
Didactic Program in Dietetics (DPD) Student Handbook

Kansas State University
College of Health and Human Sciences
Department of Food, Nutrition, Dietetics and Health
1324 Lovers Lane, 212 Justin Hall
Manhattan, KS 66506

Phone: 785-532-5508

Fax: 785-532-3132

<https://www.hhs.k-state.edu/fndh/undergraduate/dietetics/>



Table of Contents

| | |
|--|----|
| Welcome..... | 3 |
| General Information | 4 |
| Equal Opportunity | 4 |
| Accreditation (University and Program)..... | 4 |
| The Profession of Dietetics..... | 5 |
| Path to Dietetic Registration | 5 |
| Verification Statements..... | 6 |
| Application to Dietetic Supervised Practice Programs (Internships)..... | 7 |
| Options When Not Placed in a Supervised Practice Program | 7 |
| Didactic Program in Dietetics (DPD) Documents | 9 |
| DPD Program Philosophy..... | 9 |
| DPD Mission Statement..... | 9 |
| DPD Goals and Objectives | 9 |
| Student Learning Assessment | 10 |
| Program Level Learning Assessment (Knowledge Requirements and Learning Outcomes) | 10 |
| University Level Learning Assessment | 11 |
| Dietetics Curriculum & Related Policies | 12 |
| BS in Dietetics | 12 |
| NDT (non-degree dietetics program) | 12 |
| DPD Program Details | 15 |
| Tuition, Fees, Additional Expenses | 15 |
| Policies and Procedures..... | 16 |
| Student Support Services List of Contact Information..... | 20 |
| Admission to Dietetics Major and DPD Program Progression..... | 21 |
| Campus Undergraduate Students..... | 22 |
| Campus Graduate Students..... | 23 |
| Online Undergraduate Students | 24 |
| Online Graduate Students | 25 |
| DPD Application (required to earn BS in Dietetics and/or DPD Verification Statement) | 26 |
| AFTER Acceptance into the DPD | 28 |
| Dietetic Supervised Practice Program (Internship) - Information..... | 30 |
| Registration Examination for Dietitians - Information | 35 |
| Appendices (Curriculum Info)..... | 36 |

Welcome

Kansas State University (KSU) has been producing outstanding dietetics professionals for over 100 years. Our program is one of the oldest and most prestigious programs in the country providing the required didactic coursework to become a dietitian. We are proud to offer two accredited dietetics programs – the Didactic Program in Dietetics (DPD coursework only) and the Coordinated Program (CP combined coursework and supervised practice). In 1996, K-State was at the forefront of dietetics education by adding the first-ever **online** DPD program. Our online DPD is one of only a few ACEND-accredited online DPD programs in America.

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 (dietetic internships). This handbook includes information about the DPD and the dietetics profession. The program requirements outlined in this document are in addition to student responsibilities outlined in the KSU Undergraduate Catalog.

Students are encouraged to utilize all resources available to dietetics majors including this handbook and items posted in the *Dietetics Information* Canvas site. In addition, they can consult dietetics faculty if they have additional questions. At Kansas State, students are part of our Wildcat Family and we will do everything possible to help them be successful. Student success is our success.



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

Academic Advisors

- Campus Undergraduate Students
 - Lindsay Larson | 785-532-1754 | lswl@ksu.edu (Dietetics Advisor)
- Online Dietetic Students (undergraduate and non-degree students)
 - Karla Girard | 785-532-5664 | kgirard@ksu.edu (Online Dietetics Coordinator & Advisor)
 - Jacob Fleming | 532-0175 | jacobfleming@ksu.edu (Dietetics Advisor)
- Campus Graduate Students completing non-degree dietetics program
 - Heidi Oberrieder | 785-532-0169 | heidio@ksu.edu (DPD Director & Instructor)

General Information

The ACEND-accredited undergraduate Didactic Program in Dietetics (DPD) provides the academic requirements necessary for eligibility to apply to an ACEND-accredited supervised practice program, which is required for eligibility to sit for the Registration Examination for Dietitians offered by the Commission for Dietetic Registration (CDR), thus obtaining a Registered Dietitian Nutritionist (RDN) credential.

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, 103 Edwards Hall, 1810 Kerr Drive, Kansas State University, Manhattan, Kansas 66506-4801. 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. Revised Aug. 29, 2017. <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).

K-State has been continuously accredited by the Higher Learning Commission (HLC) of the North Central Association of College and Schools since 1916. K-State completed a comprehensive university self-study and site visit in 2011-2012. HLC accreditation was reaffirmed with a positive mid-cycle review in 2015-2016. <http://www.k-state.edu/about/accreditation/index.html>

The 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 in 2019 and is fully accredited through 2026. Current program accreditation is based on the 2017 Standards. The DPD will adjust to the proposed 2022 Standards once they go into effect. To view the 2017 and proposed 2022 ACEND Standards, visit <https://www.eatrightpro.org/acend/accreditation-standards-fees-and-policies/2017-standards>

For more information, contact:

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. The discerning consumer needs guidance in applying basic nutrition principles to lifestyle management. The Registered Dietitian Nutritionist (RDN) is uniquely qualified to distinguish between nutrition facts and fallacies. RDNs are nutrition experts that are recognized by the medical profession as credible sources of nutrition information.

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. Opportunities also exist in diverse areas such as journalism, sports medicine, consulting, information technology specialties, sales, and research and 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 at the forefront of dietetics education by adding the first-ever online dietetics degree program. K-State's online DPD is one of only a few online ACEND-accredited undergraduate programs granting verification statements.

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 and continuing education process completed by dietitians post-exam. To earn the registered dietitian nutritionist credential (RDN), there are three steps to complete.

1. Students must complete a minimum of a baccalaureate degree which meets the ACEND Core Knowledge Requirements. The Bachelor of Science in Dietetics offered by K-State includes coursework that meets ACEND-accreditation. Graduates earn both a bachelor's degree and a DPD Verification Statement and will be eligible to progress to the next step. Masters and doctoral students may choose to complete the required coursework through the non-degree dietetics program in order to earn a DPD Verification Statement, thus becoming eligible to apply for the next step in the pathway to dietetic registration. **NOTE: In 2024, this requirement will be elevated to a minimum of a master's degree. To continue on the pathway to the RDN credential, DPD graduates can complete an internship that includes a graduate degree. For more information visit <https://www.cdrnet.org/new-graduate-degree-eligibility-requirement-effective-january-1-2024>**
2. Students must complete 1200-hours of supervised practice through a dietetic internship (or graduate program) that meets the ACEND Core Competency Requirements, providing hands-on experience in clinical nutrition, community nutrition, and nutrition services management. K-State does not offer an ACEND-accredited dietetic internship. Graduates of the K-State DPD apply to external internships in their last semester of coursework through a competitive, nationwide computer-matching process. K-State offers an ACEND-accredited Coordinated Program in Dietetics (CP) that combines the academic requirements (step 1) and the supervised practice requirements (step 2) into one program. The CP is not offered online.
3. Students must pass the national Registration Examination for Dietitian Nutritionists offered by the Commission on Dietetics Registration (CDR). Successful completion of this examination 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 to use when studying for the RDN Exam. After passing the exam, practitioners must complete regular continuing education to maintain their RDN credential. The RDN credential is recognized by many states as eligibility for dietetic licensure within that state.

Verification Statements

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 for an ACEND-accredited supervised practice program (dietetic internship). After completing a dietetic internship, you will receive a second verification statement verifying that you are eligible 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 include:

- Admission to the K-State DPD (application midway through dietetics curriculum)
- Completion of the DPD course requirements (69-71 hours)
- Completion of the BS in Dietetics at KSU or MS in Nutrition, Dietetics, and Sensory Sciences
- Minimum cumulative GPA of 3.0 (including all collegiate coursework taken at any time or place)
- Grades of “B or better” for all DPD required courses (or transfer equivalents)
- Verification of identity through a government issued photo ID that matches the identity on the student profile

Students completing the DPD receive an electronic copy of the 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.

