



Oregon State University
**College of Public Health
and Human Sciences**

Student Handbook for the
OSU Didactic Program in Dietetics
(DPD)

School of Biological and Population
Health Sciences

Updated April 2018

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Handbook Introduction:

This handbook was developed to serve as a guide and resource for students enrolled or considering enrollment in the Didactic Program in Dietetics (DPD) at Oregon State University (OSU). This document should be considered as a companion to the OSU General University Policies, Administrative Rules, and the Code of Student Conduct <http://fa.oregonstate.edu/gen-manual>.

The information, policies, and procedures included in this document are designed to be helpful and supportive. Students are expected to review and follow the policies relating to the OSU DPD as well as those related to university-wide student conduct. This handbook is revised biannually or as needed to reflect current policy and each new edition fully replaces previously published versions. The most recent version of the handbook is posted on the CANVAS Pre-dietetics and Dietetics Community pages and the program website at <http://health.oregonstate.edu/bphs/dietetics>. Access to the CANVAS community sites content is granted based on student major code. Once a student is accepted into OSU and declares the Pre-dietetics major, academic advising communicates quarterly with the DPD Director to assure students are added to the Pre-dietetics CANVAS studio. Upon acceptance to the DPD, students will be removed from the Pre-dietetics community and added to the CANVAS Dietetics community. A hardcopy of this handbook is also available in the DPD Director's office, Milam 110.

All students are encouraged to review the policies and procedures relating to the DPD including grade policies, example curriculum plans, pre-dietetics requirements, requirements for application to the OSU Didactic Program in Dietetics, student resources, faculty information, and program costs among other information.

This handbook includes the OSU DPD mission, goals and objectives as submitted to the Accreditation Council for Education in Nutrition and Dietetics (ACEND), as a part of the 2018 reaccreditation requirements. Reaccreditation of the OSU DPD is scheduled to occur spring of 2018 and every 10 years thereafter. OSU has a long, continuous history as an accredited Didactic Program in Dietetics (DPD) with ACEND and the American Academy of Nutrition & Dietetics (AND) previously known as the American Dietetic Association. Accreditation requirements are listed on the ACEND website at <http://www.eatrightpro.org/resources/acend>. A copy of the Self-Study reaccreditation document is available for review in the DPD Program Director's office.

Students are encouraged to become familiar with the AND Code of Ethics. A copy of this document is found at <http://www.eatrightpro.org/resources/practice/code-of-ethics/what-is-the-code-of-ethics>, and on the CANVAS Dietetics Community sites.

The Dietetics Program History & Accreditation

The OSU Dietetics program was established in 1917 as a two-year program. Today it remains the only ACEND-accredited, Didactic Program in Dietetics in Oregon. Since its inception, the Dietetics program has undergone several program name changes and departmental restructuring. It is currently in the School of Biological & Population Health Sciences (BPHS or affectionately BioPop), within the College of Public Health and Human Sciences (CPHHS).

Administratively, the DPD Director reports to Dr. Norman Hord, School Head, Biological and Population Health Sciences, who reports to Dr. Javier Nieto, Dean, College of Health and Human Sciences (CPHHS).

OSU awards a Bachelor of Science degree in Nutrition with an option in Dietetics. Graduate students may also choose to complete the DPD requirements in addition to their graduate program requirements. Some of the DPD courses can be taken at the graduate level and may be applied toward the degree as electives. There are currently thirteen full-time (1.0 FTE) and two part-time faculty members teaching required DPD courses. Of these, eight are Registered Dietitians (RDs) in good standing with the Commission on Dietetic Registration (CDR). It should be noted that the other two options available in Nutrition, the Nutrition & Foodservice Systems option and the Nutrition & Health Sciences option, do not lead to the Registered Dietitian (RD or RDN) credential.

