Registrar's website, <https://registrar.okstate.edu/Enrollment-Guides>

Visit the registrar's website for additional information on enrollment. Remember that other holds such as bursar holds will delay enrollment and make it harder to get into courses. If a course is blocked due to prerequisites, the student should contact the instructor of the course in order to find out if it is possible to enroll in the course through an Instructor Prerequisite Override in Banner. Some courses are using a wait list system through Banner if a course is closed. If a student is on a wait list, it is important to check email frequently, because they may be notified by the department that it is their turn to enroll. This opportunity will expire so enrollment must be completed quickly.

The College of Human Sciences office of Academic Programs and Services (APS) will provide an electronic copy of the degree audit through the STAR system after each student has completed 70 hours. Any questions should be addressed to the adviser.

Once the student has filed their Online Diploma Application through Banner, a graduation degree check will be completed in APS and the adviser and the student will be alerted to any deficiencies. Often, filing a course substitution form or waiver is all that is needed to bring courses taken into line with the degree sheet. Keeping track of courses taken on the degree sheet is a best practice for students.

DPD Retention and Remediation Procedures

DPD Students are subject to the criteria included on their degree sheet. The criteria on the current degree sheet states that students must pass all NSCI courses with at least a C, 2.5 GPA in major and departmental/college courses, and 2.5 overall GPA. Students who wish to retake courses in order to replace grades and raise their GPAs and, more importantly, to achieve mastery of the subject matter will follow the OSU policies on Academic Forgiveness. There is a limit to the number of grades which may be replaced. Students are encouraged to take all coursework seriously in order to build a solid foundation of knowledge and to be competitive in the dietetic internship application process. Students have access to tutoring for over 400 courses at the LASSO Center.

Disciplinary/Termination Procedures

As there is no admission process for the DPD program, there are no DPD-specific disciplinary or termination procedures. DPD students are subject to OSU disciplinary and termination procedures. The links are posted under the section on OSU Policies.

Graduation and/or DPD Completion Requirements

From the University Academic Regulations

<http://catalog.okstate.edu/university-academic-regulations/>

3.1 Date of Matriculation. A student's matriculation date is associated with his or her first term after high school graduation as an admitted student in an accredited institution of higher education. That date will be used in calculating the time limit for the use of a given plan of study.

3.2 Changes in Degree Requirements. A student generally follows the degree requirements associated with his or her matriculation year. Although the curriculum may be revised before a student graduates, students will be held responsible for the degree requirements in effect at the time of matriculation and any changes that are made, so long as these changes do not result in semester credit hours being added or do not delay graduation. A student has the option of adopting the new degree requirements that have been established since matriculation. The time limit for following a given undergraduate degree program is six years.

The 2019-20 sheet for Dietetics requires 121 total hours including 43 hours of general education requirements, 8 college/departmental hours*, and 70 hours of major requirements*. Forty upper-division hours required and 60 hours must be completed at a four-year institution. At least 30 semester

hour credits must be earned at OSU. *A 2.50 Major GPA is required. This includes all college/departmental hours and major requirements. A grade of “C” or better is required in all NSCI 3000- and 4000-level courses. Degree sheets may be found at <http://registrar.okstate.edu/Degree-Requirements>.

Graduation: Seniors must submit the Online Diploma Application through Banner before the date of graduation in order for the degree to be conferred. If the expected graduation term changes, students must file a “Diploma Application Extension” with the Office of the Registrar.

Students should become familiar with the information available in the “Graduation” section of the Office of the Registrar’s website when they become seniors. <https://commencement.okstate.edu/>

Verification Statement Procedures

All students who successfully complete the DPD curriculum and graduate with a bachelor’s degree are entitled to receive a verification statement which is required to enter an ACEND-accredited Dietetic Internship. The DPD Director will check Banner for the date when the B.S. degree was conferred and will confirm that the DPD courses were successfully completed. For students who have a B.S. degree from another institution and have completed DPD courses at OSU, the DPD Director will confirm the degree and completion of DPD requirements using all of the student’s official undergraduate transcripts and Banner information.

Four copies of the verification statement will be mailed four-to-six weeks after graduation to the contact information left by the student. It is the student’s responsibility to see that the NSCI office or the DPD Director has the correct post-graduate address. A form for this purpose is posted on this website and on the CANVAS “Didactic Program in Dietetics” Community. If the student doesn’t provide the contact information, the statements will be mailed to the permanent address listed in Banner.

