

# DIETETICS STUDENT HANDBOOK

## POLICIES AND PROCEDURES AS OF SPRING 2013

**ILLINOIS STATE UNIVERSITY**  
Department of Family and Consumer Sciences  
Food, Nutrition and Dietetics Sequence  
Didactic Program in Dietetics



**ILLINOIS STATE  
UNIVERSITY**  
*Illinois' first public university*

# Didactic Program in Dietetics

## Policies and Procedures

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## Description of the Program

The DPD program is a 120–121 semester hour baccalaureate program that includes extensive coursework in the sciences, social sciences, management and specialized courses covering the broad field of food, nutrition and dietetics. A four-year plan of study outlining an eight-semester schedule to complete the degree requirements and a student course check-off sheet are available from the departmental academic advisor and DPD Director. A two-year plan of study is also available for transfer students. Transfer students consult with the FCS Academic Advisor and DPD Program Director to determine credit toward program requirements.

The Didactic Program provides the first steps for students planning to become a registered dietitian (R.D.) by preparing graduates for a Dietetic Internship (preprofessional practice experience). The program culminates with students receiving a B.S. degree in Food, Nutrition and Dietetics and an *ACEND Verification Statement of DPD Program Completion*, which verifies that graduates have met the required Standards of Education established by the Accreditation Council for Nutrition and Dietetics, the accrediting agency of the Academy of Nutrition and Dietetics. This official statement is required for graduates to begin an ACEND-accredited dietetic internship after acceptance, and for other professional applications requiring verification of DPD Program completion.

The first step to become a registered dietitian are completed with the B.S. degree in the Food, Nutrition and Dietetics option within the Department of Family and Consumer Sciences, which meets the ACEND Standards of Education course requirements. The remaining steps are to apply and be accepted by an ACEND-accredited dietetic internship, successfully complete the dietetic internship, and then receive a passing score on the national registration examination.

### Summary of the steps required to become an R.D.:

#### ACTION:

1. Complete B.S. degree in FND or closely related major
2. Complete all ADA course requirements

#### Eligible to begin a dietetic internship

3. Complete 6-12 month or longer dietetic internship

#### Eligible to take R.D. exam

4. Pass R.D. exam

#### OUTCOME:

B.S. degree (FND option) and  
*DPD Verification Statement*

*DI Verification Statement*

R.D. Certification by CDR

Steps 1 and 2 are successfully achieved by completing the Didactic Program (Food, Nutrition and Dietetics Option) at Illinois State University. Students apply for a Dietetic Internship (preprofessional practice experience) during their senior year. Fall graduates should apply in late September for an internship beginning as early as January, while spring and summer graduates should apply in February for an internship beginning in the summer or early fall. The B.S. degree and official *ACEND Verification Statement* are required to begin the dietetic internship. A *Declaration of Intent to Complete Degree and Minimum Academic Requirements* is issued to students for their application to dietetic internships prior to actual graduation from the DPD program. Acceptance by a dietetic internship is a competitive process and graduates are not guaranteed acceptance by a dietetic internship. Recent matching rates have been near or just below 50% of applicants being matched to a dietetic internship.

The DPD Program provides training in Food, Nutrition and Dietetics for all graduates. Some students may choose to delay application to a dietetic internship and seek immediate employment in the field of food, nutrition and dietetics. The DPD Program Director will provide the appropriate forms and assistance with the dietetic internship application process when requested by past graduates.

### **Program Mission**

Department:

*The Department of Family and Consumer Sciences cultivates integrative study and applied research of the human environment and systems to enrich human lives and provide global leadership.*

DPD Program:

*The Didactic Program in Dietetics (DPD) program is an integrative program that prepares students for dietetic internships and careers that influence the overall health and well-being of individuals and communities thorough the knowledge of food and nutrition.*

### **Program Goals and Outcome Measures**

1. The program will recruit, advise, retain and graduate students for acceptance into and success in supervised practice programs resulting in successful completion of the R.D. exam.
  - a) Over 5 years, maintain an average enrollment of 50 junior, senior and special situation students in the DPD program.
  - b) Over 5 years, maintain an average GPA of 3.25 for all external and internal students transferring into the DPD program.
  - c) Over 5 years, 90% of graduating seniors of the DPD program will respond with either *strongly agree* or *agree* that the DPD Director provided support with the DPD program requirements and DI application process.
  - d) Over 5 years, 70% of students enrolled in the DPD program in the junior year will complete the program within 150% of the planned time. (3 years for students beginning the junior year; 3 years for graduate students entering the DPD program)
  - e) Over 5 years, 60% of DPD students will apply to a dietetic internship in the academic year they complete the program.
  - f) Over 5 years, 80% of DPD students applying will be matched to a dietetic internship within one year of completing the program.
  - g) Over 5 years, 80% of DPD graduates will achieve a pass rate of  $\geq 80\%$  on the registration exam on the first attempt.
  - h) Over 5 years, 50% of graduates who do not apply for a dietetic internship or are not matched with a dietetic internship will be employed in a food and nutrition-related field or enrolled in further educational study within 3 months of graduation.
  