As of spring 2010, OSU began hosting a Dietetic Internship, which participates in the Dietetic Internship Computerized Application System (DICAS) spring application cycle in which D&D Digital (Ames, Iowa) provides online matching services for the Academy of Nutrition and Dietetics. The OSU Dietetic Internship currently accepts 12 interns per year with applicants from around the country. The Dietetic Internship program director is Mary Cluskey, PhD, RD and the clinical coordinator is Michelle Bump MS, RD. The Dietetic Internship has been an ACEND accredited program since 2011. Enrollment in or completion of the OSU DPD program does not guarantee a spot in the OSU Dietetic Internship Program. Positions are awarded through a competitive process.

In fall 2010-2011, work began to renovate the department's food laboratory and classroom space. Dietetics students have since enjoyed these creative spaces for developing skills in collaborative learning focused on food production, nutrition assessment, applied learning, and nutrition education.

Nutrition Faculty Teaching in the DPD:

Position	Location	Contact information
Norman Hord, PhD, MPH, RD Chair, Biological & Population Health Sciences	Milam Hall 100	541-737-2643 Norman.Hord@oregonstate.edu
Mendy Gayler, Assistant to the Chair	Milam Hall 100	541-737-2643 Mendy.Gayler@oregonstate.edu
Michelle Bump, MS, RD Instructor, Dietetic Internship Coordinator	Milam Hall 118N	541-737-0974 Michelle.Bump@oregonstate.edu
Mary Cluskey, PhD, RD Associate Professor Dietetic/Internship Director	Milam Hall 200	541-737-0960 cluskeym@oregonstate.edu
David Dallas, PhD Assistant Professor	Milam Hall 118G	541-737-1751 David.Dallas@oregonstate.edu
Stephanie Grutzmacher, PhD Assistant Professor	Milam Hall 118B	541-737-1610 Stephanie.Grutzmacher@oregonstate.edu
Emily Ho, PhD. Director: Moore Family Center Professor	Milam Hall 211	541-737-9559 Emily.Ho@oregonstate.edu
Neilann Horner PhD, MPH, RD Assistant Clinical Professor/ DPD Director	Milam Hall 110	541-737-6439 Neilann.Horner@oregonstate.edu
Urszula Iwaniec, PhD. Professor	Milam Hall 108	541-737-9925 Urszula.Iwaniec@oregonstate.edu
Jenny Jackson, PhD, MS, RD Assistant Clinical Professor	Milam Hall 204	541-737-4853 Jenny.Jackson@oregonstate.edu
Ann Marchant, MS, RD Part-time Instructor	Milam Hall 118J	541-737-7282 Ann.Marchant@oregonstate.edu
Robyn Jones, BS Part-time Instructor	110 Memorial Union	541-737-0492 Robyn.Jones@oregonstate.edu
Ingrid Skoog MS, RD, CSSD Instructor, DPD Director	Milam Hall 118K	541-737-4006 ingrid.skoog@oregonstate.edu
Yumie Takata PhD Assistant Professor	Milam Hall 151	541-737-1606 Yumie.takata@oregonstate.edu
Emily Tomayko PhD, MS, RD Assistant Professor	Milam Hall 118D	541-737-2110 Emily.Tomayko@oregonstate.edu
Russell Turner, PhD. Professor	Milam Hall 107B	541-737-9545 Russel.Turner@oregonstate.edu

Didactic Program in Dietetics (DPD) Mission, Goals, and Program Objectives:

Our Mission is to uphold academic excellence in the promotion of foods, nutrition, and health within the context of human behavior and disease prevention. We prepare students for supervised practice leading to eligibility for the Commission on Dietetic Registration examination to become a Registered Dietitian Nutritionist, graduate school, or the workforce in nutrition or a related field. The program aims to develop graduates who are committed to professional contributions, leadership and service.

OSU DPD Goals:

1. The DPD will prepare graduates for entry into supervised practice, other post-graduate programs, or the food and nutrition-related workforce.
2. The program will prepare graduates who are committed to professional involvement, leadership and service.