Students in their last semester of coursework will ask the DPD Director to complete a *Declaration of Intent to Complete Degree* during the internship application process since verification statements will not be issued until 4-6 weeks post-graduation. This request will be made while completing your application for internships through the Dietetic Centralized Application Service (DICAS). *Declaration of Intent*s will also be available for application to programs not using DICAS.

Verification Statements are important:

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

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

Application to Dietetic Supervised Practice Programs (Internships)

As a DPD student, you will apply to ACEND-accredited supervised practice programs during your last semester of DPD coursework. There are several types of supervised practice programs with the majority of DPD students applying to DI or MS-DI.

- **Dietetic Internships (DI):** This is the most common program type as it is a stand-alone program designed with DPD graduates in mind offering the required amount of 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 the supervised practice hours. It aligns with the 2024 Graduate Degree Mandate. DPD students apply to MS-DI through 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, DPD students apply to these programs directly just as they would graduate school. The transfer of DPD dietetics courses may not align perfectly with the MS-CP courses.
- **Future Graduate Program (FG):** This program type is accredited under a different set of standards than the DI, MS-DI, and MS-CP. The FG Standards are being piloted as the new format of dietetics education. FG programs include a master's degree (or doctorate) along with the required hands on practice.

The DPD Director will assist you in applying to dietetic internships; however, it is your responsibility to initiate and complete the process. A variety of resources are available in the *Dietetic Information* Canvas site, which is regularly updated. Using the computerized matching service, students can apply to one or more programs, but if matched students receive only one match.

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, you must keep in mind that some internships may require you to retake select courses to meet their course recency criteria.

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 or through graduate school application (MS-CP and FG). In addition to the resources posted in the *Dietetic Information* Canvas site, details about the process can be found in this handbook. A full listing of ACEND-accredited dietetic internships 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 an internship match-rate well above the national average. If you do not match with an ACEND-accredited dietetic internship or graduate program (MS-CP or FG) on your first attempt, you may try again. There is no limit to how many times you can apply. Many students who do not match on the first attempt are able to match on their second attempt. If you do not match on your first attempt, you may seek assistance from the Program Director to identify strategies to strengthen your application for subsequent application cycles. If you apply to programs after graduating, you may continue to receive help from the Program Director.

Individual Supervised Practice Pathway (ISPP)

An unsuccessful application on your first attempt makes you eligible to apply to Individual Supervised Practice Pathway (ISPP), which are ACEND-accredited supervised practice programs spots reserved for those who were unmatched during the match process. Application to ISPPs occurs in the second phase of the match process. They are equal in quality to a DI, MS-DI, MS-CP, or FG as they are all ACEND accredited.

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 the various strategies for strengthening your application to dietetic internships in subsequent cycles since it allows you to secure employment as a dietetics professional. The Program Director will assist you in the process needed to take the NDTR Exam. A study guide from CDR is available for \$60 at <http://www.eatrightstore.org/product/695080A3-6558-44A4-ABB9-8439930532D3>. For more information on the NDTR Exam, visit <https://www.cdrnet.org/certifications/dietetic-technician-registered-dtr-certification>

Didactic Program in Dietetics (DPD) Documents

DPD Program Philosophy

Both K-State dietetics programs are based on the belief that dietitians are uniquely qualified to provide the latest information and guidance in nutrition, encompassing health promotion, clinical nutrition, and management of nutrition services and foodservice systems.

The DPD program at K-State strives to prepare graduates to become successful dietetic practitioners. Every effort is made to prepare students for professional practice in our service-oriented, information-based society. The importance of quality and service is emphasized, as client needs and expectations must be the central focus of innovative 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 program mission aligns with the missions of K-State <http://www.k-state.edu/about/mission/index.html>, the College of Health and Human Sciences <https://www.hhs.k-state.edu/about/>, and the Department of Food, Nutrition, Dietetics and Health http://www.k-state.edu/2025/documents/dept-integrated-plans/HE_Food%20Nutrition%20Dietetics%20and%20Health_Integrated_2025_Plan-March-2016.pdf.

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

DPD Mission Statement

The K-State Didactic Program in Dietetics will prepare students for supervised practice leading to eligibility for the CDR credentialing exam to become a registered dietitian nutritionist (RDN). Through efficient and effective didactic education, graduates will be capable of delivering food and nutrition services for the people of Kansas and beyond.

DPD 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]
- **Objective 2:** At least 65% of program graduates are admitted to a supervised practice program within 12 months of graduation. [ACEND required]
- **Objective 3:** The program's match rate per application cycle is at least 70%. [program specific]
- **Objective 4:** At least 80% of graduates who did not begin a supervised practice program within 12 months of graduation will have entered a post-secondary education program, secured employment in a food/nutrition position, or have plans to apply to supervised practice in the future. [program specific]

Goal 2: Graduates will have the knowledge and skills necessary for competent supervised practice and for careers delivering food and nutrition services to the people of Kansas and beyond.

- **Objective 1:** At least 80% of program students complete the program requirements within 3 years for the campus track or 4.5 years for the online track (150% of program length). [ACEND required; program length begins semester after admitted to DPD and ends at graduation]
- **Objective 2:** At least 80% of program graduates will rate overall satisfaction with program at 3.0 or higher on a five-point scale. [program specific]
- **Objective 3:** At least 80% of supervised practice program directors will rate satisfaction with preparation of DPD graduates at 3.0 or above on a five-point scale. [ACEND required]
- **Objective 4:** 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]

Student Learning Assessment

Program Level Learning Assessment (Knowledge Requirements and Learning Outcomes)

As an ACEND-accredited Didactic Program in Dietetics (DPD), it is expected that students will have obtained competence for each of the following ACEND-specified knowledge requirement and learning outcomes. Student achievement of these learning outcomes is continually monitored according to the KRDN Student Learning Outcomes (SLO) Assessment Plan available at <https://www.hhs.k-state.edu/fndh/undergraduate/slo/dietetics/>

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 Use 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 Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics; and describe interprofessional relationships in various practice settings.
- KRDN 2.3 Assess the impact of health care policy and different health care delivery systems on food and nutrition services.
- KRDN 2.4 Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.
- KRDN 2.5 Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates in the delivery of food and nutrition services.
- KRDN 2.6 Demonstrate an understanding of cultural competence/sensitivity.

- KRDN 2.7 Demonstrate identification with the nutrition and dietetics professional through activities such as participation in professional organizations and defending a position on issues impacting the nutrition and dietetics profession.
- KRDN 2.8 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.

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

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

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

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

Learning activities used to measure achievement of the KRDNs are spread over the DPD professional courses. For each course involved, a statement in the course syllabus will denote how to view a *Syllabus Appendix* document showing a complete list of the courses that measure the KRDNs. The *Syllabus Appendix* document is updated each semester to address any learning activity changes. Instructors provide a link to the document within the Canvas page specific to their course or include information directly in the syllabus.

University Level Learning Assessment

The DPD participates in 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. Per ACEND-accreditation guidelines, the DPD has a Program Evaluation Plan (PEP) designed to measure program achievement of program goals, and a Student Learning Outcomes (SLO) Assessment Plan designed to measure student achievement of learning outcomes for each of the 2017 ACEND Core Knowledge Requirements. Data from the SLO Plan are shared with the Office of Assessment as part of university-wide accreditation.

Dietetics Curriculum & Related Policies

The DPD can be completed in one of two ways, as part of the Bachelor of Science in Dietetics (degree-seeking option) or as a non-degree dietetics program, named NDT, completed concurrently with the K-State's master's in nutrition, dietetics, and sensory sciences.

