Student Handbook

Didactic Program in Dietetics

Department of Nutritional Sciences
Oklahoma State University
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Welcome to the Dietetics Program at OSU!

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

Our website is an easily accessible resource that includes specific information about dietetics at OSU and the profession in general. If you are thinking about enrolling in our program, this resource will help you to be well-informed.

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

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

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

Sincerely,

Carol F. Beier, MS, RDN/LD
Director, Didactic Program in Dietetics
Carol.beier@okstate.edu

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

Signature__________________________________________________Date_______________________

Printed name_____________________________________________________

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The Dietetics Program at OSU

What is Dietetics?

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

Accreditation Status

The OSU Didactic Program in Dietetics is continuously accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (the Academy or A.N.D.), 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606, (800)877-1600 x 5400.

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

Contact Information

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The Process of Becoming a Registered Dietitian Nutritionist

The OSU Didactic Program in Dietetics (DPD) is the first step in the three step process of becoming a Registered Dietitian Nutritionist (RDN) (same as Registered Dietitian or RD). The didactic (or instructional) step requires graduation with a bachelor’s degree and completion of the dietetics curriculum from an ACEND*-accredited program such as the OSU DPD. The second step is the successful completion of an ACEND-accredited Dietetic Internship. The third step is passing the national registration exam administered by the Commission on Dietetic Registration of the Academy of Nutrition and Dietetics. Registered Dietitian Nutritionists are required to complete 75 clock hours of continuing professional education over five year periods in order to maintain registration.


Qualified seniors in their last semester and graduates of the DPD program may apply to ACEND-accredited Dietetic Internships and participate in the computer matching process which is administered by D&D Digital (www.dndigital.com) in the spring or fall. Application is a very competitive process, and there are 250+N internships across the United States and Puerto Rico. Most programs are using the Dietetic Internship Centralized Application Process (DICAS) https://portal.dicas.org/. Upon completion of a bachelor’s degree and the required DPD courses, the graduate will receive the DPD verification statement from the DPD Director. This statement is required for entrance into a dietetic internship. Dietetic Internships include 1200 hours of supervised practice. Many internships include graduate school hours or require completion of a master’s degree. After January 1, 2024, a master’s degree in any field will be required along with the dietetic internship in order to qualify to take the RD exam.

Our courses are primarily provided on the Stillwater campus. See the section on the 2+2 transfer agreement with Tulsa Community College for information on completing the first two years at TCC.

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

The OSU Dietetic Internship is a combined Master’s Degree/DI program. Interns are required to complete the M.S. degree and the supervised practice in order to receive a DI verification statement needed in order to take the RDN exam. http://humansciences.okstate.edu/di.

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

Nutrition and Dietetic Technician Registered Credential (NDTR) - Graduates of DPD programs may take the registration exam administered by CDR to earn the Nutrition and Dietetic Technician Registered (NDTR) (also known as Dietetic Technician Registered or DTR) credential without completing the 450 hours of supervised practice required of graduates of two year ACEND-accredited NDTR programs (Pathway III). OSU DPD graduates must contact the OSU DPD Director in order to start the NDTR registration exam process which may be taken after the DPD Verification Statement has been earned.
NDTRs work under the supervision of Registered Dietitian Nutritionists in a wide variety of settings including hospitals and long term care. [https://www.cdrnet.org/program-director/grad-info-dpd-pathway-iii](https://www.cdrnet.org/program-director/grad-info-dpd-pathway-iii)

### Licensure of Dietitians

Most states have licensure laws for registered dietitians. The public is able to identify credible nutrition professionals through credentials. In Oklahoma, licensure is title protection. It is unlawful for persons who are not registered dietitians to call themselves registered dietitians and for persons who are not licensed to use the credential “LD”. A person who successfully completes a dietetic internship may apply to become a provisional licensed dietitian with supervision by a licensed dietitian. Upon passing the RDN exam, that person may become a licensed dietitian and use the “LD” credential after his or her name. Registration and licensure are intended to protect the public and to assure them of the professional preparation of Registered Dietitian Nutritionists. The website of the Oklahoma State Board of Medical Licensure and Supervision is [www.okmedicalboard.org](http://www.okmedicalboard.org). The Academy of Nutrition and Dietetics maintains a list of state licensure information on its website at [http://www.eatrightpro.org/resource/advocacy/quality-health-care/consumer-protection-and-licensure/state-licensure-agency-contact-list](http://www.eatrightpro.org/resource/advocacy/quality-health-care/consumer-protection-and-licensure/state-licensure-agency-contact-list)

### Where to go for more information about the profession

The Academy of Nutrition and Dietetics provides information of interest to dietetics students including lists of ACEND accredited programs, information about becoming a registered dietitian and licensure on their website at [www.eatrightpro.org](http://www.eatrightpro.org). The Academy is the world’s largest organization of food and nutrition professionals. The Commission on Dietetic Registration website is [www.cdrnet.org](http://www.cdrnet.org). The website of the Oklahoma Academy of Nutrition and Dietetics is [www.oknutrition.org](http://www.oknutrition.org). The Bureau of Labor Statistics provides a good source of information about careers in the [Occupational Outlook Handbook](http://www.bls.gov/oco/ocos110.htm).

### OSU DPD Mission, Goals, and Outcome Measures

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

The mission of the OSU Didactic Program in Dietetics (DPD) is to promote human health and quality of life by preparing students for future roles practice in dietetics and dietetics professions.