OSU DPD Objectives:

- At least 80% of program students will complete the DPD program requirements within 150% (3 years) of the expected program completion time.
- Over a 5- year period, at least 60% of students graduating from the DPD program will apply for supervised practice within 12 months of graduating.
- At least 20% of students that do not apply for supervised practice within 12 months of graduating from the DPD program will apply to graduate programs as the minimum entry-level education requirement increase approaches.
- Over a 5-year period, at least 80% of those that apply to supervised practice within 12 months of DPD completion will be accepted into supervised practice.
- Each June, 90% of graduating seniors will describe each relevant skill evaluated as ≥ 3.0 on a 1-4 point scale (\geq proficient).
- Evaluations by supervised practice program directors will reflect a mean score of $>70\%$ (>5.0 on a 1-7 scale) for the DPD adequacy of preparation for entering supervised practice.
- DPD program alumni evaluations will reflect a mean score of $>70\%$ (>5.0 on a 1-7 scale) for the DPD adequacy in preparing for supervised practice or combined masters/DI programs.
- At least 80% of DPD graduates over a 5-year period will pass the CDR credentialing exam for RDNs within one year following the first attempt.
- Over a 5-year period, at least 60% of alumni responding to surveys will indicate involvement in professional activities, leadership or volunteer service.

Program data reflecting these Program Outcomes for 2011-2017 can be found in [Appendix A](#). Student learning is assessed based on specific ACEND-identified knowledge requirements and learning outcomes. The student learning outcomes for 2011-2017 can be found in [Appendix B](#). The Student Learning Outcomes Plan addressing the ACEND 2017 standards is included in [Appendix C](#).

DPD Admission, Structure, and Requirements

Specific course requirements for the B.S. degree in Nutrition – Dietetics Option are outlined on the Dietetics Option Sheet ([Appendix D](#)). The option sheet is available on the website as well: <https://health.oregonstate.edu/nutrition/dietetics/description>

Students pursuing the B.S. in Nutrition-Dietetics Option first enroll at OSU as Nutrition majors in the Pre-dietetic option. More information on this process is available at [OSU Admissions](#). After completing at least 60 credits including the prerequisites marked with # on the option sheet, students apply for acceptance into the Dietetics major, also called the Didactic Program in Dietetics (DPD), to complete the Dietetics option requirements. The DPD application is generally due Monday of week 5 in spring term each year to allow for registration for the following fall quarter.

Pre-dietetics course requirements that must be completed winter term before application in spring term to the DPD are given in the table below.

Course Number	Course Title and Credits
BI 212	Principles of Biology (4)
CH 121	General Chemistry (5)
CH 122	General Chemistry (5)
CH 123	General Chemistry (5)
CH 331	Organic Chemistry (4)
MB 230	Introduction to Microbiology (4)
NUTR 104	Orientation to the Nutrition Major (1)
NUTR 240	Human Nutrition (3)
NUTR 241	Applications in Human Nutrition (1)
NUTR 325	Life Cycle Nutrition (3)
WR 121	English Composition (3)
PSY 201	General Psychology (3)

NUTR 104, NUTR 240, NUTR 241 and NUTR 325 are available at OSU and online via [OSU Ecampus](#).

Completion of the Pre-dietetics option usually occurs in the first two academic years of study. The following are required for application and admission into the Dietetics major.

1. Completion of 60 credits including all pre-requisite # coursework
2. A minimum of 12 credits must be taken with Oregon State University (on campus or via Ecampus)
3. A GPA of 3.0 or higher overall and for the pre-requisite # coursework
4. No prerequisite nutrition course grade (NUTR) lower than a B-
5. No required course grade lower than a C-
6. An unofficial transcript of all college level coursework with highlighted prerequisites
7. A current resume
8. A Career Interest and Goal Statement
9. A typed, complete OSU Didactic Program in Dietetics (DPD) application for the current year bearing the signature of your academic advisor <https://health.oregonstate.edu/nutrition/dietetics>

Applications are accepted during the first 4 weeks of spring term with a firm deadline of the Monday of week 5 (typically end of April). Students are notified regarding acceptance by the start of fall registration. Once accepted, the Registrar's office will be notified to change the student's major code from Pre-dietetics to Dietetics. Acceptance into the DPD allows students to register for upper division Dietetics courses in food systems management, medical nutritional therapy, community dietetics and more. Students not accepted may reapply during any subsequent spring term. See the Frequently Asked Questions tab for more information about reapplication to the OSU DPD (p. 20).