BS in Dietetics

120 credit hours are required to earn the Bachelor of Science in Dietetics at Kansas State University.

Dietetic majors must be admitted into either the Didactic Program in Dietetics (DPD) or Coordinated Program in Dietetics (CP) to graduate with a BS in Dietetics. Both DPD and CP students complete the same foundational courses, with the CP students completing additional coursework comprising the supervised practice hours (internship hours) required for eligibility to take the RDN Exam.

A listing of required dietetics courses can be found at <https://www.hhs.k-state.edu/students/services/programs/fndh-dt-option.pdf> or by viewing the curriculum in the Appendix. Course offerings, semesters offered, and course descriptions for each course are available in the university catalog and course schedule (<http://courses.k-state.edu/courses/>). Prerequisites listed for each course must be met. KSIS, the campus enrollment system, will block enrollment if prerequisites are incomplete. Concurrent enrollment in a course and its prerequisites is not allowed unless specifically indicated or with instructor approval. **Students should be aware that some courses are offered only once a year.** Because of this, it is vital that students work with their academic advisor to design a long-range plan allowing on-time graduation.

A full-time campus student can complete the degree requirements within four years with careful planning. The time for online students to complete the degree varies with the number of transfer courses accepted and number of courses taken each semester. Time to graduation is extended by taking extra electives, changing majors, participating in study abroad opportunities, or retaking a class to earn a better grade. Of the 120 credit hours in the BS in Dietetics, **69-71 credit hours are considered the DPD.** The program length for the DPD portion of the degree is 2 years for full-time campus students and 3 years for part-time online students.

NDT (non-degree dietetics program)

This is a non-degree option available to students who are admitted into the Master's of Nutrition, Dietetics, and Sensory Science at K-State. These graduate students will concurrently complete the DPD courses alongside their graduate coursework. **The DPD coursework includes 69-71 credit hours, which are the same DPD courses included in the BS in Dietetics.** The program length for the non-degree DPD is 2 years for full-time campus students and 3 years for part-time online students.

Curriculum Plan for BS in Dietetics

When you are admitted to K-State and choose dietetics as your major (or change to the dietetics major while at K-State), you are assigned the curriculum plan that is active (see the *Fall [year]* date in the lower right corner of the dietetics option sheet). You may continue that plan even if curriculum changes occur during your time at K-State. Alternatively, if curriculum changes occur, you may opt to change to the

updated curriculum by filling out a *Request to Change Degree Program Requirement Term* form in the Dean's Office. The credits you have taken up to that point will be re-evaluated against the updated curriculum. 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.

Dietetic students are required to meet with their academic advisor prior to enrollment each semester. Online dietetic students will be able to communicate with their academic advisor by phone 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 three degree options are similar to the dietetics degree, but DO NOT meet the academic requirements of ACEND. Thus, these majors would need to take additional coursework to meet the dietetics requirements if they would like to continue toward earning the RDN credential. In this case, most students opt to dual or triple major.

Advisors in the College of Health and Human Sciences help guide students to the degree option best aligned with the student's 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 for a variety of positions, including ones in nutrition research, nutrition education, health promotion, food/nutrition advocacy, and public health. **Students wishing to do medical nutrition therapy, to work in the clinical setting, or to receive health insurance reimbursement as a dietitian must choose the BS in Dietetics, as the RDN credential is needed for those positions.**

Although all four degree programs focus on nutrition, the academic rigor involved 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 the unrestricted electives).

Students 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 for being matched with a dietetic supervised practice program. 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. The dietetics advisor can explain what additional courses must be completed to earn the BS in Dietetics, and thus a DPD Verification Statement.

Transferring Courses from Other Schools to K-State

The most efficient way to have your previous courses evaluated is to upload syllabi within the Transfer Equivalency Tool <https://www.k-state.edu/admissions/undergrad/manhattan/apply/transfer/course-transfer.html> as you begin the admission process. Upon admission, students should consult their academic advisor as

soon as possible to facilitate the transfer process. 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. **A course syllabus from the semester and year that the course was taken is required.** Typically, the DPD does not accept science and professional classes taken more than five years prior to beginning the program.

If you are considering taking a required course from another school, check the K-State Admissions Office "Transfer Equivalency Page" at <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 transfer without question. If you take a transfer course, make sure to have an official transcript with your final grade sent directly from that 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 the school you are interested in has a specific course you wish to take, but that course has NOT been pre-approved by K-State, you need to obtain a copy of the course syllabus from that institution. Take this information to your academic advisor, who will help you complete the *Approval Request for Off Campus Enrollment* form. You will need to attach the course syllabus. After the form is signed by your advisor, it goes to the Dean's Office for evaluation. If the Dean's Office agrees that the course is equivalent, they will also sign the form and send you a copy. This pre-approves you to take the course at the other institution.

Degree-seeking students may transfer from an accredited community college up to one-half of the K-State requirements for graduation. For the BS in Dietetics, this is 60 credit hours. All bachelor's degree-seeking students must complete at least 30 K-State credits to earn a degree from K-State. Further, the student must complete 20 of the last 30 hours of undergraduate credit through K-State.

For the non-degree dietetics program (NDT), at least 18 credits of DPD Professional courses must be completed at K-State to be issued a Verification Statement. Thus, 51 credit hours may be transferred with approval of the Dean's Office and DPD Director.

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). Up-to-date information about tuition and fees is found on the K-State Admissions Office website at <http://www.k-state.edu/admissions/finaid/>. Tuition for out-of-state residents is higher than it is for in-state residents; and tuition for online students follows a separate fee structure than campus programs (<http://global.k-state.edu/tuition-fees/>). The Admissions Office can verify the latest figures (k-state@k-state.edu; 785-532-1521).

Financial Aid

* Information for **campus** students can be found at <http://www.k-state.edu/sfa/>

* Information for **online** students can be found at <http://global.k-state.edu/students/scholarships/>

Drop/Refund Policy

Information regarding dropping classes and tuition refunds:

- **For campus students:** Visit <http://courses.k-state.edu/courses/> and click the link to the specific semester. Then click “course schedule” link, and then “Course Schedule Information” within the top paragraph.
- **For online students:** see <http://global.k-state.edu/students/policies/withdrawal/>

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. An estimate is \$300-500 per semester for a full-time student. You are encouraged to shop around for textbooks to obtain them at the lowest price possible.

Students are encouraged to save the important dietetics-related textbooks for use when studying for the RDN Exam after completing your dietetic internship. Check with each professor about the value of keeping the course textbook in preparation for the RDN Exam.

Other Costs You May Incur

Online students will likely incur charges for using an exam proctor proctoring service in their courses. Students have reported paying anywhere from \$10-50 per exam. Often, you can find free proctoring at a local community college or learning center. Currently, KSU contracts with Examity. For information on Examity visit <http://global.k-state.edu/students/courses/testing/>

Online students will incur costs for purchasing food to complete at-home labs for the course FNDH 413 Science of Food. In addition, they may incur travel costs to visit facilities and practitioners while completing experiential learning opportunities in other courses, such as FNDH 342 Food Production Management, FNDH 450 Nutrition Assessment, and FNDH 600 Public Health Nutrition.

Both campus and online students will incur costs when applying to supervised practice programs. Most internships utilize the Dietetic Internship Centralized Application Services (DICAS), which charges \$50 for the first application and \$25 for each additional application. In addition, students will pay a non-refundable registration fee of \$55 to D&D Digital, which is the computerized ACEND matching process for internships. Some internships require a separate application fee to be sent directly to the internship program. For DPD students applying to MS-CP or FG programs, there will be graduate school application fees.

After completing a supervised practice program, students will pay \$200 to sit for the Registration Examination for Dietitians. Information about the exam can be found at <https://www.cdrnet.org/certifications/registered-dietitian-rd-certification> (scroll to “RD Examination” box).