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

- **Outcome 1.1:** Over a five-year period, 80% of students enrolled in the professional courses in the third year of the DPD are expected to complete program/degree requirements in 33 months for the Dietetics option.
• Outcome 1.2: Over a five-year period, 60% of DPD graduates will apply to supervised practice programs the academic year they complete the program.
• Outcome 1.3: Over a five-year period, 75% of those applying to supervised practice programs the academic year they complete the program will be accepted.
• Outcome 1.4: Over a five-year period, 75% of graduates who do not proceed to ACEND-accredited supervised practice and who seek to enter professional or graduate programs or employment which utilizes their dietetic education within 12 months of completing the program will be successful.
• Outcome 1.5: At least 90% of DI Directors and Graduate Coordinators/Advisors from programs accepting our graduates who go into dietetic internships or graduate or professional school will rate the graduates as “Satisfactory” or better in their overall readiness to succeed as an intern or graduate student, respectively.

Goal 2: The DPD will prepare graduate dietetics professionals to competently promote human health and quality of life through evidence-based practice.

• Outcome 2.1: Over a five-year period, the pass rate for DPD graduates taking the registration examination for the first-time or retaking the exam within a year will be at least 80%.
• Outcome 2.2: Over a five-year period, at least 85% of employers of graduates who complete dietetic internships, graduate or professional school will rate our graduates as “satisfactory” or better for making health recommendations based on scientific evidence at approximately one year of employment.
• Outcome 2.3: On the biennial OSU Undergraduate Alumni Survey, at least 85% of dietetics graduates will rate themselves as “adequately” or “very well” prepared to “to develop evidence-based nutrition messages for the public”.

Program Outcomes data are available upon request.

**Dietetics Curriculum**

Students who wish to pursue the registered dietitian nutritionist credential will major in Nutritional Sciences (NSCI) and choose the Dietetics option Nutritional Sciences is part of the College of Human Sciences. The other options in the department do not meet the curricular requirements for becoming a Registered Dietitian Nutritionist.

Degree sheets for Dietetics are found in the OSU Catalog of Degree Requirements found at [http://registrar.okstate.edu/Degree-Requirements](http://registrar.okstate.edu/Degree-Requirements). Students are assigned to the degree sheet for their major and option that is current when they enter OSU after high school, the year of matriculation. The degree sheet includes information about minimum GPA requirements and lists all of the courses which a student must take.

“Plans of Study” show the sequencing of courses in order to complete the program in 4 years. The Plan of Study shows prerequisites and takes into consideration those courses which are offered Fall only or Spring only. The Plans of Study by degree year are found at: [http://humansciences.okstate.edu/nsci/index.php/prospective-students/15?task=view](http://humansciences.okstate.edu/nsci/index.php/prospective-students/15?task=view)
Current course descriptions are found in the OSU Catalog on the OSU Registrar’s website, http://registrar.okstate.edu/University-Catalog.

The Dietetics curriculum is planned so that courses and learning experiences build on each other. It is important to maintain the planned sequence so that prerequisites are met. Advisors will help students keep on track, but each student should keep track of their own degree requirements and learn to use the resources in Banner at my.okstate.edu, in star.okstate.edu, and on the registrar’s website. “The responsibility for satisfying all requirements for a degree rests with the student. Advisors, faculty members and administrators offer help to the student in meeting this responsibility.” (OSU Catalog, University Academic Requirements, Section 7.1 Graduation Requirements)

Students may add minors to the Dietetics Curriculum. Special care is needed to maintain the sequence of the dietetics courses, and it can add to the length of time to graduation. However, if a student knows that they are particularly interested in a specific aspect of dietetics, then a minor would be useful. Minors are included in the OSU Degree Requirements. Study Abroad must also be carefully planned.

**Program Costs**

The number of hours required to graduate are found on the Dietetics degree sheet. OSU uses a block tuition system. It is important for students and parents to understand the new tuition policy so that students can optimize the number of hours covered by their tuition dollars when planning enrollment each semester. Students taking 12-14 hours/semester, especially in the last two semesters before graduation, should also investigate block rate exceptions and the appeals process at http://blockrate.okstate.edu/appeals.

OSU provides a tuition and fees calculator on the Office of the Bursar website. A 15-hour (12-18 hours of block tuition) semester’s tuition and fees are estimated at $4814 for in-state students and $11,875 for out-of-state students. Books and supplies are estimated at $1080/year. Residential Life housing rates are posted on their website at http://www.reslife.okstate.edu/. University housing and meals are estimated at $8,840.

Online courses are charged an additional per hour fee which varies by college. The College of Human Sciences charge is $90/credit hour as of 8/30/16. Banner course information includes information about online fees. A substantial portion of this fee supports student resources in the college.


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

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

HRAD Food Preparation courses: Uniform consisting of chef coat, pants, and hat is estimated at $50, black bistro apron ($5-10), 2 orange side towels (less than $5), InstaRead Thermometer (~$10), Non-skid Shoes (varies)

NSCI 3543 Food and the Human Environment: Food for food presentation- varies, depending on the menu and class size
Incidental costs involved with other class projects vary.

Optional costs:
NSCI Club Dues (optional) - $10
Academy of Nutrition and Dietetics Student Membership (optional, but required for access to the Evidence Analysis Library on the Academy website and for the reduced price of the A.N.D. Nutrition Care Manual) - $60

Costs involved in applying to dietetic internships:
D&D Digital Computer Matching Fee - $55
DICAS (DI Centralized Application System) - $40 for first application, $20 each additional application
Application fees to dietetic internships and graduate programs vary-see individual websites.

