

**NUTRITIONAL SCIENCES  
DIDACTIC PROGRAM IN DIETETICS**

**Student Handbook, Policies & Procedures**

**NORTHEASTERN STATE UNIVERSITY**

**Tahlequah, Oklahoma**

**Revised July 2020**

# CONTENTS

Purpose of this Manual.....	3
Program Designation.....	3
Program Accreditation .....	3
Mission.....	3
Goals .....	3
Director, Didactic Program in Dietetics .....	4
Terminology.....	5
Admission Requirements .....	7
Disciplinary/Termination.....	7
Equal Opportunity.....	8
Declaration of Major.....	8
Dietetics Major.....	8
Dietetics Minor .....	8
Transcript Evaluations for Admission.....	9
Transfer from Foreign Universities .....	9
Advisement and Enrollment.....	9
Course Rotation.....	9
Insurance – Professional liability.....	10
Injury/Illness on Site.....	10
Drug Testing/Background Check.....	10
Travel Policy.....	10
Program Costs.....	10
Insurance--Automobile Liability.....	11
Alcohol Use Policy .....	11
Dress Code.....	11
Professional Conduct .....	13
Online Testing.....	13
Physical Requirement.....	14
Student Membership in the Academy of Nutrition and Dietetics .....	14
Student Nutrition Association .....	15
Scholarships .....	15
Financial Aid.....	15
Privacy of Information/Student Files .....	15
Dietetics Related Work Experience or Volunteer Work.....	15
Student Performance Monitoring.....	16
Retention and Remediation.....	16
Withdrawal from School.....	17
Leave of Absence.....	17
Graduation Requirements and Grade Point.....	17
Grievances/Complaints .....	18
Student Support Services.....	18
Expected Competence of Graduates.....	18
Assessment of Prospective Graduates Competencies.....	19
Exit Exam.....	19
Grade Point.....	19
Application For Graduation.....	19
Graduate Record Exam (GRE) Requirement.....	20
Computer Matching.....	20
References .....	20
Intent to Complete Requirements.....	21
Verification Statement.....	21
Verification Statement Policies .....	21
Alternative Grade Point.....	22
Verification Statements for Students who Graduated from Other Universities.....	22
Admission to Supervised Practice Programs.....	22
What if I'm not Accepted into a Supervised Practice Program?.....	23

## POLICIES

### DIDACTIC PROGRAM IN DIETETICS

#### **Purpose of this Manual**

The purpose of this publication is to give students in the Didactic Program in Dietetics (DPD) at Northeastern State University an accurate statement of the policies related to the Dietetics Program. The program is known as the Nutritional Sciences Program: Didactic Program in Dietetics, offering a Bachelor of Science in Nutritional Sciences – Dietetics Option and in Nutritional Sciences – Allied Health Option. The Dietetics Option is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

#### **Program Designation**

The Didactic Program in Dietetics at Northeastern State University is a 124-semester hour university program designed to provide the student with the **Knowledge Requirements for Dietitian/Nutritionists (KRDNs)**. Satisfactory completion of the DPD at NSU will culminate in a **Bachelor's of Science Degree in Nutritional Sciences - Dietetics Option**.

#### **Program Accreditation**

The **Didactic Program in Dietetics** at NSU is currently Accredited through June 30, 2022, by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics (120 South Riverside Plaza, Suite 1290, Chicago IL 60606-6995, 312/899-0040, FAX 312.899.4817). The program is in compliance with the current Standards of Education of the Academy of Nutrition and Dietetics.

#### **Mission**

The mission of the NSU Didactic Program in Dietetics (DPD) is to provide a comprehensive and relevant bachelor's degree that prepares graduates for a supervised practice experience. Upon supervised practice completion, the graduate can sit for the Registered Dietitian/Nutritionist (RDN) exam, and upon passing, utilize the RDN credential. Graduates of the program will think analytically, apply learned knowledge and skills, and communicate effectively with the public and other health professionals. The DPD program focuses upon service to the northeastern Oklahoma community through education and outreach, accommodating a multiculturally diverse community.

#### **Goals**

The goals of the NSU Didactic Program in Dietetics are:

##### **Program Goal 1:**

The program will produce graduates who are competent for entry into supervised practice and other postgraduate professional programs by utilizing their dietetics education and knowledge attained through high-quality educational offerings.

**Program Objectives for Goal 1:**

- At least 80% of program students complete program/degree requirements within 3 years (150% of the program length).
- 50 percent of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation.
- 50 percent of program graduates are admitted to a supervised practice program within 12 months of graduation.
- For students not applying to ACEND accredited supervised practice programs, >50% of graduates will secure appointment to a graduate program or employment, which utilizes their dietetic education within 12 months of graduating the DPD Program.
- The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.

**Program Goal 2:**

The program will produce graduates who are prepared professionally, empowered through immersive service learning and management opportunities.

**Program Objectives for Goal 2:**

- At least 80% of graduates surveyed whom complete internships will reflect competency/preparedness for internship with an average of "good" (3) or above. Quantitative data will be used to assess this outcome. Data will be collected from annual surveys given to all DPD graduates with confirmed degrees.
- At least 80% of graduates will receive ratings of "prepared" or higher on their overall dietetics knowledge and skills, as reported by dietetic internship directors.

Program outcomes data are available on request.