Both campus and online students can participate in these **optional** activities:

- Join the KSU Student Dietetic Association (contact Dr. Amber Howells geist78@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 gives you free membership in a state affiliate of the Academy. Both the national association and the state affiliate may provide scholarship and volunteer opportunities.
- Attend local and national professional meetings (Varies - up to \$500/meeting plus lodging/food) The Academy of Nutrition and Dietetics annual Food and Nutrition Conference (FNCE) is in October. <https://eatrightfnce.org/>

Housing

Campus 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.

Policies and Procedures

The DPD expects students to abide by all university policies. For information about policies not listed below, visit <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: The Student Access Center appreciates disability as an integral part of the K-State University experience. We are committed to providing equal access and opportunity to all campus programs and services for students with disabilities. Through collaboration and support of the entire campus community, the Access Center promotes disability pride, self-determination of the student, and universally accessible design principles, so that everyone has full access to university life. Register for academic or transportation accommodations at <http://www.k-state.edu/accesscenter/students/index.html>

Assessment of Prior Learning/Transfer Work: The K-State Office of Admissions maintains transfer equivalency guides for many US colleges and universities. A search tool is available at <http://www.k-state.edu/undergradadmit/transferequivalency.html> See page 13 for more information.

To earn a BS in Dietetics from Kansas State University, at least 30 credits must be completed through K-State, and at least 20 of the last 30 credits must be taken through K-State. A minimum of 45 credits must be at the 300 course level or above. A maximum of 60 credit hours from a two-year institution may be applied toward K-State a degree.

For the non-degree dietetics program (NDT), at least 18 credits of DPD professional courses must be completed through K-State to earn a DPD Verification Statement.

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 for program requirements.

Assessment of Student Learning: Throughout the DPD, faculty in each course assess student learning through a variety of exams, case studies, projects, presentations, and group activities. Students can view their current course grades within Canvas. Students can view their completed course grades and overall GPA through KSIS.

Learning activities used to measure student achievement of the Core Knowledge Statements (KRDN) are administered by the faculty teaching specific courses, with the data provided to the DPD Program Director for use in the ongoing student learning assessment plan. Students must earn a 70% or higher on all KRDN learning activities to remain on the dietetics pathway.

Students must receive a "B or better" in all DPD Science and DPD Professional courses to continue in the program and receive a DPD Verification Statement. DPD students must maintain a 3.0 overall GPA (including all collegiate coursework from all schools).

Students are required to meet with their academic advisors each semester, allowing advisors to monitor and discuss student achievement of these required DPD criteria. 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 and all dietetics majors, including DPD students, CP students, and students majoring in dietetics who are not yet accepted into the DPD or CP. The handbook is available in the *Dietetic Information* Canvas site, as well as, on the webpages for the department and Global Campus. Students are formally alerted to the presence of the handbook during the introductory course, FNDH 130 Careers in Nutrition and Dietetics, and upon acceptance into the DPD.

Dress Code: There is no specific dress code for campus or online students when 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 internships. It is important to note that most clinical settings prohibit facial piercings. For examples of professional dress, visit <http://www.k-state.edu/careercenter/students/attire/index.html>

Experiential Learning: Experiential learning activities include items such as "shadowing" of dietitians, service learning activities, and observation. Although ACEND does not require experiential learning in a DPD, these activities are important components of many DPD required courses at K-State. Generally, for experiential learning opportunities (ELO) outside Kansas State University, affiliation agreements are appropriate only when the University is involved in facilitating the ELO and able to evaluate information about the ELO host site. When students arrange an ELO on his/her own accord, and the University involvement is limited to faculty setting learning objectives for the course and grading activity-based assignments, affiliation agreements are not applicable. This is the case for ELO activities within DPD courses which means the University considers affiliation agreements not applicable within DPD courses.

Grievance Procedures: The DPD follows K-State's student grievance procedures which are in the *All-University Regulations* section of the Undergraduate Catalog <https://catalog.k-state.edu/> (see menu on left)

Related program leadership contact information

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)

Dean of College of Human Ecology: John Buckwalter (785-532-5500, jbb3@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** (see page 4 for a link to the standards). Anonymous complaints are not considered. For information on how to file a complaint with ACEND visit <http://www.eatrightpro.org/resources/acend/public-notice-and-announcements/filing-a-complaint>

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 (<http://www.k-state.edu/student-involvement/code-of-conduct.html>). These policies are posted in the current Undergraduate Catalog.

These two systems align well with documents that are part of the dietetics profession – the Code of Ethics and the Pledge of Civility. The Dietetics Code of Ethics is shared with students in their introductory course (FNDH 130). Students are educated on the importance of following this code to remain credentialed and/or licensed and to continue as an Academy student member. The code is available at <https://www.eatrightpro.org/practice/code-of-ethics/what-is-the-code-of-ethics>. In addition, students are exposed to the Pledge of Professional Civility that is encouraged for all dietetics practitioners. <http://foodandnutrition.org/professionalcivility/>.

Health: *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. *Campus* students choosing to live on campus have additional immunization requirements. More information is available at 785-532-6453 or <http://housing.k-state.edu/>. *Online* students are not required to show proof of immunizations nor proof of health insurance for admission.

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 are aware of and 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 to apply to the DPD and 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 page 19). 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.

To remain in the program, students must earn a "B or better" in DPD Science and DPD Professional courses, as well as, maintain a 3.0 overall GPA (including all collegiate courses ever taken). When a student's grades fall below the requirement, the advisor will identify the situation during the student advising sessions that take place 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, none of which require a "B or better". This option may allow a student to continue pursuing a career in nutrition and to graduate as planned. Students must earn

70% or higher on all KRDN learning activities to remain on the dietetics pathway. These KRDN learning activities are spread throughout the DPD curriculum. A list of the KRDNs and aligned courses is available in the *Dietetics Information* Canvas site.

After admission to the DPD, a required course may be repeated only once to raise the grade to a “B or better”. The course to be repeated must be retaken the next time that course is offered. The student is not able to progress through the remaining courses if the course being retaken is a prerequisite for other courses. If a “B or better” is not obtained on the second attempt, the student will be dismissed from the DPD and must choose an alternate major. This situation will be identified during the advisor meeting required each semester. If necessary, the student’s advisor will arrange a meeting between the student and the DPD Director to discuss the situation and assist the student in adjusting their career goals.

Student Records: The DPD abides by all regulations governing student records. Information pertaining to student records can be found in the current *University Undergraduate Handbook*. Specific information about student privacy of records can be viewed at <http://www.k-state.edu/registrar/students/ferpa/>. The DPD director and online 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 official KSU Transcripts, and original copies of signed DPD Verification Statement. Students may view the contents of their own file at any time, with the exception of those items for which right to review has been waived (such as with some faculty letters of recommendation). Signed and dated DPD Verification Statements will be maintained on file for an indefinite time according to accreditation policy.

Technology Requirements: Information about technology on K-State campuses is available at <https://www.k-state.edu/onestop/technology-support/>. Information available includes computer recommendations, description of the Information Technology Assistance Center (iTAC) and 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/pdfs/student-guide.pdf>

In addition, students are encouraged to use the document, “A Quick Guide to optimal online video viewing” to ensure a quality online learning experience for both campus and online students. This document is available at <http://www.k-state.edu/its/pdfs/video-tips.pdf>

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 of Contact Information

Resources listed below are available to both campus and online students. The top row contains a link to **Global Campus** and is a great place for online students for information.

| | | | |
|---|--|---|------------------------------------|
| Global Campus | Resources specific to online students – a great start point for online students looking for information | http://global.k-state.edu/students/ | 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 | 785-532-6250 |
| 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/services/ | 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 first-year students 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/ | 785-395-8387 |
| 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 and transcripts | 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

K-State offers the undergraduate Didactic Program in Dietetics (DPD) in two formats (called tracks) – the on-campus track and the online track. In addition, there are two methods for completing the DPD - as a degree-seeking student (BS in Dietetics) or as a graduate student concurrently completing the non-degree dietetics program (NDT). Having these various options allows more students the ability to participate in the DPD; however, it makes explaining the admission process a bit complex. First, let us explain the difference between a degree-seeking and a non-degree-seeking student.