The following table shows the remaining Dietetics coursework required to meet DPD requirements.

Course Number	Course Title and Credits
H 100	Introduction to Public Health (4)
PSY 202	General Psychology (3)
BA 351	Managing Organizations (4)
BB 350	Elementary Biochemistry (4)
CH 332	Organic Chemistry (4) or CH 334, 335, 336 (3,3,3)
H 320	Introduction to Human Disease (3)
BI 231, 232, 233	Human Anatomy and Physiology (3,3,3)
BI 241, 242, 243	Human Anatomy and Physiology Lab (2,2,2)
NUTR 235	Science of Foods (5)
NUTR 307	Seminar (1)-1 st quarter of DPD
NUTR 311	Foodservice Production and Purchasing (4)
NUTR 319	Promoting Food and Nutrition (3)
NUTR 407	Seminar (1)-last quarter of DPD
NUTR 417	Human Nutrition Science Macronutrient Metabolism (4)
NUTR 418	Human Nutrition Science: Micronutrient Metabolism (4)
NUTR 423	Community Nutrition (4)
EXSS 324	Exercise Physiology (4)
NUTR 430	Medical Nutrition Therapy 1 (4)
NUTR 431	Medical Nutrition Therapy 2 (4)
NUTR 432	Medical Nutrition Therapy 3 (3)
NUTR 439	Communications in Dietetics (3)
NUTR 446	Foodservice Organizations (4)
NUTR 447	Management of Food Systems Lab (3)
ST 351	Intro to Statistical Methods (4)

The preceding two tables do not reflect all of the academic requirements to earn a Baccalaureate degree at OSU. A complete list of academic requirements for an undergraduate degree in Nutrition in the Dietetics option is located in Appendix D and online at <http://catalog.oregonstate.edu/OptionDetail.aspx?code=419&majorid=867>.

DPD Policies and Procedures

Upon admission to the DPD, students are encouraged to become student members in the Academy of Nutrition & Dietetics (AND). Student membership benefits include eligibility for AND scholarships, access to valuable student resources for application to dietetic internships, access to the Evidence Analysis Library, opportunity to join Dietetic Practice Groups, and other student level educational resources.

Student Code of Conduct

All Pre-dietetic and Dietetic Option students are expected to adhere to the Student Code of Conduct <http://studentlife.oregonstate.edu/studentconduct> that addresses academic integrity and general standards of conduct required at Oregon State University.

Minimum Grade Policy

The Nutrition degrees are subject to College of Public Health & Human Sciences policy <https://health.oregonstate.edu/advising/policies>. A grade of C– or higher is needed to earn credit for courses required for a student’s declared major. This includes all courses and associated prerequisite courses in a student’s undergraduate program of study for a major, minor or certificate as listed in the online course catalog. Baccalaureate Core courses are not subject to this policy unless they serve as courses required in or prerequisites for a student’s major, minor, or certificate. This policy went into effect calendar year 2017-2018.

The College of Public Health and Human Sciences allows only two attempts to meet the minimum grade standard and does not accept third attempts either at the university or transferred in from other institutions to meet individual course requirements within any major effective fall term 2014.

Early Detection of Academic Difficulty

Given that the DPD course delivery is organized by cohort with some courses being offered once per year, failing to meet the minimum grade of C- in any required course may result in as much as a year delay in program completion as the student will need to retake the course to complete the degree requirements. Academic advisors will notify the DPD Director when a DPD student does not meet the minimum grade in a course required in the Dietetics major program of study.