## **Director, Didactic Program in Dietetics**

The director of the program at NSU is:

Kelley Sky-Eagle, MS, RDN/LD, CDE  
Didactic Program Director in Dietetics  
Gregg Wadley College of Science and Health Professions  
611 N. Grand Ave.  
237 Science Building  
Northeastern State University  
Tahlequah, OK 74464  
Phone: (918) 444-2942  
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# Terminology

## **Academy of Nutrition and Dietetics (the Academy):**

The professional organization for over 100,000 dietetics practitioners. The Academy's mission is: *Accelerate improvements in global health and well-being through food and nutrition.* Its vision is: *A world where all people thrive through the transformative power of food and nutrition.*

## **Didactic Program in Dietetics (DPD):**

- Academic program in a regionally accredited college or university culminating in a minimum of a baccalaureate degree.
- Provides didactic instruction to meet the Knowledge Requirements of Dietitian/Nutritionists (KRDNs).
- Enables graduates to apply for a Dietetic Internship leading to eligibility to write the registration examination for dietitians and/or apply for Active Membership in the Academy

## **Dietetic Internship (DI):**

- Supervised practice program sponsored by a healthcare facility, college or university, federal or state agency, business, or corporation.
- Provides a minimum of 1200 hours of supervised practice experiences to meet the Competencies for Entry-Level Dietitians and the Standards of Education.
- Follows completion of ACEND-accredited Didactic Program in Dietetics and a baccalaureate degree.
- May be full-time or part-time – completed within a two-year period and may be combined with a Master's Degree.
- Enables graduates to establish eligibility to write the registration examination for dietitians and/or apply for Active Membership in the Academy.
- NOTE: The DI is referred to as a Supervised Practice Program throughout the document, as the terminology is evolving.

## **Dietetics Practice:**

Professional practice of the art and science of dietetics and nutrition; the application of principles derived from integrating knowledge of food, nutrition, biochemistry, physiology, management, and behavioral and social sciences to achieve and maintain the health of individuals and groups.

## **Registered Dietitian or Registered Dietitian Nutritionist:**

A dietitian who has successfully passed the Dietetics Registration exam following completion of the **knowledge requirements** (the DPD) and the **experience requirements** (the internship), pays the annual fee and

fulfills the Commission on Dietetic Registration's continuing education requirements.

To be an effective Registered Dietitian, one should possess the following skills:

- Good decision making and judgment capabilities
- The ability to instruct others
- The ability to identify and solve complex problems
- Being socially perceptive; aware of the reactions of others and possess an understanding of those reactions
- Good reading comprehension skills
- Good coordination skills and the ability to adjust one's actions in relation to others' actions
- Effective logic, reasoning, and critical thinking skills
- Effective writing skills
- Effective speaking skills
- Active listening skills

### **Licensed Dietitian (in Oklahoma):**

A **Registered Dietitian** who has applied and been accepted by the Oklahoma State Board of Licensure and Supervision, pays the annual fee and keeps up continuing education.

### **Nutritionist:**

In Oklahoma all registered dietitians are nutritionists, but not all nutritionists are registered dietitians. The title "nutritionist" is not licensed or registered. Therefore, the title currently has no minimum educational requirement. As a registered dietitian you may choose to use the credentials "RD" or "RDN".

### **Dietetic Technician:**

- Academic program in a regionally accredited college or university culminating in an associate degree.
- Provides didactic instruction and a minimum of 450 hours of supervised practice experiences to meet the Knowledge and Performance Requirements for Dietetic Technicians and the Standards of Education.
- Enables graduates to establish eligibility to write the registration examination for dietetic technicians and/or apply for membership in the Academy. The Dietetic Technician associate degree does not require the amount of science and nutrition that the Didactic Program in Dietetics at NSU requires.
- **Option III**—Completion of a Baccalaureate degree granted by a U.S. regionally accredited college/university (**such as the Bachelor of Science in Nutritional Sciences – Dietetics Option at NSU**), or foreign equivalent, completion of a ACEND-accredited DPD or Coordinated Program, pass a national written examination administered by CDR and completion of continuing professional educational requirements to maintain registration.

## **Journal of the Academy of Nutrition and Dietetics**

The official publication of the Academy of Nutrition and Dietetics furnished monthly to members as a part of member services.

## **OKnutrition**

The official publication of the Oklahoma Academy of Nutrition and Dietetics. Furnished periodically to members of the Academy of Nutrition and Dietetics who designate Oklahoma as their state of residence.

## **Dietetics Web Sites**

The web site of the Academy of Nutrition and Dietetics is:  
<http://www.eatright.org/>

The Oklahoma Academy of Nutrition and Dietetics web site is:  
<http://www.oknutrition.org/>

## **Admission Requirements**

Admission to the Nutritional Sciences Program – Dietetics Option offering the Didactic Program in Dietetics at NSU is the same as the admission criteria to NSU. See the 2020-2021 <http://catalog.nsuok.edu/content.php?catoid=26&navoid=1301> for standard university admission requirements. Additional program requirements are as follows:

1. Be in good standing with the college or university last or currently attending;
2. Have a minimum grade point average of 2.5 on a 4.0 scale of all college work attempted; have passed science courses with a minimum of a grade of C or better;
3. Have successfully completed or be in the process of completing all program prerequisites with grades of C or better prior to beginning the program;
4. Completed with a grade of “C” or better:  
NUTR 1653 – Basic Nutrition  
NUTR 3653 – Food and Culture  
CHEM 1123 and 1131 – General Chemistry I and Lab  
BIOL 1123 and 1131 – Evolution and Diversity and Investigational Lab  
*\*Prior to completion of the above courses, students may declare as Nutritional Sciences – Allied Health.\**
5. Students who fail to make “C” or better in these courses will be denied enrollment into the Nutritional Sciences – Dietetics Option Program.
6. For students transferring with the Associate of Arts degree or Associate of Science degree from a public institution in Oklahoma, all general education requirements will be satisfied with respect to degree requirements. However, the Nutritional Sciences major may require other specific general education courses as program prerequisites or program requirements.

