

Didactic Program in Dietetics Student Handbook

Policies and Procedures 2025-2026

ILLINOIS STATE UNIVERSITY

Department of Family and Consumer Sciences
Food, Nutrition and Dietetics Major
Dietetics Sequence
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Welcome and Program Overview

Welcome

The Department of Family and Consumer Sciences at Illinois State University is pleased to welcome you to the Didactic Program in Dietetics (DPD). The Dietetics sequence of the Food, Nutrition and Dietetics major is designed to prepare students interested in completing the requirements to become credentialed as a Registered Dietitian (RD)/Registered Dietitian Nutritionist (RDN). This sequence prepares students for careers in clinical nutrition, community nutrition, foodservice management, wellness, nutrition education and counseling, and food and nutrition industry. Graduates who successfully complete the DPD are qualified to apply for a post-baccalaureate supervised-practice program (e.g.: a dietetic internship or coordinated master's program), as well as a graduate degree, which are both required for eligibility (as of January 2024) to take the National Registration Examination for Dietitians and earn the RD/RDN credential.

The Bachelor of Science degree in Food, Nutrition and Dietetics – Dietetics sequence includes the 2-year DPD. The Illinois State University DPD meets the Standards of Education and Core Knowledge for the RD/RDN set forth by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics.

Description of the Program (R.E.7.3.b)

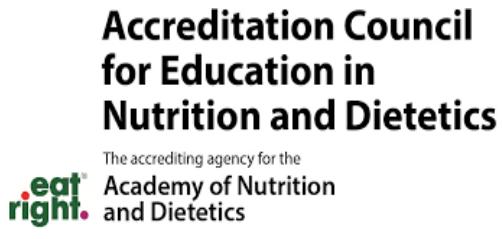
The DPD is a 2-year program beginning when students become 'Junior' status with 60 credit hours. The program includes extensive coursework in the sciences, social sciences, management and specialized courses covering the broad field of food, nutrition and dietetics. For students entering ISU as a freshman, a four-year plan of study outlining an eight-semester schedule to complete the Food, Nutrition and Dietetics – Dietetics degree requirements is available from the departmental Academic Advisor and DPD Director. A two-year plan of study is also available for transfer students with an Associate's degree or previous credit towards the major.

The DPD provides the first steps for students planning to become a Registered Dietitian Nutritionist (RDN) by preparing graduates for the required ACEND accredited dietetic internship and/or graduate program. The DPD program culminates with students receiving a Bachelor of Science 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 ACEND, the accrediting agency of the Academy of Nutrition and Dietetics. This official statement is required for graduates to begin an ACEND-

accredited dietetic internship (DI), Individualized Supervised Practice Pathway (ISSP), or Coordinated Master's Program (CP). (See Issuance of Verification Statement).

Program Accreditation Status (R.E. 7.3.a)

Illinois State University DPD is accredited by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, 312-899-0040, ext: 5400. <http://www.eatright.org/acend>



Reaccreditation was completed and granted in 2019. Our next site visit and review will occur in 2026 for reaccreditation planned for 2027.

DPD Mission Statement (R.E.7.3.b)

The mission of the Illinois State University's Didactic Program in Dietetics (DPD) is to prepare graduates for careers in nutrition and dietetics through applied learning and evidence-based practice, empowering them to improve and strengthen the health of the communities they serve.

DPD Goals and Objectives (R.E.7.3.b)

Goal 1: The program graduates will apply learning and evidence-based instruction for acceptance into supervised practice programs leading to careers in nutrition and dietetics.

Objectives:

1. At least 80% of students complete program requirements within 3 years. (150% of planned program length).
2. At least 60% of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation.
3. Of program graduates who apply to a supervised practice program, at least 60% are admitted within 12 months of graduation.
4. At least 50% of graduates who do not attend supervised practice (ex: dietetic internship/graduate program) will be employed in a food and nutrition related field or enrolled in further education study within 12 months of graduation.

Goal 2: The program graduates will prepare academically for success in supervised practice programs by empowering them to improve and strengthen the health of the communities they serve.

Objectives:

1. At least 80% of DPD graduates who complete a dietetic internship/graduate program and respond to the survey will report that they are either very prepared or prepared by our DPD program for their supervised practice program.
2. At least 80% of dietetic internship/graduate directors or employers who respond to the survey will rate our DPD program graduates' performance on overall preparation to improve and strengthen the health of the communities they serve as very prepared or prepared.

Goal 3: The program graduates will prepare academically for passing the Commission on Dietetic Registration's credentialing exam.

Objective:

1. The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.

Information to the Public (R.E.7.3.c)

Program outcome data is available to the public, current, and prospective students upon request. Please send a written request to Julie Schumacher, DPD Program Director at dpddirector@ilstu.edu.

Pathways and Career Information

Becoming a Registered Dietitian Nutritionist (R.E.7.3.d)

Registered Dietitians (RD)/Registered Dietitian Nutritionists (RDN) are food and nutrition experts. The Academy of Nutrition and Dietetics recognizes these two credentials synonymously. Professionals who have met the criteria outlined below earn the RD/RDN credential.

1. The DPD program at Illinois State University provides you with didactic coursework and a DPD Verification Statement which is required by many supervised practice/experience ACEND-accredited programs (ex: Dietetic Internship). This becomes your first step to becoming an RDN.
2. Next you complete a minimum of a master's degree granted by a U.S. Department of Education recognized accrediting agency or foreign equivalent, and course work accredited or approved by the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

3. You must also complete an ACEND-accredited supervised practice program such as a Dietetic Internship, Coordinated Program, Graduate Program, or an Individualized Practice Pathway offered through an ACEND-accredited program.
4. After the educational and supervised practice components, you must pass the Commission on Dietetic Registration's dietetic registration exam. For more information regarding the exam, refer to CDR's website: www.cdrnet.org
5. All states accept the RDN credential for state licensure purposes, but you may need to complete the licensure process to practice in your state. Many states have licensure laws for food and nutrition practitioners. Check here for your state requirements: <https://www.eatrightpro.org/advocacy/licensure/licensure-map-and-statutes-by-state>
6. Complete ongoing continuing education. After successfully passing the national exam and earning the credential, RDNs maintain ongoing professional development to stay current with research, recommendations, and best practices.