Statements are sent by US mail. The whole social security number will not be included on the form for the student’s security.

Students who need additional copies of the form should contact the DPD Director. This form is VERY IMPORTANT proof of achievement and should be kept with the graduate’s permanent records. One copy will be needed by the dietetic internship, and others may be needed for state licensure. If the original DPD Director is no longer in this position, the current DPD Director will sign statements with the current date.

Students who substitute other courses for required DPD coursework will NOT receive Verification Statements. A copy of the Verification Statement Opt-out Form should be completed and returned to the DPD Director.

Complaints Against the DPD Program

Depending on the nature of the complaint, the first step is to discuss the complaint with the DPD Director. If the complaint is against the Director, the complaint should be communicated to the NSCI Department Head. If

there is no satisfactory action or explanation, the complainant may proceed to the Human Sciences Dean or to the OSU Provost. Student is encouraged to take complaint to the person closest to the problem and will not be penalized. If all program and University options for filing a complaint have been exhausted and the student believes that the DPD is not meeting ACEND accreditation standards, they may also address concerns to the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics 120 South Riverside Plaza, Suite 2190, Chicago, IL, 60606-6995, 312-899-0040 ext. 5400, once University contacts have been utilized. Complaints and their resolutions will be kept on file for seven years and there will be no retaliation for submitting complaints.

ACEND Procedure for Complaints Against a Program

ACEND has established a process for reviewing complaints against accredited programs in order to fulfill its public responsibility for assuring the quality and integrity of the educational programs that it accredits. Any individual, for example, student, faculty, dietetics practitioner and/or member of the public may submit a complaint against any accredited or approved program to ACEND. However, the ACEND board does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion or dismissal of faculty or students. It acts only upon a signed allegation that the program may not be in compliance with the accreditation standards or policies. The complaint must be signed by the complainant. Anonymous complaints are not considered. Where a complainant has threatened or filed legal action against the institution involved, ACEND will hold complaints in abeyance pending resolution of the legal issues and the complainant is so advised.

<https://www.eatrightpro.org/acend/public-notice-and-announcements/filing-a-complaint-with-acend>

Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606, (800)877-1600 x 5400.

www.eatrightpro.org/resources/acend

Nondiscrimination Policy

The DPD follows the nondiscrimination policies of Oklahoma State University. From the OSU catalog:

Affirmative Action

Oklahoma State University is committed to creating an environment for all students and employees that is fair and responsible—an environment where all members of the OSU community are treated with dignity and respect and distinctions are made on the basis of ability and performance. This commitment is based on our dedication to educational justice and the promise of each individual, as well as adherence to federal and state civil rights laws and University policies and procedures. It is the policy of OSU to be an equal opportunity University in all phases of operations, toward the attainment of the University's basic mission and goals.

OSU is committed to providing equal employment and educational opportunity on the basis of merit and in a manner which does not discriminate because of an individual's race, gender, national or ethnic origin, color, age, religion, disability, sexual orientation or veteran status. All students are provided equal educational opportunity in all phases of the academic program and in all phases of the student life programs. No known form of illegal discrimination and/or harassment will be condoned or tolerated. Procedures

are in place that assures equal treatment and equal access to the facilities and educational benefits of the University for all the members of its community. OSU also has a policy prohibiting sexual harassment of students, staff and faculty. The University subscribes to the principle of the dignity of all persons and their labors. In support of this principle, sexual harassment is condemned in the recruitment, appointment and advancement of employees and in the evaluation of students' academic performance. OSU is committed to promoting equal opportunity in employment and education for all persons within its constituency in an environment free from sexual harassment.

Please contact the Office of Affirmative Action, 408 Whitehurst, at 405-744-5371 for information concerning unlawful discrimination and inquiries regarding OSU compliance with equal opportunity or affirmative action.

Title IX prohibits discrimination on the basis of gender.

Faculty members receive letters each semester concerning students who are enrolled in their courses and are covered under American with Disabilities Act. These letters outline the accommodations that are needed for the individual student. Students who are eligible for accommodations need to register with the Student Disabilities Office.

Experiential Learning

Two courses are primarily experiential learning – NSCI 3440 Pre-professional Experience in NSCI and NSCI 4331 Quantity Food Production Practicum. Students make arrangements for their own sites with guidance from the instructor about what the courses require. Students are cautioned about safety and insurance in the course syllabi.