## **Disciplinary/Termination Procedures**

In accordance with the university Academic Early Alert System, faculty are highly encouraged to report students who are struggling academically early in the semester. Students with frequent absences, poor classroom performance, and/or poor responsiveness to faculty/peers are deemed appropriate for academic early alert. Specifically, DPD faculty are asked to submit students with a grade of < C. Following the Alert submission, students are referred to an advisor (within the college or DPD program) for strategies to improve performance. If it is deemed necessary/appropriate, students are referred to further resources (Student Success Center, tutoring, etc.).

Should the student's GPA fall below a 2.5, the requirement for graduation from the program, the student will be advised to consider a secondary degree pathway.

## **Equal Opportunity**

The DPD program complies with the NSU policy on equal opportunity.

## **Declaration of Major**

Students desiring to major in the Dietetics Option of the Nutritional Sciences Program Bachelor's Degree should make an appointment for advisement at their earliest convenience once admitted to NSU. Basic Nutrition, Food and Culture, General Chemistry I (with lab), and Introductory Biology I (with lab) must be completed with a grade of "C" or better prior to declaration. Students may declare as Nutritional Sciences – Allied Health prior to the meeting of the above criteria.

Students who have not completed English Proficiency and are being advised by the New Student Advisement Office are still expected to contact the Program Director and Academic Advisor each semester prior to enrollment.

## **Dietetics Major**

The Requirements for the Dietetics Major are stated in the *2020-2021 NSU Catalog*. [http://catalog.nsuok.edu/preview\\_program.php?catoid=26&poid=3233&returnto=1300](http://catalog.nsuok.edu/preview_program.php?catoid=26&poid=3233&returnto=1300)

Retention Requirements for Nutritional Sciences Program – Dietetics Option

1. Student must pass all Nutritional Sciences core courses with at least a grade of C or better.
2. Student must pass all science courses with at least a grade of C or better.
3. Students must pass additional Dietetics Core required courses with at least a grade of C or better.

Graduates must meet all of the academic, retention, and graduation requirements of NSU in order to obtain a letter of verification from the Director of the Didactic Program in Dietetics which will allow application for a supervised practice experience.

## **Dietetics Minor**

Dietetics is a comprehensive 124 hour major. The Gregg Wadley College of Science & Health Professions does offer a minor in Nutritional Sciences – Dietetics option for non-dietetics majors. Any 18 hour combination of the Specialization courses can be used to



obtain a Minor in Nutritional Sciences – Dietetics Option if those course pre-requisites are met and NUTR 1653 – Basic Nutrition has been completed with a grade of “D” or better. A Minor in Nutritional Sciences requires a “C” or better in all Nutritional Science Specialization courses. A Minor in Nutritional Sciences does not make a graduate eligible for a DPD verification statement nor does it make them eligible for application/entry into an ACEND accredited internship program for training to become a Registered Dietitian. To become a Registered Dietitian, one must complete the Bachelor of Science degree in Nutritional Sciences – Dietetics Option and receive the DPD verification statement to be eligible for application/entry into the ACEND accredited supervised practice programs

## **T**ranscript Evaluations for Admission

Prospective students who have already completed some of their college work at another college or university should be accepted at Northeastern State University before an official evaluation of the transcript will be made. Students are expected to provide a catalog with course descriptions for any credits not covered by the official NSU Transfer Guide that is posted at <https://www.nsuok.edu/Transfer-Student-Services.aspx>

If dietetics courses do not transfer in, 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.

## **T**ransfer from Foreign Universities

Transcripts issued by foreign universities must have a transcript evaluation from the World Education Services. This evaluation is required, and cost of this evaluation is the responsibility of the student. The Program Director uses the WES evaluation to determine which courses can be accepted for the degree program. Possession of excellent skills in speaking and writing English are essential.

## **A**dvisement and Enrollment

In accordance with the new Enrollment Management Policy, students must consult their academic advisors prior to enrollment for all courses including General Education classes. DegreeWorks audits will be reviewed by the academic advisor and / or Program Director to ensure that students are completing courses needed for the DPD. Appointments should be scheduled each semester prior to pre-enrollment to review DegreeWorks audits and to discuss course enrollment.

It is important for Dietetics students to begin their math and science classes at the earliest opportunity in their college career. Delays in starting those classes can delay graduation since several courses build upon each other. For example, following successful completion of college algebra there is a four-semester sequence of chemistry courses. Additionally, there is a three-semester sequence of Nutritional Sciences courses following NUTR 1653 – Basic Nutrition: NUTR 3563 – Fundamentals of Medical

Nutrition Therapy, NUTR 3583 – Nutritional Assessment and Counseling, NUTR 3763 - Medical Nutrition Therapy I, NUTR 4583 – Medical Nutritional Therapy II.

## **Course Rotation**

Dietetics courses will be offered on a rotating basis with all required classes being offered either in the fall or spring semester. Recommended Course Sequences are available with the DPD Program Director or the CSHP Academic Advisors. Students are expected to consult with the program director and academic advisors on course sequence every semester prior to enrollment to avoid graduation delays.

The minimum class size generally approved by NSU is a class of 12 students. Therefore, students should not expect a course to be offered except on a rotation basis.

## **Insurance – Professional Liability**

Insurance is not required for enrollment within the Northeastern State University DPD at this time. Students are not tasked with the treatment of patients; thus, insurance is not necessary.

## **Injury/Illness – Service Learning**

Should a student abstain an injury or develop an illness on site, the student should immediately visit the student wellness walk-in clinic. Copays will be paid by the university if a valid university ID is provided.