Degree-seeking: These students are actively seeking an undergraduate degree at K-State. Generally, these students are working to earn the BS in Dietetics, which includes the ACEND-accredited DPD courses. Students majoring in one of three other undergraduate nutrition degrees at K-State may choose to dual major, thus earning the BS in Dietetics in addition to their chosen degree. In order to graduate with a BS in Dietetics (which includes the ACEND-accredited DPD coursework), the student must be accepted into the selective admission DPD midway through their long-range plan (see page 26).

Non-degree seeking: Students admitted to K-State's Masters in Nutrition, Dietetics, and Sensory Sciences (NDSS), are eligible to concurrently complete the dietetics coursework, which involves 69-71 credit hours of undergraduate DPD coursework. To complete the non-degree dietetics program, NDT students must be accepted into the selective admission DPD midway through their long-range plan (see page 25). For students working on completing a graduate degree, the Verification Statement will not be issued until the graduate degree has been conferred. Information about the Master's in Nutrition, Dietetics, and Sensory Sciences (NDSS) is available at <https://www.hhs.k-state.edu/fndh/graduate/masters/nutrition-dietetics-sensory-sciences-ms/index.html>

On the next four pages, you will find the admission information for the following categories of students:

- **Campus Undergraduate Students** - page 22
- **Campus Graduate Students** - page 23
- **Online Undergraduate Students** - page 24
- **Online Graduate Students** – page 25

Only students accepted into either the DPD or the Coordinated Program (CP) are eligible to graduate with a BS in Dietetics and/or earn a verification statement.

After reviewing the admission and progression information for your particular student category, you can read about the DPD Selective Admission Process beginning on page 26.

Campus Undergraduate Students

Students seeking to earn a BS in Dietetics may be in one of the following groups:

- Students seeking their first baccalaureate degree
- Students seeking a second bachelor's to partially fulfill the pathway to earning the RDN credential **Note:** As of 1/1/2024, a master's degree is required for eligibility to take the RDN Exam. These students could choose to apply to the Master's in Nutrition, Dietetics, and Sensory Sciences and concurrently complete the undergraduate DPD courses.

Campus undergraduate students must complete the following steps:

1. Apply and be admitted to K-State as a degree-seeking undergraduate student, declaring dietetics as your major.
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.
 - a. If you are seeking only the dietetics degree, you will be assigned a dietetics advisor.
 - b. If you are a nutrition major (Nutritional Sciences; Nutrition and Health; or Sports Nutrition), it is best to become a dual or triple major. You must notify the Dean's Office to declare dual/triple major status. You will have more than one academic advisor.
3. Your dietetics advisor will give you access to the *Dietetics Information* Canvas site, which is your connection to vital information related to the steps to become a registered dietitian nutritionist (RDN).
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.

SKIP TO "DPD Application" Section on page 26

Campus Graduate Students

Students admitted to the Master's in Nutrition, Dietetics, and Sensory Sciences (NDSS) are eligible to concurrently complete the non-degree dietetics program (NDT - see page 11). These students will have a major professor guiding them through the graduate degree requirements and will also work with a dietetics advisor for guidance on the DPD requirements. **Admission to the non-degree dietetics program is separate from graduate school admission.** Only students admitted to the Master's in Food, Nutrition, Dietetics, and Health or Doctorate in Food, Nutrition, Dietetics, and Health are eligible for the non-degree dietetics program (NDT).

Campus graduate students must complete the following steps:

1. Apply and be admitted to K-State as a degree-seeking graduate student pursuing the Master of Science in Nutrition, Dietetics, and Sensory Science (NDSS).
2. Upon acceptance into the NDSS graduate program, please contact Karla Girard for information about the NDT. Karla will assist you in having your prior college coursework evaluated for equivalency to DPD course requirements. Contact Karla at kgirard@ksu.edu.
3. Once your participation in the NDT is approved, you will be given access to the *Dietetics Information* Canvas site, which is your connection to vital information related to the steps to becoming a registered dietitian nutritionist (RDN).
5. Midway through your long-range plan, you will apply to the Didactic Program in Dietetics (DPD). You must be admitted to the DPD to earn a DPD Verification Statement. Although the NDSS and NDT programs are exclusive of each other, you will not be issued a DPD Verification Statement until all DPD requirements are completed and conferral of your graduate degree is confirmed by the K-State Registrar's Office.

SKIP TO "DPD Application" Section on page 26

Online Undergraduate Students

This group of students includes...

- students seeking their first bachelor's degree
- students with prior degrees seeking a second bachelor's for progression to becoming an RDN

Note: As of 1/1/2024, a master's degree is required for eligibility to take the RDN Exam. These students could choose to apply to the Master's in Nutrition, Dietetics, and Sensory Sciences and concurrently complete the undergraduate DPD coursework.

Online undergraduate students must complete the following steps...

1. Apply through K-State Global Campus
<https://online.k-state.edu/programs/dietetics-bachelors/>
Hard Deadlines: June 1 for fall semester, Nov 1 for spring semester, April 1 for summer
2. Once enrolled, your assigned academic advisor will grant you access to the Dietetics Information Canvas site, which is your connection to vital information related to the steps to becoming a registered dietitian nutritionist (RDN).
3. 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 to earn a DPD Verification Statement.

Currently, the eligibility criteria for taking the National Registration Exam for Dietitians requires only a bachelor's degree. As of January 1, 2024, that criteria will be elevated to a master's degree. The last group to be eligible to take the exam **without** a master's degree are those who complete their ACEND-accredited coursework **and** supervised practice (internship) prior to December 31, 2023. For more information, visit <https://www.cdrnet.org/new-graduate-degree-eligibility-requirement-effective-january-1-2024>

SKIP TO "DPD Application" Section on page 26

Online Graduate Students

This group of students includes students with a bachelor's pursuing the Master's in Nutrition, Dietetics, and Sensory Sciences (NDSS) or students earning the NDSS as a second master's degree. Students earning another FNDH graduate degree will be considered for the non-degree dietetics program on a case-by-case basis.

Online graduate students should complete the following steps...

1. Apply through Global Campus <https://online.k-state.edu/programs/nutrition-dietetics-sensory-sciences-masters/> Applications accepted year-round. Plan to apply at least 2-3 months prior to the start of the semester (fall begins in Aug, spring begins in Jan, summer in late May). Upon notification of your admission by the K-State Graduate School, you will work with your assigned major professor on graduate degree coursework.
2. Once accepted into the graduate program, apply to the non-degree dietetics program (NDT) by contacting Karla Girard at kgirard@ksu.edu.
3. After following the instructions you are given and enrolling in a dietetics course, your advisor (Karla Girard, kgirard@ksu.edu) will grant you access to the *Dietetics Information* Canvas site, which is your connection to vital information related to the steps to becoming a registered dietitian nutritionist (RDN).
4. Midway through your long-range plan, you will apply to the Didactic Program in Dietetics (DPD). You must be admitted to the DPD in order to earn a DPD Verification Statement. Verification Statements will not be issued until all DPD coursework is complete and graduate degree has been conferred.

SKIP TO “DPD Application” Section on page 26

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

Midway through the dietetics curriculum, students apply to the DPD through a selective admission process. Those accepted into the DPD will apply to dietetic supervised practice programs (external from KSU) during their last semester of coursework. An ACCEND-accredited dietetic supervised practice program is required for eligibility to sit for the Dietitian Registration Exam.