Nutrition and Dietetics Technician, Registered (NDTR) Eligibility (R.E.7.3.d)

The DPD program at Illinois State University prepares graduates at the Bachelor's level with dietitian coursework that leads to Nutrition and Dietetics Technician, Registered (NDTR) exam eligibility without having to meet additional academic or supervised practice requirements. Students interested in this pathway should contact the DPD Program Director (dpddirector@ilstu.edu) prior to or after graduation to complete the proper paperwork. If a student chooses not to pursue RDN or NDTR, careers are available in the food and beverage industry and health industry.

International Students/Dietitians Seeking Registration in the US

Dietitians who received their education outside the US may be eligible for reciprocity with the Accreditation Council for Education in Nutrition and Dietetics. Information about reciprocity can be found on the [ACEND website](#).

Dietitians who do not qualify for reciprocity but wish to become a RDN in the US may be able to obtain a verification statement by meeting the criteria outlined in **Graduate Students (DPD-Verification only)**. Additionally students must have their credentials from any educational institution outside of the United States verified and transcripts translated by one of the credential evaluation services listed at the [ACEND website](#).

The evaluation must include:

- U.S. degree equivalence-Please make sure the evaluation report states the degree equivalence “from a regionally accredited” institution in the U.S.
- Semester Units/Credits received for each course.
- Translation of grades in letters grades (A, B, C, D, F)

Once this process is completed, the individual can contact the DPD director to complete the DPD courses as a graduate student at-large without earning a degree or as a Nutrition graduate student with earning a Master’s degree. Admission into the program is competitive and not guaranteed.

Admission and Academic Requirements

Admission Requirements

A student may enter the Food, Nutrition and Dietetics program – Dietetics sequence a freshman, transfer student, or as a change of major (internal transfer) at Illinois State University. The Dietetics sequence becomes the DPD program during the last two years of the degree program. Additionally, students may enter the DPD as a graduate-student status if completing DPD requirements post-bachelor’s degree. The current general admission requirements for incoming freshman and external transfer students are available on the Admissions website <https://illinoisstate.edu/admissions/>.

The minimum GPA requirement for admission is 2.8 (3.0 for graduate students – see Graduate Students section). Admission to the Dietetics sequence of Food, Nutrition and Dietetics is competitive. Students are assessed for potential success in the program. Meeting the minimum GPA requirement does not guarantee admission into the program. Admission decisions are based not only on the cumulative GPA of the applicant, but on the quality of the overall pool of applications, and the number of seats available in the department for new students. Students will receive a decision letter regarding their application either before or during advanced registration.

DPD Program Admission (R.E.7.3.f)

The DPD is a 2-year program beginning when an undergraduate student becomes ‘Junior’ status with 60 credit hours. Those undergraduate students declaring Food, Nutrition and Dietetics – Dietetics sequence as their major and have 60-credit hours (per 10-day census) are admitted into the DPD Program. Students must maintain a GPA of a 2.8 along with completion of the FND – Dietetics courses to earn a verification statement. For Graduate DPD-verification only students, the DPD program begins with admission into the Nutrition graduate program or approval of the DPD director for verification only coursework. Graduate students must maintain a GPA of 3.0.

Freshman

Illinois State's preferred filing period for freshman students for the fall semester is September 1-November 15. Applying early is encouraged, as the University must limit enrollment due to space at the University and in specific majors/programs.

The University's Freshman Admission Requirements:

<https://illinoisstate.edu/admissions/freshman-requirements/>

Transfer Students

Illinois State's preferred filing period for fall transfer students is September 1-January 15. For the spring semester, the preferred filing period is from April 1-August 1. You are encouraged to apply early for best consideration for admission into the program.

The University's Transfer Student Admission Requirements:

<https://illinoisstate.edu/admissions/transfer/requirements/>

Internal Transfer

The application period is open year-round. Current students can use the [Apply to Your Program](#) tool on My.IllinoisState.edu.

International Students

Per the Illinois State University admission's requirements, international students are required to submit English proficiency scores, dated within two years of application, from one of the accepted testing agencies unless English waiver qualifications are met.

ISU requires the following minimum scores:

- TOEFL internet-based (iBT): 81
- TOEFL Essentials: 8.5
- New TOEFL (beginning January 2026): 4.5
- IELTS overall band score: 6.5
- Duolingo: 110
- Pearson Test of English Academic (PTEA): 55
- Michigan English Test (MET): 58

For more information visit the ISU international admissions page:

<https://illinoisstate.edu/admissions/international/requirements/>

Accelerated FND (Accelerated Master's Program)

Illinois State University offers multiple master's program pathways that will enable qualified students to meet the RDN master's requirement while continuing their educational path to becoming an RDN at ISU. Qualified juniors (3 semesters prior to undergraduate graduation) can apply to the Accelerated master's program which

allows students to complete an undergraduate and master's degree in 5 years; or complete their master's degree in just one additional year after the completion of the undergraduate degree. Accelerated dietetics students have the option for early admission into ISU's distance dietetic internship.

Academic Advising

Name	Office	Email	Phone
Jordyn Breast	Turner Hall 110	jabreas@ilstu.edu	309-438-5011
Jenna Kirkwood	Turner Hall 118A	jlkirk6@ilstu.edu	309-438-3560
Julie Schumacher (DPD Director)	Turner Hall 203C	dpddirector@ilstu.edu	309-438-7031

Graduate Students (DPD-Verification only)

Students who wish to enter the DPD program who have already earned a bachelor's degree can enter the program with permission of the DPD director if they meet the prerequisite requirements and if there is space in the program. Students will not earn a bachelor's degree but may be permitted to take the DPD courses to work towards earning a verification statement and their Masters of Science in Nutrition. Admission to the program is competitive. Students who wish to enter the program will have their previous coursework evaluated by the DPD director and a plan of study will be created for each student.