2 + 2 Transfer Agreement with Tulsa Community College

The Nutritional Sciences Department has a transfer agreement with Tulsa Community College (TCC) for the Dietetics option. These agreements outline the courses that will be taken at TCC for an Associate’s Degree and then transferred to OSU for credit and applied to the DPD curricula. The agreement is posted in the Prospective Students Section of the NSCI website.
http://humansciences.okstate.edu/nsci/index.php/prospective-students/15?task=view

Study Abroad

Study Abroad must be carefully planned if a student wants to spend a semester abroad. The plan needs to be discussed with the DPD Director and the advisor to make sure that as many hours as possible will count for the DPD curriculum. Study abroad experiences are great opportunities to increase cultural competence. Both the College of Human Sciences and OSU have Study Abroad offices to assist students in making arrangements and in identifying appropriate coursework. Summer international experiences are not likely to affect progress toward graduation.
Knowledge Requirements for DPDs

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

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

Knowledge

Upon completion of the program, graduates are able to:

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

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

Knowledge

Upon completion of the program, graduates are able to:

- KRDN 2.1 Demonstrate effective and professional oral and written communication and documentation.
- KRDN 2.2 Describe the governance of nutrition and dietetics practice, such as the Scope of Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics; and describe interprofessional relationships in various practice settings.
- KRDN 2.3 Assess the impact of a public policy position on nutrition and dietetics practice.
- KRDN 2.4 Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.
- KRDN 2.5 Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates in the delivery of food and nutrition services.
- KRDN 2.6 Demonstrate an understanding of cultural competence/sensitivity.
- KRDN 2.7 Demonstrate identification with the nutrition and dietetics profession through activities such as participation in professional organizations and defending a position on issues impacting the nutrition and dietetics profession.
- KRDN 2.8 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.


Knowledge

Upon completion of the program, graduates are able to:

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

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

Knowledge

Upon completion of the program, graduates are able to:

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

The curriculum also includes these components:

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

Advisers

All College of Human Sciences freshmen and sophomores and transfer students are advised by an adviser in the Patricia Kain Knaub Center for Student Success, 101 HSCI. Juniors and seniors are assigned to an academic adviser in nutritional sciences. Students should become familiar with using the STAR system at http://star.okstate.edu. This may be used to schedule appointments with advisers and to access advising documents. All dietetics students (or students who are interested in the degree) are welcome to visit with the DPD Director. To make an appointment, the student may e-mail carol.beier@okstate.edu or call 405-744-7469 and should include information about possible times to meet that work with the student’s schedule.

Computer Information

Online courses and computer resources for on-campus courses are delivered through Brightspace Desire2Learn (D2L). https://online.okstate.edu

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

Computer labs are found in 037 HSCI and 202 HSCI for student use. Printers are available without charge to students. http://humansciences.okstate.edu/component/content/article/208

Dietetics Community on D2L

The DPD Director maintains the STW NSCI-Didactic Program in Dietetics Community in D2L. The community is a site where announcements, resources for current students, and links to helpful sites are posted. Resources to help you apply for dietetic internships are posted in the community. To self-register in the community, log onto your D2L home page at https://online.okstate.edu, and select “Self-Registration” at the top of the page. Select “STW NSCI-Didactic Program in Dietetics” from the drop-down list. Then click on the commands in the lower right hand corner of the window until you have completed your registration. The community will be listed on your homepage.

NSCI 3440 Preprofessional Experience

Dietetics students are required to take one hour of NSCI 3440. Students will job-shadow, work, or volunteer for 40 hours anywhere in the world and complete paperwork including a paper to earn one hour of credit. Many students take this course between the junior and senior years. The course is online so that students do not have to be in Stillwater to complete requirements. The instructor has set up a D2L Community, “STW NSCI 3440_Community”, to provide guidance well in advance of the experience.

This experience calls for confidentiality and professionalism, including appropriate dress and appearance and confidentiality, plus current immunization records. Students will usually need a current TB test and might be asked for additional records such as a background check or drug test, depending on the site and the length of the experience.
Scholarships

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

Student members of the Academy of Nutrition and Dietetics are eligible to apply for scholarships from the Academy Foundation. Applications are due on March 19. [http://www.eatrightfoundation.org/Foundation/](http://www.eatrightfoundation.org/Foundation/)

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

Requesting Recommendations from Faculty Members

If you need recommendations for scholarships, dietetic internship applications, or jobs, please give the faculty member as much lead time as possible. The faculty member may ask for your resume and/or a personal statement to aid them in writing the recommendation. Please provide information, including contact information, about the opportunity. Think “what information does this person need in order to write a positive, relevant recommendation for me?” Ask someone who knows you well enough to provide a STRONG recommendation. Talk to faculty members so that they can get to know you better. Undergraduate research opportunities are excellent opportunities for working with faculty, building positive relationships, and to enrich your education.

NSCI Club

NSCI Club provides opportunities for networking and leadership and to promote nutrition to the campus. The club meets on the first Thursday of the month at 5:30 p.m. Watch for flyers.

Academy of Nutrition & Dietetics

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

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

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

Outstanding Dietetic Student Award

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

North Central District Dietetic Association

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

NSCI Specialist at the OSU Library

The OSU Librarian assigned to the NSCI department is Steve Locy. His e-mail is steven.locy@okstate.edu, and his phone number is 405-744-3272. He can point you toward credible library resources and is the librarian most familiar with NSCI-related library holdings.

