
Didactic Program in Dietetics (DPD) Student Handbook 2023-2024

Kansas State University
College of Health and Human Sciences
Department of Food, Nutrition, Dietetics and Health
1324 Lovers Lane, 245 Justin Hall
Manhattan, KS 66506
<https://www.hhs.k-state.edu/fndh/undergraduate/dietetics/>



Contents

Welcome.....	3
General Information	4
Accreditation (University and Program)	4
The Profession of Dietetics.....	5
Path to Dietetic Registration.....	5
DPD Verification Statement	6
Application to ACEND-accredited Supervised Practice Programs	7
Options When Not Placed in a Supervised Practice Program.....	8
Background Checks, Drug Tests, and Vaccination Status	8
State Licensure	8
International Students	9
KSU Didactic Program in Dietetics (DPD)	10
Program Philosophy	10
Mission Statement	10
Goals and Objectives.....	10
Student and Program Assessment	11
Student Assessment (ACEND Core Knowledge Requirements).....	11
Program Assessment Related to ACEND Standards	12
Program Assessment Related to University Requirements.....	13
Student Input on Program Quality.....	13
BS in Dietetics (120 credit hours including 75-76 DPD credit hours).....	14
DPD Program Details	17
Tuition, Fees, Additional Expenses	17
A-Z Policies and Procedures.....	19
Student Support Services List.....	24
Admission to Dietetics Major and DPD Program Progression	25
DPD Application (acceptance required to earn BS in Dietetics and DPD Verification Statement).....	26
AFTER Acceptance into the DPD	28
Dietetic Supervised Practice Program Information.....	31
Registration Examination for Dietitians Information	39
Appendix.....	40

Welcome

We are honored to have you join the Kansas State University (KSU) Didactic Program in Dietetics (DPD). Our program has been producing outstanding dietetics professionals for over 100 years. It is one of the oldest and most prestigious programs in the country providing the required didactic coursework to become a dietitian. In 1996, we became the first ACEND-accredited DPD in the country to offer our program in an online format, extending our well-known campus DPD to those unable to relocate to Kansas. Our online DPD is one of only a few online DPD programs in America. Our strong legacy is evident in the fact that our match rate of graduates to supervised practice programs is consistently between 90-100%, which is well above the national average of 65%.

The DPD at K-State is currently granted full accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics. Students completing the DPD will be eligible to apply to ACEND-accredited supervised practice programs. This handbook includes information not only about the DPD, but also about the dietetics profession. The program requirements outlined in this document are in addition to the student responsibilities outlined in the KSU Undergraduate Catalog.

You are encouraged to utilize all resources available to dietetics majors, including this handbook and the items posted on the *Dietetics Information* Canvas site. In addition, you can consult dietetics faculty and dietetics academic advisors if you have additional questions. At Kansas State, students are part of our Wildcat Family, and we will do everything possible to help them succeed. Your success is our success.



Heidi Oberrieder, MS, RDN, LD
Program Director, Didactic Program in Dietetics
785-532-0169 | heidio@ksu.edu

Academic Advisors

- Campus Dietetics Students
 - Lindsay Larson | 785-532-1754 | lswl@ksu.edu
- Online Dietetic Students
 - Karla Girard | kgirard@ksu.edu (Dietetics Coordinator)
 - Jacob Fleming | jacobfleming@ksu.edu

Department Head – Food, Nutrition, Dietetics and Health (FNDH)

Dr. Tanda Kidd | 785-532-5508 | martan@ksu.edu

Interim Dean – College of Health and Human Sciences (HHS)

Dr. Brad Behnke | 785-532-5500 | bjbehnke@ksu.edu

General Information

K-State's ACEND-accredited undergraduate Didactic Program in Dietetics (DPD) provides the academic requirements for eligibility to apply to ACEND-accredited supervised practice programs, which leads to eligibility to sit for the Registration Examination for Dietitians offered by the Commission for Dietetic Registration (CDR). With a passing score on the RDN Exam, you will earn the Registered Dietitian Nutritionist (RDN) credential. In 2012, the RDN credential degree requirements were elevated to a master's degree effective 1/1/2024. When you graduate with our BS in Dietetics, you can apply to ACEND-accredited supervised practice programs, choosing between a stand-alone program (supervised practice hours only) or one combined with a graduate degree.

Equal Opportunity

Kansas State University prohibits discrimination on the basis of race, color, ethnicity, national origin, sex (including sexual harassment and sexual violence), sexual orientation, gender identity, religion, age, ancestry, disability, genetic information, military status, or veteran status, in the university's programs and activities as required by applicable laws and regulations. The person designated with responsibility for coordination of compliance efforts and receipt of inquiries concerning the nondiscrimination policy is the university's Title IX Coordinator: the Director of the Office of Institutional Equity, equity@k-state.edu, 220 Kedzie Hall, 828 Mid-Campus Drive South, Kansas State University, Manhattan, Kansas 66506-1500. Telephone: 785-532-6220 | TTY or TRS: 711. The campus ADA Coordinator is the Director of Employee Relations and Engagement, who may be reached at charlott@k-state.edu or 103 Edwards Hall, 1810 Kerr Drive, Kansas State University, Manhattan, Kansas 66506-4801, 785-532-6277 and TTY or TRS 711. <http://www.k-state.edu/nondiscrimination/>

Accreditation (University and Program)

The Didactic Program in Dietetics (DPD) is housed in the Department of Food, Nutrition, Dietetics and Health (FNDH) within the College of Health and Human Sciences on the Manhattan campus of Kansas State University (KSU).

Kansas State University has been continuously accredited by the Higher Learning Commission (HLC) of the North Central Association of College and Schools since 1916. K-State participates through the Open Pathway reaffirmation of accreditation process and underwent a comprehensive self-study and site visit in 2021-2022 with HLC reaffirming K-State's accreditation status. The next reaffirmation will take place in 2031-2032. <http://www.k-state.edu/about/accreditation/index.html>

K-State's Didactic Program in Dietetics (DPD) is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics. ACEND establishes standards for dietitian education programs. The DPD underwent a successful full review (self-study and site visit) in 2019 and is fully accredited through 2027. Current program accreditation is based on the 2022 Standards. To view the 2022 Standards, visit <https://www.eatrightpro.org/acend/accreditation-standards-fees-and-policies/2022-standards>

ACEND contact information:

ACEND

120 South Riverside Plaza, Suite 2190

Chicago, IL 60606-6995

312/899-0040 ext 5400

<http://www.eatrightPRO.org/ACEND>

The Profession of Dietetics

Public interest in nutrition and wellness is growing rapidly. Consumers are eager for guidance on applying basic nutrition principles to lifestyle management. The Registered Dietitian Nutritionist (RDN) is uniquely qualified to support consumers in distinguishing between nutrition facts and fallacies. RDNs are recognized by the medical profession as nutrition experts.

As specialists in nutrition and nutrition services management, RDNs offer expertise to individuals and groups desiring to maintain, improve, or restore health. These services are provided in a variety of settings ranging from acute care hospitals to military foodservice operations to unique settings such as journalism, sports medicine, consulting, information technology specialties, sales, and research/development. The broad range of opportunities for practice within the profession provides RDNs with maximum flexibility as they move through their professional careers.

Kansas State has been producing outstanding dietetics professionals for over 100 years and is one of the oldest and most prestigious programs in the country. In 1996, K-State was the first ACEND-accredited DPD to begin offering our program in the online format. We continue to be one of only a few online ACEND-accredited undergraduate programs granting verification statements. Our success is evident in a match rate of graduates to supervised practice programs that is consistently between 90-100% as compared to the national average of 65%.

Path to Dietetic Registration

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) grants accreditation status to dietetics education programs. The Commission on Dietetics Registration (CDR) administers the national registration examination for earning the Registered Dietitian Nutritionist (RDN) credential and oversees the continuing education process completed by dietitians for credential maintenance. To earn the RDN credential, there are three steps to complete.

1. Effective 1/1/2024, students must complete a minimum of a master's degree along with completion of the ACEND Core Knowledge Requirements. K-State's Bachelor of Science in Dietetics includes coursework that meets the ACEND Core Knowledge Requirements. Graduates earn both a bachelor's degree and a DPD Verification Statement. To continue the pathway to earning the RDN credential, graduates apply to an ACEND-accredited supervised practice program that is combined with a graduate degree. For more information on the elevation of the credential to a graduate degree, visit <https://www.cdrnet.org/new-graduate-degree-eligibility-requirement-effective-january-1-2024>
2. Students must complete an ACEND-accredited supervised practice program for eligibility to sit for the RDN Exam. There are programs that offer supervised practice without a degree for students who already have a master's degree, and there are programs that offer a combined supervised practice + master's degree. The supervised practice program must be ACEND-accredited, which means it includes the ACEND Core Competency Requirements. All supervised practice programs provide hands-on experience in clinical nutrition, community nutrition, and nutrition services management. Graduates of the K-State DPD apply to supervised practice programs during their last semester of coursework (or after graduation) through a competitive, nationwide computer-matching process or through direct application to an ACEND-accredited Graduate Program (GP).
3. Students must pass the national Registration Examination for Dietitians offered by the Commission on Dietetics Registration (CDR). Passing the RDN Exam allows the individual to use the credentials RD or RDN after his/her name, indicating that they are credentialed as a Registered Dietitian Nutritionist. We recommend that DPD students keep important textbooks from their DPD courses and supervised practice program to use when studying for the RDN Exam. Once credentialed, RDNs must complete regular continuing education to maintain their RDN credential. The RDN credential is recognized by many states as eligible for dietetic licensure within that state. State licensure requirements vary by state.

DPD Verification Statement

Verification statements are issued upon completion of the Didactic Program in Dietetics (DPD). The DPD verification statement verifies that you have completed an ACEND-accredited DPD and are eligible to apply to ACEND-accredited supervised practice programs. After completing the supervised practice program, you will receive a second verification statement which is required for eligibility to sit for the Registration Examination for Registered Dietitian Nutritionists offered by the Commission on Dietetic Registration (CDR).

The DPD program director will issue your DPD Verification Statement once you complete all program requirements as confirmed through the Office of the Registrar. Program requirements for earning a DPD Verification Statement at K-State include the following:

- Admission to K-State as an undergraduate majoring in dietetics
- Admission to the K-State DPD (application midway through curriculum)
- Completion of the BS in Dietetics (120 credit hours including 75-76 credit hours of DPD coursework)
 - Completion of DPD coursework (75-76 credit hours of the 120 total credit hours)
 - Grade of “B or better” in all DPD courses (or transfer equivalent)
 - Grade of “C or better” in other required course, exclusive of unrestricted electives
 - Earn 70% or higher on KRDN learning activities within DPD courses
 - Verification of identity with a government-issued photo ID matching KSU student profile

Upon earning the BS in Dietetics, you will receive an electronic copy of a signed DPD Verification Statement with an authenticated electronic signature. The document will be “locked” to prevent editing after signing. Verification statements will be sent via email within 4-6 weeks of program completion.

If you apply to ACEND-accredited supervised practice programs during your final semester of coursework, the DPD Director will complete a *Declaration of Intent to Complete Degree* which is needed during the supervised practice program application process since verification statements will not be issued until 4-6 weeks post-graduation.

Signed Verification Statements must be kept in a secure location as they are important to:

- include in your permanent file
- submit for active membership status in the Academy of Nutrition and Dietetics
- submit with application to ACEND-accredited supervised practice programs
- submit with application for state licensure/certification
- submit with application for CDR specialty practice certifications

Once you receive your electronically signed verification statement, it is your responsibility to keep it in a safe place for easy access. Official copies of your DPD Verification Statement will be kept on file permanently by the DPD director and/or dietetics coordinator at Kansas State University.

Application to ACEND-accredited Supervised Practice Programs

As a DPD student, you will apply to ACEND-accredited supervised practice programs during or after your final semester of DPD coursework. There are several types of supervised practice programs with the majority of DPD students applying to a Dietetic Internship (DI) or a MS-DI (DI combined with masters).