The K-State DPD is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) to have a total of 115 students in the program at any one time. The DPD selective admission process allows us to stay within the accredited enrollment numbers.

- Undergraduate students seeking a BS in Dietetics must be admitted into the DPD in order to graduate with a BS in Dietetics **and** earn a DPD Verification Statement
- Graduate students seeking to complete the non-degree dietetics program (NDT) must be admitted into the DPD to earn a DPD Verification Statement issued upon degree conferral

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

- a cumulative GPA of 3.0 (including all coursework taken at any time in the individual's undergraduate and graduate educational career prior to applying for DPD admission)
 - earned a "B or better" in all completed DPD Science and DPD Professional courses (those earning a BS in Dietetics must also have a "C or better" in all other degree requirements)
 - completed the courses listed below (or the equivalent):
 - a. BIOL 198 Principles of Biology
 - b. CHM 210 Chemistry I
 - c. CHM 230 Chemistry II
 - d. KIN 360 Anatomy & Physiology (or BIOL 341 Human Body I + BIOL342 Human Body II)
 - e. BIOCH 265 Intro. to Organic and Biochemistry (or CHM 350 Gen. Organic Chemistry)
 - f. FNDH 130 Careers in Nutrition and Dietetics
 - g. FNDH 132 Basic Nutrition
 - h. FNDH 340 Food and Health (or BIOL 455 General Microbiology)
 - i. FNDH 400 Human Nutrition
- **Students may apply in the semester they are enrolled in the last of the courses listed above. Official acceptance will be contingent on earning a "B or better" in those courses.**

DPD Applications are accepted twice a year (February 15 and September 25). 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 or the non-degree dietetics program.

The DPD application process mirrors the steps you will complete when applying to dietetic supervised practice programs during your last semester of coursework; thus, the DPD application process prepares you for what is to come. The DPD director will assist you by providing general information about the supervised practice program application process; however, it is your responsibility to initiate and

complete all application steps. Information about the application process is posted in the *Dietetics Information* Canvas site, which you have access to in Canvas. An overview of the supervised practice program application process is on pages 30-34 of this handbook.

DPD Application Process

1. Meet all eligibility criteria (see prior page)
2. Request access to the DPD Application Portal at the beginning of the application semester and at least two weeks prior to the application deadline. Applications are accepted twice a year, with deadlines of February 15 and September 25. **Contact your academic advisor for access to the DPD Application Portal.**
3. Reserve a DPD Application Interview time (link posted in DPD Application Portal)
4. Submit all requested materials in the application portal by the deadline (11:59pm CT on February 15 or September 25)
 - 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 to apply to DPD.

NOTE: Resources about preparing a strong resume and personal statement are posted in the *Dietetics Information* Canvas site.
5. Participate in a 15-minute interview with two DPD faculty via ZOOM (online meeting)
6. Students are scored on a 100-point scale by a Selection Committee (see Appendix for score criteria)
7. Results of the DPD selection process will be sent to applicants by email

If a student applies to the DPD, but is not accepted, there are two options:

- Reapply in a future application cycle. The student should talk with the DPD director about strategies for strengthening their chances of subsequent acceptance.
- Change major to graduate on time as planned. The Nutrition and Health degree is the one most closely aligned with the dietetics curriculum. The students' academic advisor can help them make this decision (see page 12).

AFTER Acceptance into the DPD

The program length for the DPD is 2 years for full-time campus students and 3 years for part-time online students. At maximum, it is expected that campus students will complete the program within 3 years; online students within 4.5 years.

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

1. Continue completing the program requirements. To remain in and graduate from the DPD, students must...
 - a. maintain an overall GPA of at least 3.0 (including all collegiate coursework over time)
 - b. continue to earn a "B or better" in all DPD Science and DPD Professional courses
 - c. continue to earn a "C or better" in all other degree curriculum courses (if degree-seeking)
 - d. continue to earn 70% or higher on KRDN learning activities
 - e. only one retake attempt is allowed for any DPD-required course (with retake completed the next time the course is offered).

NOTE: A student who is released from the DPD for not meeting one of the above requirements cannot be readmitted to the DPD. Exceptions will be addressed on a case-by-case basis.

2. In your last semester of coursework:
 - a. Apply for ACEND-accredited post-baccalaureate supervised practice programs. The DPD director will assist you with 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 deadline is February 15 (internships beginning June-Sep)
 - ii. Fall Match Cycle deadline is September 25 (internships beginning January)
 - iii. Summer grads can apply in the spring match prior to graduation or delay until the fall match
 - iv. For more information on the application process, see pages 30-34. **NOTE:** Internships may have application deadlines earlier than the February 15th or September 25th date.
 - b. Apply for graduation in your last semester of coursework, which is done through KSIS. Your academic advisor or major professor can assist you with this process. Summer session graduates wishing to attend the May graduation ceremony should apply in the spring semester; otherwise, apply at the start of the summer session.
 - c. Complete "DPD Exit Paperwork". **This paperwork is need for processing the DPD Verification Statement.** The paperwork will be sent to you via email from either Karla Girard (online students) or Heidi Oberrieder (campus students). This 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 copy of government issued photo ID that matches student profile
 - iv. Request for signature on the *Permission to Release Official Transcript* waiver

3. Post-Graduation:

- a. Verification Statements (see page 6 for more information)
- 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 4-5 weeks beyond graduation. You can request this letter from the DPD director.
- c. If you were not accepted into a supervised practice program, we will stay by your side until you reach your next goal. You can re-apply in future internship match cycles. Many who do not match on their first attempt, match on their 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. Instructions concerning the NDTR Exam are in the “DPD Exit Paperwork” you will receive.
 - 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”. You are part of the KSU Family and we will stick with you until you reach your goal!
- 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 the 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. We are proud of your accomplishments. You are part of the KSU Family and we would like to stay in touch with you as you continue on your educational or career journey. Stop by or call anytime!

4. Final steps to earning the RDN credential:

- a. Complete an ACEND-accredited dietetic supervised practice program. You will be issued a second Verification Statement making you eligible to take the RDN Exam. Information on the internship application process is on page 30-34.
- b. Take the Registered Dietitian Nutrition Exam (see page 35 for information)
- c. As an RDN, complete required continuing education (75 CPEU every 5 years)

As a graduate of the Didactic Program in Dietetics at Kansas State University, you will continue to 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

Online Dietetics Coordinator: Karla Girard
785-532-5664 | kgirard@ksu.edu

Dietetic Supervised Practice Program (Internship) - Information

Students choosing the DPD at Kansas State apply to external ACEND-accredited supervised practice programs during their last semester of coursework. ACEND-accredited dietetic internships include the required hours of supervised practice required for eligibility to take the RDN Exam. Upon completion of the supervised practice program, interns will receive a second verification statement from the internship 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 the DI or MS-DI.

- **Dietetic Internships (DI):** This is the most common program type as it a stand-alone program designed with DPD graduates in mind offering the required amount of 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 the supervised practice hours. It aligns with the 2024 Graduate Degree Mandate. DPD students apply to MS-DI through 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, DPD students apply to these programs directly just as they would graduate school. The transfer of DPD dietetics courses may not align perfectly with the MS-CP courses.
- **Future Graduate Program (FG):** This program type is accredited under a different set of standards than the DI, MS-DI, and MS-CP. The FG Standards are being piloted as the new format of dietetics education. FG programs include a master's degree (or doctorate) along with the required hands-on practice. A few FG programs require applicants to have a DPD Verification Statement; whereas, others have a list of pre-requisite coursework.

Your DPD Director will assist you with 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 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 in the *Dietetics Information* Canvas site, which all DPD students can access.