Student Learning Outcomes monitoring will also serve to identify students that may be struggling to meet performance metrics ([Appendix C](#)). The DPD Director will meet with students identified as having academic difficulty to provide support and organize academic resources available such as those offered by the Beth Ray Center for Academic Support <http://success.oregonstate.edu/beth-ray-center-academic-support> or the OSU Student Success Center <http://success.oregonstate.edu/services-and-programs>. Students may be asked to demonstrate regular use of resources agreed upon to assure resolution of issues threatening academic success. Other resources that may be employed depending on the situation include: Counseling & Psychological Services <http://counseling.oregonstate.edu/> Disability Access Services <http://ds.oregonstate.edu/> Division of Student Affairs <http://oregonstate.edu/studentaffairs/> Student conduct will be expected to comply with the Student Code of Conduct described above.

Repeating Courses

The university allows students to repeat courses and substitutes new grades for previous grades in the calculation of overall GPA. The college limits attempts to no more than two including both OSU attempts and courses transferred in to OSU. Dietetics students need to be aware that the application process for dietetic internships is extremely competitive and requires that students include all transcripts for courses taken at all colleges and universities. Therefore, repeated courses and grades are visible. While students occasionally may need to repeat a course because of a low grade, repeating multiple courses is likely to reduce the strength of the internship application. We encourage students to limit the number of classes they repeat. In situations where multiple course retakes are being considered, the student may actually need to consider a different course of study instead.

Academic Misconduct

The Dietetics Program follows OSU policies and procedures regarding academic misconduct (See the Student Code of Conduct above). Academic misconduct is prohibited under the Student Code of Conduct and is defined as any action that misrepresents a student or group's work, knowledge, or achievement, provides a potential or actual inequitable advantage, or compromises the integrity of the educational process. Prohibited behaviors include, but are not limited to doing or attempting the following actions: cheating, plagiarism, falsification, assisting others to engage in academic misconduct, tampering with assessment or materials, multiple submissions of work, and unauthorized recording or use.

Students are encouraged to seek honest evaluations, develop sound study habits, maintain integrity in their work, and get study skill assistance when needed. Faculty include the Student Code of Conduct and Academic Dishonesty policy on all course syllabi provided to students in all classes.

Academy of Nutrition & Dietetics (AND) Code of Ethics

The OSU DPD promotes and includes the AND Code of Ethics in course content. A copy of the AND Code of Ethics can be found in [Appendix E](#) or at this link: <https://www.eatrightpro.org/practice/code-of-ethics/what-is-the-code-of-ethics>

CANVAS Community Sites

CANVAS is the online learning platform used for most classes at OSU. CANVAS sites can also be organized to communicate with groups. Academic advisors will communicate the names of students declaring the Pre-dietetics option to the DPD Director who will add them to the Pre-dietetics CANVAS Community Site. Students must accept the invitation to the community to gain access. This site is used by the DPD Director to communicate announcements and post resource documents relevant to the Pre-dietetics students such as volunteer opportunities, job openings, special events and other valuable information. Documents like this Handbook and the AND Code of Ethics live on this site in categorical modules to ensure easy access for students.

Upon acceptance into the DPD, students are removed from the Pre-dietetics CANVAS Community and added to the Dietetics CANVAS Community. Again, students must accept the invitation to gain access. Students are retained on this site a full year after graduation or when they request to be removed whichever occurs first. Modules available on this site include the Applicants' Guide to Supervised Practice documents, forms required for the DICAS application process, and other relevant resources for DPD students including this handbook and the AND Code of Ethics.

Nutrition & Dietetics Club (NDC)

OSU has a very active Nutrition & Dietetics Club. Active membership in this University-recognized club is highly encouraged as participating students gain valuable leadership, networking and volunteer experience that can be helpful when applying for a dietetic Internship. The NDC maintains a website <https://health.oregonstate.edu/students/groups/nutrition-and-dietetics-club> and a listserv is used to communicate with dues-paying members. Nutrition students of all academic levels are encouraged to join and consider running for leadership positions. This group serves as a strong networking tool allowing underclassman to build relationships with more advanced students for mentoring as well.

