

\$60,950 or \$29.13 per hour. Appendix 3: NSU DPD Handbook

**NUTRITIONAL SCIENCES
DIDACTIC PROGRAM IN DIETETICS**

Student Handbook, Policies & Procedures

NORTHEASTERN STATE UNIVERSITY

**Tahlequah, Oklahoma (Year 1 and 2)
Muskogee, Oklahoma (Year 3 and 4)**

Revised October 2023

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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)**-See **Appendix A**. 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 January 29, 2024, by 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, (800) 877-1600 ext. 5400, FAX 312.899.4817). The program follows the current ACEND Accreditation Standards for 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 students complete program requirements within 3 years (150% of the program length).

*At least 50% percent of the program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation.

*Of program graduates who apply to a supervised practice program, at least 50% percent are admitted within 12 months of graduation.

For students not applying to ACEND accredited dietetic internships, >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:

Program graduates will be prepared to think analytically, apply learned knowledge and skills, and practice effective communication with the public and other health professionals.

Program Objectives for Goal 2:

80% of supervised practice directors agree that our graduates are able to think analytically, apply learned knowledge and skills, and practice effective communication with the public and other health professionals.

80% of supervised practice directors agree that our graduates are able to exhibit cultural competence/sensitivity in interactions with clients, colleagues, and staff.

**Accreditation Council for Education in Nutrition and Dietetics required objectives.*

Program outcomes data are available on request.

Director, Didactic Program in Dietetics

The director of the program at NSU is:

Katheryn Fuller PhD, RD, LD

Didactic Program Director in Dietetics

Department of Health Professions

Gregg Wadley College of Science and Health Professions Northeastern
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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 1000 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 (RD/RDN):

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.org

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 2023-2024 <https://catalog.nsuok.edu/> 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 3.0 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 3.0, 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 *2023-2024 NSU Catalog*.
<https://catalog.nsuok.edu/>

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.

Transcript 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://offices.nsuok.edu/advising/TransferStudentServices/default.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.

Transfer 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.

Advisement 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

As a public state university, Northeastern State University sets its tuition and fees annually based on state allocations and other factors. These costs are published each July on the NSU website: <https://offices.nsuok.edu/admissions/Admission/TuitionFees.aspx> and in the NSU catalog: <https://catalog.nsuok.edu/>. Average Cost of Attendance figures are found on this webpage, <https://offices.nsuok.edu/financialaid/CostofAttendance.aspx> and the Cost Calculator tool can be found here: <https://www.nsuok.edu/FutureStudents/CostCalculator.aspx>

NSU has an additional Electronic Media Fee for online courses. For the 2023-24 academic year, the cost is \$30 per credit hour. This fee provides resources to support the learning management system and related academic software, certain Information Technology Services, and instructional designers and staff to support NSU Online. Tuition and fee costs are comparable to other hybrid/online program costs at state universities but are considerably less costly than private institutions.

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 required. Occasionally, students may be asked to wear lab coats, aprons and/or hairnets during a portion of the foodservice lab. If in doubt as to whether a particular article of dress is appropriate, students are encouraged to consult with their instructor or Program Director. 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.

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 may require students to participate in 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 and ensure their cooperation and trust.

- 1) Students 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>
- 2) The behavior of students should reflect at all times a concern for the welfare of others:
 - 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.
- 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.

Online Courses

The Dietetics option under Nutritional Sciences at NSU is a traditional health professions degree. The program offers hybrid course delivery as some courses are delivered face to face, hybrid (face-to-face/online), and completely online. To meet technology requirements, students must have access to online capabilities, personal or university laptop/computer, have previous experience with eLearning, and access to mobile technology. NSU is approved for distance education by the Oklahoma State Regents and the Higher Learning Commission to offer all programs by distance education without stipulation. Online students are self-disciplined and goal-oriented as they work to complete their weekly assignments, post discussions, and work with their classmates and instructors in their online class. User-friendly technology, convenience, sophisticated technology, previous experience with eLearning, and access to mobile technology increase student success in online courses comparable to face-to-face teaching.

Online Testing

The NSU DPD utilizes online testing in many of the required courses. 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 commute to remote / distance locations as needed.

Student Membership in the Academy of Nutrition and Dietetics

Students are encouraged to join the Academy of Nutrition and Dietetics 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 and copies of the *Journal of the Academy of Nutrition and Dietetics*. Student members of the Academy automatically become student members of the Oklahoma Academy of Nutrition and Dietetics (OkAND).

Student Nutrition Association

Dietetics majors should 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 may 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 3.0 GPA to graduate from the program. Further, the student will be reminded of a minimum 3.0 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.