The Department of Family and Consumer Sciences' Master's of Science in Nutrition program accepts applicants for the Fall Term with an application deadline of February 1st. You must have a GPA of a 3.0 for either the last 60 hours of your undergraduate coursework or any previous work in a Master's program. For University Graduate Program Admissions Requirements, please visit:

<https://illinoisstate.edu/apply/graduate/>. Departmental graduate program questions can be directed to fcs_graduate_programs@ilstu.edu.

Students entering the program as a **graduate student** must complete the following to obtain a verification statement.

1. Bachelor's degree in a related field
 - Overall undergraduate GPA of $\geq 3.0/4.0$
2. Complete the following course prior to permission to take DPD courses:

- CHE 110 & 112 – General Chemistry with Lab or equivalent with at least a grade of “B.”
- FCS 102 – Fundamentals of Nutrition with a least a grade of a “B.”

3. Complete the following courses in our DPD Program (or equivalent) within the past 5 years:

- FCS 113 – Principles of Food Preparation
- FCS 217 – Nutrition in the Life Cycle
- FCS 219 – Nutrition Counseling and Assessment
- FCS 311 – Community Nutrition
- FCS 312 – Medical Nutrition Therapy
- FCS 316 – Food Science
- FCS 317 – Nutrition and Metabolism
- FCS 318 – Foodservice Management
- FCS 319 – Quantity Foods

4. Complete the following courses or equivalent

- CHE 220 – Organic Chemistry
- KNR 182 – Anatomy and Physiology

5. Achieve and maintain an overall 3.0 GPA in the required courses to receive verification statement.

Assessment of Prior Learning (R.E. 7.3.L and 8.2.i)

Experiential learning hours will not count for credit for prior learning and will not be granted to meet Illinois State University’s DPD requirements. However, students may transfer credit for DPD courses from other institutions.

Undergraduate students who transfer to Illinois State University for the Food, Nutrition and Dietetics – Dietetics sequence major can have their prior course credit transferred in accordance to university policies located here:

<https://registrar.illinoisstate.edu/transfer/>. The FCS Departmental advisors will work with the DPD director on any DPD course substitutions per university and DPD program policies.

Post baccalaureate students (verification statement only students) with coursework from other institutions that wish to have their coursework reviewed for substitution into the ISU DPD program must submit official transcripts from all institutions attended and provide copies of course syllabi. The DPD director will review the documentation and determine if the course would be equivalent. All DPD courses must have been taken within 5 years to be eligible for course substitution with the exception of general chemistry, organic chemistry, and anatomy and physiology.

Curriculum and Plan of Study

DPD Plan of Study (Program Schedule) (R.E.8.2.q)

Foundation Courses (Year 1 and 2)

First Year - Fall Semester (15 credit hours)	First Year - Spring Semester (14 credit hours)
<u>ENG 101</u> or <u>COM 110</u> (General Education) (3)	<u>ENG 101</u> or <u>COM 110</u> (General Education) (3)
<u>FCS 100</u> (3)	<u>FCS 102</u> (3)
<u>PSY 110</u> (General Education) (3)	<u>CHE 110</u> (General Education) (4)
General Education course (3)	<u>CHE 112</u> (General Education) (1)
General Education course (3)	General Education course (3)

Second Year - Fall Semester (15 credit hours)	Second Year - Spring Semester (16 credit hours)
<u>FCS 113</u> (3)	<u>FCS 200</u> (3)
<u>KNR 182</u> (3)	<u>FCS 217</u> (3)
General Education course (3)	<u>BSC 160</u> (General Education) (4)
General Education course (3)	General Education course (3)
General Education course (3)	IDEAS or University-wide elective (3)

DPD Courses (year 3 and 4)

Third Year - Fall Semester (14 credit hours)	Third Year - Spring Semester (16 credit hours)
<u>FCS 219</u> (3)	<u>CHE 242</u> (3)
<u>FCS 316</u> (3)	<u>ECO 103</u> (3)
<u>CHE 220</u> (B.S. – SMT course) (5)	<u>FCS 318</u> (3)
AMALI or University-wide elective (3)	<u>FCS 300a03</u> (1)
	University-wide elective (3)
	University-wide elective (3)

Fourth Year - Fall Semester (13 credit hours)	Fourth Year - Spring Semester (14 credit hours)
<u>FCS 311</u> (3)	<u>FCS 312</u> (4)
<u>FCS 317</u> (4)	<u>FCS 319</u> (4)
<u>MGT 220</u> (3)	University-wide elective (3)
University-wide elective (3)	University-wide elective (3)

Course Descriptions

Required Courses in Food, Nutrition and Dietetics – Dietetics Sequences (DPD Program) can be located within the interactive plan of study in the university's Catalog: <https://illinoisstate.edu/catalog/undergraduate/family-consumer-sciences/dietetics-course-requirements/plan/>. DPD Course descriptions can also be found in Appendix A.

Graduation Requirements (R.E. 7.3.h)

Students should refer to the Illinois State University requirements for graduation <https://registrar.illinoisstate.edu/graduation/>. Students in the DPD program must meet all University and College specific requirements to graduate and receive a diploma.

DPD Program Completion and Verification Statements (R.E. 7.3.h; 8.2.m; 8.2.n)

Maximum completion time for the Bachelor of Science in Food, Nutrition and Dietetics –Dietetics sequence (DPD) is 6 years which is limited by federal regulations to 150% of the published length (4 years) of this degree program. Along with degree requirements, students must take the following DPD courses (or equivalent) and complete the required KRDN student learning outcomes (Appendix B) which are found in many of these courses.