OSU and College of Human Sciences Career Services

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

Undergraduate Research Opportunities

NSCI students have formally participated in departmental research through Freshman Research, Wentz, Seretean, and Niblack scholarships and have competed in the Kathleen Briggs Undergraduate Scholars Forum in the spring. The Scholar Development Program at OSU is the resource for major scholarships.
and for prestigious national scholarships. https://scholardevelopment.okstate.edu/ In addition, faculty members may recruit students to work on particular research projects. Students may also approach faculty members about volunteer research opportunities. Information about the research areas of Nutritional Sciences faculty is available on the departmental website. http://humansciences.okstate.edu/facultystaff/Directory-NSCI.php

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

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

Faculty Research Areas: http://humansciences.okstate.edu/facultystaff/Directory-ExpNSCI.php

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

OSU has set up the Undergraduate Research Network to help students learn about research opportunities. http://okstateu.com/ugrnetwork/

OSU Service-Learning Volunteer Center

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

Communication

You will receive communications from Carol Beier, the DPD Director, Mary Hammack, NSCI Sr. Administrative Support Specialist, your instructors, and adviser by e-mail. Be sure to read these and respond as needed. Flyers of interest to DPD students are also posted on the bulletin board outside of 301 HSCI, and information is posted in the D2L Community for the Didactic Program in Dietetics.

Contact Information

OSU DPD Director
Carol F. Beier, MS, RDN, LD
Department of Nutritional Sciences
College of Human Sciences
Oklahoma State University
301 Human Sciences (mailing address)
313 Human Sciences (office address)
DPD Policies and Procedures

DPD Calendar

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

Other important dates for dietetics students:
- Computer matching dates, including application deadlines (usually Sept. 25 or Feb. 15) and notification dates are found at: https://www.dnddigital.com/ada/index.php
- The deadlines for the Dietetic Internship Centralized Application Service (DICAS) are found at: https://portal.dicas.org/ and on individual Dietetic Internship sites.
- The deadline for the OSU Dietetic Internship Pre-select option is found at: http://human sciences.okstate.edu/di. This is typically right before the winter break.
- NSCI Club is held on the 1st Thursday each month during the school year.
- The Researching Dietetic Internships presentation is announced by the DPD Director each semester.
- College of Human Sciences scholarship applications are due before the winter break.
- Academy of Nutrition and Dietetics scholarship applications are due March 19. http://www.eatright.org/foundation/scholarships/
- Oklahoma Academy of Nutrition and Dietetics Fall Symposium and Spring Convention dates are announced through www.oknutrition.org.

Assessment of Prior Learning for Undergraduates

Undergraduate students who plan to transfer to OSU to earn a Bachelor of Science degree in Nutritional Sciences (Dietetics option) will enter OSU through the Office of Undergraduate Admissions. The Admissions Office will determine the courses which will transfer into the OSU transcript. If dietetics courses do not transfer cleanly, admitted students may contact the DPD Director to have the courses evaluated. The DPD Director will need the syllabus showing the course objectives and may need projects and assignments which show the achievement of student learning outcomes. It is expected that students will take NSCI 4854/4864 Medical Nutrition Therapy 1 and 2 at OSU. Four thousand level NSCI courses should have been taken within the past 5 years with a “C” or better. No course credit is given for prior work experience.
The Oklahoma State Regents for Higher Education website also provides information on the transfer equivalency of specific courses from specific institutions at https://admissions.okstate.edu/admission-requirements/transfer-credit-guides.

Assessment of Prior Learning for Postgraduates and International Students (“Information for Postbacs” section on website)

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

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

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

You will need to complete a specific set of coursework in preparation to apply for and be successful in a dietetic internship and to take the RDN exam. The dietetics curriculum has been designed to meet the accreditation standards of the Accrediting Commission for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics. This means that the curriculum is designed around a required set of Knowledge Requirements and consists of undergraduate coursework.

After completing the required courses and receiving a Didactic Program in Dietetics (DPD) Verification Statement from the DPD Director, you will be able to apply for an ACEND-accredited Dietetic Internship (DI). DI application is a very competitive process as there is a significant shortage of internship positions across the United States. Over the past five years, an above average percentage of OSU DPD students who applied were accepted to dietetic internships each year as opposed to the nationwide rate acceptance rate of about 50%. Maintaining a strong grade point average is extremely important along with work, volunteer, and leadership experience.

There are over 250 ACEND-accredited Dietetic Internships in the USA. A DI must include 1200 hours of supervised practice. Many involve graduate school hours with the option to complete the master’s degree or with the completion of the master’s degree required. (The OSU Dietetic Internship requires completion of a master’s degree in nutrition and takes about 24 to 29 months to complete.) You do not have to earn a master's degree to become an RD at this time, but a master’s degree will be required after January 1, 2024. Refer to the list of ACEND-accredited DPD courses on the Academy website at http://www.eatrightacend.org/ACEND/content.aspx?id=7980.

After the completion of a dietetic internship, you will be qualified to take the Registered Dietitian Nutritionist exam which is administered by the Commission on Dietetic Registration of the Academy. Registration fees ($60) are paid annually. Seventy-five hours of continuing education must be completed over a five-year period to remain registered.

The website of the Academy of Nutrition and Dietetics is www.eatrightpro.org. The student section contains more information about the process of becoming an RDN. You would do well to familiarize
yourself with the pathways to becoming an RDN that are posted there. http://www.eatrightpro.org/resources/career/become-an-rdn-or-dtr

Which courses do I need to take?

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

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

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

You need to have earned a “C” or better in all NSCI equivalent courses, or you will need to retake the course at OSU. If you have a “D” in any of the other courses, the DPD Director will recommend that you retake the course, especially science courses. A “D” signifies that you do not have an understanding of the subject matter, and the grade will significantly affect your chances of obtaining a dietetic internship.