## **Drug Testing & Background Check**

Students are required to visit off campus sites to participate in service-learning opportunities. While the program itself does not require a background check, the sites the students are required to visit may ask that a student have a background check completed. It is the responsibility of the student to fund the background check.

## **Travel Policy**

Travel needed as a part of the Didactic Program in Dietetics is the responsibility of the student. Travel is expected for certain courses to complete service learning experiences.

## **Program Costs**

Oklahoma resident tuition and fees currently costs \$230.50 per credit hour. Prices are subject to change without notice. Remedial courses, schedule changes, etc. will cost more.

<b>Tuition/Fee</b>	<b>Cost</b>
Tuition (\$230.50 per hour)	\$28,582
Books Estimate	\$9,500
Electronic media fee	\$6,200

( $\$50$ per hour)	
Nutritional Sciences Enhancement Fee ( $\$25$ per hour)	$\$900$
Science Enhancement Fee ( $\$11.50$ per hour)	$\$851$
Total Estimated Cost	$\$46,033$

In addition to the aforementioned fees, service learning sites may require a background check, which is the financial responsibility of the student. While cost ranges vary, a criminal background check is approximately 50 dollars.

### **Insurance – Automobile Liability**

Northeastern State University is not liable for travel in student's personal cars even on university-sponsored activities. Students providing cars for others are responsible to provide their own auto liability insurance. When riding with another student it is each student's responsibility to verify that the driver does have insurance before riding with them.

### **Alcohol Use Policy**

Students participating in meetings or activities related to classes and the Student Nutrition Association are expected to follow the non-use of alcohol policy of Northeastern State University. Travel to and from meetings and activities is included in the non-use of alcohol policy.

### **Dress Code**

Professional dress is conservative business attire, and is required at all times when representing Northeastern State University, Nutritional Sciences – Didactic Program in Dietetics. In any practice, professional or volunteer setting, no casual clothing is to be worn unless the Program Director has specifically indicated such for a particular activity. No uniforms are typically required as most facilities require lab coats worn over street clothes. Occasionally, students may be asked to wear aprons and hairnets during a portion of the foodservice lab or community service rotation depending on the assigned facility.

Dresses - Dresses should be of appropriate length; be cautious and conservative in terms of length; no low necklines; no clingy, slinky, or “see-through” fabric; no dresses with unusually high slits up the back or sides; dresses should exceed the length of the lab coat (if one is required by facility and being worn); fabric and style should denote business attire;

Skirts - the same guidelines for length apply for skirts as for dresses; skirts with belt loops should be worn with a belt; no skirts that are clingy, slinky, or “see-through” are to be worn; skirts should exceed the length of the lab coat; fabric and style should denote business attire;

Blouses/Shirts - No clingy, “see-through” or slinky fabrics; no t-shirts or knit shirts that give the impression of being a t-shirt; no halter tops; no low necklines; blouses should be tucked into pants or skirts; blouses/shirts should not be too tight; no more than one front

button (for both men and women) should be unbuttoned; fabric and style should denote business attire; men should wear ties with shirts; no skin should show between top and pants;

Pants/Slacks - pants must be worn as part of an ensemble; they should not drag the ground in length nor be so short as to be noticeable; they must not be too tight; absolutely no jeans or pants that give the impression of jeans; no corduroys; if pants have belt loops, belts must be worn; yoga pants, athletic pants, and pajama bottoms are not acceptable;

Shoes - No sandals or open-toes shoes; no heels above 2 inches; may wear crepe soles as long as they are not so casual as to only look appropriate with jeans; no clog-type shoes; no Doc Marten or boot-type shoes; no large clunky shoes; females must wear hose or trouser socks (no bare legs; no socks) with shoes and men must wear dress socks;

Hair - Hair absolutely must be clean and neatly groomed; hair is a natural reservoir for bacteria and disease-producing organisms and thus should be worn in such a way as to not make contact with patient records, equipment, food trays, patient bedding, etc. (i.e. wear away from the face); hair should always be clean and arranged in an attractive style; no messy hairstyles or inappropriately colored hair; beards are acceptable for males if they are neat and kept closely trimmed (exception: some facilities may not allow beards in the foodservice area; the student will be informed regarding this fact prior to the respective rotation); specific facility guidelines for covering/restricting hair must be strictly observed during the foodservice rotation; avoid running hands through the hair;

Jewelry - Avoid jewelry that is large and could inadvertently be grasped by a patient or caught in patients bedding; jewelry should be limited to a simple watch, wedding band/engagement ring and stud earrings; no other visible piercings are acceptable.

Tattoos - All visible tattoos should be covered if at all possible;

Scents - Avoid heavy scents; strong odors, even of a pleasant nature, are often offensive to those who are ill;

Hygiene - Daily personal hygiene is a must; nails should be clean, trimmed and free of colored polish; teeth, hair, and body should be clean and free of odor; avoid putting your hands to your face and mouth; wash hands frequently;

Undergarments - Undergarments should not show through pants or outer clothing; no panty line is to be observed; females must wear bras; and

Lab coats - Lab coats should be solid white, immaculate and should be starched; the lab coat should be pressed and have sharp creases regardless of type of fabric; lab coats should be kept on a hanger when not worn; check with a local scrub store or Wal-Mart for purchasing a lab coat IF your facility requires you to have one for your MNT rotation.

If in doubt as to whether a particular article of dress is appropriate, do not wear it. Consult with your instructor or Program Director about an article where there is question. Above all, remember that professional dress is conservative dress. Interpretation of appropriateness rests entirely with facility staff followed by that of the Program Director. Some facilities will have required dress code policies that supersede the recommendations of the NSU dress code.