Students are encouraged to carry adequate health insurance in case of injury or illness at a site. Experiences in food service and healthcare involve the possibility of injury (water, heat, etc.) and possible exposure to infectious disease. Facilities will expect students to carry their own health insurance for treatment in case of an accident. The facility is not responsible for the student's treatment. Students who are ill are expected to contact the site and the instructor and cancel their experience for as long as they are sick.

Students are also responsible for their own safety when traveling to and from sites. Students are expected to carry adequate car insurance to address costs in case of accident, particularly if the accident is determined to put the student at fault. Students should also be cautious when traveling on foot and should be alert to conditions around them. Texting and walking or driving should not occur. The instructor expects students to observe the weather forecast and to avoid driving during icy, slick, or dangerous conditions. Students will pay attention to occasional university announcements about the weather (snow/ice closure or tornado watches and warnings).

The department carries Professional Liability Insurance related to student work, but this insurance covers the University. Undergraduate students in NSCI 3440 should not be "treating" patients as a part of job-shadowing and are expected to adhere to HIPAA regulations (confidentiality) during and after the

experience. Students in NSCI 4331 will be cooking in institutional kitchens. Students in the section of 4331 where they will rotate through assigned sites pay a small amount for the University's insurance. Undergraduate students may purchase their own liability insurance, if desired.

Students in NSCI 3440 or 3440 may use their work experiences to obtain the Knowledge Requirements for these courses. Their compensation belongs solely to them. Students who are volunteering are not to replace paid employees.

Sites may require drug testing, background checks, MyClinicalExchange registration, immunizations/titers, TB tests, or flu shots. Students are responsible for these items and their costs.

The instructor provides a file of professionals who have taken students in the past. This is not an all-inclusive, required list of possible professionals, and students are encouraged to identify additional appropriate professionals to meet the needs of the course. They are supplied with tips on finding professionals. Students will be asked for feedback regarding sites and preceptors at the end of the semester.

OSU Policies and Procedures

OSU Policies and Procedures information comes from the OSU University Catalog which is maintained by the Office of the Registrar. Students should become familiar with and remember to consult the OSU catalog or the OSU website when they have OSU policy and procedure questions, particularly the section on University Academic Regulations. DPD policies supplement OSU policies. Link to electronic copy of OSU Catalog which is referenced throughout this section:

<http://registrar.okstate.edu/University-Catalog>

OSU Application and Admission Requirements

OSU admission requirements for freshman, transfer students, and international students are found in the OSU catalog under "Undergraduate Admissions" and at the Office of Admissions website at:

<https://admissions.okstate.edu/>.

Transfer students must have at least a 2.5 GPA to be admitted to the Nutritional Sciences Department.

Attendance and Tardiness Policies

Students should consult syllabi for the attendance and tardiness policy for individual courses. The OSU Registrar asks faculty to identify students with excessive absences at the end of the first four weeks.

This information is from the OSU Syllabus Attachment:

CLASS ATTENDANCE IS IMPORTANT

Class attendance is a critical component of learning; therefore, you are expected to attend and participate fully in all scheduled class meetings. Many instructors consider attendance so essential that your grade may be affected by your absence. SOME DEPARTMENTS AND PROFESSORS HAVE MANDATORY ATTENDANCE POLICIES. If no written attendance policy is provided before the last day to add a class without instructor permission, no penalty may be assessed for class absences although you may not be permitted to make up certain in-class activities. If you are required to participate in official university-sponsored activities or military training you should receive an excused absence unless the written course attendance policy indicates otherwise. If you will be absent from class for sponsored activities, you must provide prior notification of the planned absence to the instructor. You may be required to submit assignments or take examinations before the planned absence. If you must be absent from classes due to illness or other extenuating circumstances, it is your responsibility to notify instructors at the earliest possible time and determine if missed assignments can be submitted.

Withdrawal and Refund of Tuition and Fees

The Oklahoma State University tuition and fees refund policy is found in the *Tuition, Fees, and Cost Estimates* chapter of the OSU Catalog.

Enrollment Guides with semester specific withdrawal dates are found at:

<https://registrar.okstate.edu/Enrollment-Guides>.

Students should pay special attention to drop/add and withdrawal deadlines, and remember that the dropped course refund period is proportional to the length of the course.