- **Dietetic Internships (DI):** This is a stand-alone program offering the required supervised practice hours. DPD students apply to DI through the matching process.
- **Dietetic Internship with a Master's (MS-DI):** This program type offers a master's degree in addition to supervised practice hours. DPD students apply to MS-DI through the matching process.
- **Dietetics Graduate Program (GP):** This program type is accredited under a different set of ACEND standards than the DI, MS-DI, and MS-CP. These standards are being piloted as the potential new format for dietetics education. GP programs include a master's degree (or doctorate) along with the required supervised practice. DPD students apply to these programs without participating in the matching process. GPs that require a DPD Verification Statement are a great option for DPD graduates. GPs that do not require a DPD Verification Statement are an option; however, the DPD coursework may not align perfectly with the list of pre-requisites required by the GP.
- **Master's Coordinated Program (MS-CP):** Like the MS-DI, this program type offers a master's degree in addition to the supervised practice hours. DPD students apply to these programs without participating in the matching process. The transfer of DPD dietetics courses may not align perfectly with the required MS-CP courses; thus, this option is not usually good for DPD graduates unless the program is within driving distance.

The DPD Director will assist you with your application to ACEND-accredited supervised practice programs; however, it is your responsibility to initiate and complete the process. A variety of resources are available on the *Dietetic Information* Canvas site, which is regularly updated. You can apply to GPs in addition to participating in the matching process for DIs; however, careful management of application deadlines and offer acceptance is needed.

You may choose to delay application beyond your last semester of coursework; however, it is best to keep the delay as short as possible. If the delay is extended to multiple years, keep in mind that some supervised practice programs may require you to retake select courses. Typically, it is the clinical nutrition courses that need to be "recent", most often defined as within 3-5 years.

It should be noted that successful completion of the DPD and receipt of a DPD Verification Statement does not guarantee acceptance into an ACEND-accredited supervised practice program. You will compete for placement in a dietetic internship through a computerized-matching process operated by ACEND and/or through direct application to a GP or MS-CP. In addition to the resources posted on the *Dietetic Information* Canvas site, details about the process can be found later in this handbook. A full listing of ACEND-accredited supervised practice programs may be found at <https://www.eatrightpro.org/acend/accredited-programs/accredited-programs-directory>.

Options When Not Placed in a Supervised Practice Program

K-State has a match-rate consistently between 90-100%, which is well above the national average of 65%. If you do not match with an ACEND-accredited supervised practice program on the first try, you may try again. There is no limit to how many times you can apply. Of the students who do not match on the first attempt, many are able to match in the Second Phase of their first attempt or on their second application attempt. If you are not matched, the DPD Director can assist you with decision-making. If you are not accepted into a supervised practice program by graduation time, you will continue to have access to the DPD Director for support in future application efforts.

Individual Supervised Practice Pathway (ISPP)

An unsuccessful application on your first attempt provides you eligibility to apply to Individual Supervised Practice Pathway (ISPP) programs, which are ACEND-accredited supervised practice program spots reserved for those who were unmatched during the match process. Application to ISPPs occurs in the second phase of each match cycle. ISPPs are equal in quality to a DI, MS-DI, MS-CP, or GP as they are ACEND-accredited. Some ISPPs are designed for a doctoral student without a DPD Verification Statement. ISPPs can be on-site or distance and can be supervised practice only or supervised practice plus a graduate degree.

Pathway III – Nutrition and Dietetics Technician, Registered (NDTR)

DPD graduates are eligible to sit for the National Registration Examination for Dietetic Technicians without any supervised practice hours. Upon passing the NDTR Exam you will earn the dietetic credential, Nutrition and Dietetics Technician, Registered (NDTR). This credential is one of various strategies for strengthening your application to supervised practice programs in subsequent cycles since it allows you to secure employment as a dietetics professional. For more information on the NDTR Exam, visit <https://www.cdrnet.org/NDTR>. The DPD Director will assist you in the process of proving eligibility to take the NDTR Exam. Study guides are available.

- Written study guide (\$50) <https://www.pathlms.com/cdr/courses/35774>
- Interactive, online study program (\$164.99) at <https://www.eatrightstore.org/product-type/study-guides/eatrightprep-for-the-ndtr-exam>

Background Checks, Drug Tests, and Vaccination Status

There are a few things that may impact an individual's ability to complete ACEND-accredited supervised practice hours. Most supervised practice programs require a background check, drug test, and proof of up-to-date vaccinations since students/interns will be working in a healthcare environment.

State Licensure

In most states, credentialed RDNs must obtain a license to practice within that state. Individuals completing the K-State DPD who go on to earn the RDN credential are eligible to apply for a license in the 44 states, including Kansas. Six states do not require a dietetic license. Credentialed RDNs should research licensing requirements in their state of residence. Information about individual states' licensure regulations is available at:

- <https://www.eatrightpro.org/advocacy/licensure/licensure-map> (requires Academy membership)
- <https://www.cdrnet.org/LicensureMap> (available to public)

International Students

International students completing the online DPD must consider that they will need to apply for a visa to come to the United States to complete a supervised practice program. For more information, visit <https://www.eatrightpro.org/acend/students-and-advancing-education/international-students>

KSU Didactic Program in Dietetics (DPD)

Program Philosophy

K-State's DPD is based on the belief that dietitians are uniquely qualified to provide evidenced-based nutrition services as the training includes not only clinical nutrition, but also health promotion, food system concepts, and management skills.

We strive to prepare students for employment in today's fast-paced, information-hungry society. The importance of quality and service is emphasized, as client needs and expectations must be the central focus of dietetics practice. Dietitians must use on-going self-evaluation, embark on lifelong learning, and adhere to a personal and professional code of ethics.

The DPD's mission seen below aligns with the missions of K-State <http://www.k-state.edu/about/mission/index.html> and the College of Health and Human Sciences <https://www.hhs.k-state.edu/about/>. Within the College of Health and Human Sciences, the DPD is housed in the Department of Food, Nutrition, Dietetics and Health <https://www.hhs.k-state.edu/fndh/>.

Mission Statement

The Kansas State University Didactic Program in Dietetics prepares graduates for entry into graduate programs leading to eligibility for the CDR credentialing exam to become registered dietitian nutritionists (RDN) who can deliver food and nutrition services for the people of Kansas and beyond.

Goals and Objectives

Goal 1: Graduates will be prepared for successful application to accredited supervised practice programs, graduate school, or a career in food/nutrition.

- **Objective 1:** At least 70% of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation. [ACEND required wording, program identified target]
- **Objective 2:** Of graduates who apply to a supervised practice program, at least 70% are admitted within 12 months of graduation. [ACEND required wording, program identified target]
- **Objective 3:** In each supervised practice program application cycle, the acceptance rate will be at least 85%. [program identified wording and target]

Goal 2: Graduates will be prepared with the knowledge and skills necessary for completion of an accredited supervised practice program and/or a career delivering food and nutrition services to the people of Kansas and beyond.

- **Objective 4:** At least 95% of students complete program requirements within 3 years for the campus track or 4.5 years for the online track (150% of program length). [ACEND required wording and target; program length begins semester after admission to DPD and ends at graduation]
- **Objective 5:** 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%. [ACEND required wording and target]
- **Objective 6:** At least 95% of program graduates completing supervised practice will rate satisfaction with the program at 3.0 or higher on a five-point scale. [program identified wording and target]
- **Objective 7:** At least 95% of supervised practice program directors will rate program graduate preparation at 3.0 or above on a five-point scale. [ACEND required, program identified wording and target]]

Student and Program Assessment

Student Assessment (ACEND Core Knowledge Requirements)

To earn the BS in Dietetics and a DPD Verification Statement, you must earn a “B or better” in all DPD Science and DPD Professional courses. In addition, you are expected to achieve proficiency in each of the following ACEND Core Knowledge requirements (KRDNs).

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

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

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

- KRDN 2.1 Demonstrate effective and professional oral and written communication and documentation.
- KRDN 2.2 Describe the governance of nutrition and dietetics practice, such as the Scope of Practice for the Registered Dietitian Nutritionist and the Code of Ethics for the Professional of Nutrition and Dietetics.
- KRDN 2.3 Assess the impact of a public policy position on the nutrition and dietetic profession.
- KRDN 2.4 Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.
- KRDN 2.5 Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates.
- KRDN 2.6 Demonstrate cultural humility, awareness of personal biases and an understanding of cultural differences as they contribute to diversity, equity and inclusion.
- KRDN 2.7 Describe contributing factors to health inequity in nutrition and dietetics including structural bias, social inequities, health disparities and discrimination.
- KRDN 2.8 Participate in a nutrition and dietetics professional organization and explain the significant role of the organization.
- KRDN 2.9 Defend a position on issues impacting the nutrition and dietetics profession.

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

- KRDN 3.1 Use the Nutrition Care Process and clinical workflow elements to assess nutritional parameters, diagnose nutrition-related problems, determine appropriate nutrition interventions and develop plans to monitor the effectiveness of these interventions.
- KRDN 3.2 Develop an educational session or program/educational strategy for a target population.
- KRDN 3.3 Demonstrate counseling and education methods to facilitate behavior change and enhance wellness for diverse individuals and groups.
- KRDN 3.4 Practice routine health screening assessments, including measuring blood pressure and conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol).

- KRDN 3.5 Describe concepts of nutritional genomics and how they relate to medical nutrition therapy, health and disease.
- KRDN 3.6 Develop nutritionally sound meals, menus and meal plans that promote health and disease management and meet client's/patient's needs.

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

- KRDN 4.1 Apply management theories to the development of programs or services.
- KRDN 4.2 Evaluate a budget/financial management plan and interpret financial data.
- KRDN 4.3 Demonstrate an understanding of the regulation system related to billing and coding, what services are reimbursable by third-party payers, and how reimbursement may be obtained.
- KRDN 4.4 Apply the principles of human resource management to different situations.
- KRDN 4.5 Describe safety and sanitation principles related to food, personnel and consumers.
- KRDN 4.6 Explain the processes involved in delivering quality food and nutrition services.
- KRDN 4.7 Evaluate data to be used in decision-making for continuous quality improvement.

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

- KRDN 5.1 Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.
- KRDN 5.2 Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and career goals.
- KRDN 5.3 Practice how to self-advocate for opportunities in a variety of settings (such as asking for needed support, presenting an elevator pitch).
- KRDN 5.4 Practice resolving differences or dealing with conflict.
- KRDN 5.5 Promote team involvement and recognize the skills of each member.
- KRDN 5.6 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.

KRDN proficiency is defined as earning 70% or higher on a learning activity designed to measure student achievement of a particular KRDN. Learning activity formats vary - assignment, quiz, or verbal activity – and are spread over multiple DPD professional courses. Courses containing a KRDN learning activity will include a statement in the syllabus alerting you which KRDNs will be measured in the course. In addition, you can access a *KRDN by Course* document posted on the *Dietetics Information* Canvas site.

Individual instructors involved with measuring student achievement of KRDN statements monitor individual students and remediate when needed to ensure all DPD students are proficient on each KRDN learning activity.

Program Assessment Related to ACEND Standards

As an ACEND-accredited program, achievement of program goals and objectives is continually monitored according to a Program Evaluation Plan (PEP). Program outcomes data are available upon request from the DPD Director, Heidi Oberrieder heidio@ksu.edu

Program Assessment Related to University Requirements

The DPD participates in annual university-wide student learning assessment under the guidance of the College of Health and Human Sciences Assessment Review Committee and the Associate Dean for Academic Affairs. Relevant KRDN learning activities are used to submit an annual report of student learning to the University Office of Assessment as part of the university-wide assessment process, which impacts accreditation of the University.

Student Input on Program Quality

There are several ways that you can share input that supports continuous quality improvement in K-State's DPD.