Amid all of these guidelines and apparent restrictions, please try and remember that appearance is a major way in which to instill confidence in others and earn respect from peers, facility personnel and other health professionals with whom you come in contact. If unable to command respect, a student may receive little assistance/cooperation when it is needed most.

## Professional Conduct

The students, in their relationships with peers, supervisors, and other members of the professional community will find that a new, stronger self-discipline is required. The NSU DPD requires students to participate in numerous service-learning activities throughout the curriculum. Student actions and comments, as well as personal appearance, must be tailored to project an image that will inspire confidence in service-learning preceptors and ensure their cooperation and trust.

- 1) Students in a clinical or community environment are expected to conduct themselves in a professional manner according to the Code of Ethics of the Academy of Nutrition and Dietetics. They should respect the dignity of each individual with whom they are associated.  
<https://www.eatrightpro.org/practice/code-of-ethics/what-is-the-code-of-ethics>  
<http://www.sciencedirect.com/science/article/pii/S2212267212019375#>
- 2) The behavior of students should reflect at all times a concern for the welfare of those served on service-learning sites:
  - Profane language is banned.
  - Students must not be under the influence of alcohol or drugs when in a clinical or community environment.
  - Smoking is banned.
  - Confidentiality must be preserved at all times.
  - Students should not discuss personal matters.
  - Personal biases of students should be eliminated in all circumstances.
  - Students should maintain a pleasant, courteous, and respectful attitude at all times.
  - Students should never use their personal cell phones while on internship sites. Phones should be turned on silent. Texting and/or social media is NOT allowed, even if another employee or intern from another program is seen doing so.**
- 3) The student should be respectful of, and responsive to, community or foodservice staff and should observe the defined line of authority with respect to foodservice / community assignments and activities. Students in a foodservice or community environment are expected to abide by established procedures of their particular discipline and to comply with

the wishes of the personnel or faculty regarding performance, patient treatment and departmental duties.

*Note: Students are not meant to act as, or replace, employees when visiting service learning sites off campus.*

## **Online Testing**

The NSU DPD utilizes online testing in many of the required courses in an effort to keep paper waste at a minimum. Students are required to have access to a computer with a camera feature for testing purposes. Appropriate computers can also be found on campus. Furthermore, the test will prompt the student to show evidence of their identity utilizing a university or state issued ID.

The student must complete a thorough environment check showing the testing environment. The camera begins recording IMMEDIATELY after the environment check. Students will automatically lose 50% if the environment check is not completed, or the student is not clearly visible and the environment well-lit during the exam.

The student will automatically receive a ZERO for this exam and possibly be subject to NSU's policy on Academic Misconduct as noted below if found to be collaborating with anyone, using a cell-phone or headphones, or referencing any outside materials for this exam.

By opening the exam, the student recognizes that the video material may be audited and if the student is found to be in violation of these terms, he/she may be subject to disciplinary action per NSU's policy on Academic Misconduct, which may include "reduction of a grade(s) in a specific course, assignment, paper, or project; a formal or informal reprimand at the professorial, dean, or academic vice president level; expulsion from the class in which the violation occurred; expulsion from a program; or expulsion from the University."

## **Physical Requirements**

1. Able to stand on feet long periods of time in any working conditions
2. Able to lift and carry more than 50 lbs
3. Able to withstand extreme temperatures, hot and cold
4. Able to work long hours (8-12-hour shifts), including some evenings, weekends, holidays, as needed
5. Able to commute to remote / distance locations as needed for service learning experiences

## **Student Membership in the Academy of Nutrition and Dietetics**

Students are encouraged to join the Academy of Nutrition and Dietetics (the Academy) as Student members during their latter years at NSU. See program director for an application. Student membership in the Academy of Nutrition and Dietetics includes newsletters to Student Members, copies of the *Journal of the Academy of Nutrition and Dietetics*, and the *OKnutrition*. Student members of the Academy automatically become student members of the Oklahoma Academy of Nutrition and Dietetics.

## **Student Nutrition Association**

Dietetics majors are encouraged to actively participate in the Student Nutrition Association activities at NSU. The club is involved in campus activities and promotes field trips to state meetings of the Oklahoma Academy of Nutrition and Dietetics (OkAND) and the Eastern District Dietetic Association. Chairing committees, serving on committees, and serving as officers of the club are especially encouraged.

## **Scholarships**

Academic scholarships are available from the Oklahoma Academy of Nutrition and Dietetics, the Academy of Nutrition and Dietetics, and NSU. For the scholarships listed, contact the dietetics program director. Deadlines are approximately: January 15 for Oklahoma Academy of Nutrition and Dietetics February 15 for Academy of Nutrition and Dietetics. Judging criteria on the Academy and OkAND scholarships is based on membership in the Academy, academics, work experience, volunteer experience, and references. Some may include financial need in the criteria. Other scholarships on campus are handled through the Scholarship Office in Student Financial Services.

## **Financial Aid**

Several types of financial aid are available to students through the Office of Student Financial Services. Students are responsible for contacting the office in a timely manner as processing does take time.

## **Privacy of Information/Access to File**

During the Didactic program students will have opportunity to know personal information related to nutrition care of individuals and operating procedures in food service organizations. **Students are expected to have a professional attitude about such information and to keep it confidential.**

University policies regarding family educational and privacy rights are governed by the Family Educational Rights and Privacy Act of 1974 (FERPA). Students are informed of their rights under FERPA through the official university catalog.

A confidential file will be kept for each DPD student with any relevant information in which the student can access at any time.