OSU Academic Calendar and Class Schedules

The Oklahoma State University Academic calendar is found at: <https://registrar.okstate.edu/Academic-Calendar>. Students may access the Oklahoma State University Class Schedule through Banner and register for courses there. The public may go to https://sbs.okstate.edu/OSU/bwckschd.p_disp_dyn_sched to search for courses.

OSU Academic Integrity Policy

The faculty and administration of OSU take academic integrity seriously. Students should become familiar with practices that qualify as violations of academic integrity and the level of consequences for violations which may range from a zero or “F” grade to an “F!” (F Shriek) on the transcript to dismissal or suspension. There are thirty examples of violations in the Academic Integrity Handbook. For example, helping someone else cheat is a violation. Submitting substantial portions of an assignment to more than one class without instructor permission is another. Become familiar with these violations.

<http://academicintegrity.okstate.edu/>. OSU has a set protocol for dealing with academic integrity violations.

Faculty members may use the Turnitin software, an add-on to CANVAS, OSU's web-based course software, to detect plagiarism.

Disciplinary and Termination Procedures

The University Academic Regulations address topics which include Academic Suspension and Reinstatement (1.7 & 1.8), Violation of Academic Integrity (6.12), and Academic Forgiveness (6.13). <http://registrar.okstate.edu/University-Academic-Regulations> .

Student non-academic misconduct which warrants discipline rather than criminal action is handled through the Student Conduct Education and Administration Office, 326 Student Union. See the Student Code of Conduct at <http://studentconduct.okstate.edu/code>

Student Grievances

See the DPD Policies and Procedures for grievances against the DPD Program.

Procedures for Grade Appeals are found on the Division of Academic Affairs website, <https://academicaffairs.okstate.edu/content/grade-appeals-board-policies-procedures>.

Any individual who believes he/she may have experienced gender discrimination, including sexual harassment, or who believes that he/she has observed such actions taking place, may receive information and assistance regarding the University's policies and responsive processes from any of the following offices:

1. Director of Affirmative Action / Title IX Coordinator
408 Whitehurst Hall 405-744-5371
2. Student Conduct Officer
326 Student Union Building 405-744-5470
3. Vice President of Student Affairs
201 Whitehurst Hall 405-744-5328
4. System Senior Vice President
101D Whitehurst Hall 405-744-5627

If an apparent conflict of interest prevents use of the assistance of the above offices, the person complaining of gender discrimination, sexual harassment, or sexual assault may request assistance directly from the Office of the President, 107 Whitehurst Hall (405-744-6384). From OSU Policy 1-0702 regarding *Gender Discrimination/Sexual Harassment and Title IX Grievance Procedure*.

Protection of Privacy of Student Information

Students' Rights to Privacy are found in the "Registrar" chapter of the OSU catalog or on the OSU website at <https://registrar.okstate.edu/FERPA-Students> .

Access to Personal Files

Information regarding access to personal files is found in the "Registrar" chapter of the OSU Catalog. catalog.okstate.edu

Access to Records. Students may inspect and review their educational records by making a written request to the office that maintains the records (see Location of Records below). No non-directory information regarding students' educational records may be disclosed to anyone without written consent of students, except for selected purposes as authorized by federal law, such as:

1. To "school officials" who have a "legitimate educational interest" in the student.
2. Upon request to another institution to which a student seeks or intends to enroll or is already enrolled if the disclosure is related to the student's enrollment or transfer.
3. In response to a lawfully issued court order or subpoena.
4. In connection with financial aid if the information is necessary to determine aid eligibility or to enforce the conditions of the aid.
5. To accrediting organizations to carry out their accrediting functions.
6. To organizations conducting studies for or on behalf of the school in order to develop, validate, or administer predictive tests, administer student aid programs, or improve instruction.
7. To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, and to State and local educational authorities in connection with an audit or evaluation of an education program or for compliance with Federal legal requirements related to those programs.
8. To appropriate officials in connection with a health or safety emergency.
9. Final results of certain disciplinary proceedings related to an alleged perpetrator of a crime of violence or a non-forcible sex offense.
10. To parents of a student regarding the student's violation of any Federal, State, or local law or of any rule or policy of the school governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21.