Transfer, Post-Baccalaureate and International Students

Transfer Students

Transfer students are advised to consult the OSU [articulation tables](#) to evaluate whether previously taken coursework will be accepted as part of the Dietetics Program requirements. You may also contact carey.hilbert@oregonstate.edu in Academic Advising to help determine which courses should be taken to count toward prerequisites. If the articulation tables do not reflect the students' previous college or university curriculum, it is the students' responsibility to provide evidence of course content so equivalence can be evaluated. Usually this evidence includes the syllabi, course requirements, faculty contact information, textbooks used and course catalog description for each individual course. Science and other critical courses that were taken more than seven years prior will likely need to be taken again. Be aware that internal application to the third year upper division courses (from pre-dietetics to DPD) takes place in spring quarter each year by which time all prerequisite courses marked with # on the option sheet and 12 credits at OSU (in seat or via ECampus) must be complete. Transfer plans may need to consider this next step when determining your timeline for beginning study at OSU.

Students transferring with advanced degrees to earn a Verification Statement to become eligible to pursue a dietetic internship should be aware that OSU does not issue Verification Statements to those that did not complete the majority of the DPD curriculum at OSU. Verification Statements will only be issued to students who have completed all DPD requirements including at least 34 credits at Oregon State University under the DIETETICS OPTION REQUIREMENTS section of the option sheet ([Appendix D](#)) which equates to 75% of upper division NUTR credits required for the Dietetics Option.

Post Baccalaureate Students

Post-baccalaureate students interested in pursuing the Dietetics option within the OSU Nutrition major would first declare Nutrition - Pre-dietetics as a major and assure all requirements to apply to the DPD in spring are in place. Consultation with an academic advisor, carey.hilbert@oregonstate.edu, is strongly recommended to assure past coursework is credited toward this second bachelor's degree appropriately.

International Students

International students must first refer to the [Commission on Dietetics Registration \(CDR\)](#) for information about eligibility to become a Registered Dietitian in the USA. An international transcript evaluation to assess equivalence to U.S. regionally accredited colleges or universities is required

before consideration can be given to transfer credits. Links to third party organizations that perform the audits can be found on the CDR website above. It is the prospective student's responsibility to obtain transcript evaluations through CDR. If coursework is declared equivalent to U.S. regionally accredited colleges and universities, general education credits and basic sciences that meet recency requirements may be applied to the OSU Nutrition-Dietetics Option degree. Those with upper division nutrition coursework from other countries will be evaluated on a case-by-case basis as to what may be applied to the OSU degree. Students should be prepared to take all of the DPD coursework given the ubiquitous nature of U.S.-specific information throughout the curriculum that is critical to practice in the U.S. Verification Statements will only be issued to students who have completed all DPD requirements including at least 34 credits at Oregon State University under the DIETETICS OPTION REQUIREMENTS section of the option sheet ([Appendix D](#)) which equates to 75% of required upper division NUTR credits.

Credit for Prior Learning and Experience:

Credit is not awarded for prior experience; however, the career exploration orientation (NUTR 104) may be waived if a student has a previous baccalaureate degree and relevant work experience suggesting they are beyond basic career exploration. The DPD Director reserves the right to make this decision.

FERPA (Family Educational Rights and Privacy Act)

Federal Law (FERPA) restricts advisors from releasing any information about a student's class schedule, grades, transcripts, advising checklist, or other specific information to anyone without written permission from the student. The **Permission to Release Education Records** form may be obtained through the Advising Office or from the [Access to Records page](#) on the Registrar's website. This form must be in the student's file to allow any information to be released. Other resources would be the Office of the Registrar at 541-737-4331.

Faculty/staff are able to access student records as needed to fulfill employment responsibilities; there must be a "legitimate educational interest," which generally entails working directly with the student for whom information was requested. Access to student information does not permit disclosure of information to a third party without a student's written permission. http://registrar.oregonstate.edu/sites/registrar.oregonstate.edu/files/ferpa_dosl.pdf . Academic Advising will advise the DPD Director if a DPD student does not meet the minimum required grade of C- for a required course so resources and all options can be considered in helping the student get back on their path to the RDN credential.