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

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

If you are not admitted or enrolled at OSU and you want a formal evaluation, the DPD Director will need official copies of your transcripts. The fee for a formal transcript evaluation is $35. A check made out to Oklahoma State University should be sent to: Department of Nutritional Sciences, Attn: DPD Director, 301 Human Sciences, Stillwater, OK 74078, along with your official transcripts and the Request for Transcript Evaluation Form which is posted at http://humansciences.okstate.edu/documents/nsci/Request%20for%20Transcript%20Evaluation%20in%20order%20to%20receive%20a%20Verification%20Statement.pdf. The DPD Director will consult transfer course equivalency guides. When the evaluation is complete, you will receive a list of the required courses needed.

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

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

No, the DPD does not award course credit for prior work experience. However, a Dietetic Internship may give you credit toward your rotation hours, and your work may show continued competence in completed coursework.

Does it matter how long ago I took the courses?

Yes, it does. Nutrition is a constantly evolving field. Dietetic Internships generally have policies that include recency of education (usually five years). Senior-level nutrition courses must have been completed within the last five years unless work experience and other courses have kept the student current in the subject matter. We expect students to take NSCI 4854/4864 Medical Nutrition Therapy 1 & 2 at OSU.

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

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

The current Plan of Study is posted on the NSCI website and it shows the sequence in which courses are taken and the prerequisites. Some of our courses are only offered in the spring or in the fall.

http://humansciences.okstate.edu/nsci/index.php?option=com_content&task=view&id=15&Itemid=1

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

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

Our program is a traditional on-campus program. Very few hours are offered online or in the evening. Freshman and sophomore level courses are offered at Tulsa Community College (TCC). We have a 2+2 transfer agreement with TCC. Information about the transfer agreement is posted under the Prospective Students section of this website. A student does not need to retake general education courses for a second bachelor’s degree.

Should I pursue a second bachelor’s degree?

You may and it is recommended, but you don’t have to earn a second degree to receive the DPD Verification Statement. A student must take at least 30 hours and complete all degree requirements for the second degree so people completing the Dietetics curriculum, generally qualify for the second bachelor’s degree. If you have a BS in Nutritional Sciences under another option, you may not earn a second degree in Nutritional Sciences. If you are admitted as an undergraduate degree seeking student, you will be eligible for student loans.

May I earn a master’s degree or PhD while completing the DPD requirements?
You may take DPD requirements concurrently with graduate courses, but the DPD requirements will not count toward a graduate degree with only a very few exceptions. You’ll need to work with your graduate adviser and the DPD Director to coordinate the courses that you need to take.

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

Dr. Gail Gates (gail.gates@okstate.edu) is the NSCI Graduate Coordinator. The Graduate College website has information for all prospective OSU graduate students. [http://gradcollege.okstate.edu/](http://gradcollege.okstate.edu/)
The NSCI website has departmental specific information for prospective graduate students. [http://humansciences.okstate.edu/nsci/index.php?option=com_content&task=view&id=18&Itemid=1](http://humansciences.okstate.edu/nsci/index.php?option=com_content&task=view&id=18&Itemid=1)

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

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

What if my degree is from an international institution?

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

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

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

How do I contact the OSU DPD Director?

Carol Beier, MS, RD, LD
Carol.beier@okstate.edu
405-744-7469
405-744-1357 (fax)
313 HSCI (office)
301 HSCI (mailing address)
Stillwater, OK 74078

How do I contact the OSU Dietetic Internship Director?

The website for the OSU DI is [http://humansciences.okstate.edu/di](http://humansciences.okstate.edu/di). Contact information is located there.
Formal Assessment of Student Learning and Regular Reports of Performance and Progress

The DPD follows the OSU policies regarding grading and advising.

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

According to OSU policy, six-week progress reports are posted for all students in 1000- and 2000-level classes and for student athletes. The registrar also requires that faculty submit information through Banner on students who do not show evidence of attending a class. A student will receive a letter of concern after the semester if the GPA was less than 2.5 for the semester. For many courses, students will be able to follow their progress through the Grades section of course D2L websites. Faculty members may also file “Academic Alerts” to notify students who are in danger of failing a course and their advisers. It is better to “Withdraw” from a course before the deadline than to receive an “F” which will affect the grade point average (GPA).

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

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

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

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

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

Disciplinary/termination procedures

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

Graduation and/or DPD Completion Requirements

From the University Academic Regulations
http://registrar.okstate.edu/index.php?option=com_content&view=article&id=372&Itemid=74

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

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

The 2016-17 sheet for Dietetics requires 121 total hours including 43 hours of general education requirements, 8 hours college/departmental hours*, and 70 hours major requirements*. Forty upper-division hours required and 60 hours must be completed at a four-year institution. At least 30 semester hour credits must be earned at OSU. *A 2.50 Major GPA is required. This includes all college/departmental hours and major requirements. A grade of “C” or better is required in all NSCI 3000- and 4000-level courses.

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

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

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

Four copies of the verification statement will be mailed 4-6 weeks after graduation to the contact information left by the student. It is the student’s responsibility to see that the NSCI office or the DPD Director has the correct post-graduate address. A form for this purpose is posted on this website and on the D2L “STW NSCI-Didactic Program in Dietetics” Community. If the student doesn’t provide the contact information, the statements will be mailed to the permanent address listed in Banner. Statements are sent by US mail. The whole social security number will not be included on the form for the student’s security.