- FCS 102 – Nutrition in the Lifespan
- FCS 113 – Principles of Food Preparation
- FCS 217 – Nutrition in the Life Cycle
- FCS 219 – Nutrition Counseling and Assessment
- FCS 311/411 – Community Nutrition
- FCS 312/478 – Medical Nutrition Therapy
- FCS 316/416 – Food Science
- FCS 317/413 – Nutrition and Metabolism
- FCS 318/418 – Foodservice Management
- FCS 319/419 – Quantity Foods
- CHE 110 – Fundamentals of Chemistry (or 140)
- CHE 112 – Fundamentals of Chemistry Lab (or 141)
- CHE 220 – Organic Chemistry
- KNR 182 – Anatomy and Physiology

**Note, courses with a 400-level equivalent can be taken at the graduate level for Accelerated FND students and Graduate students seeking DPD verification statement.*

Food, Nutrition and Dietetics DPD Students (BA/BS degree)

After successful completion of the DPD coursework, students with a minimum of a 2.8/4.0 overall GPA and after verification of degree by the Office of the University Registrar, a Verification Statement of completion of the DPD program will be issued.

Students with a previous Bachelor's degree

To earn a Verification Statement without earning a BA or BS in Food, Nutrition and Dietetics (DPD sequence), the student must a) complete the DPD requirements (see Graduate Students – DPD verification only) with completion verified by the Office of the University Registrar, b) hold a bachelor's degree with a minimum GPA of 3.0/4.0 c) have official transcripts on file with the university for all colleges or universities attended and d) maintain an overall GPA of 3.0 in the required coursework.

Degree audits take up to 2.5 months post-graduation by the Office of the University Registrar. The DPD director only issues verification statements once degrees (or course completion) have been audited and verified. The DPD director signature on this form verifies that the individual successfully completed the DPD requirements. Students will be emailed a signed verification statement. Students should retain this original copy as a verification statement will be requested once a student starts a dietetic internship/graduate program and may be required for licensure in some states after the RDN credential is achieved. Prior to graduation (program completion) students will fill out a verification statement request form and provide the DPD director with a permanent email address to send the original copies. (Appendix C)

Academic Policies and Student Performance

Academic Calendar (R.E. 7.3.g)

The DPD program adheres to the Illinois State University calendar found at:
<https://provost.illinoisstate.edu/downloads/AcademicCalendar2022-2031.pdf>

Vacations, Holidays and Leaves of Absence (R.E. 8.2.q)

Illinois State University calendar found at

<https://provost.illinoisstate.edu/downloads/AcademicCalendar2022-2031.pdf> lists university observed holidays. Students taking vacations while classes are in sessions should work with the Dean of Students and notify all instructors. Work may be made up at the discretion of the instructor. If health or other unique reasons make it difficult for you to successfully continue attending Illinois State University, you may request a leave of absence for up to six (6) consecutive terms (Fall, Spring, Summer). Please review the Leave of Absence Policy for the university:

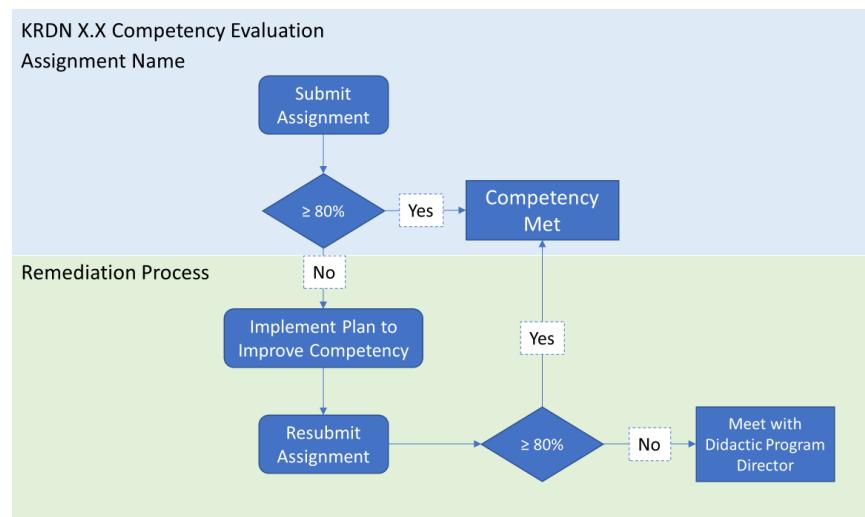
<https://registrar.illinoisstate.edu/registration/leave-of-absence/>

Assessment of Student Learning Student (R.E. 8.2.j)

Student progress is evaluated through a variety of assessments of student learning throughout the DPD. Methods of assessment include, but are not limited to, multiple-choice, short answer and essay exams, oral presentations, case study, graded assignments, observations of practice skills, laboratory experiments and reports, experiential logs, diet analysis, abstracts, evidence reports, service-learning projects and research papers. See individual course syllabi for student evaluation of learning which includes a list of all learning assessments, including exams and assignments within each course, total points or percent of grade, and due dates. Illinois State University uses Canvas as our learning management system (LSM). Grades on individual assignments are posted and available to students throughout the semester; final grades are also distributed through Canvas once entered and will subsequently appear on student transcripts.

Student Performance Monitoring (R.E.8.1.a)

Accreditation Council for Education in Nutrition and Dietetics (ACEND) 2022 Standards require each DPD student to demonstrate competence in every core Knowledge for Registered Dietitians Nutritionists (KRDNs). (Appendix A lists all KRDNs). Students' performance of each KRDN will be monitored. If any KRDN requirement is not met at $\geq 80\%$, the student will be provided remediation and will need to repeat the assessment until the KRDN is met. The initial earned grade for the KRDN will stay in the gradebook. If after the second attempt the KRDN is not met, the DPD Director will direct the student's remediation assignment. See **Competency Evaluation** figure:



Note: The original grade received will count towards the student's final grade. If remediation is necessary, the remediated grade only applies to whether the student met the KRDN competency.