2. The program will educate students by providing opportunities within dietetics courses for students to develop the knowledge, problem solving and critically thinking skills necessary for success in a supervised practice programs.
  - a) Over 5 years,  $\geq 80\%$  of DPD graduates will respond that they are either *very satisfied* or *satisfied* with our DPD program in preparing them for dietetic internships.

- b) Over 5 years,  $\geq 80\%$  of DI directors will respond that they are either *very satisfied* or *satisfied* with our DPD program graduates.

### Program Costs

Information regarding the cost of attending Illinois State University may be found in the University Undergraduate Catalog and on the University Comptroller's website at <http://studentaccounts.illinoisstate.edu/>

Costs for books vary widely from semester to semester and course to course but students should typically expect the cost of books to be \$200 to \$400 per semester. Some Food, Nutrition and Dietetics (FND) courses also have a materials fee to offset the cost of supplies used during the course. Materials fees for FND courses currently range from \$0 to \$35.

### Financial Aid

Between 70 and 75 percent of all students who attend the University receive some sort of financial aid in the form of loans, scholarships, tuition waivers, grants and employment. In addition to funds received through gift aid and loans, many Illinois State students seek employment to help cover expenses. Students interested in applying for financial assistance may contact the Financial Aid Office, which annually administers and coordinates more than 135 million dollars provided to students. Consult the Financial Aid section of the University Undergraduate Catalogue for information regarding financial aid, contact by phone or online:

**FINANCIAL AID OFFICE**  
**231 Fell Hall, (309) 438-2231**  
**[IllinoisState.edu/financialaid](http://IllinoisState.edu/financialaid)**

Several scholarships are available to students enrolled in the Department of Family and Consumer Sciences. For application and eligibility requirements, consult <http://fcs.illinoisstate.edu/scholarships/> **Application forms are available in the FCS Department Office, Turner Hall 110.**

### Accreditation Status



Illinois State University Didactic Program in Dietetics is accredited by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, (312) 899-0040, Ext. 5400.  
<http://www.eatright.org/acend>

### Admission Requirements

A student may enter a major or minor in the Department of Family and Consumer Sciences as a freshman, transfer student or as a change of major (internal transfer) at Illinois State University. The current general admission requirements for incoming freshman and external transfer students are available on the Admissions website, <http://admissions.illinoisstate.edu/> Students should contact the Family and

Consumer Sciences Undergraduate Advisor for minimum GPA requirements and/or other admission requirements for internal transfers. The DPD Program Option in the Department of Family and Consumer Sciences is in high demand and admissions are based on a combination of student qualifications and course capacities. Additional information regarding admissions and applying to Illinois State University may be found in the University Undergraduate Catalog, <http://illinoisstate.edu/catalog/>

### **Academic and DPD Calendar/Schedule**

Students enrolled in the DPD program follow the University academic calendar available from the Office of the Provost website at <http://provost.illinoisstate.edu/calendar/>

### **Graduation Requirements**

The following coursework must be completed in order to graduate with a Bachelor of Science degree in the DPD program. Consult the University Undergraduate Catalog for a complete description of all courses (<http://illinoisstate.edu/home/catalog/pdf/undergrad.pdf#fcs>)

66-67 hours required.

— 11-hour core: FCS 101, 103, 200, 300.

— Required General Education courses:

Inner Core—CHE 110 and 112; Outer Core— BSC 160.

— 55-56-hour sequence: FCS 102, 113, 213, 311, 312, 316, 317, 318, 319, 398 (3 hours); BSC 160; CHE 220, 242; ECO 103 or 105; KNR 182; MQM 220; PSY 110 or 111, 215.

### **Assessment of Prior Learning and Credit toward Program Requirements**

Students seeking a degree from Illinois State University will have their prior coursework evaluated by the Registrars' Office through their articulation process to determine credit at Illinois State University for courses previously completed at other schools. Consult the Departmental Adviser if you have questions about the articulation of prior coursework to Illinois State University or courses you plan to take at schools other than Illinois State University.

Students attending Illinois State University to complete DPD Program course deficiencies and who have already earned a bachelor's degree from another school will have their previous courses evaluated by the DPD Director. Courses needed as prerequisites for courses at Illinois State University will be evaluated by the Registrars' Office to determine if the student meets the requirements to enroll in the Illinois State University course. The DPD Director, in consultation with other DPD Program faculty, if necessary, will evaluate all coursework and prior learning to determine if the course requirements for a Verification Statement from Illinois State University have been met.