- **Course Evaluations (TEVAL):** You will complete an **anonymous** survey at the conclusion of every KSU course. The questions are about the course design and delivery, as well as the instructor's performance.
- **Senior Exit Survey:** You will receive an **anonymous** survey during your last semester of coursework. The survey allows you to provide input on specific courses, specific faculty/staff, program communications, and K-State. You will have the opportunity to provide additional comments within the survey.
- **One-year Post-Graduation Survey:** Twelve months after graduation, you will receive a survey asking for an update on your progression towards earning the RDN credential and/or employment in a nutrition-related position. This survey is **not anonymous** and is gathering data required for compliance with ACEND Standards.
- **Post-Supervised Practice (SP) Program Completion Survey:** If you were placed in a supervised practice program, you will receive an **anonymous** survey upon completion of the SP program. The questions are about your feelings on whether the DPD adequately prepared you for supervised practice.

BS in Dietetics (120 credit hours including 75-76 DPD credit hours)

The DPD is a collection of courses within the BS in Dietetics that meet ACEND accreditation requirements for a Didactic Program in Dietetics (DPD). When you graduate with a BS in Dietetics, you will be issued a DPD Verification Statement.

BS in Dietetics

To view the BS in Dietetics curriculum, visit <https://www.hhs.k-state.edu/students/services/programs/fndh-dt-option.pdf> or view a copy in the *Appendix* of this handbook. For course descriptions and course offering frequencies, view the current university catalog (<http://courses.k-state.edu/courses/>). Prerequisites listed in the catalog must be met for eligibility to enroll in a course. Concurrent enrollment in a course and its prerequisites is not allowed unless specifically indicated or with instructor approval. **You should be aware that some courses are offered only once a year.** Because of this, it is vital that you work with your academic advisor to design a long-range plan allowing you to graduate on time.

A full-time campus student can complete the degree requirements within four years with careful planning. For online students, the time varies based on the number of transfer courses accepted and the number of courses taken each semester. For both campus and online students, time to graduation may be extended if you take extra electives, change majors, participate in study abroad opportunities, or retake a class to earn a better grade. Of the 120 credit hours in the BS in Dietetics, **75-76 credit hours are considered DPD courses.** The program length for the DPD portion of the degree is typically 2 years for full-time campus students (junior & senior year) and 3 years for part-time online students.

Curriculum Plan Year

Degree programs experience changes over time. When you are admitted to K-State and choose dietetics as your major (or change to the dietetics major while enrolled at K-State), you are assigned the curriculum plan in place at that time. You may continue with that plan even if the curriculum changes during your time at K-State; however, you can opt to change to an updated curriculum (if available) by filling out a *Request to Change Degree Program Requirement Term* form with the Dean's Office. The credits you have taken up to that point will be re-evaluated against the updated curriculum which means you may need to take additional courses or find that something you took earlier became an elective instead of meeting a requirement.

If you elect to interrupt your academic program for more than a year, you will need to meet the program/degree requirements in place when you re-start if there was a curriculum change during your absence. In general, curriculum updates begin in the fall semester.

You are required to meet with your academic advisor prior to enrollment each semester. If you are an online dietetic student, you will be able to communicate with their academic advisor by ZOOM and email.

Nutrition Majors

In addition to the BS in Dietetics, K-State offers degree options in Nutrition and Health; Nutritional Sciences; and Sports Nutrition. These degree options are like the dietetics degree, but DO NOT meet the academic requirements of ACEND. Thus, if you want to work towards earning the RDN credential, you will need to dual major in your degree of choice plus the BS in Dietetics.

Advisors in the College of Health and Human Sciences will help guide you to the degree option best aligned with your career goals. Nutritional Sciences is designed as a pre-medicine degree, preparing students to go onto a medical program after graduation. The Nutrition and Health degree and the Sports Nutrition degree prepare students to apply to health programs such as nursing, or for a variety of careers, including nutrition research, nutrition education, health promotion, food/nutrition advocacy, and public health. **If you want to do medical nutrition therapy, to work in a clinical setting, or to receive health insurance reimbursement as a dietitian, you must choose the BS in Dietetics and complete the steps to become an RDN, as the credential is required for those types of positions.**

Although all four of K-State's nutrition degrees focus on nutrition, the academic rigor required varies. The BS in Dietetics requires a "B or better" in all sciences and professional courses and a "C or better" in other required curriculum courses (except for unrestricted electives). The other three nutrition degrees require a "C or better" in the sciences, professional, and all other required curriculum courses (except for unrestricted electives).

You may choose to dual (or triple) major, such as earning both a BS in Nutrition and Health and a BS in Dietetics. Although this may seem like a good idea, having two majors will not increase your chances of being selected for the DPD or accepted into a dietetic supervised practice program. Also, being a dual (or triple) major may extend the time it takes to graduate. If you choose to dual (or triple) major, you will need to alert your advisor. You may be assigned a separate advisor for each of your majors.

Advanced Standing Credit

The DPD abides by the University policy on academic credit for prior learning and advanced credit through scores from Advanced Placement (AP), College Level Examination Program (CLEP), and DANTES Subject Standardized Test (DSST). For more information visit <https://www.k-state.edu/admissions/undergrad/manhattan/apply/policies-requirements/advanced-standing-credit/>

Transferring Courses from Other Schools to K-State

The most efficient way to have your previous courses evaluated is to use the Transfer Equivalency Tool <https://www.k-state.edu/admissions/undergrad/manhattan/apply/transfer/course-transfer.html> to check if your previous courses have already been deemed equivalent to a BS in Dietetics requirement. If a previous course is not listed in the tool, you can submit the transfer course syllabus for review even before you are admitted to K-State. **The syllabus must be from the semester and year that the course was taken or will be taken.**

Evaluation of a transfer course for equivalency to a DPD requirement will be done by the K-State instructor of record through a process initiated by the Dean's Office. Upon admission, you should consult your academic advisor as soon as possible to facilitate any additional transfer course review.

In addition to being deemed equivalent, transfer work must meet the following criteria to be accepted to fulfill a DPD requirement.

- Courses that must be no more than 5 years old with a B or better at admission to KSU
 - A&P II (or physiology-only course)
 - Biochemistry
 - Professional courses (except Basic Nutrition)
- Courses that must be no more than 10 years old with a B or better at admission to KSU
 - Basic Nutrition
 - Microbiology
- Courses that must include a lab with a B or better at admission to KSU
 - Principles of Biology
 - Anatomy & Physiology
 - Microbiology
 - Chemistry 1 & 2
 - Food Science
 - Food Production Management

If you are considering taking a required course from another school, it is best to first confirm that the course will be deemed equivalent to a DPD course. Use the Transfer Equivalency Tool to find out prior to taking that course <https://www.k-state.edu/admissions/undergrad/manhattan/apply/transfer/course-transfer.html>. Courses listed in the Transfer Equivalency search tool have been pre-approved and will usually transfer without question. If you complete a transfer course, make sure to have an official transcript with your final grade sent directly from the school to the K-State Office of Admissions for the course to be officially recorded on your transcript. For additional information on transferring work, contact your academic advisor or the Office of Admissions <http://www.k-state.edu/admissions/>

If there is a specific non-K-State course you wish to take that has NOT been pre-approved by K-State, you need to obtain a copy of the course syllabus from that institution. If you have already been admitted to K-State, provide the course syllabus to your academic advisor, who will assist you in completing paperwork requesting that the Dean's Office evaluate the course for equivalency.

Students may transfer from an accredited two-year college up to one-half of the credits required for a bachelor's degree from K-State. For the BS in Dietetics, this is 60 credit hours. Students must complete at least 15 of the last 30 upper-level hours at K-State.

DPD Program Details

Tuition, Fees, Additional Expenses

Tuition and Campus Fees

The cost of tuition depends on your residency and program format (campus vs online). A campus student will pay the same tuition whether they take the course online or in person. Up-to-date information about tuition and fees is found on the K-State Office of Student Financial Assistance webpage. <https://www.k-state.edu/sfa/cost/>

Cost of Books and Materials

Textbooks for your classes are available from the K-State Campus Store (<http://union.k-state.edu/shopping-services/k-state-campus-store>) or from a variety of online retailers. It is difficult to estimate the cost of textbooks and course materials as the amount can vary greatly from one semester to the next. Some courses use online resources only, such as an Open Education Resources book, which reduces student cost to just a \$10 OER fee instead of requiring expensive textbooks. An estimate for a full-time student is \$300-500 per semester. You are encouraged to shop around for textbooks to obtain them at the lowest price possible.

You are encouraged to save the important dietetics-related textbooks for use when studying for the RDN Exam after completing your supervised practice program. You can check with each professor or contact the DPD Director about the value of keeping a particular course textbook in preparation for the RDN Exam.

Other Costs You May Incur

- 1) K-State utilizes Canvas as the Learning Management System (LMS). This is how you will access course-specific webpages where you will interact with the instructor/classmates, submit assignments, and possibly take quizzes or tests online. You will need to have access to the proper technology. On campus, computers are available to students at Hale Library <https://lib.k-state.edu/> and throughout the campus. Information about the type of technology needed is linked below.
 - Campus students: <https://www.k-state.edu/it/resources/teaching-learning/buying/>
 - Online students: <https://online.k-state.edu/why-learn-online/technology-requirements.html>
- 2) You will incur costs when taking some of the required courses.
 - * FNDH 342 Food Production Management requires that you be ServSafe Manager certified (\$36 exam only; \$75 exam with book; if online proctoring needed the cost is an additional \$63) <https://www.servsafe.com/ServSafe-Manager>
 - * FNDH 413 Science of Food: If you are an online student, you will incur costs to purchase food to complete at-home labs.
 - * FNDH 342, FNDH 450, and FNDH 600: In these three courses, you will be asked to contact professionals in your area. You may incur costs to travel to those professionals' workplace.
- 3) FNDH courses do not require proctoring of online exam completion; however, it is possible that you may come across proctoring fees if taking online courses from another department or university. In

the past, students reported paying anywhere from \$10-50 per exam for proctoring. If this does arise, you can often find free proctoring at a local community college, learning center, or public library. Although KSU contracts with Examity for online proctoring services, FNDH has chosen to not use online proctoring for online exams. For information on Examity visit <http://global.k-state.edu/students/courses/testing/>

4) You are encouraged to participate in these **optional** activities:

- Join the appropriate student group:
 - Student Dietetic Association (contact Dr. Kelly Whitehair, stirtz@ksu.edu)
 - Distance Student Dietetic Association (contact Heidi Oberrieder, heidio@ksu.edu)
- Join the Academy of Nutrition and Dietetics as a student member (currently \$58/year) <http://www.eatrightpro.org/resources/membership/membership-types-and-criteria/student-member>. Academy membership includes free membership in a state affiliate of the Academy which means you can interact with local dietetics professionals.
- FYI: The Academy offers scholarship opportunities. Also, most affiliate groups offer scholarship opportunities.

5) Attending local and national professional meetings is a great way to learn about the profession and to network with dietetics professionals. Registration and lodging costs vary. The Academy of Nutrition and Dietetics' annual Food and Nutrition Conference (FNCE) takes place each October <https://eatrightfnce.org/>. Early each spring, you have an opportunity to apply to be a volunteer at FNCE, which brings the registration cost down substantially.

6) In your last semester of coursework (or after), you may apply to ACEND-accredited supervised practice programs. The application process will involve application fees, which vary between \$50-100 per program. Those applications will involve ordering official transcripts from any college institution you have attended, which can cost between \$10-20 per transcript. See more information about the costs of supervised practice programs in the next section.

Costs Incurred After Graduating from K-State

After you graduate from K-State, you will need to complete an ACEND-accredited supervised practice program and hold a master's degree for eligibility to take the RDN Exam. The costs for these programs vary greatly depending on if they are a stand-alone supervised practice (SP) program or if they include a master's degree. The average cost of a stand-alone supervised practice program (without a masters) is \$10,000. There are programs that do not have a program fee and there are programs that pay you a stipend. Programs that include a master's degree will likely provide access to federal financial aid.