In upper division nutrition classes in FCS, students are encouraged to seek out their professors sooner rather than later for clarification and assistance with challenging subject matter. Faculty maintain office hours to be available for assistance to students on an individual basis if needed. Students concerned that they may not be making satisfactory progress in the dietetics major are also encouraged to schedule an appointment with their academic advisor to obtain additional guidance regarding study habits, the potential to form study groups, review program expectations, and be further directed to academic support services consistent with student needs. The Code of Student Conduct at ISU allows for the Student Conduct Office to address academic integrity violations including professional and ethical behaviors of students. More information is found here:

<https://deanofstudents.illinoisstate.edu/conduct/code/academic/>

Academic Warning

Each semester (fall and spring) the University identifies students that appear to be in jeopardy of being placed on academic probation. These students will be notified they are on Academic Warning. Students on Academic Warning can contact the University College for guidance on programs and services geared toward improving their academic standing. Information about Academic Warning can be obtained from [University College, 324 Fell hall.](#)

Academic Probation

When a student's cumulative GPA falls below a 2.00 on a 4.00 scale, they are placed on academic probation. Students on academic probation are required to participate in Project Success-a program designed to assist student in returning to good academic standing. Information about Academic Probation and Project Success can be obtained from: <https://universitycollege.illinoisstate.edu/academic-standing/project-success/>.

Academic Dismissal

At the end of any semester, except for summer session, when a student's cumulative GPA is below a 2.00 a second or subsequent time, he or she is dismissed from the university.

Dismissal from Major

If a dismissed student is reinstated to the University, the student will return as an Undeclared major. The student will receive academic advisement from the University College Academic Advisement. In order to declare a major in a department or school

after being dropped, the student must be accepted back by the department or school in which he or she desires to be a major. The DPD program would reevaluate the student reapplying for readmission. Only students who have extenuating circumstances or errors in their academic records should plan to reapply for reinstatement into the DPD program.

Academic Reinstatement

Students dismissed from the University may petition the Reinstatement Committee for permission to continue. Petitions must be received by the appropriate deadlines to be considered. Additionally, students can access petition information via My.IllinoisState.edu or by visiting the University College Website. Students who are reinstated and elect to postpone their enrollment for a future term must reapply for that term.

Only students who have extenuating circumstances or errors in their academic records should plan to petition for reinstatement for the semester following their dismissal.

Student Remediation and Retention (R.E. 8.1.b, R.E. 8.2.k)

Students having difficulty during any year of their degree program can obtain assistance with tutoring through Illinois State University's tutoring services at the Julia N. Visor Center. More information can be found here:

<https://universitycollege.illinoisstate.edu/tutoring/>.

Concerns about a student's performance in meeting the DPD program requirements are addressed promptly through Food, Nutrition and Dietetics Program meetings with FCS Academic Advisors to help facilitate student's progression in the DPD program. The FCS Departmental Academic Advisors monitor DPD student grades at the end of each semester to verify adherence to university retention requirements. When a student's cumulative GPA falls below a 2.00/4.00, students are placed on academic probation. Students on academic probation are required to participate in "Project Success" – a program designed to assist students in return to Academic Good Standing as shared above.

Disciplinary/Termination (R.E.8.2.L)

A second or subsequent time of a student's GPA falling below 2.00/4.00, they are dismissed from the University. A student may file a petition for academic reinstatement. FCS Department Advisors share DPD student enrollment information with the DPD Director at the beginning of each semester. On going discussion about student performance occurs as needed. For questions regarding termination from the university related to student conduct, please refer to the ISU Code of Student Conduct found

here:

<https://deanofstudents.illinoisstate.edu/downloads/Code%20of%20Student%20Conduct%20Effective%208.27.2025.pdf>

Costs and Financial Information

Tuition and Fees (R.E.7.3.e)

Information about tuition and fees, room and board, and other associated educational costs may be found at: <https://studentaccounts.illinoisstate.edu/billing/#tuition-rates>. This page includes a Tuition and Fees Quick Cost Estimator.

If beginning the program during the 2025-2026 academic year, estimated tuition and fees at the undergraduate level/in-state for 120 credits for the 4-year degree is \$48,258 for tuition and \$14,064 for fees. Graduate student tuition total would be based on number of DPD courses the student would need to complete at ISU. One 3-credit course at graduate-student rate for 2025-2026 academic year is \$1,267 for tuition and \$352 for fees. Health insurance is required for all students and available through the university for \$285 per semester. Additional DPD program cost includes a hat or hairnet for courses within the lab (\$5-\$20). Aprons and nametags are provided by the department.

Housing Costs

Housing costs vary depending on type of room and selection of residence hall, university apartment, or off-campus apartment. The 2025-2026 rates for a double room in a residence hall is \$3,243/semester or \$6486/year.

Financial Aid, Scholarships, Support (R.E. 7.3.i)

Students in the DPD program may be eligible for financial aid and/or loan deferment depending on their full/part-time status. Additional information about financial aid, including an eligibility checker, is available at: <https://financialaid.illinoisstate.edu/>.

Illinois State University offers scholarships based on grades, achievements, and activities. Additional information about scholarships can be found at: <https://financialaid.illinoisstate.edu/scholarships/>. The Academy of Nutrition and Dietetics (AND) offers academic scholarships. More information can be found at: <https://www.eatrightfoundation.org/apply-for-funding/scholarships>. State affiliates may also offer scholarship opportunities to local students. The program encourages students to check with their local chapter through the Academy of Nutrition and Dietetics.

Withdrawal and Refund of Tuition and Fees (ACEND 8.2.p)

Withdrawal from a course for Spring or Fall prior to 10th day of sessions

- a. For fall or spring semester, students may withdraw from a course prior to the 10th scheduled day of classes without the withdrawal being shown on the transcript by logging into my.illinoisstate.edu. Please consult the appropriate Undergraduate/Graduate Catalog and University Calendar for information and policies regarding deadline dates for dropping classes and refunds.

Withdrawal from the University for Spring or Fall Semester

- b. Students who wish to withdraw from the University must obtain clearance for room and board and other financial obligations. Consult the Catalog for responsibilities of students who withdraw from the University.
- c. Any student withdrawing after the eligible refund dates is fully liable for any unpaid amounts needed to conform to the Refund Policy. Regardless of the circumstances of withdrawal, the student must obtain clearance for room and/or board obligations.