Student Support Services

Office of Student Affairs Career

Services

Information Technology

Parking and Transit Services

Housing and Residential Life

University Counseling Services

Americans with Disabilities Compliance Program and Student Disability Services University

Health Services

See the Student Services chapter of the OSU Catalog. <http://studentaffairs.okstate.edu/>

Office of the Bursar

See the Bursar chapter of the OSU Catalog <http://bursar.okstate.edu/>

Office of Scholarships and Financial Aid

See the Scholarships and Financial Aid chapter of the OSU Catalog <http://financialaid.okstate.edu/>

Academic Enrichment Programs

See the Academic Enrichment Programs chapter of the OSU Catalog

The Honors College <http://honors.okstate.edu/>

Scholar Development Office <http://scholardevelopment.okstate.edu>

University Assessment and Testing

<http://uat.okstate.edu/>

See the Special Academic Programs chapter of the OSU Catalog

Catalog.okstate.edu

ACADEMY OF NUTRITION AND DIETETICS CODE OF ETHICS

The Academy of Nutrition and Dietetics and its Commission on Dietetic Registration have adopted the Code of Ethics for the Profession of Dietetics (effective June 1, 2018). Students enrolled in Nutritional Sciences courses which have a practicum component (internship or pre-professional experience) are expected to abide by the most recent Code of Ethics and understand the nineteen principles listed.

The Code of Ethics and its principles and standards:

<https://www.eatrightpro.org/-/media/eatrightpro-files/career/code-of-ethics/coeforthenutritionanddieteticsprofession.pdf?la=en&hash=0C9D1622C51782F12A0D6004A28CDAC0CE99A032>

FAQ – Completing the DPD After Completing a Bachelor’s Degree

This section is for people who already have a bachelor’s degree (postbacs) and want to return to college to complete the Dietetics curriculum and receive a DPD verification statement.

The OSU Didactic Program in Dietetics academic program consists of undergraduate courses. Completing the M.S. in Nutritional Sciences at OSU does not earn the verification statement needed to apply to ACEND-accredited Dietetic Internships. The M.S. in Dietetics at OSU (part of GPIDEA) is for people who are already registered dietitians or have completed a dietetic internship.

International students will need to take extra care to coordinate the DPD program, immigration status, and graduate work, if applicable, in order to comply with immigration regulations.

1) What do I need to do to become a Registered Dietitian Nutritionist (RDN) if I already have a bachelor's degree?

The DPD Director will do a transcript evaluation to determine which courses you need to take to complete the dietetics curriculum. The dietetics curriculum has been designed to meet the accreditation standards of the Accrediting Commission for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics. This means that the curriculum is designed around a required set of Knowledge Requirements and consists of undergraduate coursework.

2) Which courses do I need to take?

For a preliminary look at the courses that need to be taken, download the *Transcript Evaluation Checklist for Post-baccalaureates* which is posted in the Forms section. Compare the courses on the list to your transcript.

The OSU catalog contains course descriptions and is posted at: <http://registrar.okstate.edu/University-Catalog> .

The Oklahoma State Regents for Higher Education website also provides information on the transfer equivalency of specific courses from specific institutions at <https://admissions.okstate.edu/admission-requirements/transfer-credit-guides> .

You need to have earned a “C” or better in all DPD professional courses and required science courses, or you will need to retake the course at OSU. NSCI graduates are required to have at least a “C” in 3000 and 4000 level NSCI courses in order to receive course credit. A “D” signifies that you do not have an understanding of the subject matter, and the grade will significantly affect your chances of obtaining a dietetic internship.

3) I've compared my transcript to the DPD course list, and I'm not sure how some of my courses match up with the required courses.

If you are currently enrolled at OSU, the DPD Director will review your transcript in Banner and visit with you about the courses that you will need to take or provide a preliminary list via e-mail. Once you are enrolled in NSCI courses, a formal letter with the list of courses that you will need to take will be sent to you and placed in a departmental file. You may appeal the decision if you believe that one or more completed courses cover required DPD content. For more detailed evaluations of courses, you will need to supply course syllabi and assignments and discuss the courses with the DPD Director. The goal is to identify the knowledge requirements which have been covered in previous courses. The process is reserved for OSU students because it is time-intensive.