Starting in your first semester with K-State, you should begin researching SP programs so you can plan wisely for upcoming costs. During an orientation program, you will learn of the tools for researching programs. One of the main tools is the ACEND Program Directory available at <https://www.eatrightpro.org/acend/accredited-programs/program-directory>. The DPD Director is available to answer any questions and provide support as you work on identifying the best programs for your situation.

Once you have completed an ACEND-accredited supervised practice program and hold a master's degree, you will be eligible to take the Registration Examination for Dietitians offered by the Commission on Dietetic Registration (CDR). The cost of the exam is \$200. For more information about the exam, scroll to "RD Examination" on this webpage <https://www.cdrnet.org/RDN>.

After you have earned the RDN credential, you will need to determine if the state where you plan to work requires licensing. See information earlier in this handbook for more information.

Financial Aid & K-State Scholarships

The Office of Student Financial Assistance oversees both federal financial aid and K-State's Scholarship Application. Whether you are a campus or online student, you will have a financial aid advisor assigned to you. For more information, visit <https://www.k-state.edu/sfa/>

You are invited to complete the annual scholarship application through the K-State Scholarship Network (KSN) by the priority date of Feb 1 for freshman and March 15 for transfer and continuing students. Additional information is available at <https://www.k-state.edu/sfa/scholarships-aid/scholarships/ksn/>

In addition to KSN, Global Campus offers scholarships that are separate from those obtained through KSN. For more information visit <https://online.k-state.edu/paying-for-school/scholarships/>

Drop/Refund Policy - <https://www.k-state.edu/registrar/students/regandenroll/refund/index.html>

Housing

Students can obtain information about on-campus housing from Housing and Dining Services at <http://housing.k-state.edu/> or by calling 785-532-6453 or 1-888-568-5027. Any student taking at least one credit hour is eligible to secure housing on campus.

A-Z Policies and Procedures

The DPD expects students to abide by all university policies, which can be viewed at <https://www.k-state.edu/registrar/students/academicpolicy/>

Academic Calendar The DPD follows the University academic calendar as described in the University Handbook at <https://www.k-state.edu/registrar/calendar/>

Accommodations At K-State it is important that every student has access to course content and the means to demonstrate course mastery. Students with disabilities may benefit from services including securing accommodation validation by the Student Access Center. Disabilities can include physical, learning, executive functions, and mental health. You may register at the Student Access Center (<https://www.k-state.edu/accesscenter/>) or contact the center at accesscenter@k-state.edu or 785-532-6441.

Assessment of Prior Learning The DPD does not evaluate prior work experience to fulfill DPD course requirements. Prior work experience may be used to waive the recency requirement on transfer coursework.

Assessment of Student Learning Throughout the DPD, faculty assess student learning through a variety of exams, case studies, projects, presentations, and group activities. Students can view grades for active courses within Canvas. Students can view grades for completed courses and cumulative GPA within KSIS.

Learning activities used to measure student achievement of the ACEND Core Knowledge Statements (KRDN) are administered by the faculty teaching specific courses, with the data provided to the DPD Director for use in documenting student eligibility for a DPD Verification Statement. Students must earn 70% or higher on all KRDN learning activities to remain on the dietetics pathway. In addition, students must earn a “B or better” in all DPD Science and DPD Professional courses to graduate from the program. Faculty will offer individual remediation to students who receive a score lower than 70% on a KRDN learning activity; however, the original score may remain for purposes of calculating course grades. Scores earned on a KRDN learning activity are not reported on a student’s transcript nor verification statement.

Students are required to meet with their academic advisors each semester, which allows advisors to monitor and discuss student achievement of the KRDN minimum and DPD grade requirements. Advisors will assist students who are falling behind to find the best solution and options for moving forward.

DPD Handbook This DPD Handbook is available to the public on program webpages and to dietetics majors on the *Dietetic Information* Canvas site. Students are formally alerted to the presence of the handbook during orientation, FNDH 115 Introduction to Health and Nutrition Professions, and upon acceptance into the DPD through the mid-curriculum application. The handbook is updated annually between June and August.

Dress Code There is no specific dress code for campus or online students participating in class lectures or labs; however, dietetic students are encouraged to dress professionally when participating in experiential learning activities for a course, attending a professional meeting, or participating in any volunteer or shadowing experiences set up in preparation for application to the DPD or to dietetic supervised practice programs. It is important to note that some clinical settings have specific dress codes and may prohibit certain body piercings. For more information on professional and business casual examples, visit https://www.k-state.edu/careercenter/students/apply_interview/attire/dresstoimpress.html

Drops Information about dropping a course can be found at <https://www.k-state.edu/registrar/students/withdrawals/index.html>

Experiential Learning Opportunities (ELO) Experiential learning activities include items such as shadowing of dietitians, service-learning activities, and observation. Although ACEND does not require experiential learning, these activities are important components of many K-State DPD Professional courses. Affiliation agreements (legal documents) are only needed when the University facilitates the ELO and chooses the facility. When you arrange an ELO and University involvement is limited to faculty setting learning objectives for the course and grading activity-based assignments, affiliation agreements are not applicable.

Grievance Procedures The DPD follows K-State’s student grievance procedures as outlined in the current University Undergraduate Catalog. After navigating to the current catalog, choose “All University Regulations” in the menu on the left side of the screen. <https://courses.k-state.edu/courses/catalogs/>. Faculty and administrators relevant to the DPD are listed below.

- DPD Director: Heidi Oberrieder (785-532-0169, heidio@ksu.edu)
- Chair of Dept. of Food, Nutrition, Dietetics, and Health: Tanda Kidd (785-532-5508, martan@ksu.edu)
- Interim Dean of College of Health and Human Sciences: Brad Behnke (785-532-5500, bjbehnke@ksu.edu)

DPD students can file a complaint with the Accrediting Council for Education in Nutrition and Dietetics (ACEND). ACEND does not intervene on behalf of the individual filing the complaint or act as a court of appeal for individuals in matters of admissions, appointment, promotion or dismissal of faculty or students. **ACEND acts only upon a signed allegation that the DPD program may not be in compliance with the Accreditation Standards or policies.** Anonymous complaints are not considered. For information on how to file a complaint with ACEND visit <https://www.eatrightpro.org/acend/public-notices-and-announcements/filing-a-complaint>

Health (Campus Students) Campus students are not required to have proof of health insurance before admission to the university, but they must show proof of up-to-date MMR immunization (<https://www.k-state.edu/lafene/requirements/>). Campus students choosing to live on campus have additional immunization requirements (785-532-6453, <http://housing.k-state.edu/>). Students are encouraged to take advantage of the Student Success Resources Canvas course, which includes a module on “Health and Safety” <https://k-state.instructure.com/courses/100145>.

Health (Online Students) Online students are not required to show proof of immunizations nor proof of health insurance for admission. Online students are encouraged to take advantage of the Student Success Resources Canvas course, which includes a module on “Health and Safety” <https://k-state.instructure.com/courses/100145>.

Honor System and Student Code of Conduct DPD students must abide by K-State’s Honor and Integrity System (<http://www.k-state.edu/honor/>) and Student Code of Conduct (<https://www.k-state.edu/sga/judicial/student-code-of-conduct.html>). These policies are posted in the University Undergraduate Catalog.

Dietetics students are to follow the Dietetics Code of Ethics <https://www.eatrightpro.org/practice/code-of-ethics/what-is-the-code-of-ethics> and the Academy’s Pledge of Civility <http://foodandnutrition.org/professionalcivility/>. The Dietetics Code of Ethics is discussed with students in FNDH 645 Capstone in Dietetics. Students are educated on the importance of following the code to maintain the RDN credentialed and/or dietetic license, as well as to continue as a member of the Academy of Nutrition and Dietetics.

Retention, Remediation, and Termination Procedures To help retain students in the program, dietetics students are required to meet with their academic advisor each semester. Advisors will guide students to the course sequence that best supports high academic achievement. Meeting with students each semester allows advisors to monitor students’ academic achievement. Advisors will highlight for

students the strategies for success in maintaining strong academic performance and building a strong resume in preparation of the mid-curriculum DPD application and later to dietetic supervised practice programs. When students are struggling, advisors, as well as faculty, can guide students to tutoring and academic assistance services that are available to both campus and online students (see *Student Support Services List* in this handbook). Students are encouraged to reach out to their academic advisor or the DPD Director if they find themselves at risk of not meeting the “B or better” policy to prevent the need to repeat a course to improve a grade.

Students begin as dietetics majors, then apply to the DPD mid-way through the curriculum. If not accepted on the first application attempt, students are limited to one additional application attempt. If not accepted on the second application attempt, the program director and advisor will assist the student in choosing one of the other nutrition degrees that will allow the student to graduate on time. Students who graduate with a nutrition degree other than dietetics can continue the path to earning the RDN credential by applying to ACEND-accredited Graduate Programs that do not require a DPD Verification Statement.

For eligibility to apply to the DPD mid-curriculum, an overall GPA of 3.0 or higher is required. Waivers of the 3.0 GPA requirement are approved on a case-by-case basis. To graduate with the BS in Dietetics, students must earn a “B or better” in all DPD Science and DPD Professional courses. When a student’s grades fall below what is required by the DPD, the advisor will work with that student during the required advising meeting each semester. The advisor will assist the student in determining the best solution, whether that is to repeat the course or to switch to one of the other three nutrition degrees which do not require a “B or better” which might allow the student to graduate on time as planned.

In addition to the “B or better” in DPD Science and DPD Professional course policy, students must earn 70% or higher on all KRDN learning activities. The KRDN learning activities measure student achievement of the ACEND Core Knowledge Statements and are spread throughout the DPD curriculum. A list of the KRDNs by course is available on the *Dietetics Information Canvas* site. Also, a syllabus statement is present in each course housing a KRDN learning activity. Faculty teaching a KRDN course will offer remediation to dietetic students who earn less than 70%; however, the original score will be used in calculating the course grade. Data is collected each semester for all DPD courses to ensure all dietetic students have met the 70% minimum target.

Students with an enrollment gap of one year will be dropped from the DPD. Upon readmission and enrollment, the student can re-apply to the DPD, which will be counted as the student’s second and final DPD application since students are allowed only two DPD application attempts.

Student Records The DPD abides by all regulations governing student records, including FERPA https://www.k-state.edu/registrar/ferpa_main/. The DPD Director and dietetics coordinator maintain student files, which may include the student’s DPD application materials, copies of transfer work transcripts, program-related correspondence, student signed documents required for program administration (such as the Transcript Release form), copies of unofficial and official KSU Transcripts, and original copies of signed DPD Verification Statements. Students may view the contents of their own file at any time, with the exception of those items for which the right to review has been waived by the

student (such as with some faculty letters of recommendation). Signed and dated DPD Verification Statements will be maintained on file indefinitely in accordance with ACEND policy.

Technology Requirements Information about technology is available at <https://www.k-state.edu/onestop/technology-support/>, including computer recommendations and descriptions of the Information Technology Assistance Center (iTAC), IT Help Desk, student Webmail, and KSIS (student information system). “A Quick Guide to Information Technology at K-State: for K-State Students” is available at <https://www.k-state.edu/it/resources/welcome/2023-it-quickguide.pdf>

Transferring Previous Coursework The K-State Office of Admissions maintains transfer equivalency guides for many US colleges and universities. <http://www.k-state.edu/undergradadmit/transferequivalency.html>

Transfer work that has not been pre-approved by the university as equivalent to a DPD course is evaluated by the instructor of record through a process initiated by the Dean’s Office. **A course syllabus from the semester and year the course was taken is required.** Typically, science and professional classes taken more than five years prior to beginning the program are not accepted to meet program requirements. Waivers of the recency requirement based on work experience are approved on a case-by-case basis.

In addition to being deemed equivalent, transfer work must meet the following criteria to be accepted to fulfill a DPD requirement.