Duration of Class	No Grade Issued [# of Week Days]	Mandatory WX [# of Week Days]	WX, WP, WF [# of Week Days]	No Withdrawals AFTER [# of Week Days]
One week	1 st day	2 nd day	4 th day	4 th day
Two weeks	1 st day	3 rd day	8 th day	8 th day
Three weeks	2 nd day	5 th day	12 th day	12 th day
Four weeks	2 nd day	6 th day	16 th day	16 th day
Five weeks	3 rd day	8 th day	20 th day	20 th day
Six weeks	3 rd day	9 th day	24 th day	24 th day
Seven weeks	4 th day	11 th day	28 th day	28 th day
Eight weeks	4 th day	12 th day	32 nd day	32 nd day
Nine weeks	5 th day	14 th day	36 th day	36 th day
Ten weeks	5 th day	15 th day	40 th day	40 th day
Eleven weeks	6 th day	17 th day	44 th day	44 th day
Twelve weeks	6 th day	18 th day	48 th day	48 th day

*Weekday is defined as Monday through Friday

Withdrawal Policy for Individual Courses

- d. Students are strongly advised to complete all courses in which they enroll and are encouraged to avoid withdrawing from any course after the program change period unless absolutely necessary. If a course withdrawal occurs, the student is responsible for making up the course credit throughout the remainder of the program or stay for an additional semester beyond the program schedule.

The following policy applies to students who drop a course or courses but maintain an enrolled status with the university

For spring or fall semesters, a student may withdraw from a course prior to the tenth scheduled day of classes without the withdrawal being shown on the transcript. (A student should consult the Catalog <https://illinoisstate.edu/catalog/> or Academic Calendar <https://provost.illinoisstate.edu/downloads/AcademicCalendar2022-2031.pdf> to obtain specific dates.)

After the tenth day of classes but prior to the end of the fifth week of classes during any regular semester, a student may withdraw from a full semester course with a grade of WX upon complying with the following steps:

1. Obtain, complete, and sign a course withdrawal form;
2. Obtain the instructor's signature on the form;
3. Submit the signed form within twenty-four hours to the Registration Office.

A grade of F will be given to students who: (1) fail to officially withdraw from a course in compliance with the above procedure; or (2) register for a course but do not complete course requirements.

A student should consult the course/withdrawal calendar of the Catalog for specific withdrawal dates. For courses taken during a term less than a regular semester, a proportional withdrawal period will apply. Upon the written recommendation of a licensed physician or clinical psychologist, or in other unusual circumstances, a student may be granted permission to officially withdraw from a course for medical, psychological or other similar reason after the official withdrawal period upon receiving approval from the Dean of Students.

Student Support and Resources

Student Support Services (R.E. 8.2.t)

A variety of Student Support Services are offered at Illinois State University which all learners have access to. The Dean of Students Office provides guidance and support through a student's entire journey as a Redbird. More information is found here:

<https://deanofstudents.illinoisstate.edu/services/>

Additional information about student support services are available at the following University links:

Health services <http://studentaffairs.illinoisstate.edu/who/points/shs.php>

Counseling <http://studentaffairs.illinoisstate.edu/who/points/counseling.php>

Housing <http://studentaffairs.illinoisstate.edu/who/points/housing.php>

Tutoring Services: <https://universitycollege.illinoisstate.edu/tutoring/>
Financial services <http://studentaffairs.illinoisstate.edu/red/opportunities/>

Guidance for Distance/Online Learning (R.E. 7.3.j, 8.2.o)

To be successful in the online environment, learners will need to have a basic working knowledge of and access to computers, the internet, and various software programs.

Technical skills required include:

- Ability to access and navigate the internet, our course management system -Canvas, Redbird Mail/Outlook
- Create, save, and submit files
- Download and install software

Technical requirements include:

- Computer that can be used for extended periods of time
- Reliable broadband internet access
- Activated ULID account
- Redbird Mail/Outlook account, checked regularly

For additional information and online learning tips, visit
<https://ctlt.illinoisstate.edu/keeplearning/tips/>.

Identity Verification in Distance/Online Learning (ACEND 8.2.0)

Upon admission to Illinois State University, students are issued a unique university ID number and ULID. Before accessing university computer systems, students must create their own password and enable multi-factor verification. Student will use password protected accounts to access Illinois State's course management system, Canvas. The DPD program abides by Illinois State University's Policies and Procedures 2.1.19 *Verification of Student Identity in Distance Education* found here:

<https://policy.illinoisstate.edu/students/2-1-19/>

Professional Practice Policies

FCS 398 Professional Practice Policies (R.E. 8.1.c)

FCS 398 Professional Practice is an undergraduate 120-hour internship experience, typically completed in a student's junior year. (This professional practice is NOT the post-graduate dietetic internship required to become a RDN). More information about the FCS undergraduate professional practice can be found here:

<https://fcs.illinoisstate.edu/academics/dietetics/internships/>

Student Compensation (R.E. 8.2.f)

Students are not compensated from Illinois State University for their undergraduate professional practice experience. ISU will not restrict students from receiving compensation directly from a professional practice site facility.

Professional Liability (R.E. 8.2.a)

In some cases, students may need special professional liability or professional practice insurance in order to complete an undergraduate internship or practicum. In some cases existing University liability insurance coverage may not be sufficient. Students can purchase additional professional liability insurance if required by the site or site agreement. In these cases, the department's undergraduate professional practice instructor will notify and direct the student.

Liability for Safety in Travel to or from Assigned Areas (ACEND 8.2.b)

If students travel in a private vehicle, the owner/driver is required by their state to carry individual liability. Laws may differ state to state. However, Illinois State University is not responsible for any damage to a student's car that may occur while traveling to or from a professional practice site or related site/function or while at that site/function.

Injury or Illness While in a Facility for Supervised Practice (R.E. 8.2.c)

In the event of an accident or injury, the student will receive the same immediate medical attention as an employee of the facility. The expense incurred is the student's responsibility. It is required that the student be covered by personal health insurance.

Documentation and Screening Requirements (R.E. 8.2.d)

It is ultimately the responsibility of the student to contact their professional practice facility to determine the required documentation before the start of the experience. If drug testing, criminal background checks, etc are required by the facility, the intern would be directed by the FCS 398 faculty member or the FCS Academic Advisor on best location for such services if not provided by the professional practice site.