Most DPD graduates apply to either a DI or MS-DI; however, they can also choose to apply to a MS-CP or FG program. The main difference is the application process. For MS-CP or FG, students will apply directly to the graduate program instead of through the match process described below for DI and MS-DDI. For more information about CP's and FG's visit <https://www.eatrightpro.org/acend/accredited-programs/about-accredited-programs>

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.**

| Campus and Online Tracks | Spring Match Cycle Matched/Applied | Fall Match Cycle Matched/Applied |
|--------------------------|------------------------------------|----------------------------------|
| 2018 | 36/40 (90%) | 9/9 (100%) |
| 2019 | 36/39 (92%) | 7/7 (100%) |
| 2020 | 28/31 (90%) | 5/5 (100%) |
| 2021 | 39/39 (100%) | Not yet available |

For those choosing either a DI or MS-DI, there are over 260 internships in America for you to choose from. Internships come in several types:

- On-site (you move to that location) **or** Distance (you complete rotations where you currently live)
- Stand-alone (only internship hours) **or** Combo (internship hours and graduate credit/degree)
- Full-time (usually 9-12 months) **or** Part-time (usually 18-24 months) *will be longer if includes MS

You should begin exploring supervised practice programs 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 internships is found at <https://www.eatrightpro.org/acend/accredited-programs/accredited-programs-directory>. In addition, an eBook “Applicants Guide to Supervised Practice” (AGSP) is posted in 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 in late fall; whereas, individual program websites will contain the most up-to-date information about each program.

Dietetic internship applications are usually submitted through the Dietetic Internship Centralized Application Service (DICAS). In addition to DICAS, applicants participate in a computerized-matching process handled by D&D Digital. You may apply to as many programs as you like; however, the process results in a maximum of one match. Two application cycles are offered each year (called match cycles). The submission deadlines are February 15 and September 25. A small number of internships follow a different application process and timeline, thus another reason that exploring your internships options early is very helpful.

- The **fall match cycle (deadline of September 25)** is for internship programs beginning in January. December graduates can participate in the match cycle in their last 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. Students can delay application to internships beyond their last semester of coursework; however, the shorter the delay the better. Just remember that the DPD Director can assist you in the internship application process in the last semester of coursework or later. We want to help you reach your goal!

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

A few internships do NOT participate in computer matching (DICAS and D&D Digital) because they accept applications only from individuals enrolled in the university which sponsors that particular internship. 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.

Internships that involve graduate credit courses (or complete graduate degrees) may require that you submit GRE Scores (Graduate Record Examination) along with an application to the graduate school. The application to the graduate school will be separate from the internship application you submit through DICAS (or directly to an internship). You are encouraged to consider taking the GRE early in

your last year of the DPD in case you apply to an internship requiring GRE Scores. For information visit <https://www.ets.org/gre>

As you research your internship options, you should gradually narrow it down to the “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 the application costs can add up quickly. One strategy for defining your “short list” is to attend available “Open House” events held by the internship programs. The website for each internship is the best place to identify information on any “Open House” events and details about the program. October through January is “Open House” season! These may be on-site or virtual events.

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

The four pillars of a strong candidate for application to dietetic internships 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
- Relationships with possible authors of letters of recommendation

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

Equally important to 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. Internships look for **strength** of experiences, **length** of experiences, and **variety** of experiences. Information about how to find dietetic-related experience is posted in the *Dietetics Information* Canvas site.

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 internship may have specific points to be addressed in the personal statement, which is why it is important for students to begin researching their internship options from the very beginning of their time with KSU. Information about writing a personal statement is posted in the *Dietetics Information* Canvas site.

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

Important Strategies for Building a “Short List” of Internships

- Consider your ability to relocate for an internship. This will impact your choice between onsite internships vs distance internships. If relocation is not an option, think about how far you are willing to commute – then search for onsite internships in that area. You could consider applying to internships 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 internships are eligible for financial aid. In that case you would need to have or secure outside funding to cover program and living costs. There are a few internships that do not charge tuition and there are internships 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). Internships have an emphasis area, so you may want to look for an internship in your area of interest – **although all internships will prepare you in for all entry-level practice areas and for the RDN exam thus the practical points such as location, tuition, and program length often guide your decision.**
- Consider the timing of graduation from the DPD as compared to the start date of the internships on your “short list”, which may impact which match cycle you make your first application attempt. Not all internships accept applications in both spring and fall match cycles.
- 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 in the *Dietetics Information Canvas* site.

General Timeline for Application to Internships (assuming the internship uses DICAS)

1. One year before the match cycle
 - a. Begin narrowing down your list of internships
 - b. Attend internship Open House events if possible (some on site, some virtual)
 - c. Contemplate who you will ask to write a letter of recommendation
2. Four-Six months before the match deadline
 - a. Plan to participate in the free 8-week Application Prep course offered by the DPD Director during the summer for those applying in the following fall and spring match cycle.
 - b. You can begin your DICAS application <https://portal.dicas.org/>. DICAS accounts are free and will carry-over information from one match cycle to the next. If you begin your DICAS account, wait to request the DOI/VS and letters of recommendation until the beginning of the actual match cycle in which you want to apply (mid-July for Fall match cycles, mid-Dec for Spring match cycles).
 - i. You will need to have transcripts for each college you have attended (can be unofficial) in hand to use while manually entering each DPD course (or transfer equivalent).
 - ii. You will need to request official transcripts from each college you have attended to be sent directly to DICAS. (Instructions are posted within DICAS.)
 - c. *Keep your DICAS user ID and password in a safe place, so that you will not accidentally make two accounts – the email you enter will be used to identify your account.*
 - d. Request letters of recommendation – the author may ask you to send information to them and/or have a meeting to talk. Make sure you do this step before entering their names into DICAS (in step 3a below)

- e. Identify your “short list” of internships you will apply to. **If you apply to an internship, you must be prepared to accept a match with that internship.**
 - f. Record the specific application deadlines and process for each internship on your “short list”. Each may have their own deadlines and may request information/fees be sent directly to the program in addition to what is submitted in DICAS.
3. Once the official match cycle has opened (mid-July for fall match, mid-Dec for spring match)
- a. Finish entering all required information into DICAS, including the request for the Declaration of Intent from the DPD director and the requests for letters of recommendation. Both types of requests are done through DICAS, whom contacts the DPD director and letter authors.
 - b. Register with D&D Digital for the computer-match. You will rank the internships to which you are applying. The internships will rank the applications they receive. A computer algorithm facilitates the match process. If you apply to more than one internship and are matched, the match algorithm only results in one match. D&D charges a \$55 registration fee. For more information, visit <https://www.dnndigital.com/ada/overview.php>. *Keep your D&D user ID and password in a safe place, so that you will not accidentally make two accounts.*
 - c. **Submit all materials by the application deadline identified by the internships.** Generally, this is either September 25 or February 15; however, each internship can set an **earlier** deadline if they choose. There is no wiggle-room for submitting late, thus we suggest you submit well before the deadline (such as by September 10 or February 1). DICAS charges \$50 for the first application and \$25/program for each additional.
4. **MATCH WEEK** (November for fall match, April for spring match)
- a. Monday at 11am (CT)
Students check the match result at <https://www.dnndigital.com> If you match, 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.
 - b. Tuesday at 11am (time zone of internship)
Deadline to officially accept match by contacting the internship. If you do not meet the deadline, you forfeit the spot.
 - c. Tuesday 6pm-Wednesday
If you did not match, programs that you applied to may reach out to you via phone or email to offer you a spot in the program.
 - d. Thursday at 11am (CT)
SECOND-PHASE - A list of internships with remaining open spots is posted on D&D Digital. Unmatched applicants can apply in this phase to any open spots, including ISPP (spots held for students with at least one unmatched cycle).
5. If you are still unmatched, do not give up on your goal. **Many applicants match on their second match cycle, as they take time to strengthen their resume and personal statement prior to the next match cycle.** Your DPD director will stay in touch with you beyond graduation to assist you with future match cycles. To do this, you must keep your eID up-to-date so that you will continue to have access to the *Dietetics Information Canvas* site. Information about keeping your eID up-to-date will be in the “DPD Exit Paperwork” that you receive.