Ramifications of Prior Convictions

The DPD application includes a statement that notifies students about the potential professional ramifications of prior convictions and requires applicants to sign indicating that they are aware of this information. While students with prior convictions are welcome to apply and study toward the Nutrition-Dietetics Option degree, it is important to understand that prior convictions that are visible on a background check may limit the student's ability to gain access to secured areas associated with protected groups served in healthcare. It may be impossible to complete the next step of training toward the RDN credential, supervised practice also known as the dietetic internship. It may be difficult to find employment. The Dietetic Internship Computerized Application System (DICAS) requires applicants to disclose any prior charges. Students are made aware of this possibility prior to investing in DPD education.

Student Retention, Remediation, Disciplinary Action and Termination

Academic Advisors and Nutrition faculty communicate and coordinate to address academic and personal issues that could negatively impact a student's success. Appropriate referrals are made to OSU Disability Services for students needing special classroom and testing support.

Academic dishonesty or other disciplinary actions are handled in accordance with OSU policies and procedures <http://studentlife.oregonstate.edu/studentconduct/academicmisconduct>. Every effort is made to help support a student and provide the needed resources for their success while at OSU.

Online Courses:

Currently, OSU has no online option for completing the Dietetics Program; however, the NUTR prerequisite courses NUTR 104, 240, 241, and 325 are available online. Be sure to check availability here:

<http://ecampus.oregonstate.edu/soc/ecatalog/ecourselist.htm?termcode=all&subject=NUTR>

Student Grievance and Complaint Policy

OSU encourages the resolution of grievances through informal means and discussion in keeping with the collegial atmosphere of the university. OSU is also committed to a formal procedure for consideration of grievances that are not resolved through informal processes. Students are encouraged to work with their professors and advisors to resolve academic issues and complaints. If direct communication does not resolve the issue, students should arrange to meet with the DPD Director as soon as possible. The Director will work toward resolution with those involved and, include the department Chair and Dean as is appropriate. If a more formal process is required, the DPD Director will follow the OSU Grievances Procedures. Detailed information about this process is found at

<http://health.oregonstate.edu/advising/policies#Student-Grievance-and-Complaint-Policy>

If you feel you have been treated unfairly or do not agree with a decision that has been made by a member of the faculty or DPD Director, you may file a grievance or register a complaint by completing the [Grievance and Complaint Form](#) (docx).

Students are encouraged to follow the steps below to resolve the situation **prior** to taking formal action.

- 1)** Discuss your concern with the person directly responsible for the action if possible and appropriate. If this step does not resolve the situation, then progress to the next step.
- 2)** Make an appointment to meet with the other party's supervisor to discuss your concern. Dr. Hord is currently the DPD Director's supervisor. If no resolution is found after step two, you may choose to initiate a formal grievance or complaint by completing the "Grievance and Complaint" form above.

The Grievance and Complaint form should be returned to the College office (WB 123). The case will be assigned to the appropriate administrator depending on the nature of the situation. You will be notified of the name of the person assigned your case by your OSU email account.

If you continue to have a concern after receiving the administrator's disposition, you may ask that your complaint be moved to the next level of administration appropriate for the specific case.

If there is another level (appropriate for your case, e.g. Dean) in the College, that individual will review the materials and also may ask to meet you directly.

If you have any concerns after completing the previous steps within the College, you may request that your case be reviewed at the University level.

Equal Opportunity and Access

The DPD within the College of Public Health and Human Sciences strives to create an affirming climate for all students including underrepresented and marginalized individuals and groups. Diversity encompasses differences in age, color, ethnicity, national origin, gender, physical or mental ability, religion, socioeconomic background, veteran status, sexual orientation, and marginalized groups. We believe diversity is the synergy, connection, acceptance, and mutual learning fostered by the interaction of different human characteristics.