## **Dietetics Related Work Experience or Volunteer Work**

Both scholarships and dietetic internship applications expect information on dietetics-related work for pay or as a volunteer. Students are encouraged to enhance their classroom educational experiences with dietetics-related work experiences. Many internships are using the presence or lack of relevant work experience as a screening tool. Although many internships will accept any type of work as evidence of maturity and other work-related skills, many others specifically want experience in a hospital, long term care facility, or commercial foodservice.

## **Student Performance Monitoring**

In accordance with the university Academic Early Alert System, faculty are highly encouraged to report students who are struggling academically early in the semester. Students with frequent absences, poor classroom performance, and/or poor responsiveness to faculty/peers are deemed appropriate for academic early alert. Specifically, DPD faculty are asked to submit students with a grade of < C. Following the Alert submission, students are referred to an advisor (within the college or DPD program) for strategies to improve performance. If it is deemed necessary/appropriate, students are referred to further resources (Student Success Center, tutoring, etc.).

The DPD director is listed as a primary advisor for all students enrolled within the Nutritional Sciences – Dietetics option. Most often, the director will become familiar with the student early in the DPD sequence. Should performance be noted as an ongoing issue by the director/faculty, it will warrant a one-on-one meeting with the DPD director.

The DPD director will kindly discuss the student's poor academic performance, as well as remind the student of a required 2.5 GPA to graduate from the program. Further, the student will be reminded of a minimum 2.8 GPA is often required for successful supervised learning placement.

Further, students who do not successfully gain entry to a supervised practice experience are equipped to take the DTR exam. Becoming a DTR allows for the graduate to secure employment post-graduation, as well as potentially become a more competitive candidate for the supervised learning at a later date.

Fittingly, a secondary Option is offered within the Nutritional Sciences program (Nutritional Science – Allied Health). The Allied Health coursework is challenging; however, it requires less of the difficult 3000/4000 level science-based courses. Graduates of the Allied Health option are encouraged to enter career paths as nutritionists in WIC, health departments, dietary management, fitness, etc.

## **Retention and Remediation**

DPD Students are subject to the criteria included on their degree sheet. 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 NSU policies on Academic Forgiveness.



Students are encouraged to take all coursework seriously in order to build a solid foundation of knowledge and to be competitive in the supervised practice application process.

Students may improve chances of receiving a verification statement by retaking courses to improve grades and/or GPA.

Students are allowed to continue to improve grades and GPA following NSU's policy for repeating course work.

Should students be found to struggle with the curriculum, students are advised to limit their credit hours to full time status (12 hours), only take one science course at a time, and reduce work hours to provide appropriate study time.

Furthermore, the NSU campus offers extensive support services to encourage future success within the program. If deemed appropriate, students will be referred to the Writing Center, subject-specific on campus Tutoring Centers, or Tutor.com.

## **Withdrawal from School and Dropping Classes**

Your dietetics program director and academic advisor should be consulted before dropping classes or withdrawing from NSU. Withdrawal can be done in Banner, but care should be taken to answer all questions correctly to verify that all classes have been dropped. Complete withdrawal from NSU must be processed through Admissions.

Financial services policies regarding refund of tuition/fees, academic progress, and attendance can be found on the university website.

<https://offices.nsuok.edu/financialaid/Financial-Aid-Policies>

## **Leave of Absence**

At times, students might require time away from the university due to life circumstances. However, students not attending NSU for 12 consecutive months will need a new degree plan and need to meet the newest degree plan requirements in effect at the university.

## **Graduation Requirements and Grade Point**

The minimum number of semester hours required for a degree from Northeastern State University is 124. At least 40 of those hours **must** be senior college level (3000 and 4000 level). Sixty semester hours **must** be taken from a four-year school. At least half the major must be taken at NSU. See *2020-2021 NSU Catalog* for other degree requirements.

<http://catalog.nsuok.edu/>

Retention Requirements for Nutritional Sciences Program – Dietetics Option

1. Student must pass all Nutritional Sciences courses with at least a grade of C or better.
2. Student must pass all science courses with at least a grade of C or better.

3. Students must pass additional ACEND required courses with at least a grade of C or better.

Student must meet all of the academic, retention and graduation requirements of NSU in order to obtain a letter of verification from the Director of the Didactic Program in Dietetics which will allow application for a supervised practice program.

A 2.0 GPA is sufficient to graduate from NSU; however, the Nutritional Science Program requires a 2.5 GPA to complete the degree. Minimum grades of C on certain courses transferred to NSU are also required. Many graduate programs in dietetics, as well as supervised practice experiences, select applicants based on grade point. Therefore, an overall grade point above a 3.0 should be the goal of dietetics majors.

## **Grievances/Complaints**

Grievances related to classes on the NSU campus should be discussed with the course instructor, then your faculty mentor, then the department chair of the department where the course is offered. A grievance procedure has been created to resolve complaints concerning these regulations. An outline of the procedure is available in the office of Human Resources and the Office of Student Affairs. The Director of Human Resources has been designated as the Affirmative Action Compliance Officer and 504 Coordinator.

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) will review complaints that relate to a dietetic program's compliance with the accreditation standards. The council 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/or the Council's policy and procedure for submission of complaints may be obtained by contacting the Accreditation Council for Education in Nutrition and Dietetics (120 South Riverside Plaza, Suite 1290, Chicago IL 60606-6995, 312/899-0040, x4875, FAX 312.899.4817). Written complaints should be mailed to the Chair, Accreditation Council for Education in Nutrition and Dietetics at the above address.