- Science and Professional courses must be a B or better
- Courses that must be no more than 5 years old with a B or better at admission to KSU
 - A&P II (or physiology-only course)
 - Biochemistry
 - Professional courses (except Basic Nutrition)
- Courses that must be no more than 10 years old with a B or better at admission to KSU
 - Basic Nutrition
 - Microbiology
- Courses that must include a lab with a B or better at admission to KSU
 - Principles of Biology
 - Anatomy & Physiology
 - Microbiology
 - Chemistry 1 & 2
 - Food Science
 - Food Production Management

Students may transfer from an accredited two-year college up to one-half of the credits required for a bachelor's degree from K-State. For the BS in Dietetics, this is 60 credit hours. Students must complete at least 15 of the last 30 upper-level hours at K-State.

Withdrawal from the University Information regarding withdrawal from the University is found at <https://www.k-state.edu/registrar/students/withdrawals/index.html>

Student Support Services List

Resources listed below are available to both campus and online students.

Global Campus (online students)	Resources specific to online students – a great start point for online students looking for information	https://global.k-state.edu/	785-532-5575 or 800-622-2578
Academic Achievement Center	Tutoring, academic coaching, supplemental instruction	http://www.k-state.edu/aac/	785-532-6492
Advanced Standing Credit	Advanced Placement (AP); College Level Examination Program (CLEP); DANES Subject Standardized Test (DSST); International Baccalaureate (IB); and Military credit evaluations	http://www.k-state.edu/undergradadmit/advancedstandingcredit.html	785-532-1521
Career Center	Resume critiques; job search; resume posting (Handshake)	http://www.k-state.edu/careercenter/	785-532-6506
College of Health and Human Sciences Student Services	Awards, professional mentoring program, clubs and organizations, advising and academic resources	https://www.hhs.k-state.edu/students/	785-532-5500
IT Help Desk	eID and passwords; email and Office 365; network access; free/discounted software	http://www.k-state.edu/its/helpdesk/	785-532-7722
K-State First	A variety of opportunities to help freshmen transition to college life	http://www.k-state.edu/first/	785-532-1501
K-State Libraries	Access to resources, including “Ask a Librarian” chat/email/appointments	http://www.lib.k-state.edu/	785-532-3014
K-State Writing Center	One-to-one consultations about writing projects	https://www.k-state.edu/english/writingcenter/	785-532-6716
Non-Traditional & Veteran Student Services	A variety of helpful resources for these student groups	http://www.k-state.edu/nontrad/	785-532-6432
Office of Student Life	OSL’s mission is to enhance the student experience and promote student success in the classroom and life. Helps students dealing with a crisis affecting learning.	http://www.k-state.edu/studentlife/	785-532-6432
Registrar’s Office	Student records, transcripts, and academic calendars	http://www.k-state.edu/registrar/	785-532-6254
Student Access Center	Disability resources to ensure equal access to all	http://www.k-state.edu/accesscenter/	785-532-6441

Admission to Dietetics Major and DPD Program Progression

The B.S. in Dietetics is offered in two formats – online and on campus.

Campus Undergraduate Students

1. Apply and be admitted to K-State as a degree-seeking undergraduate student, declaring dietetics as your major. <https://www.k-state.edu/admissions/apply/>
2. Upon notification of your admission by the Office of Admissions, the College of Health and Human Sciences Dean’s Office will assign you an academic advisor.
3. Your dietetics academic advisor will give you access to the *Dietetics Information* Canvas site, which is your connection to vital information related to the dietetics pathway at K-State.
4. Midway through your long-range plan, you will apply to the Didactic Program in Dietetics (DPD). You must be admitted to the DPD to graduate with a BS in Dietetics and earn a DPD Verification Statement.

Online Undergraduate Students

1. Apply through K-State Global Campus
<https://online.k-state.edu/programs/dietetics-bachelors/>
Hard Deadlines: June 1 for fall start, Nov 1 for spring start, April 1 for summer start
2. Upon notification of your admission by the Office of Admissions, the College of Health and Human Sciences’ Dean’s Office will assign you an academic advisor.
3. Your dietetics academic advisor will grant you access to the *Dietetics Information* Canvas site, which is your connection to vital information related to the dietetics pathway at K-State.
4. Midway through your long-range plan, you will apply to the Didactic Program in Dietetics (DPD). You must be admitted to the DPD to graduate with a BS in Dietetics and earn a DPD Verification Statement.

NOTE: As of 1/1/2024, a master’s degree is required for eligibility to take the RDN Exam. The last group eligible to take the exam **without** a master’s degree are those who complete ACEND-accredited coursework **and** supervised practice prior to December 31, 2023. **Current and new DPD graduates can apply to supervised practice programs that include a graduate degree.** For more information, visit <https://www.cdrnet.org/new-graduate-degree-eligibility-requirement-effective-january-1-2024>

See the next page for details on the mid-curriculum DPD Application.

DPD Application (acceptance required to earn BS in Dietetics and DPD Verification Statement)

Midway through the dietetics curriculum, you will apply to the DPD through a selective admission process. The mid-curriculum DPD application process allows the K-State DPD to stay within our accredited maximum number of DPD students (3rd and 4th year), which is 115. The acceptance rate into the DPD is consistently between 95-100%.

Once you are accepted into the DPD, you will complete the remaining courses and apply to ACEND-accredited dietetic supervised practice programs during (or after) your final semester of coursework. After completion of a supervised practice program and earning a master's degree, you will be eligible to sit for the Dietitian Registration Exam offered by the Commission on Dietetic Registration (CDR). ACEND-accredited supervised practice programs are available as a stand-alone program or as one that includes a graduate degree meeting the 2024 Mandate.

To be eligible to apply to the DPD, you must have...

- completed FNDH 400 (or equivalent course)*
** K-State Catalog wording revision is in progress modifying this criterion to say "Enrollment in or immediately following completion of FNDH 400."*
- an overall GPA of 3.0 or above in coursework taken within 5 years at any institution*
** K-State Catalog wording revision is in progress modifying this criterion to say "Overall GPA of 3.0 or higher including coursework taken at any institution." Waivers of this criteria are approved on a case-by-case basis.*

Your academic advisor will assist you in determining the best time to apply to the DPD to graduate according to your long-range plan. Being admitted to KSU and choosing dietetics as your major was the first step; this second step of application to the DPD will allow you to complete the BS in Dietetics. **DPD Applications are accepted twice a year.**

The DPD application process attempts to mirror the steps you will experience when applying to dietetic supervised practice programs during your final semester of coursework (or after graduation); thus, the DPD application process prepares you for what is to come. When the time comes to apply to supervised practice programs, the DPD director will assist you by providing general information; however, it is your responsibility to initiate and complete all application steps. Information about the application process is posted on the *Dietetics Information* Canvas site. An overview of the supervised practice program application process appears later in this handbook.

DPD Application Process

1. Request access to the DPD Application Portal at the beginning of the application semester or at least two weeks prior to the application deadline. Applications are accepted twice a year.
Contact your academic advisor for access to the DPD Application Portal.
2. Within the DPD Application Portal, reserve a DPD Application Interview time.
3. Submit all requested materials in the DPD Application portal by the posted deadline.
 - a. DPD Application form
 - b. Current DARS Report from KSIS (instructions in portal)
 - c. Current 1-page resume which includes:

- i. education with location and completion dates
 - ii. paid work experience* with location, inclusive dates, indication of total hours
 - iii. volunteer/shadowing experience* with location, inclusive dates, total hours
 - iv. significant honors/awards/certifications
 - * experiences that are dietetics-related or show evidence of transferable skills
 - d. Personal statement (max 1000 words) outlining interest in dietetics, professional goals, strengths and weaknesses, reasons behind choosing K-State's DPD.
- NOTE:** Resources about preparing a strong resume and personal statement are posted on the *Dietetics Information Canvas* site.
4. Participate in a 15-minute interview with two DPD faculty via ZOOM
 5. Students are scored on a 100-point scale by a selection committee
 6. Results of the DPD selection process are sent to applicants by email

If you are not accepted into the DPD, you have two options:

- Reapply in a future application cycle. Make sure to talk with the DPD director about strategies for strengthening the chance of acceptance. You are limited to a maximum of two DPD application attempts.
- Change your major to a related degree, such as the BS in Human Nutrition (Nutrition & Health), allowing you to graduate on time as planned. Your academic advisor can help you make this decision. You can continue the dietetics pathway by applying to ACEND-accredited Graduate Programs (GP) that do not require a DPD Verification Statement. A directory of ACEND-accredited programs is available at <https://www.eatrightpro.org/acend/accredited-programs/program-directory>.

AFTER Acceptance into the DPD

Depending on the semester you apply, the time you spend in the DPD will vary. In a general sense, the DPD is 2 years for full-time students and 3 years for part-time students. At maximum (150% of program length), the target is that campus students will complete the DPD within 3 years (time from DPD acceptance to graduation). For online students, the target is within 4.5 years (time from DPD acceptance to graduation). At the latest, you must be accepted into the DPD in your next to last semester, which means you would officially be in the DPD for only one semester (your final semester). You cannot apply to the DPD in the same semester you plan to graduate.

After being accepted into the DPD, you will...

1. Complete the remaining program requirements and...
 - a. earn a “B or better” in all DPD Science and DPD Professional courses
 - b. earn a “C or better” in other degree required courses
 - c. earn 70% or higher on KRDN learning activities within select courses
2. In your final semester of coursework...
 - a. Apply for graduation, which is done through KSIS. Your academic advisor can assist you with this process. Summer session graduates should apply for Summer graduation early in the Spring semester. Summer graduates can participate in the Spring commencement ceremony or the following Fall commencement ceremony if desired.
 - b. Apply for ACEND-accredited post-baccalaureate supervised practice (SP) programs. You can choose to delay application to SP programs. It is best to apply within three years of graduation, as some SP programs require the clinical nutrition course to have been taken within 3-5 years. The DPD director will assist you with SP applications; however, it is your responsibility to initiate and complete the steps. **NOTE:** Completion of the DPD does not guarantee placement in supervised practice program.
 - i. **Spring Match Cycle** is for internship programs beginning between June and September. The application deadline is February 15, although some programs may set an earlier application deadline.
 - ii. **Fall Match Cycle** is for internship programs beginning between January and March. The application deadline is September 25, although some programs may set an earlier application deadline.
 - iii. Summer grads can apply in the spring match cycle prior to graduation or delay application until the fall match or beyond.
 - iv. **Supervised practice programs accredited as a MS-CP or GP do not require participation in a matching process**, but instead involve a graduate school application process. Application deadlines vary and may be up to one year prior to program start.
 - v. Students can simultaneously apply to programs through the matching process and to programs using a direct application process.
 - vi. Information on the application process for supervised practice programs appears later in this handbook and on the *Dietetics Information Canvas* site.

- c. **Complete “DPD Exit Paperwork”**. **This paperwork is needed for processing the DPD Verification Statement.** The paperwork will be sent to you via email from Karla Girard, the dietetics coordinator. The paperwork includes:
 - i. Steps to Graduation for DPD Graduates (detailed instructions of the process)
 - ii. DPD Graduate Information (a form for you to complete)
 - iii. Request for a copy of government issued photo ID matching your student profile
 - iv. Request for your signature on a *Permission to Release Official Transcript* waiver
3. After graduation...
- a. **Verification Statements** are issued within 4-6 weeks of degree posting. (Additional verification statement information is available earlier in this handbook.)
 - b. **If you were accepted into a supervised practice program**, congratulations! If your program begins within six weeks of graduation, you may need us to send a letter to your program director since verification statements are not issued for 4-6 weeks beyond graduation. You can request this letter from the DPD director.
 - c. **If you were not accepted into a supervised practice program or you elected to delay application**, we will stay by your side until you reach your next goal. There is no limit to the number of times you can apply. Many who do not match on the first attempt, match on the second attempt.
 - i. We encourage you to consider taking the NDTR Exam. Passing this national exam will strengthen your application in future match cycles, as well as provide you with a NDTR dietetics credential. Information about the NDTR Exam will be in the *DPD Exit Paperwork* you will receive from Karla Girard (dietetics coordinator).
 - ii. **For continued access to the *Dietetic Information Canvas* site for use during future match cycles, you must keep your eID active.** Information on how to keep your eID active will be included in the *DPD Exit Paperwork*.
 - d. **Stay in contact with KSU:** It is vital that we can contact you over the next two years. As an ACEND-accredited program, we collect data on career progress of our graduates. We will use the contact information you provide on the *DPD Exit Paperwork* to reach out to you. Please keep us informed of any changes to your email, phone, or mailing address. You are part of the KSU Family, and we would like to stay in touch with you as you continue your educational or career journey. Stop by, email, or call anytime!
4. Final steps to earning the RDN credential after graduating with the BS in Dietetics...
- a. **Complete an ACEND-accredited dietetic supervised practice program** which will provide you with a second verification statement proving eligibility to take the RDN Exam. Information on this process appears later in this handbook.
 - b. **Take the Registered Dietitian Nutrition Exam.** Information about the RDN Exam appears later in this handbook.
5. After earning your RDN credential...
- a. You will apply for a dietetics license in the states where you be working.
 - b. You will complete the required continuing education units to maintain your credential (75 CPEU every 5 years).