If you are not admitted or enrolled at OSU and you want a formal evaluation, the DPD Director will need official copies of your transcripts. The fee for a formal transcript evaluation is \$35. A check made out to Oklahoma State University should be sent to: Department of Nutritional Sciences, Attn: DPD Director, 301 Human Sciences, Stillwater, OK 74078, along with your official transcripts and the *Request for Transcript Evaluation Form*. The DPD Director will consult transfer course equivalency guides when available. When the evaluation is complete, you will receive a list of the required courses needed.

After a prospective student is enrolled, the DPD Director will do any specific course evaluations that involve looking at the course syllabi that are requested.

Transcript evaluations are effective for one year. After that time, the list of required courses will need to be updated, according to any changes in the DPD curriculum.

4) May I receive credit for work experience?

No, the DPD does not award course credit for prior work experience, except in the area of experiential learning (NSCI 3440 and 4331). The DPD Director is responsible for making the judgement as to whether or not Knowledge Requirements have been met. A Dietetic Internship may give you credit toward your rotation hours, and your work may show continued competence in completed coursework.

5) Does it matter how long ago I took the courses?

Yes, it does. Nutrition is a constantly evolving field. Dietetic Internships generally have policies that consider how recent your coursework is (five years or less is usually acceptable). Senior-level nutrition courses must have been completed within the last five years unless work experience and other courses have kept the student current in the subject matter. We expect students to take NSCI 4854/4864 Medical Nutrition Therapy 1 & 2, NSCI 4573 Management in Dietetics, NSCI 4632 Community Nutrition I, NSCI 4733 Community Nutrition II, and NSCI 3011, 3021, and 4021 Nutrition and Evidence-Based Practice 1, 2, and 3 at OSU.

6) In what order would I take courses? How long will it take to complete the DPD courses?

If you have not taken basic science courses such as biology and chemistry, it will take longer. There are four semesters of sequential chemistry courses (General Chemistry 1 and 2, Organic Chemistry, and Biochemistry). If your first degree was unrelated to dietetics, it's possible that very few courses will count toward the *Dietetics* curriculum.

The current *Finish in Four* Plan of Study is posted on the NSCI website and it shows the sequence in which courses are taken and the prerequisites. Some of our courses are only offered in the spring or in the fall. <http://humansciences.okstate.edu/nsci/undergraduate-students/finish-in-four.html>

After you are admitted to OSU, you will work with an adviser to plan your course schedule.

7) Are courses offered online or at night? Are the courses offered in Tulsa?

Our program is a traditional on-campus program. Very few hours are offered online or in the evening. Freshman and sophomore level courses are offered at Tulsa Community College (TCC). We have a 2+2 transfer agreement with TCC. Information about the transfer agreement is posted here: <http://humansciences.okstate.edu/nsci/undergraduate-students/degree-sheets.html>.

8) Should I pursue a second baccalaureate degree?

You may, and it is recommended so that your transcript will show your nutrition degree, but you don't have to earn a second degree to receive the DPD Verification Statement. The requirements to complete the dietetic curriculum are generally greater than the at least 30 hours that are required for a second bachelor's degree, including all requirements of the second baccalaureate degree. If you are admitted as an undergraduate degree seeking student, you will be eligible for student loans and will pay undergraduate tuition.

If you have a BS in Nutritional Sciences under another option, you may not earn a second degree in Nutritional Sciences.

9) May I earn a master's degree or PhD while completing the DPD requirements?

You may take DPD requirements concurrently with graduate courses, but the DPD requirements are mainly met by undergraduate courses. You'll need to work with your graduate adviser and the DPD Director to coordinate the courses that you need to take.

If your bachelor's degree is in a subject area other than nutrition, a minimum of 30 credit hours of undergraduate nutrition-related coursework is needed in order to be admitted to the graduate program. At least one course in biochemistry and one upper-level nutrition course is required prior to full admission to the program.

Dr. Deana Hildebrand (deana.hildebrand@okstate.edu) is the NSCI Graduate Coordinator. The Graduate College website has information for all prospective OSU graduate students.

<http://gradcollege.okstate.edu/>

The NSCI website has departmental specific information for prospective graduate students.

<http://humansciences.okstate.edu/nsci/graduate-students/index.html>

10) May I earn an MS in Dietetics instead of the MS in Nutrition at OSU to become an RD?

No. The MS in Dietetics is offered through Great Plains IDEA (a consortium of universities), and it is meant for people who already are registered dietitians or have completed a dietetic internship.

11) What if my degree is from an international institution?