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

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

Complaints against the DPD Program

Depending on the nature of the complaint, the first step is to discuss the complaint with the DPD Director. If the complaint is against the Director, the complaint should be communicated to the NSCI Department Head. If there is no satisfactory action or explanation, the complainant may proceed to the Human Sciences Dean or to the OSU Provost. Students are encouraged to take their complaints to the person closest to the problems and will not be penalized.

ACEND Procedure for Complaints against a Program

ACEND has established a process for reviewing complaints against accredited programs in order to fulfill its public responsibility for assuring the quality and integrity of the educational programs that it accredits. Any individual, for example, student, faculty, dietetics practitioner and/or member of the public may submit a complaint against any accredited or approved program to ACEND. However, the ACEND board does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion or dismissal of faculty or students. It acts only upon a signed allegation that the program may not be in compliance with the accreditation standards or policies. The complaint must be signed by the complainant. Anonymous complaints are not considered.
Where a complainant has threatened or filed legal action against the institution involved, ACEND will hold complaints in abeyance pending resolution of the legal issues and the complainant is so advised. http://www.eatrightacend.org/ACEND/content.aspx?id=7975

Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606, (800)877-1600 x 5400.

**Nondiscrimination Policy**

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

**Affirmative Action**

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

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

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

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

Title IX prohibits discrimination on the basis of gender.

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

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

Four copies of the verification statement will be mailed 4-6 weeks after graduation to the contact information left by the student. It is the student’s responsibility to see that the NSCI office or the DPD Director has the correct post-graduate address. A form for this purpose is posted on this website and on the D2L “STW NSCI-Didactic Program in Dietetics” Community. If the student doesn’t provide the contact information, the statements will be mailed to the permanent address listed in Banner. Statements are sent by US mail. The whole social security number will not be included on the form for the student’s security.

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

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

OSU Policies and Procedures

OSU Policies and Procedures information comes from the OSU University Catalog which is maintained by the Office of the Registrar. Students should become familiar with and remember to consult the OSU catalog or the OSU website when they have OSU policy and procedure questions, particularly the section on University Academic Regulations. DPD policies supplement OSU policies. Link to electronic copy of OSU Catalog which is referenced throughout this section: http://registrar.okstate.edu/index.php?option=com_content&view=article&id=59&Itemid=74

Admission Requirements

OSU admission requirements for freshman, transfer students, and international students are found in the OSU catalog under “Undergraduate Admissions” and at the Office of Admissions website at: https://admissions.okstate.edu/.
Transfer students must have at least a 2.5 GPA to be admitted to the nutritional sciences department.

**Attendance and tardiness policies**

Students should consult syllabi for the attendance and tardiness policy for individual courses. This information is from the OSU Syllabus Attachment:

**CLASS ATTENDANCE IS IMPORTANT**

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

**Withdrawal and refund of tuition and fees**

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

Enrollment Guides with semester specific withdrawal dates are found at: [https://registrar.okstate.edu/Enrollment-Guides](https://registrar.okstate.edu/Enrollment-Guides).

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

**OSU Academic Calendar and Class Schedules**

The Oklahoma State University Academic calendar is found at: [https://registrar.okstate.edu/Academic-Calendar](https://registrar.okstate.edu/Academic-Calendar).

The Oklahoma State University Class Schedule is found in Banner. The public may go to [https://ssb.okstate.edu/OSU/bwckschd.p_disp_dyn_sched](https://ssb.okstate.edu/OSU/bwckschd.p_disp_dyn_sched) to search for courses.
OSU Academic Integrity Policy

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

Faculty members may use the Turnitin software, an add-on to Desire to Learn (D2L), OSU’s web-based course software to detect plagiarism.

Disciplinary and Termination Procedures

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

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

Student Grievances

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

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

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

1. Director of Affirmative Action / Title IX Coordinator
   408 Whitehurst Hall 405-744-5371
2. Student Conduct Officer
   326 Student Union Building 405-744-5470
3. Vice President of Student Affairs
   201 Whitehurst Hall 405-744-5328
4. System Senior Vice President
   101D Whitehurst Hall 405-744-5627
If an apparent conflict of interest prevents use of the assistance of the above offices, the person complaining of gender discrimination, sexual harassment, or sexual assault may request assistance directly from the Office of the President, 107 Whitehurst Hall (405-744-6384). From OSU Policy 1-0702 regarding Gender Discrimination/Sexual Harassment and Title IX Grievance Procedure.

Protection of privacy of student information

Students’ Rights to Privacy are found in the “Registrar” chapter of the OSU catalog or on the OSU website at [https://registrar.okstate.edu/FERPA-Students](https://registrar.okstate.edu/FERPA-Students).

Access to personal files

Information regarding access to personal files is found in the “Registrar” chapter of the OSU Catalog.