## **Student Support Services**

During the student's time at NSU, the following support services will likely be beneficial to their success:

- Financial Services <https://offices.nsuok.edu/financialaid>
- HawkReach Counseling Services <https://offices.nsuok.edu/studentaffairs/Student-Services/HawkReach-Counseling-Services/Resources>
- Disability Services <https://offices.nsuok.edu/studentaffairs/Student-Services/Student-Disability-Services>
- Health Services <https://offices.nsuok.edu/studentaffairs/Student-Services/Student-Health-Services>

## **Expected Competence of Graduates**

Upon completion of the **NSU Didactic Program in Dietetics**, the graduate will have completed the **Knowledge Requirements for Dietitian/Nutritionists**. This is necessary prior to beginning a **supervised practice program**. Graduates of supervised practice programs are eligible to apply for Active membership in the Academy of Nutrition and Dietetics and to take the Registration Exam.

## **Assessment of Prospective Graduates Competencies**

### **1. Exit Exam**

The Oklahoma Board of Regents requires that each degree program evaluate its graduates. A pre-test and post-test is given for all Specialization courses in the Nutritional Sciences Program – Dietetics Option. Every graduating student in Nutritional Sciences – Dietetics Option will have completed the pre-tests and post-tests in all Nutritional Sciences Specialization Courses, which are designed to prepare the student to take the Registration Exam. The pre-tests and post-tests serve as their exit exam through their coursework.

### **2. Grade Point**

Grade point each semester as well as cumulative grade point for the student will be the primary criteria for evaluating how a student is doing during the program.

Retention Requirements for Nutritional Sciences Program – Dietetics Option

- Student must pass all Nutritional Sciences courses with a minimum grade of C or better.
- Student must pass all science courses with a minimum grade of C or better.
- Students must pass additional courses required by ACEND with at least a grade of C or better.

### **3. Application for Graduation**

Students should begin applying for graduation the semester prior to expected graduation. Be sure to check dates with the Registrar's Office. The application must include a current degree plan, so students should make sure they have contacted their advisor and had a degree plan prepared. After the Application is submitted, the student needs to schedule an appointment with the academic advisor to run a final DegreeWorks audit, to ensure that all graduation requirements have been met.

Student must meet all the academic requirements of the University, including, but not limited to

- 30 hours from NSU required;
- 60 hours from a four year institution required;
- 40 hours of 3000/4000 level courses required;

- 50% of the major must be 3000/4000 level courses required.
- English proficiency is a graduation requirement. Components I and II of English proficiency should be met with grades of “C” or better prior to the completion of 60 credit hours.

Students must meet all of the academic, retention and graduation requirements of NSU in order to obtain a letter of verification from the Director of the Didactic Program in Dietetics which will allow them to apply for a supervised practice program. See Verification Statement below.

#### **4. Graduate Record Exam (GRE) Requirement**

Some Dietetic Internships may require certain courses in their graduate school. Those programs may require a certain minimum score on the Graduate Record Exam as a part of the application process. The GRE applications are available from the NSU Graduate office. It is the student's responsibility to obtain the necessary information and apply to take the GRE in a timely manner. For January test results an October application may be required. Review books and practice tests to prepare for the GRE are encouraged.

#### **5. Computer Matching**

Most of supervised practice programs utilize the centralized Academy of Nutrition and Dietetics Internship Matching site.

<http://www.dnndigital.com/>

<https://portal.dicas.org/>

During the final year of the DPD program, the application for both DICAS DND computer matching should be submitted. Due date for computer matching and for applying to internship practice programs is February 15<sup>th</sup> for April matches and September 25<sup>th</sup> for November matches with NO exceptions. Selection is competitive; therefore, students are encouraged to apply to several different programs.

Except in very extenuating circumstances, ethically those who receive a computer match are expected to accept the computer match since it was made from programs the student selected and submitted applications.

#### **6. References**

References for supervised practice programs use an application form specified by the Academy of Nutrition and Dietetics. Students are encouraged to rate themselves annually using the form for self-evaluation purposes and career planning.

The form asks for a designation of whether the evaluator rates the applicant from five to one as indicated below.

- 5 highly recommended\*
- 3 recommended
- 1 not recommended

\*Generally those students receiving the mark “highly recommended” have achieved excellence and balance in their academic preparation, extracurricular activities, and work/volunteer experiences. Students earning the “highly recommended” designation are more likely to be accepted to internships than those who do not receive that designation from their references.

## **Intent to Complete Requirements**

A signed "Intent to Complete Requirements" statement from the NSU DPD Program Director is required of seniors participating in computer matching for supervised practice programs. The form lists current enrollment and all remaining degree requirements of the student.

## **Verification Statement**

A Verification Statement is issued by the program director after all requirements for the Didactic Program in Dietetics are met. It is a statement of completion of the current standards for the Didactic Program in Dietetics. **A Verification Statement is not a guarantee of entry into a supervised practice program.** After:

1. completion of all requirements for the B.S. Degree in Nutritional Sciences – Dietetics Option,
2. attainment of the required grade point and grades in specific courses, and
3. completion of all criteria listed under Verification Statement Policies,

the program director can sign a "Verification Statement." See Verification Statement Policies in the next section.