If your degree is not from a regionally accredited US college or university, you will need to have your transcript and degree evaluated by a ACEND approved international transcript evaluation agency. The list is found on the ACEND website along with other helpful information. You should have a copy of the evaluation sent to any program in which you are seriously interested.

<https://www.eatrightpro.org/acend/students-and-advancing-education/information-for-students/foreign-degree-evaluation-agencies>

The DPD Director will only be able to provide unofficial information until the international transcript evaluation is received from the agency.

It is important that you understand your visa and funding status as an international student. The Office of International Students and Scholarships is an excellent source of information for students who want to study at OSU. <http://iss.okstate.edu/>

Name _____

**Transcript Evaluation Checklist for Postbacs
2019-2020 Degree Sheet Courses- Dietetics
undergraduates**

CWID _____ Not for

Course Required	Course Description	Possible Substitutions	Courses Taken
BIOL 1114	Principles of Biology		
CHEM 1215 or 1314	General Chemistry I		
CHEM 1225 or 1515	General Chemistry II		
CHEM 3015	Chemistry of Organic Compounds		
BIOC 3653	Survey of Biochemistry		
MICR 2123 & 2132	Intro to Microbiology & Micro Lab		
BIOL 3204	Physiology		
ACCT 2103	Intro to Accounting	ACCT 2003, HTM 2153	
NSCI 2114	Principles of Human Nutrition		
NSCI 2211	Careers in Dietetics	Credit by Final Exam	
HHP 2802	Medical Terminology		
NSCI 3133	Science of Food Preparation		
NSCI 3223	Nutrition Across the Lifespan		
NSCI 3440	NSCI Pre-professional Experience	Experiential Hours	
NSCI 3543	Food and the Human Environment		
NSCI 3813	Nutrition Assessment & Counseling Skills		
NSCI 4023	Nutrition Pathophysiology in Chronic Disease	Previous HTM 3213	
NSCI 4111	Prof Preparation for Careers in Dietetics	Credit by SOP/SOPP Project	
NSCI 4123	Human Nutrition and Metabolism 1	NSCI 4323 or 5333	
NSCI 4143	Human Nutrition and Metabolism 2		
NSCI 4331	Quantity Food Production Practicum	Experiential Hours	
NSCI 4573	Management in Dietetics		
NSCI 3993	Food Preparation and Safety	Previous HTM 1113	
NSCI 3011 NSCI 3021 NSCI 4021	Nutrition & Evidence-based Practice 1,2,3	NSCI 5123 and graduate seminar	
NSCI 4632	Community Nutrition I	NSCI 4733	
NSCI 4733	Community Nutrition II	NSCI 4733	
NSCI 4854	Medical Nutrition Therapy I		
NSCI 4864	Medical Nutrition Therapy II		
Prerequisite courses for DPD courses			
ENGL 1213	Composition II	ENGL 1413 or 3323	
HDFS 2113	Lifespan Human Development	PSYC 2583	
POLS 1113	American Government	Public Policy	

	PSYCH 1113	Introductory Psych	Higher level Psych	
	SPCH 2713 or 3723	Intro to Speech Communication	NSCI 5960	
	STAT 2013	Elementary Statistics	STAT 2023	

BS Degree _____ Year _____

Transcript Evaluation Date _____

Verification Check _____

Declaration of Intent Check _____

DPD Course Completion Date _____

Keep in Student File Indefinitely

DPD Director Initials _____

Updated 4.25.19



Dietetic Internship Centralized Application Services

DPD Course List

Directions to DPD Program Director: Complete this form listing the program requirements for the catalog year on which the applicant’s degree is evaluated by categorizing the courses as either DPD Professional Courses or DPD Science Courses. Provide a copy of the completed form to the applicant. They must use it to correctly enter all of their completed or in-progress DPD courses in the Coursework section of the application as either DPD Professional or DPD Science courses. The form should NOT be specific to the exact courses an individual applicant has completed; it should only list requirements in place for the catalog year on which the applicant’s degree is evaluated.

Directions to the Applicant: Obtain this completed form from your DPD Program Director. This completed form MUST be uploaded to the “DPD Course List Form” section of your DICAS application before the application can be submitted; it should not be amended or changed. Before uploading the form, it must be used to correctly enter your completed or in-progress DPD courses as either DPD Professional or DPD Science courses into the Coursework section of your application. If you completed an alternate or substitute course or you transferred in a course from a different institution to fulfill one or more of your course requirements, enter the alternate course into the Coursework section of the application.