Student support services

<table>
<thead>
<tr>
<th>Office of Student Affairs</th>
</tr>
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<tbody>
<tr>
<td>Career Services</td>
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<tr>
<td>Parking and Transit Services</td>
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<tr>
<td>Housing and Residential Life</td>
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<td>University Counseling Services</td>
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<tr>
<td>Americans with Disabilities Compliance Program and Student Disability Services</td>
</tr>
<tr>
<td>University Health Services</td>
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See the Student Services chapter of the OSU Catalog.  
[http://studentaffairs.okstate.edu/](http://studentaffairs.okstate.edu/)

<table>
<thead>
<tr>
<th>Office of the Bursar</th>
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| See the Bursar chapter of the OSU Catalog  
[http://bursar.okstate.edu/](http://bursar.okstate.edu/)

<table>
<thead>
<tr>
<th>Office of Scholarships and Financial Aid</th>
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| See the Scholarships and Financial Aid chapter of the OSU Catalog  
[http://financialaid.okstate.edu/](http://financialaid.okstate.edu/)

<table>
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<th>Academic Enrichment Programs</th>
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| See the Academic Enrichment Programs chapter of the OSU Catalog  
The Honors College [http://honors.okstate.edu/](http://honors.okstate.edu/)  
Scholar Development Office [http://scholardevelopment.okstate.edu](http://scholardevelopment.okstate.edu)

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<thead>
<tr>
<th>University Assessment and Testing</th>
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</table>
| See the Special Academic Programs chapter of the OSU Catalog  
[http://uat.okstate.edu/](http://uat.okstate.edu/) |
ACADEMY OF NUTRITION AND DIETETICS CODE OF ETHICS

The Academy of Nutrition and Dietetics and its Commission on Dietetic Registration have adopted the Code of Ethics for the Profession of Dietetics (updated 2009). Students enrolled in Nutritional Sciences courses which have a practicum component (internship or pre-professional experience) are expected to abide by the most recent Code of Ethics and understand the nineteen principles listed.

http://www.eatrightpro.org/resources/career/code-of-ethics

Principle 1: The dietetics practitioner conducts himself/herself with honesty, integrity and fairness.

Principle 2: The dietetics practitioner supports and promotes high standards of professional practice. The dietetics practitioner accepts the obligation to protect clients, the public, and the profession by upholding the Code of Ethics for the Profession of Dietetics and by reporting perceived violations of the Code through the processes established by the Academy and its credentialing agency, CDR.

Principle 3: The dietetics practitioner considers the health, safety, and welfare of the public at all times.

Principle 4: The dietetics practitioner complies with all laws and regulations applicable or related to the profession or to the practitioner’s ethical obligations as described in this Code.

Principle 5: The dietetics practitioner provides professional services with objectivity and with respect for the unique needs and values of individuals.

Principle 6: The dietetics practitioner does not engage in false or misleading practices or communications.

Principle 7: The dietetics practitioner withdraws from professional practice when unable to fulfill his or her professional duties and responsibilities to clients and others.

Principle 8: The dietetics practitioner recognizes and exercises professional judgment within the limits of his or her qualifications and collaborates with others, seeks counsel, or makes referrals as appropriate.

Principle 9: The dietetics practitioner treats clients and patients with respect and consideration.

Principle 10: The dietetics practitioner protects confidential information and makes full disclosure about any limitations on his or her ability to guarantee full confidentiality.

Principle 11: The dietetics practitioner, in dealing with and providing services to clients and others, complies with the same principles set forth above in “Responsibilities to the Public” (Principles #3-7).

Principle 12: The dietetics practitioner practices dietetics based on evidence-based principles and current information.

Principle 13: The dietetics practitioner presents reliable and substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist.
Principle 14: The dietetics practitioner assumes a life-long responsibility and accountability for personal competence in practice, consistent with accepted professional standards, continually striving to increase professional knowledge and skills and to apply them in practice.

Principle 15: The dietetics practitioner is alert to the occurrence of a real or potential conflict of interest and takes appropriate action whenever a conflict arises.

Principle 16: The dietetics practitioner permits the use of his or her name for the purpose of certifying that dietetics services have been rendered only if he or she has provided or supervised the provision of those services.

Principle 17: The dietetics practitioner accurately presents professional qualifications and credentials.

Principle 18: The dietetics practitioner does not invite, accept, or offer gifts, monetary incentives, or other considerations that affect or reasonably give an appearance of affecting his/her professional judgment.

Principle 19: The dietetics practitioner demonstrates respect for the values, rights, knowledge, and skills of colleagues and other professionals.

Handbook updated January 25, 2017
<table>
<thead>
<tr>
<th>Course Required</th>
<th>Course Description</th>
<th>Possible Substitutions</th>
<th>Courses Taken</th>
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<tbody>
<tr>
<td>BIOL 1114</td>
<td>Principles of Biology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHEM 1215 or 1314</td>
<td>General Chemistry I</td>
<td></td>
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<tr>
<td>CHEM 1225 or 1515</td>
<td>General Chemistry II</td>
<td></td>
<td></td>
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<tr>
<td>CHEM 3015</td>
<td>Chemistry of Organic Compounds</td>
<td></td>
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<tr>
<td>BIOC 3653</td>
<td>Survey of Biochemistry</td>
<td></td>
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<tr>
<td>MICR 2123 &amp; 2132</td>
<td>Intro to Microbiology &amp; Micro Lab</td>
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<tr>
<td>BIOL 3204</td>
<td>Physiology</td>
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<tr>
<td>ACCT 2103</td>
<td>Intro to Accounting</td>
<td>HRAD 2152</td>
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<tr>
<td>HHP 2802</td>
<td>Med Terminology for Health Professions</td>
<td></td>
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</tr>
<tr>
<td>HRAD 1114</td>
<td>Intro Prof Food Preparation</td>
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<tr>
<td>HRAD 2021</td>
<td>Safety &amp; Sanitation</td>
<td>ServSafe Manager’s Course</td>
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<td>HRAD 3213</td>
<td>Mgmt in Hosp. &amp; Food Service Systems</td>
<td>MGMT 3013</td>
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<tr>
<td>NSCI 2114</td>
<td>Principles of Human Nutrition</td>
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<td></td>
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<tr>
<td>NSCI 2211</td>
<td>Careers in Dietetics</td>
<td>Credit by Exam</td>
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</tr>
<tr>
<td>NSCI 3133</td>
<td>Science of Food Preparation</td>
<td></td>
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<tr>
<td>NSCI 3223</td>
<td>Nutrition Across the Lifespan</td>
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<tr>
<td>NSCI 3440</td>
<td>NSCI Pre-professional Experience</td>
<td>Experiential Hours</td>
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<tr>
<td>NSCI 3543</td>
<td>Food and the Human Environment</td>
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<tr>
<td>NSCI 3813</td>
<td>Nutrition Assessment &amp; Counseling Skills</td>
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<td>NSCI 4111</td>
<td>Prof Preparation for Careers in Dietetics</td>
<td>Credit by Exam</td>
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<tr>
<td>NSCI 4123</td>
<td>Human Nutrition and Metabolism 1</td>
<td>NSCI 4323 or 5333</td>
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<tr>
<td>NSCI 4143</td>
<td>Human Nutrition and Metabolism 2</td>
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<tr>
<td>NSCI 4331</td>
<td>Quantity Food Production Practicum</td>
<td>Experiential Hours</td>
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<tr>
<td>NSCI 4573</td>
<td>Management in Dietetics</td>
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<tr>
<td>NSCI 3011 NSCI 3021 NSCI 4021</td>
<td>Nutrition &amp; Evidence-based Practice 1,2,3</td>
<td>NSCI 5123 and graduate seminar</td>
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<td>Community Nutrition</td>
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<tr>
<td>NSCI 4864</td>
<td>Medical Nutrition Therapy II</td>
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**Prerequisite courses for DPD courses**