As a graduate of the Didactic Program in Dietetics at Kansas State University, you will always be part of the Wildcat Family. Please stay in contact with us, checking in to let us know of your challenges and accomplishments. You are a role model and inspiration to the next generation of DPD students at KSU!

DPD Director: Heidi Oberrieder, MS, RDN, LD
785-532-0169 | heidio@ksu.edu

Dietetics Coordinator: Karla Girard
kgirard@ksu.edu

Dietetic Supervised Practice Program Information

Students choosing the DPD at Kansas State can apply to external ACEND-accredited supervised practice programs (SP) during their last semester of coursework or within three years after graduation. SP programs include the required hours of supervised practice and may or may not include a graduate degree. Completing an SP program is required for eligibility to take the RDN Exam. Upon completion of the SP program, individuals will receive a second verification statement from the SP program, which will prove eligibility to take the RDN Exam.

There are several different types of supervised practice programs with the majority of DPD graduates choosing either a DI or MS-DI.

- **Dietetic Internships (DI):** This program type is perfect for students who already hold a master's degree or who are working on a master's degree. The program will include the required supervised practice hours needed for RDN Exam eligibility. DPD students apply to DI programs through the matching process.
- **Dietetic Internship with a Master's (MS-DI):** This program type offers a master's degree in addition to the required supervised practice hours. DPD students apply to MS-DI programs through the matching process.
- **Graduate Programs (GP):** This program type is accredited under a different set of ACEND standards than the DI, MS-DI, and MS-CP program types. The GP standards are being piloted as the new format of dietetics education. GP programs include a master's degree (or doctorate) along with the required supervised practice hours. A few GP programs require applicants to have a DPD Verification Statement; however, most simply require applicants to have completed certain undergraduate courses along with holding a bachelor's degree. DPD students apply directly to the GP and do not participate in the matching process.
- **Master's Coordinated Program (MS-CP):** Like the MS-DI, this program type offers a master's degree in addition to the supervised practice hours; however, this is usually not the best option for DPD students as some DPD courses completed at KSU may not align with the MS-CP curriculum. DPD students apply directly to the MS-CP and do not participate in the matching process.

Your DPD Director will assist you with your application to supervised practice programs; however, it is your responsibility to initiate and complete all required steps. We recommend that you begin preparing for these applications early by researching program options and narrowing it down to a short list of programs and building a strong resume full of dietetic-related experiences. Information about how to find dietetic-related experiences and about the supervised practice program application process is posted on the *Dietetics Information* Canvas site.

Currently, the nationwide match rate for dietetic internships (DI and MS-DI) is around 65% on the first attempt. **The K-State DPD consistently has a match rate well above the national average as seen in the table below.**

Campus and Online Tracks	Spring Match Cycle Matched/Applied	Fall Match Cycle Matched/Applied
2020	28/31 (90%)	5/5 (100%)
2021	39/39 (100%)	10/10 (100%)
2022	72/73 (99%)	14/16 (88%)

There are over 250 supervised practice programs to choose from. In addition to the program types explained earlier, each program can be...

- On-site (you move to that location) **or** Distance (complete rotations where you currently live)
- Stand-alone (only internship hours) **or** Combo (internship hours and graduate credit/degree)
- Full-time **or** Part-time

You should begin exploring supervised practice programs (SP) options early in your academic program, so that you fully understand the time and financial commitment required to complete one of these programs. A search tool for locating ACEND-accredited programs is found at <https://www.eatrightpro.org/acend/accredited-programs/accredited-programs-directory>. In addition, an eBook titled, “Applicants Guide to Supervised Practice” (AGSP) is posted on the *Dietetic Information Canvas* site. The AGSP has general information about applying to internships, as well as detailed information about the currently available programs (listed by state). The AGSP is updated each year with new editions posted in the *Dietetics Information Canvas* site in late November. The best source of information about individual SP programs is to visit the specific program’s website.

NOTE: Graduation from the DPD does not guarantee acceptance into a dietetic internship.

Most dietetic supervised practice programs use DICAS, which is an online application portal. If you choose to apply to either a DI or MS-DI, you will also need to register with D&D Digital, which is the computer matching platform. You may apply both through the matching process (DI + MS-DI) and through direct applications (GP + MS-CP) simultaneously.

- **GP and MS-CP:** These programs may or may not utilize DICAS. They may accept applications 1x/year, 2x/year, or on a rolling basis. Some have an application deadline that is one year prior to the program start date.
- **DI and MS-DI:** These programs may or may not utilize DICAS; however, all take part in the computer matching process. You can apply to multiple programs in the match; however, the process results in a maximum of one match. Two application cycles are offered each year (called match cycles). A small number of internships follow a different application process and timeline, thus another reason that exploring your internship options early is very helpful.
 - The **fall match cycle (deadline of September 25)** is for internship programs beginning in Jan/Feb/Mar. December graduates can participate in this match cycle during their final

- fall semester of coursework in hopes of beginning a dietetic internship immediately after graduation.
- The **spring match cycle (deadline of February 15)** is for internship programs beginning in June/July/Aug/Sep. May and August graduates can participate in this match cycle in hopes of beginning an internship immediately after graduation. August graduates must carefully review the start date for the internship, as it must come after the last day of summer classes.
- Not all internships accept applications twice per year. Many programs only accept applications in the spring match.

You can delay application to supervised practice programs beyond your final semester of coursework; however, the shorter the delay the better. Some supervised practice programs require that select coursework is taken within 5 years (or 3 years). The DPD Director offers an SP Application Prep Course each summer, which supports students planning to apply in the following 12 months.

A few internships use a pre-select process, which is effectively an early admission process. Being pre-selected means you avoid the six weeks of waiting to hear the match results. K-State has pre-select agreements with four programs: Kansas University Medical Center (on-site), Morrison Healthcare (distance, provides preceptors), and two distance programs where you find preceptors in your local area – NutraCo and Priority Nutrition Care.

Some internships use pre-select to restrict applications to people meeting certain criteria, such as enrollment in the DPD within the same university hosting the DI. This may also be the case for internships sponsored by a particular organization, such as a public health department, in which case they may only accept applications from individuals employed by that organization.

Supervised practice programs (SP) that involve graduate credit courses or a complete graduate degree may require that you submit GRE Scores (Graduate Record Examination) along with an application to the graduate school. The application to the graduate school may be separate from the application to the SP. If a GRE score is needed, you are encouraged to consider taking the GRE early in your final year of the DPD. For information visit <https://www.ets.org/gre>

As you research your internship options, you should gradually narrow it down to a “short list” (which could be anywhere from 1-6 internship programs). There is no limit on how many you can apply to; however, keep in mind that application costs can add up quickly. One strategy for narrowing your options to a “short list” is to attend available “Open House” events held by the SP programs. The website for each program is the best place to identify information on any “Open House” events, as well as details about the program. October through January is “Open House” season! Open houses may be on-site or virtual events. You can also reach out to the program and schedule an in-person or virtual individual visit.

Once you have your “short list”, thoroughly research the specific application deadlines and processes that must be followed for each program. This information will be listed on each program’s website. The *Applicant’s Guide to Supervised Practice (AGSP)*, an eBook list of SP programs, is posted on the *Dietetic*

Information Canvas site for your reference; however, the **place to confirm current deadlines** will be each internship program's website.

Preparing for Application To Dietetic Supervised Practice (SP) Programs

The four pillars of a being strong applicant are...

- Overall GPA of at least 3.0 (the higher the better) [includes all collegiate coursework ever taken]
- Strong resume showing dietetic-related experience and transferrable skills
- Well-written personal statement highlighting your unique strengths
- Relationships with possible authors of letters of recommendation (faculty, supervisors, mentors)

Most SP programs require an overall GPA of at least 3.0. Considering the competitive nature of the match process, the higher the GPA the better. Some SP programs look for the DPD Science GPA and DPD Professional GPA to be closer to 3.5. Keep in mind that GPA is only one criterion on which program selection committees make their decisions. For example, some programs value experience over GPA.

Equally important as GPA is a resume showing dietetic-related experience. This experience can be paid, unpaid, or part of an academic class. Unpaid experience can include volunteer work or shadowing experiences. Whether paid or unpaid, these experiences can be in any of the major dietetics practice areas – community, clinical, foodservice, or management. SP programs look for **strength** of experiences, **length** of experiences, and **variety** of experiences. Information about how to find dietetic-related experience is posted on the *Dietetics Information* Canvas site. Non-dietetic experiences can be valuable if they show experience with transferrable skills, such as management, leadership, patient-contact, medical billing, and customer service skills.

Applicants must submit a personal statement that brings their resume to life by explaining the applicant's career goals, strengths, weaknesses, and reason for entering dietetics. Each SP program may have specific points to be addressed in the personal statement, which is why it is important for you to begin researching SP options from the very beginning of your time with KSU. Information about crafting a personal statement is posted on the *Dietetics Information* Canvas site.

The application process will require you to have letters of recommendation from several individuals, which may be faculty members, work supervisors, or mentors. Building rapport with these people is important so that they will be able to write a positive letter that is personalized to you. Information on how to build rapport and how to ask for a letter of recommendation is posted on the *Dietetics Information* Canvas site.

Important Strategies for Building a "Short List" of Supervised Practice (SP) Programs

- Consider your ability to relocate for an SP program. This will impact your choice between onsite programs vs distance programs. If relocation is not an option, think about how far you are willing to commute – then search for onsite SP programs in that area. You could consider applying to programs in cities in which you have family or friends with whom you could live temporarily.
- Consider your need for access to financial aid. Not all SP programs are eligible for federal financial aid. In that case, you would need to secure outside funding to cover program fees and

living costs. There are a few programs that do not charge tuition/fees and there are programs that pay a stipend, or even a salary. Research is key!

- Consider your primary area of interest in dietetics practice (clinical, community/public health, foodservice, management, or specialty area, such as oncology, diabetes, or entrepreneurship). SP programs often have an emphasis area, so you may want to look for programs emphasizing your area of interest. **That said, all SP programs will prepare you for all dietetics practice areas and for the RDN exam. This means that practical things such as location, tuition, and program length can lead your choice of programs.**
- Consider the timing of graduation from the DPD as compared to the start date of the SP programs on your “short list”. Some SP programs accept applications 1x/year, others accept 2x/year, and still others may accept on a rolling basis. Be aware that some SP programs may even require an application one-year in advance of the SP program start date.
- You can simultaneously apply to programs that use the computer matching process (DI + MS-DI) and those that accept applications directly (GP + MS-CP). If you do this, you will want to build a spreadsheet of the various deadlines as they could be spread over many months.
- For DI and MS-DI: The computerized matching process allows you to apply to multiple programs; however, if matched you will only match with one program. Thus, the computer chooses for you using your rankings of the programs to which you applied along with the program’s rankings of applicants. An explanation of the computer matching algorithm is posted on the *Dietetics Information Canvas* site.