DPD Program Institution:	Oklahoma State University
DPD Director:	Catherine Palmer, MS, RD/LD
Catalog Year for Applicant:	2019-2020
Website for Course Catalog:	https://registrar.okstate.edu/University-Catalog

DPD Professional Courses	DPD Science Courses
ACCT 2013 <i>Financial Accounting (May sub ACCT 2003 Survey of Accounting)</i>	BIOL 1114 (LN) <i>Introductory Biology</i>
NSCI 2211 <i>Careers in Dietetics</i>	CHEM 1215 or 1314 (LN) <i>General Chemistry</i>
NSCI 2114 (LN) <i>Principles of Human Nutrition</i>	CHEM 3015 <i>Chemistry of Organic Compounds</i>
NSCI 3011/3021/4021 <i>Nutrition & Evidence-Based Practice I, II, and III</i>	CHEM 1225 or 1515 (LN) <i>General Chemistry</i>
NSCI 3133 <i>Science of Food Preparation</i>	MICR 2123 <i>Intro to Microbiology</i>
NSCI 3223 <i>Nutrition Life Span</i>	MICR 2132 <i>Intro to Microbiology Laboratory</i>
NSCI 3440 (1 hr) <i>NSCI Pre Prof Experience</i>	BIOL 3204 <i>Physiology (was ZOO 3204)</i>
NSCI 3543 (IS) <i>Food & Human Environment</i>	BIOC 3653 <i>Survey of Biochemistry</i>
NSCI 3813 <i>Assessment and Counseling</i>	
NSCI 3993 <i>Food Preparation and Safety</i>	
NSCI 4023 – <i>Nutrition in the Pathophysiology of Chronic Disease</i>	
NSCI 4111 <i>Professional Prep Dietetics</i>	
NSCI 4123 <i>Human Nutrition & Metabolism 1</i>	

NSCI 4143 <i>Human Nutrition & Metabolism 2</i>	
NSCI 4331 <i>Quantity Food Prod Practicum</i>	
NSCI 4573 <i>Management in Dietetics</i>	
NSCI 4632 <i>Community Nutrition I</i> and NSCI 4633 <i>Community Nutrition II</i> OR NSCI 4733 <i>Community Nutrition</i>	
NSCI 4854 <i>Med Nutrition Therapy I</i>	
NSCI 4864 <i>Medical Nutrition Therapy II</i>	
ENGL 1213 <i>Composition II</i>	
HDFS 2113 (S) <i>Lifespan Human Dev</i> or a <i>Developmental Psych</i> course	
HHP 2802 <i>Med Term Health Prof</i>	
POLS 1113 <i>American Government</i>	
PSYCH 1113 (S) <i>Introductory Psych</i>	
SPCH 2713 (S) <i>Intro to Speech Communication</i> or SPCH 3723 <i>Business & Professional Communication</i>	
STAT 2013 (A) <i>Elementary Statistics</i> or STAT 2023 (A) <i>Elementary Statistics Business & Economics</i>	

Please contact the DPD Director if you have questions about specific courses.

Request for Transcript Evaluation in order to receive a Verification Statement

Oklahoma State University Didactic Program in Dietetics

Return form to: DPD Director, 301 HSCI, Stillwater, OK 74078

Date: _____

Name: _____

Address: _____

E-mail: _____

Phone: _____

Do you plan to take only undergraduate courses? Yes No

Do you intend to complete a master's degree? Yes No

Have you been admitted to OSU? Yes No OSU CWID _____

Have you enrolled in courses at OSU? Yes No

Degree (BS, BA): _____ Major: _____

College

Dates attended

Degree

Unadmitted students: Send all official transcripts and a check for \$35 made out to: Oklahoma State University with this form to: DPD Director, 301 HSCI, Stillwater, OK 74078.

Admitted special (non-degree seeking) or second baccalaureate students: All of your official transcript information should be available to the DPD Director.

Graduating OSU students currently enrolled in disciplines other than NSCI: All of your official transcript information should be available to the DPD Director.

OSU NSCI Graduate Students: All of your official transcripts of undergraduate and graduate work should be available through your NSCI file.

International graduates: See the information in the FAQ about the official transcript evaluation from an ACEND approved international transcript evaluation company.