Educational Purpose of Supervised Practice (R.E. 8.2.e)

Professional practice is a planned learning experiences in which knowledge, understanding and theory are applied to real-life situations; may be augmented by role-playing, simulation, case studies and/or other experiences in which students perform

tasks that contribute to acquisition of the competencies. Supervised practice is for an educational purpose and interns should not be used to replace employees.

Privacy and Access to Records

Protection of Privacy of Information (ACEND 8.2.r)

In accordance with the Family Educational Rights and Privacy Act of 1974, Illinois State University students have the right to review, inspect, and challenge the accuracy of information kept in a cumulative file by the institution unless the student waives this right in writing. It also ensures that records cannot be released in other than emergency situations without the written consent of the student except in the following situations:

- A. to other school officials, including faculty within the educational institution or local educational agencies who have legitimate educational interest;
- B. to officials of other school systems in which the student intends to enroll, upon condition that the student be notified of the transfer, receives a copy of the record if desired, and has an opportunity for a hearing to challenge the content of the record;
- C. to authorized representatives of 1) the Comptroller General of the United States, 2) the Secretary, 3) an administrative head of any educational agency, or 4) State educational authorities;
- D. in connection with the student's application for, and receipt of, financial aid;
- E. where the information is classified as directory information. The following categories of information have been designated by the University as directory information: name, address, telephone number, date and place of birth, major, class, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance and course load status, candidacy for degrees (including the date awarded) and awards received, and the most recent previous educational agency or institution attended by the student. If students do not wish such information released without consent, they should notify the Registration Office prior to the tenth day of classes.

Students logging-in to the online course management system, Canvas, ensure identity through the unique university usernames and personal password. Information obtained by the faculty through Canvas is included within the above items. Questions concerning this law and the University's policy concerning release of student information and the procedures for contesting the content of cumulative files may be directed to the Records Office – University Registrar, 108 Moulton Hall, 2207 Records, (309) 438-3408.

Access to Personal Files ACEND (R.E. 8.2.s)

The Family Educational Rights and Privacy Act also ensures that Illinois State University students have a right to review, inspect and challenge the accuracy of information kept in a cumulative file by the institution. Illinois State University's policy statement is provided in the Catalog. The DPD program director will provide access to the student wishing to view their personal DPD file. If necessary, please contact the Director to schedule a time to do so.

Complaints and Grievances

Complaints Against the DPD (R.E. 8.2.g; 8.2.h)

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) under the guidance of the U.S. Department of Education (USDE) requires dietetics education programs to identify an avenue for students to bring forward DPD program-specific complaints related to ACEND accreditation standards. Concerns regarding the program may fall outside the Dean of Student's Policies addressed above. Program-specific complaints should be brought to the attention of the DPD Program Director, ideally in writing. The student may also bring programmatic concerns directly to the attention of the Department Chair of the Department of Family and Consumer Sciences. Program-specific complaints and corrective actions will be kept on file by the program for a period of seven years.

The Dean of Students has established the Student Conduct and Community Responsibilities [SCCR] office to review grievances concerning individual members of the University. As their website

(<https://deanofstudents.illinoisstate.edu/conduct/resolution>) states, facilitated or managed conflict can be a mechanism for individual and collective learning and changes). Services offered by SCCR include Facilitated Dialogue which includes constructive conversation between two or more [i.e., faculty, Program Director, fellow students, etc.] guided by SCCR staff to increase the potential that students will arrive at a mutually satisfying outcome. Mediation process can also be guided by SCCR staff where students clearly identify their interests, needs, and resolution options. SCCR staff may provide suggestions or recommendations. A written agreement will result, and the SCCR staff member will follow up with all parties to make sure it is being fulfilled.

Program-specific complaints that have not been resolved can be directed to the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Complaints should be submitted to ACEND only after all other options within the DPD program and Illinois State University have been exhausted. ACEND will review complaints that relate to a program's compliance with the

accreditation standards. ACEND is interested in the sustained quality and continued improvement of dietetics education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff, or students. A copy of the accreditation standards and ACEND's policy and procedure for submission of complaints may be obtained by contacting the Education and Accreditation staff at the Academy of Nutrition and Dietetics at 120 South Riverside Plaza, Suite 2190, Chicago, Illinois 60606 or by calling 1-800-877-1600 extension 5400. Written complaints should be mailed to the Chair, Accreditation Council for Education in Nutrition and Dietetics at the above address. The complaint must be signed by the complainant. Anonymous complaints will not be considered. For additional information visit: <https://www.eatrightpro.org/acend/public-notices-and-announcements/filing-a-complaint-with-acend>

The University does not tolerate retaliation against students, employees, or faculty members who exercise their rights by filing a complaint with or participating in a protected investigation. For more information about retaliation or the formal complaint process, see the [Student Code of Conduct](#).

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, Excellence by Design: <https://strategicplan.illinoisstate.edu/>. Diversity is thus an essential component of university planning at Illinois State.

Appendix A

DPD Course Descriptions

[**FCS 113**](#) – Principles of Food Preparation: Scientific principles involved in the preparation of food.

[**FCS 217**](#) – Nutrition in the Life Cycle: Examination of physiological, sociological, and developmental factors that affect nutritional requirements and recommendations at various stages of the life cycle.

[**FCS 219**](#) – Nutrition Counseling and Assessment

Application of nutrition assessment, counseling and communication techniques with individuals and groups in community and clinical settings.

[**FCS 311/411**](#) – Community Nutrition: Nutritional needs of selected populations vulnerable to inadequate diet; emphasis on U.S. programs designed for groups at nutritional risk.

[**FCS 312/478**](#) – Medical Nutrition Therapy: Planning modified diets and studying underlying diseases. Nutritional counseling of individuals and groups.

[**FCS 316/416**](#) – Food Science: Experimental approach to principles underlying food preparation.

[**FCS 317/413**](#) – Nutrition and Metabolism: Physiological and biochemical basis for human nutritional requirements and health.