General Timeline for Application to SP Programs

1. Right away
 - a. Research supervised practice programs, creating a spreadsheet of those that interest you. A spreadsheet for you to use is available in the *Dietetics Information* site that helps you gather the important information for each program:
 - i. Program Type (DI, MS-DI, GP, MS-CP)
 - ii. Cost
 - iii. Program Length
 - iv. Start and end date
 - v. Program Director name and contact information
 - vi. Application Deadlines
 - vii. Application Process (note if use DICAS or D&D)
 - viii. Dates of upcoming Open House events
 - ix. If an on-site program, location & living options
 - x. If a distance program, preceptor requirements (# and type)
 - xi. If includes degree, degree type and focus (if applicable)
 - xii. Acceptance of Credit for Prior Learning (work experience) (if applicable)
 - b. Work on gaining dietetics-related experiences, including those non-dietetics experiences where you learn(ed) transferrable skills. For each experience, document the following information:
 - i. Name of position
 - ii. Experience type: paid, volunteer, shadowing, member, leadership, etc.
 - iii. Name of employer/organization

- iv. Name of contact person
 - v. Email/phone of contact person
 - vi. Inclusive dates of experience
 - vii. Total hours of experience
 - viii. Brief description of role/tasks completed
 - ix. Ah-ha moments: eye-opening moments, influence on career choices, connection of experience with characteristics/skills needed in dietitians, names of any dietetics-related software experience (EMR, nutrition analysis, staffing/management, etc) These notes will give you specific things that you can use within your personal statement.
 - c. Work on creating a well-formatted resume
 - d. Work on building rapport with faculty, supervisors, and mentors
 - e. Join either the Student Dietetics Association (SDA, campus, small fee) or Distance Student Dietetic Association (DSDA, online, free)
 - f. Become a student member of the Academy of Nutrition and Dietetics for access to scholarships and networking opportunities with dietitians
2. During your last year of coursework
- a. Attend the free SP Application Prep Course offered each summer by the DPD Director (the program is designed to be taken by students the summer within 12 months of applying to SP)
 - b. Narrow down your list of possible SP programs
 - i. A medium list (10-12) is **important to keep as it may come into play** if you are not accepted into a program on your first application attempt.
 - ii. A short list (1-6) programs you plan to apply to.
 - c. Create a spreadsheet of application deadlines and steps to complete
 - d. Decide who you will ask to write letters of recommendation. You can reach out to this person well before the deadline; however, you will want to reach back out to them at least 8 weeks prior to the letter submission deadline. Provide the person with...
 - i. Your resume and possibly your personal statement
 - ii. A list of letters you will need (ie, one for DICAS and one for graduate school)
 - iii. Deadlines for each letter
 - iv. Process to complete each letter (if different)
 - v. FYI: Within DICAS, the same reference letter can be used for all programs, or the writer can choose to personalize letters for each program. A document to share with those writing you a letter of recommendation is posted on the *Dietetics Information* Canvas site.
 - e. Begin crafting program-specific personal statements – check each program’s website for their specific things to address in the statement.
 - f. (if applicable) Create a DICAS account which is **FREE** and can be done anytime. Some parts of the application should not be completed until you are 8 weeks from application submission. If you have college transcripts from universities **you are done with**, you can order transcripts from those colleges to be sent directly to DICAS right away.

3. Six months prior to application submission

- a. Work on completing your DICAS application (if applicable) especially the coursework entry, experience entry, and ordering of transcripts from schools where you are not currently taking courses. If you choose the Professional Transcript Entry option in DICAS, you will want to plan on submitting your application at least one month prior to the application deadline.

4. Eight weeks prior to application submission

- a. Confirm with the people who have agreed to write you a letter of recommendation. Make sure to provide them with details on the number of letters you will need and how to submit each one along with the specific deadlines. **DO NOT ENTER** their names into DICAS until they have agreed to write you a letter.
- b. Finalize DICAS application.
 - i. Order transcripts from schools where you are currently enrolled, such as KSU and check on transcripts previously ordered that have not arrived in DICAS.
 - ii. Enter the names & contact information of people writing you a letter of recommendation.
 - iii. Enter the DPD Director's name and email (Heidi Oberrieder, heidio@ksu.edu)
Note: Make sure to use @ksu.edu, not @k-state.edu.

5. Submit application early.

The DPD Director suggests at least two weeks prior to the application deadline.

6. SP Program Offers

- a. If you are accepted by a GP or MS-CP, you will be required to accept that spot by a specific deadline. If you are also applying in the computer matching process, you will want to be careful about managing the deadlines to accept a spot and hearing of the match results.
- b. If you are accepted by a DI or MS-DI in the computer match, you will need to formally accept that spot within 24 hours of hearing the match results. Instructions will be provided to you in D&D Digital when you view your results.
- c. **MATCH WEEK** (1st week in November for fall match, 1st week in April for spring match)
 - i. **Sunday at 6:00pm Central Time** – Applicants can check the match result at <https://www.dnndigital.com>. If you matched, you must contact the internship program to accept the match. Students must manually check the D&D site, as no email or voice-message will be sent by D&D.
 - ii. **Monday at 6:00pm (time zone of program)** – Applicants who matched **must** have contacted the program to formally accept the spot.
 - iii. **Tuesday at 6:00am Central Time** – Dietetic internships can contact **unmatched** applicants who had applied to their program with an offer for a spot in the program. The applicant must formally accept offers by 8:00pm Central Time.
 - iv. **Tuesday at 8:00pm Central Time** – Applicants receiving an offer on Tuesday **must** have officially accepted the spot.
 - v. **Wednesday at 11:00am Central Time** – A list of internships who did not fill their available spots will be posted at D&D Digital (www.dnndigital.com)
 - vi. **Wednesday at 11:00am Central Time - SECOND PHASE** – Applicants who remain unmatched can use the list of programs posted in D&D Digital to identify programs

of interest. The list will include names of ISPPs, which only accept applications during the Second Phase. **Many applicants match during this Second Phase.** Each program creates a program-specific process for Second Phase applications; thus, students should navigate to the specific program website for details. Some programs use a specific Second Phase application deadline, whereas others accept applications on a first-come, first-serve basis.

7. If not accepted to a SP program

Students who remain unmatched/not accepted into a SP program can re-apply in the next application cycle. These students are encouraged to contact programs they applied to and ask what specific things in their application need improvement. The DPD director will be available to students beyond graduation to assist with future match cycles and applications. Students need to keep their eID up to date so that they will continue to have access to the *Dietetics Information* Canvas site. Information about keeping an eID up to date will be in the “DPD Exit Paperwork” sent during a student’s graduation semester.

Registration Examination for Dietitians Information

To earn the Registered Dietitian Nutritionist (RDN) credential, you must pass the Registration Examination for Dietitians offered by the Commission on Dietetics Registration (CDR).

To be eligible to take the RDN Exam, you must have:

- a master's degree (effective 1/1/2024)
- completed ACEND-accredited didactic coursework (included in K-State's BS in Dietetics)
- completed ACEND-accredited supervised practice program (DI, MS-DI, GP, MS-CP)

Beginning on January 1, 2024, the degree requirement for eligibility to take the RDN Exam will change from a bachelor's degree to a master's degree. **The master's degree can be any major.** Graduates of K-State's DPD can begin a master's degree while applying to stand-alone dietetic internships or they can apply to a MS-DI, GP, or MS-CP, which are programs that include a master's degree. DPD students at K-State who do not have a previous bachelor's degree may be eligible for the accelerated master's degree offered by FNDH. Your academic advisor can assist you with exploring the accelerated master's option.

The last group of students eligible to take the RDN Exam **WITHOUT** holding a master's degree will be those who **complete** a supervised practice program by December 31, 2023. The student who is exam eligible on December 31, 2023, will be able to take the exam anytime in 2024 or beyond without a master's degree. Beginning January 1, 2024, students must have a master's degree in addition to completing the ACEND-accredited supervised practice program to be eligible to take the RDN Exam.

Dietitians credentialed prior to 2024 are NOT required to get a master's to remain credentialed. For more information visit <https://www.cdrnet.org/new-graduate-degree-eligibility-requirement-effective-january-1-2024>

The RDN Exam is administered on a computer at a Pearson VUE test center. There are over 250 test centers nationwide. Currently, the cost for the exam is \$200. There is no limit to the number of times you may attempt the exam, but you will pay the fee each time. Plan for a 3-hour window to complete the 120-145 question exam, which utilizes computer-adaptive-testing (CAT).

- For testing site information visit <https://home.pearsonvue.com/cdr>
- For exam information visit <https://www.cdrnet.org/RDN> (scroll down to "RD Examination")

DPD students are encouraged to keep dietetics textbooks required in DPD courses for use while studying for the RDN Exam. Many supervised practice programs provide interns/students with RDN Exam preparation materials or workshops. Below is some RDN Exam study guide options...

- Academy of Nutrition and Dietetics interactive, online study platform \$199
<https://www.eatrightstore.org/product-type/study-guides/eatrightprep-for-the-rdn-exam>
- CDR RDN Exam Study Guide \$50: <https://www.pathlms.com/cdr/courses/35460>
- Other commercial study guides and workshops are available

Appendix

These documents are specific to students starting in the dietetics major in the 2023-2024 academic year. Students who joined prior to that will have different documents that are specific to their start date and can be obtained from their academic advisor.

Page 41: BS in Dietetics Curriculum

Page 42: BS in Dietetics Typical Course Sequence – CAMPUS

Page 43: BS in Dietetics Typical Course Sequence – ONLINE

Page 44: DPD Course List (courses meeting the ACEND-accreditation standards)

BS in Dietetics Curriculum (2023-2024)

See academic advisor for the curriculum from the year you began.

Available at <https://www.hhs.k-state.edu/students/services/programs/fndh-dt-option.pdf>