<table>
<thead>
<tr>
<th>Course Required</th>
<th>Course Description</th>
<th>Possible Substitutions</th>
<th>Courses Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1213</td>
<td>Composition II</td>
<td>ENGL 1413 or 3323</td>
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<tr>
<td>HDFS 2113</td>
<td>Lifespan Human Development</td>
<td>PSYC 2583</td>
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<td>POLS 1113</td>
<td>American Government</td>
<td>Public Policy</td>
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<tr>
<td>PSYCH 1113</td>
<td>Introductory Psych</td>
<td>Higher level Psych</td>
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<tr>
<td>SPCH 2713 or 3723</td>
<td>Intro to Speech Communication</td>
<td>NSCI 5960</td>
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<tr>
<td>STAT 2013</td>
<td>Elementary Statistics</td>
<td>STAT 2023</td>
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</table>

BS Degree ___________________________________________ Year ________________

Transcript Evaluation Date __________________________ Verification Check ______

Declaration of Intent Check __________________________ DPD Course Completion Date __________________________

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

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

<table>
<thead>
<tr>
<th>DPD Program Institution:</th>
<th>Oklahoma State University</th>
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</thead>
<tbody>
<tr>
<td>DPD Director:</td>
<td>Carol F. Beier, MS, RD/LD</td>
</tr>
<tr>
<td>Catalog Year for Applicant:</td>
<td>2016-17</td>
</tr>
<tr>
<td>Website for Course Catalog:</td>
<td><a href="https://registrar.okstate.edu/University-Catalog">https://registrar.okstate.edu/University-Catalog</a></td>
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<tr>
<th>DPD Professional Courses</th>
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<td>ACCT 2013 <em>Financial Accounting</em> (May sub HRAD 2152)</td>
<td>BIOL 1114 (LN) <em>Introductory Biology</em></td>
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<td>HRAD 1114 <em>Intro Prof Food Preparation</em></td>
<td>CHEM 1215 or 1314 (LN) <em>General Chemistry</em></td>
</tr>
<tr>
<td>HRAD 2021 <em>Food Safety and Sanitation</em></td>
<td>CHEM 1225 or 1515 (LN) <em>General Chemistry</em></td>
</tr>
<tr>
<td>HRAD 3213 <em>Hosp &amp; Tour Mgmt &amp; Orgs</em> (May sub MGMT 3013)</td>
<td>CHEM 3015 <em>Chem Organic Compounds</em></td>
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<tr>
<td>NSCI 2211 <em>Careers in Dietetics</em></td>
<td>BIOC 3653 <em>Survey of Biochemistry</em></td>
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<tr>
<td>NSCI 2114 (LN) <em>Princ of Human Nutrition</em></td>
<td>MICR 2123 <em>Intro to Microbiology</em></td>
</tr>
<tr>
<td>NSCI 3011/3021/4021 <em>Nutr &amp; Evid-Based Pract I, II, and III</em></td>
<td>MICR 2132 <em>Intro to Microbiology Laboratory</em></td>
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<td>NSCI 3133 <em>Science of Food Preparation</em></td>
<td>BIOL 3204 <em>Physiology</em> (was ZOOL 3204)</td>
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<td>NSCI 3223 <em>Nutrition Life Span</em></td>
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<td>NSCI 3440 (1 hr) <em>NSCI Pre Prof Experience</em></td>
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<td>NSCI 3543 (IS) <em>Food &amp; Human Envir</em></td>
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<td>NSCI 3813 <em>Assessment and Counseling</em></td>
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<td>NSCI 4143 <em>Human Nutrition &amp; Metabolism 2</em></td>
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*May sub = May substitute course*
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<tr>
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<td>NSCI 4573</td>
<td>Management in Dietetics</td>
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<td>NSCI 4733</td>
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<td>SPCH 3723</td>
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</tr>
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<td>Elem Stat Bus &amp; Econ</td>
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Please contact the DPD Director if you have questions about specific courses.