In the case where a student makes lower than a 70 on any exam, project, or assignment, remediation will occur. Remediation varies per each course instructor. Students are required to improve their scores in order to meet specific competencies. If a student fails a to meet a competency and/or fails the course, they are required to have a meeting with the Program Director and the instructor of the course. Students who fail to complete a required course during the program are counseled into career paths that are appropriate to their ability. Students who chose to continue to pursue dietetics as a career path may reapply to the program one additional time.

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/FinancialAidPolicies/default.aspx>

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 *2023-2024 NSU Catalog* for other degree requirements. <https://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 3.0 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 2190, Chicago IL 60606-6995, (800) 877-1600 ext. 5400). 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:

The use of established campus support systems (i.e. Career Services) are woven throughout the curriculum and are available for students. The DPD has full access and support to the NSU IT Services. Students can access help at help@nsuok.edu or at 918-444-5678. Students may access tutoring and a writing center 24/7 through the institution's license with Tutor.com, embedded in the LMS. In the [Career Services](#) area, tools such as Handshake also allow students to access services through NSU's website. [Hawkreach Counseling Services](#) have online student appointments for remote Counseling sessions. The DPD has a designated Librarian to support the program and ensure all Health Profession Programs have adequate Library resources.

<http://library.nsuok.edu/collegeop/hsrc/index.html>. NSU's libraries provide electronic access to books, reference materials, and full text journal articles. A virtual library assistant and an "Ask a Librarian" link allow students easy access to support.

- Financial Services <https://offices.nsuok.edu/financialaid>
- HawkReach Counseling Services
- <https://offices.nsuok.edu/studentaffairs/StudentServices/HawkReachCounselingServices/Students.aspx>
- Disability Services
https://offices.nsuok.edu/studentaffairs/StudentServices/student_disability_services/default.aspx
- Health Services
<https://policies.nsuok.edu/StudentAffairs/HealthServices.aspx>

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 15th for April matches and September 25th 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)
 - d. Basic Nutrition: NUTR 1613
 - e. 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 3954 (Lecture & Lab)
 - k. Food Safety: NUTR 3201
 - l. Fundamentals of Medical Nutrition Therapy: NUTR 3563
- (H) Two specific courses (3 hours) must be taken in residence at NSU:
- a. Introduction to Nutritional Sciences: NUTR 3111
 - 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.

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 1,000 hours of supervised practice.

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

Some supervised practice includes 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 Nutritionist (RDN).

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

Appendix A

Upon completion of the didactic program in dietetics, students will:

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

KRDN 1.1 Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions.

KRDN 1.2 Select and use appropriate current information technologies to locate and apply evidence-based guidelines and protocols.

KRDN 1.3 Apply critical thinking skills.

Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the nutrition and dietetics practitioner level of practice.

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 Practice for the Registered Dietitian Nutritionist Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics.

KRDN 2.3 Assess the impact of a public policy position on the nutrition and dietetics profession.

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.

KRDN 2.6 Demonstrate cultural humility, an awareness of personal biases and an understanding of cultural differences, diversity, equity and inclusion.

KRDN 2.7 Describe contributing factors to health equity in nutrition and dietetics including structural bias, social inequities, health disparities and discrimination.

KRDN 2.8 Participate in a nutrition and dietetics professional organization and explain the significant role of the organization.

KRDN 2.9 Defend a position on issues impacting the nutrition and dietetics profession.

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

KRDN 3.1 Use the Nutrition Care Process and clinical workflow elements to assess nutritional parameters, diagnose nutrition-related problems, determine appropriate nutrition interventions, and monitor the effectiveness of these 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 Practice routine health screening assessments, including measuring blood pressure and conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol).

KRDN 3.5 Describe concepts of nutritional genomics and how they relate to medical nutrition therapy, health and disease.

KRDN 3.6 Develop nutritionally sound meals, menus and meal plans that promote health and disease management and meet client's/patient's needs.

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.

KRDN 4.1 Apply management theories to the development of programs or services.

KRDN 4.2 Evaluate a budget/financial management plan and interpret financial data.

KRDN 4.3 Demonstrate an understanding of 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 Apply safety and sanitation principles related to food, personnel and consumers.

KRDN 4.6 Explain the processes involved in delivering quality food and nutrition services.

KRDN 4.7 Evaluate data to be used in decision-making for continuous quality improvement.

Domain 5. Leadership and Career Management: Skills, strengths, knowledge and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.

KRDN 5.1 Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.

KRDN 5.2 Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals.

KRDN 5.3 Practice how to self-advocate for opportunities in a variety of settings (such as asking for needed support, presenting an elevator pitch)

KRDN 5.4 Practice resolving differences or dealing with conflict.

KRDN 5.5 Promote team involvement and recognize the skills of each member.

KRDN 5.6 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.