<p>Name: _____ ID: _____</p>	DIETETICS DT Bachelor of Science in Dietetics	<p>Department of Food, Nutrition, Dietetics & Health College of Health and Human Sciences Kansas State University</p>																																																																																																
<p>>GENERAL STUDIES (58-60 HOURS) <i>>Grades of C or above required</i> >Communications (8-9 hours) ENGL 100 (3) Expos Writing I ENGL 200 (3) Expos Writing II COMM 105 (2) Public Speaking IA OR COMM 106 (3) Public Speaking 1 >Quantitative Studies (6 hours) MATH 100 (3) College Algebra OR MATH () _____ <i>(College-level Calculus course)</i> Complete 3 hrs in Statistics STAT 325 (3) Intro to Statistics STAT 340 (3) Biometrics I STAT 350 (3) Bus & Econ Statistics I >Social Science (6 hours) ECON 110 (3) Prin of Macroecon PSYCH 110 (3) Gen Psychology OR SOCIO 211 (3) Intro Sociology >Humanities (6 hours)</p>	<p>>Integrative Health & Human Sciences Core (3 hours) HHS 100 (1) WB 1: You & Community HHS 200 (1) WB 2: Mind & Body HHS 300 (1) WB 3: Money & Meaning</p> <p>UNRESTRICTED ELECTIVES (14-16 hours) <i>(Only 100-799 level undergraduate courses may be applied)</i></p> <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> <p style="text-align: right;">Additional URE Available</p>																																																													<p># PROFESSIONAL STUDIES (46 HOURS) <i>(B or higher required)</i></p> <table border="1"><tr><td>FNDH 115 (3)</td><td>Intro Hlt & Nutr Professns</td></tr><tr><td>FNDH 132 (3)</td><td>Basic Nutrition</td></tr><tr><td>FNDH 300 (0)</td><td>DT ServSafe Manager Cert</td></tr><tr><td>FNDH 342 (4)</td><td>Food Prod Mgmt*</td></tr><tr><td>FNDH 400 (3)</td><td>Human Nutrition</td></tr><tr><td>FNDH 413 (4)</td><td>Science of Food</td></tr><tr><td>FNDH 426 (3)</td><td>Finan Mgmt Dietetics</td></tr><tr><td>FNDH 450 (2)</td><td>Nutr Assessment</td></tr><tr><td>FNDH 510 (2)</td><td>Life Span Nutrition</td></tr><tr><td>FNDH 515 (3)</td><td>Counsel Strat/DT Prac</td></tr><tr><td>FNDH 540 (2)</td><td>Nutr Education & Prog Plng</td></tr><tr><td>FNDH 560 (3)</td><td>Mgmt in Dietetics</td></tr><tr><td>FNDH 575 (1)</td><td>Research Health Science</td></tr><tr><td>FNDH 600 (3)</td><td>Public Health Nutr</td></tr><tr><td>FNDH 620 (3)</td><td>Nutr Metabolism</td></tr><tr><td>FNDH 631 (3)</td><td>Clinical Nutrition I</td></tr><tr><td>FNDH 632 (3)</td><td>Clinical Nutrition II</td></tr><tr><td>FNDH 645 (1)</td><td>Capstone in Dietetics*</td></tr></table> <p><i>* Must be admitted to Didactic Program to enroll in FNDH 645</i></p>	FNDH 115 (3)	Intro Hlt & Nutr Professns	FNDH 132 (3)	Basic Nutrition	FNDH 300 (0)	DT ServSafe Manager Cert	FNDH 342 (4)	Food Prod Mgmt*	FNDH 400 (3)	Human Nutrition	FNDH 413 (4)	Science of Food	FNDH 426 (3)	Finan Mgmt Dietetics	FNDH 450 (2)	Nutr Assessment	FNDH 510 (2)	Life Span Nutrition	FNDH 515 (3)	Counsel Strat/DT Prac	FNDH 540 (2)	Nutr Education & Prog Plng	FNDH 560 (3)	Mgmt in Dietetics	FNDH 575 (1)	Research Health Science	FNDH 600 (3)	Public Health Nutr	FNDH 620 (3)	Nutr Metabolism	FNDH 631 (3)	Clinical Nutrition I	FNDH 632 (3)	Clinical Nutrition II	FNDH 645 (1)	Capstone in Dietetics*
FNDH 115 (3)	Intro Hlt & Nutr Professns																																																																																																	
FNDH 132 (3)	Basic Nutrition																																																																																																	
FNDH 300 (0)	DT ServSafe Manager Cert																																																																																																	
FNDH 342 (4)	Food Prod Mgmt*																																																																																																	
FNDH 400 (3)	Human Nutrition																																																																																																	
FNDH 413 (4)	Science of Food																																																																																																	
FNDH 426 (3)	Finan Mgmt Dietetics																																																																																																	
FNDH 450 (2)	Nutr Assessment																																																																																																	
FNDH 510 (2)	Life Span Nutrition																																																																																																	
FNDH 515 (3)	Counsel Strat/DT Prac																																																																																																	
FNDH 540 (2)	Nutr Education & Prog Plng																																																																																																	
FNDH 560 (3)	Mgmt in Dietetics																																																																																																	
FNDH 575 (1)	Research Health Science																																																																																																	
FNDH 600 (3)	Public Health Nutr																																																																																																	
FNDH 620 (3)	Nutr Metabolism																																																																																																	
FNDH 631 (3)	Clinical Nutrition I																																																																																																	
FNDH 632 (3)	Clinical Nutrition II																																																																																																	
FNDH 645 (1)	Capstone in Dietetics*																																																																																																	
<p>#Sciences (29-30 hours) B or higher required BIOL 198 (4) Prin of Biology BIOL 455 (4) Gen Microbiology* BIOL 441 (4) Human Body I AND BIOL 442 (4) Human Body II OR KIN 360 (8) Anatomy & Physiology CHM 210 (4) Chemistry 1 CHM 230 (4) Chemistry 2 CHM 350 (3) Gen Organic Chem AND BIOCH 521 (3) Gen Biochem OR BIOCH 265 (5) Intro Organic/Biochem</p>	<p>> Grades of 'C' or higher are required. # Grades of 'B' or higher are required.</p> <p>120 Hours Required to Graduate</p>	<p>K-STATE 8 REQUIREMENTS MET</p> <table border="1"><tr><td>Gr Chk</td><td>Initial</td><td>Fall 2023</td></tr></table>	Gr Chk	Initial	Fall 2023																																																																																													
Gr Chk	Initial	Fall 2023																																																																																																
<p><i>Admission to the Didactic Program in Dietetics is required for completion of the BS in Dietetics. Students apply for admission to the DPD upon completion of specific coursework. (Consult advisor.) To be eligible to apply, students must have an overall GPA of 3.0 or above on all college coursework taken at any time in the student's educational career.</i></p> <p><i>Progression in the DPD will require continued maintenance of at least a 3.0 GPA with no grade lower than a B in the science or professional courses. A required course may be repeated only once in order to raise a grade to B or better. The course to be repeated must be taken the next time that course is offered. If a B or better is not obtained in the repeated course, the student will be dismissed from the DPD and must seek a different major.</i></p>																																																																																																		

Typical Course Sequence for BS in Dietetics Student - CAMPUS

See academic advisor for the curriculum from the year you began.

Available at <https://www.hhs.k-state.edu/academics/program-guides/dietetics.pdf>

BACHELOR OF SCIENCE IN DIETETICS
DIETETICS
Sample course sequence guide

<p>Fall Basic Nutrition Careers in Nutrition and Dietetics Expository Writing I Principles of Biology College Algebra</p>	1	<p>Spring Well-being I: You and Community Chemistry I Public Speaking Humanities Elective Principles of Macroeconomics Unrestricted Elective</p>
14 hours		16-17 hours
<p>Fall General Psychology Chemistry II General Microbiology Introduction to Statistics Well-being 2: Mind and Body</p>	2	<p>Spring Dietetics Servsafe Manager Certification Human Body I and II OR Anatomy and Physiology Science of Food Unrestricted Elective</p>
14 hours		14 hours
<p>Fall General Organic Chemistry Expository Writing II Research in Health Sciences Well-being 3: Money and Meaning Unrestricted Elective Humanities Elective</p>	3	<p>Spring General Biochemistry Nutritional Assessment Food Production Management Human Nutrition Nutrition Education and Program Planning</p>
14 hours		14 hours
<p>Fall Public Health Nutrition Nutrient Metabolism Clinical Nutrition I Financial Management in Dietetics Management in Dietetics Unrestricted Elective</p>	4	<p>Spring Life Span Nutrition Clinical Nutrition II Counseling Strategies in Dietetic Practice Dietetics Supervised Practice Program Unrestricted Elective Unrestricted Elective</p>
16-18 hours		14-15 hours

120 hours are required for degree completion. The College of Health and Human Sciences requires a "C" or higher in Professional Studies courses. The K-State-8 requirements are automatically calculated through this program of study.

Typical Course Sequence for BS in Dietetics Student - ONLINE

See academic advisor for the curriculum from the year you began.

Recommended Course Sequence for Online Dietetics Program

This sequence is for a full-time student with no prior credits. The advisor will adjust it to include prior credits and/or accommodate student's preferred credit load. The dietetics program requires a "B" or higher in science and professional studies courses, and a grade of C or higher in general studies courses. Dietetics students apply to the Didactic Program in Dietetics (DPD) mid-way through the curriculum.

YEAR 1 (Freshman)											
Fall			credits	Spring			credits	Summer			credits
BIOL	198	Principles of Biology	4	CHM	210	Chemistry I	4			Humanities Course	3
FNDH	132	Basic Nutrition	3	COMM	106	Public Speaking I	3			Unrestricted Elective	3
HHS	100	Well-being 1: You & Community	1	ENGL	100	Expository Writing I	3				6
HHS	200	Well-being 2: Mind & Body	1	FNDH	115	Intro to Hlth & Nutr Professions	3				
MATH	100	College Algebra	3	HHS	300	Well-being 3: Money & Meaning	1				
			12				14				
YEAR 2 (Sophomore)											
Fall			credits	Spring			credits	Summer			credits
CHM	230	Chemistry II	4	BIOCH	265	Intro to Organic & Biochemistry*	5	FNDH	300	DT ServSafe Manager Cert	0
ENGL	200	Expository Writing II	3	FNDH	413	Science of Food	4	PSYCH	110	General Psychology -OR-	3
FNDH	450	Nutritional Assessment*	2	KIN	362	Anatomy & Physiology II	4	SOCIO	211	Introduction to Sociology	3
KIN	361	Anatomy & Physiology I	4				13			Humanities Course	3
			13								6
*Recommend working with RDN in healthcare for some assignments				*Alternative courses are CHM 350 (3 cr) and BIOCH 521 (3 cr)							
YEAR 3 (Junior) - APPLY to DPD in Junior year (contact advisor in Fall semester to prepare for application in Spring)											
Fall			credits	Spring			credits	Summer			credits
BIOL	455	General Microbiology*	4	ECON	110	Principles of Macroeconomics	3	STAT	325	Intro to Statistics	3
FNDH	515	Counseling Strategies in Dietetics Pract	3	FNDH	342	Food Production Management*	4			Unrestricted Elective	3
FNDH	540	Nutr Education & Prog Plng	2	FNDH	400	Human Nutrition	3				6
FNDH	575	Research in Health Sciences	1			Unrestricted Elective	3				
		Unrestricted Elective	2-3				13				
			12-13								
*Course not available online through KSU-consult advisor				* Requires ServSafe Certification & finding large foodservice facility							
YEAR 4 (Senior)											
Fall			credits	Spring			credits				credits
FNDH	426	Financial Management in DT	3	FNDH	560	Management in Dietetics	3				
FNDH	510	Life Span Nutrition	2	FNDH	600	Public Health Nutrition	3				
FNDH	620	Nutrient Metabolism	3	FNDH	632	Clinical Nutrition II	3				
FNDH	631	Clinical Nutrition I	3			Unrestricted Elective	3-4				
FNDH	645	Capstone in Dietetics	1				12-13				
			12								

Didactic Program in Dietetics includes 14-16 elective hours for 120 Total Credit Hours for BS in Dietetics. Students must apply to external supervised practice programs to be completed after graduation. Beginning in 2024, a master's degree in any area also must be earned for eligibility to take the Registered Dietitian Nutritionist exam.

DPD Course List

ACEND-accredited courses included within BS in Dietetics

See academic advisor for the curriculum from the year you began.



Dietetic Internship Centralized Application Services

DPD Course List

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.

DPD Program Institution:	Kansas State University
DPD Director Name:	Heidi Oberrieder, MS, RDN, LD
Catalog Year for Applicant:	Fall 2023
Website for Course Catalog:	http://catalog.k-state.edu/

DPD Professional Courses	DPD Science Courses
FNDH 115 Intro to Health & Nutrition Professions	BIOL 198 Principles of Biology
FNDH 132 Basic Nutrition	BIOL 441 Human Body I and
FNDH 300 Dietetics ServSafe Manager Certification	BIOL 442 Human Body II
FNDH 342 Food Production Management	or
FNDH 400 Human Nutrition	KIN 360 Anatomy & Physiology
FNDH 413 Science of Food	or
FNDH 426 Financial Mgt in Dietetics	KIN 361 Anatomy & Physiology I and
FNDH 450 Nutritional Assessment	KIN 362 Anatomy & Physiology II
FNDH 510 Life Span Nutrition	BIOL 455 General Microbiology
FNDH 515 Counseling Strategies in Dietetic Practice	CHM 210 Chemistry I
FNDH 540 Nutrition Education & Program Planning	CHM 230 Chemistry II
FNDH 560 Management in Dietetics	BIOCH 265 Intro Organic & Biochemistry
FNDH 575 Research in Health Sciences	or
FNDH 600 Public Health Nutrition	CHM 350 General Organic Chemistry and
FNDH 620 Nutrient Metabolism	BIOCH 521 General Biochemistry
FNDH 631 Clinical Nutrition I	
FNDH 632 Clinical Nutrition II	
FNDH 645 Capstone in Dietetics	