## **Verification Statement Policies**

In order for a verification statement to be signed by the NSU DPD Director, a student must have actually completed all requirements for the DPD Nutritional Sciences – Dietetics Option Bachelor’s Degree. In addition, a verification statement will not be issued until the student has met all of the following conditions:

- (A) At least 30 hours must be taken from NSU (see catalog for other graduation requirements),
- (B) At least half of the major must be taken at NSU (35 hours), and any coursework not completed at NSU must be considered “equivalent” and current by NSU Registrar,
- (C) At least half of the Nutritional Sciences credits must have been taken at NSU (21 hours).
- (D) The DPD Program and Registrar’s office are to use the following guidelines when determining recency of coursework. Even if a course is deemed “equivalent” by content, if it was not taken within the acceptable term limits, it is not to be accepted.
- (E) Courses with **no time limit** at term of entry:
  - a. Written Communications: ENGL 1113, 1213
  - b. Speech: See NSU Catalog

- c. Psychology / Sociology: PSYCH 1113 or SOC 1113
- d. Chemistry I: CHEM 1123 & 1131 (Lecture & Lab)
- e. Chemistry II: CHEM 1223 & 1231 (Lecture & Lab)
- f. Introductory Biology I and Lab (BIOL 1013 & 1011)
- (F) Courses with a **10 year time limit** at term of entry:
  - a. Biochemistry: CHEM 4214
  - b. Physiology: BIOL 3314: Note: a combined anatomy and physiology course does not count towards this requirement unless a two semester sequence has been completed.
  - c. Organic Chemistry: CHEM 3123 & 3132 (Lecture & Lab)
  - Basic Nutrition: NUTR 1613e. Microbiology: BIOL 3224 (Lecture & Lab)
  - f. Statistics: See NSU Catalog
- (G) Courses with a **5-year time limit** at term of entry:
  - a. Community Nutrition: NUTR 4283
  - b. Nutrition Assessment and Counseling: NUTR 3583
  - c. Medical Nutrition Therapy I: NUTR 3763
  - d. Medical Nutrition Therapy II: NUTR 4583
  - e. Advanced Nutrition: NUTR 4352
  - f. Geriatric Nutrition: NUTR 4263
  - g. Life Cycle Nutrition: NUTR 4243
  - h. The Science of Food: NUTR 3104 (Lecture & Lab)
  - i Food and Culture: NUTR 3653
  - j. Food Systems Management: NUTR 3955 (Lecture & Lab)
- (H) Two specific courses (3 hours) must be taken in residence at NSU:
  - a. Introduction to Nutritional Sciences: NUTR 2111
  - b. Health Careers Professionalism: NUTR 4592
- (I) All Nutritional Sciences courses and upper division chemistry, microbiology, and physiology courses from universities other than NSU must have a grade of "C" or better; see above for recency of coursework evaluation.
- (J) All Nutritional Sciences and all science courses taken at NSU must have a grade of "C" or better.
- (K) Meet or exceed the minimum GPA established by the Regents for graduation.

## **Alternative Grade Point**

Students not having the required overall 2.5 for a verification statement that meets all other requirements for a verification statement will not be given a verification statement.

## **Verification Statements for Students Who Graduated from Other Universities**

The DPD Director will not issue a verification statement for anyone who has not taken at least 30 hours from NSU, 21 of which must be in Nutritional Sciences. The 21 hours should be from unmet requirements or retaking courses that do not meet the 5 or 10 year limit term of entry as required by the DPD Program and encouraged by ACEND.

## Admission to Supervised Practice Programs

Following successful completion of the DPD and completion of a bachelor's degree, graduates should plan to complete the **Competencies** for Entry-Level Dietitians through a minimum of 1,200 hours of supervised practice.

***Admission to supervised practice is competitive and acceptance is not guaranteed.***

Some supervised practice include course work toward a master's degree. **Therefore, a minimum overall undergraduate GPA of 3.0 and good references will be important.**

*(NOTE: The Commission on Dietetic Registration (CDR) is moving to change the entry-level registration eligibility education requirements for dietitians, beginning in 2024, from a baccalaureate degree to a minimum of a graduate degree. All other entry-level dietitian registration eligibility requirements remain the same.)*

<https://cdrnet.org/vault/2459/web/files/Graduate%20Degree%20FAQ.pdf>

Supervised practice selection committees vary in how they weight various selection criteria for admission of students. Potential criteria include:

- Career interest in dietetics expressed in Letter of Application and Internship Application
- Overall Grade Point Average
- Dietetics Grade Point Average
- Work Experience
- Volunteer and Other Experiences
- References
- Graduate Record Exam Scores
- Science Grade Point Average
- Interview (phone or in person)
- Other

## What if I'm Not Accepted to Supervised Practice?

If you are not accepted to an internship you should do a critical self-analysis to attempt to determine why you may not have been accepted. Some possibilities are:

- Poor science GPA (consider retaking courses as needed.)
- Low GRE (study the GRE review materials and retake the GRE).
- Network – stay involved in the Oklahoma Academy of Nutrition and Dietetics. Attend state meetings. Meet dietetic educators at other Oklahoma schools if you are applying for Oklahoma Supervised Practice programs.
- Lack of dietetics related work experience (initiate at least part-time or volunteer dietetics related work experience).

Next time you apply:

- Strive to improve the presentation of your application (Was your application computer generated and very professionally done?)

- Consider developing a portfolio of your best work (some homework may have to be corrected before it should be included in a portfolio). A portfolio would be shown at a face-to-face interview; you do NOT prepare a copy to go with every application.
- Consider applying for an Individualized Supervised Practice Pathway (ISPP). From eatright.org, “ACEND policies for Individualized Supervised Practice Pathways (ISPPs) allow 1) graduates who did not match to a dietetic internship, but who possess a DPD verification statement, 2) individuals holding a doctoral degree or 3) overseas dietitians to apply for an ISPP; however, eligibility requirements and options may vary by program.” You can read more about ISPPs here: <https://www.eatrightpro.org/acend/students-and-advancing-education/ispp-for-students> Students interested in applying to an ISPP should research the eligibility requirements of the program where they intend to submit an application, including whether you are required to locate your own preceptors, and then contact the program director.
- Another possibility if you are not accepted to a supervised practice program is to consider becoming a Dietetic Technician.

**This manual was developed to provide basic information for you to use in preparing to become a Registered Dietitian.**

**Be sure to consult with your Program Director regularly as you progress toward your goals.**