[**FCS 318/418**](#) – Foodservice Management: Management of commercial foodservice systems: planning, control systems, decision making, human considerations.

[**FCS 319/419**](#) – Quantity Foods: Principles, techniques, and standards for procuring, storing, and producing food in batch/quantity for group, institutional and commercial feeding. Field trips.

[**CHE 220**](#) – Organic Chemistry: One-semester survey of organic chemistry.

Fundamental principles of structure and mechanisms of organic reactions. Lecture and lab. For non-majors; recommended for Agriculture, Family and Consumer Sciences, Health Sciences, Nursing, and others.

[**KNR 182**](#) – Anatomy and Physiology: Emphasis on the nervous, circulatory, respiratory, and digestive systems.

**Note, courses with a 400-level equivalent can be taken at the graduate level for Accelerated FND students and Graduate students seeking DPD verification statement.*

For the major requirements for Food, Nutrition and Dietetics, Dietetics Sequence, see course list and links to all course descriptions here:

<https://illinoisstate.edu/catalog/undergraduate/family-consumer-sciences/dietetics-course-requirements/>

Appendix B

Core Knowledge Statements (KRDNs)

Core Knowledge Statement	Course and course number in which the knowledge is assessed
KRDN 1.1 Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions.	FCS 316/416 Food Science
KRDN 1.2 Select and use appropriate current information technologies to locate and apply evidence-based guidelines and protocols.	FCS 316/416 Food Science
KRDN 1.3 Apply critical thinking skills.	FCS 316/416 Food Science
KRDN 2.1 Demonstrate effective and professional oral and written communication and documentation.	FCS 219 Nutrition Counseling and Assessment
KRDN 2.2 Describe the governance of nutrition and dietetics practice, such as the Scope of Practice for the Registered Dietitian Nutritionist and the Code of Ethics for the Profession of Nutrition and Dietetics.	FCS 219 Nutrition Counseling and Assessment
KRDN 2.3 Assess the impact of a public policy position on nutrition and dietetics profession.	FCS 311/411 Community Nutrition
KRDN 2.4 Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.	FCS 319/419 Quantity Foods
KRDN 2.5 Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates.	FCS 318/419 Food Service Management
KRDN 2.7 Describe contributing factors to health inequity in nutrition and dietetics.	FCS 311/411 Community Nutrition
KRDN 2.8 Participate in a nutrition and dietetics professional organization and explain the significant role of the organization.	FCS 217 Nutrition Through the Life Cycle
KRDN 2.9 Defend a position on issues impacting the nutrition and dietetics profession.	FCS 217 Nutrition Through the Life Cycle
KRDN 3.1 Use the Nutrition Care Process and clinical workflow elements to assess nutritional parameters, diagnose nutrition related problems, determine appropriate nutrition interventions and develop plans to monitor the effectiveness of these interventions.	FCS 312/478 Medical Nutrition Therapy
KRDN 3.2 Develop an educational session or program/educational strategy for a target population.	FCS 311/411 Community Nutrition
KRDN 3.3 Demonstrate counseling and education methods to facilitate behavior change and enhance wellness for individuals and groups.	FCS 219 Nutrition Counseling and Assessment
KRDN 3.4 Practice routine health screening assessments, including measuring blood pressure and conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol).	FCS 312/478 Medical Nutrition Therapy
KRDN 3.5 Describe concepts of nutritional genomics and how they relate to medical nutrition therapy, health and disease.	FCS 317/413 Nutrition and Metabolism
KRDN 3.6 Develop nutritionally sound meals, menus and meal plans that promote health and disease management and meet client's/patient's needs.	FCS 318/419 Food Service Management
KRDN 4.1 Apply management theories to the development of programs or services.	FCS 318/419 Food Service Management
KRDN 4.2 Evaluate a budget/financial management plan and interpret financial data.	FCS 318/419 Food Service Management
KRDN 4.3 Demonstrate an understanding of the regulation system related to billing and coding, what services are reimbursable by third party payers, and how reimbursement may be obtained.	FCS 219 Nutrition Counseling and Assessment
KRDN 4.4 Apply the principles of human resource management to different situations.	FCS 318/419 Food Service Management

KRDN 4.5 Apply safety and sanitation principles related to food, personnel and consumers.	FCS 319/419 Quantity Foods
KRDN 4.6 Explain the processes involved in delivering quality food and nutrition services.	FCS 319/419 Quantity Foods
KRDN 4.7 Evaluate data to be used in decision-making for continuous quality improvement.	FCS 319/419 Quantity Foods
KRDN 5.1 Perform self-assessment that includes awareness in terms of learning and leadership styles and develop goals for self-improvement.	FCS 300 Professional Leadership in Food, Nutrition and Dietetics
KRDN 5.2 Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and career goals.	FCS 319/419 Quantity Foods
KRDN 5.3 Practice how to self-advocate for opportunities in a variety of settings (such as asking for needed support, presenting an elevator pitch).	FCS 300 Professional Leadership in Food, Nutrition and Dietetics
KRDN 5.4 Practice resolving differences or dealing with conflict.	FCS 300 Professional Leadership in Food, Nutrition and Dietetics
KRDN 5.5 Promote team involvement and recognize the skills of each member.	FCS 311/411 Community Nutrition
KRDN 5.6 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.	FCS 219 Nutrition Counseling and Assessment

Appendix C **DPD Verification Request Form**

During your final semester of the DPD program, please complete the following form and email this to Dr. Schumacher at dpddirector@ilstu.edu.

Name (as it appears on your Dr. License/ID):

First:

Middle:

Last:

Maiden (If applicable):

Anticipated Graduation/program completion date

Semester (Spring/Summer/Fall):

Year:

Permanent Email Address (Not your ilstu):

What are your plans after graduation? (Internship/graduate school/location/work):

After receiving confirmation from the Registrar's Office of program completion, I will issue your verification statement and email it to you. If attending an internship/graduate program, I will also send your verification statement to that program director.

Good luck and please keep in touch!

-Dr. Schumacher