### **DPD Program Verification Statement Requirements**

Graduates of the Food, Nutrition and Dietetics option at Illinois State University are eligible to receive an official ACEND *Verification Statement of DPD Program Completion*. Current students at Illinois State University must have their plan of study approved by the DPD Director and provide evidence of completing a bachelor's degree prior to a *Verification Statement* being issued. An official copy of the ACEND *Verification Statement* is required to begin a dietetic internship (preprofessional practice experience) and for membership in the Academy of Nutrition and Dietetics.

Graduates may obtain seven or more copies of the ACEND *Verification Statement* following graduation by requesting them from the DPD Director. The request must include:

1. Request for VERIFICATION STATEMENT Form, available from DPD Director
2. Copy of official transcripts from schools other than Illinois State University showing courses and degree completion

The transcript(s) will be evaluated to verify completion of the degree and all required courses, or acceptable substitutions.

Copies of *ACEND Verification Statement* will be available to individuals completing the DPD Program by contacting the DPD Director through the departmental office (309) 438-2517 or sending a request to:

DPD Director  
Department of Family and Consumer Sciences  
Illinois State University  
Campus Box 5060  
61790-5060

### **Complaints**

All complaints should initially be brought to the DPD Director who will work to resolve the issue or refer the complaint to the Family and Consumer Sciences Chairperson for resolution.

### **Access to personal files and Protection of privacy**

Illinois State University upholds all provisions of The Family Educational Rights and Privacy Act (FERPA) that affords students certain rights with respect to their education records. These rights include the right to inspect and review the student's education records and the right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. For a full statement of the rights afforded to students by FERPA, consult the University Undergraduate Catalog.

### **Student Support Services**

Illinois State University offers a wide variety of student involvement opportunities and student support services. Information is available beginning on page 33 of the 2012-14 Undergraduate Catalog: <http://illinoisstate.edu/catalog/>

Additional information about student support services, including health services, counseling, housing, and financial services, is available at the university website link <http://www.studentaffairs.ilstu.edu/students/index.asp>

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

Students choosing to withdraw from a course or the University will have their charges adjusted based on the date of the drop or withdrawal. Charges adjusted are related to Tuition, General Fees and Outreach Fees. Please contact University Housing Services for information related to cancellation of your housing contract at (309) 438-8611.

Contact the [Office of the University Registrar](#) for information about withdrawing from a course or the university. You may also be interested to see how course and University withdrawal may affect your [financial aid](#).

## **Student Discipline and Grievance Procedures**

Community Rights and Responsibilities, a unit of the Dean of Students Office, coordinates the University's student disciplinary, grievance, and conflict resolution processes. Student disciplinary matters are reviewed both by administrative staff and by the University Hearing Panel, while student grievances against faculty and staff are reviewed by the Student Grievance Committee. Appeals of both processes are reviewed by the Student Code Enforcement and Review Board.

### **Dismissal from Major**

A student who is academically dismissed from the University will be dropped automatically from his or her major. The student dropped from the major will be classified as undeclared and will receive academic advisement from the University College Academic Advisement Center. In order to declare a major in a department or school after being dropped, the student must be accepted by the department or school in which he or she desires to be a major. Detailed information about dismissal and reinstatement processes is available in the undergraduate catalog.

### **University Commitment to Diversity**

Illinois State University is committed to creating a rich and challenging learning environment for all members of our intellectual community, inside and outside of the classroom. Diversity is a critical component of that learning environment and the Illinois State University community embraces it enthusiastically. The Board of Trustees and the Office of the President have approved a University Plan for Diversity that establishes a series of goals and concrete actions designed to reinforce and expand the climate for diversity on campus. The goals from the *Plan for Diversity* are incorporated into the University's strategic plan, [\*Educating Illinois\*](#). Diversity is thus an essential component of university planning at Illinois State.

### **Illinois State University Mission for Equal Opportunity, Ethics, and Access**

Illinois State University is committed to providing an educational and work environment free of discrimination and harassment based on race, color, religion, gender, national origin, sexual orientation\*, order of protection\*, gender identity and expression\*, ancestry, age, marital status, disability, unfavorable military discharge, or status as a veteran. The University will conduct its educational programs, related activities, and employment practices consistent with applicable federal, state and local laws, regulations, and orders to provide equal opportunity, access, and affirmative action to persons from traditionally underrepresented groups.

The Office of Equal Opportunity is located on campus in 208 Hovey Hall. For additional information concerning the University's equal opportunity policy, please call (309) 438-3383.

*\* Harassment or discrimination based on sexual orientation and order of protection status are prohibited by University Policy and State of Illinois law. Harassment or discrimination based on gender identity and expression is prohibited by Illinois State University policy.*