Registration Examination for Dietitians - Information

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

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

- a bachelor's degree (will elevate to a master's as of 1/1/24)
- completed ACEND-accredited didactic coursework (included in the BS in Dietetics and or non-degree DPD)
- completed ACEND-accredited 1200-hours of supervised practice (dietetic internship, DI)

Beginning on January 1, 2024, the requirements 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.** ACEND does not accredit degree programs, they only accredit Didactic Programs in Dietetics (DPD), Coordinated Programs in Dietetics (CP), and Dietetic Internships (DI). K-State has both an ACEND-accredited DPD and an ACEND-accredited CP. The CP includes both the DPD coursework and the 1200-hours of supervised practice. At K-State, the CP is not offered in the online format. Online students may apply to the CP but will need to relocate to Kansas. The CP Student Handbook is available in the *Dietetics Information* Canvas site.

The last group of students who will be able 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 masters 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 by computer through Pearson VUE test centers. 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 more information visit <https://www.cdrnet.org/certifications/registered-dietitian-rd-certification>

DPD students are encouraged to keep the important dietetics textbooks for use while studying for the RDN Exam. Many internships provide interns with RDN Exam preparation materials or workshops. A study guide is available from CDR for \$60 (<http://www.eatrightstore.org/product/0D059D52-D1E2-4158-BA90-4C72719539D4>). Other commercial books and workshops are available.

Appendices (Curriculum Info)

| Item | Page(s) | Comments |
|----------------------------------|---------|--|
| BS in Dietetics Curriculum* | 37 | Available at https://www.hhs.k-state.edu/fndh/undergraduate/dietetics/ |
| BS in Dietetics Course Sequence* | 38 | Available at https://www.hhs.k-state.edu/fndh/undergraduate/dietetics/ |
| DPD Course List* | 39 | Students will request a list that will be <u>personalized</u> based on the year he/she started the program |

* These appendix documents are specific to students starting the dietetics major in the 2021-2022 academic year. Students who joined in an earlier or later academic year will have different documents to follow, which can be obtained from their academic advisor.

This version is for students starting in 2021-22 academic year.

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

37

Typical Course Sequence for BS in Dietetics Student

This version is for students starting in 2021-2022 academic year.

See advisor for curriculum for version from year you began.

Kansas State University Dietetics Bachelor of Science COURSE SEQUENCE GUIDE

1

| FALL | | |
|-----------|------------------------------------|-------|
| ENGL 100 | Expository Writing I | 3 |
| BIOL 198 | Principles of Biology | 4 |
| FNDH 132 | Basic Nutrition | 3 |
| FNDH 130 | Careers in Nutrition and Dietetics | 1 |
| MATH 100 | College Algebra | 3 |
| OR | | |
| MATH ____ | College-level Calculus | 4 |
| | | 14-15 |

| SPRING | | |
|----------|---------------------------------------|-------|
| CHM 210 | Chemistry I | 4 |
| COMM 105 | Public Speaking IA | 2 |
| OR | | |
| COMM 106 | Public Speaking I | 3 |
| ECON 110 | Principles of Macroeconomics | 3 |
| _____ | Humanities (Aesthetic Interpretation) | 3 |
| HHS 101 | Intro to Well-being | 0.5 |
| HHS 201 | Community Well-being | 0.5 |
| _____ | Unrestricted Elective (DPD Only) | 3 |
| | | 13-17 |

2

| | | |
|-----------|----------------------------|-------|
| PSYCH 110 | General Psychology | 3 |
| OR | | |
| SOCIO 211 | Introduction to Sociology | 3 |
| CHM 230 | Chemistry 2 | 4 |
| FNDH 340 | Food and Health | 3 |
| OR | | |
| BIOL 455 | General Microbiology* | 4 |
| STAT 325 | Introduction to Statistics | 3 |
| HHS 202 | Social Well-Being | 0.5 |
| HHS 203 | Financial Well-Being | 0.5 |
| | | 14-15 |

| | | |
|----------------|----------------------------------|-------|
| BIOL 441 & 442 | Human Body 1 and 2 | 8 |
| OR | | |
| KIN 360 | Anatomy and Physiology | 4 |
| FNDH 413 | Science of Food | 4 |
| _____ | Unrestricted Elective (DPD Only) | 3 |
| | | 12-16 |

3

| | | |
|---|---------------------------------------|-----|
| CHM 350 | General Organic Chemistry * | 3 |
| ENGL 200 | Expository Writing II | 3 |
| FNDH 570 | Introduction to Research in Dietetics | 1 |
| _____ | Humanities (Historical Perspective) | 3 |
| HHS 204 | Physical Well-being | 0.5 |
| HHS 301 | Career Well-being | 0.5 |
| _____ | Unrestricted Elective (DPD Only) | 4 |
| * Alternative Course is BIOCH 265 (Scr) | | 15 |

| | | |
|--|----------------------------------|-------|
| BIOCH 521 | General Biochemistry^ | 3 |
| FNDH 342 | Food Production Management* | 4 |
| FNDH 400 | Human Nutrition | 3 |
| FNDH 450 | Nutritional Assessment | 2 |
| _____ | Unrestricted Elective (DPD Only) | 3-4 |
| *Enrollment in FNDH 342 requires ServSafe Certification | | |
| APPLY to DPD this semester (see advisor for other options) | | 12-16 |

4

| | | |
|----------|-----------------------------------|-------|
| FNDH 426 | Financial Management in Dietetics | 3 |
| FNDH 600 | Public Health Nutrition | 3 |
| FNDH 620 | Nutrient Metabolism | 3 |
| FNDH 631 | Clinical Nutrition | 3 |
| _____ | Unrestricted Elective (DPD Only) | 3-4 |
| | | 12-16 |

| | | |
|--|--|-------|
| FNDH 510 | Life Span Nutrition | 2 |
| FNDH 515 | Counseling Strategies in Dietetic Prac | 3 |
| FNDH 560 | Management in Dietetics# | 3 |
| FNDH 632 | Clinical Nutrition II | 3 |
| _____ | Unrestricted Elective (DPD Only) | 3-4 |
| #If CP, take this during the management semester | | 11-15 |

Typical DPD Course List for use in Internship Applications

This version is for students starting in 2020-2021 academic year.

See advisor for curriculum for version from 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 2020 |
| Website for Course Catalog: | http://catalog.k-state.edu/ |

| DPD Professional Courses | DPD Science Courses |
|---|--|
| FNDH 130 Careers in Nutrition & Dietetics | BIOL 198 Principles of Biology |
| FNDH 132 Basic Nutrition | BIOL 341 Human Body I <u>and</u> |
| FNDH 342 Food Production Management | BIOL 342 Human Body II |
| FNDH 400 Human Nutrition | <u>or</u> KIN 360 Anatomy & Physiology |
| FNDH 413 Science of Food | FNDH 340 Food and Health <u>or</u> |
| FNDH 426 Financial Mgt in Dietetics | BIOL 455 General Microbiology |
| FNDH 450 Nutritional Assessment | CHM 210 Chemistry I |
| FNDH 510 Life Span Nutrition | CHM 230 Chemistry II |
| FNDH 515 Counseling Strategies in Diet Pract | BIOCH 265 Intro Organic & Biochemistry |
| FNDH 560 Management in Dietetics | <u>or</u> |
| FNDH 570 Intro Research in Dietetics Practice | CHM 350 General Organic Chemistry <u>and</u> |
| FNDH 600 Public Health Nutrition | BIOCH 521 General Biochemistry |
| FNDH 620 Nutrient Metabolism | |
| FNDH 631 Clinical Nutrition I | |
| FNDH 632 Clinical Nutrition II | |