Oregon State University prohibits discrimination based on protected status in any of its policies, procedures, or practices. Students feeling threatened, harassed, or discriminated against are encouraged to contact the Office of [Equal Opportunity and Access](#) for assistance.

4-Year Plan for Completing DPD Coursework

The following table shows the progression of the DPD required courses over 4-years. This table does not include electives or other baccalaureate degree requirements. Plan to meet with [academic advisors](#) in WB 105 regularly to understand all options, schedule changes, and to assure all courses required for the B.S. Nutrition degree are included.

First Year

Fall	Winter	Spring
CH 121	CH 122	CH 123
NUTR 104 (fall term only)	MB 230	PSY201
WR 121	COM 111, 218, or 114	H100

Second Year

Fall	Winter	Spring (Apply to DPD until Monday, wk 5)
CH 331	CH 332	BB 350
NUTR 240	BI 212	H320
NUTR 241	NUTR 325	
PSY 202		

Third Year **Bolded courses are restricted to students accepted into the Dietetics Major**

Fall	Winter	Spring (Apply for Dietetics until week
NUTR 235 (fall only)	NUTR 423 (winter only)	NUTR 439 (winter or spring)
ST 351 (all terms)	BA 351 (all terms)	NUTR 311 (spring only)
NUTR 307 (fall only)	NUTR 319 (winter only)	
BI 231/241	BI 232/242	BI 233/243

Fourth year

Fall	Winter	Spring
NUTR 417 (fall only)	NUTR 418 (winter only)	NUTR 432 (spring only)
EXSS 324	NUTR 431 (winter only)	NUTR 407 (spring only)
NUTR 430 (fall only)	NUTR 446 (winter only)	NUTR 447 (spring only)

Verification Statements:

A Verification Statement is issued upon successful completion of all DPD requirements. This is an official Accreditation Council for Education in Nutrition and Dietetics (ACEND) document indicating that Oregon State University confirms that all knowledge requirements have been met and the student is prepared to apply for dietetic internship supervised practice, the next step in education to achieve the RDN credential. Students that already have a bachelor's degree equivalent to a U.S. regionally accredited college or university need only to complete DPD courses to earn a Verification Statement at OSU to be eligible to apply to dietetic internships. However, the difference between completing the DPD and completing a second bachelor's degree is 2-3 courses. For this reason, students are regularly advised to pursue the second degree. Six copies of the Verification Statement are mailed to each graduate in mid to late July after final grades and degree completion has been confirmed. ACEND requires that all DPD Programs retain an original copy of each student's verification statement indefinitely. The OSU DPD will not issue a Verification Statement for students that have completed less than 75% of upper division DPD required coursework elsewhere. Verification Statements will only be issued to students who have completed all DPD requirements including at least 34 credits at Oregon State University under the DIETETICS OPTION REQUIREMENTS section of the option sheet (Appendix D) which equates to 75% of required upper division NUTR credits.

Verification statements are required by Dietetic Internships for entrance, for professional membership in the AND, and for eligibility to take the NDTR exam. See the Additional Information section of the handbook below titled ***How to Become a Nutrition Dietetic Technician, Registered (NDTR)*** for more information on this credential. While DPD Verification Statements do not expire, students that completed their DPD requirements five or more years prior may need to retake key courses like Medical Nutrition Therapy to alleviate any concerns about recency of education that might weaken a Dietetic Internship application or limit ability to successfully sit for the NDTR exam.

Dietetics Option Student Advising:

As Nutrition majors in Pre-dietetics and Dietetics options, students work closely with their CPHHS Academic Advisor to assure they are able to complete the major in a timely manner. OSU Course catalogs are accessed online at <http://catalog.oregonstate.edu/Default.aspx>. We recommend that students first meet with their academic advisors on matters relating to academic planning and to ensure they are progressing in their plan of study as desired quarterly. Students should plan to communicate with the Advising Office on details regarding course offerings (terms, days, times and locations) that are projected out further than two terms. The CPHHS Academic Advising Office in the Women's Building, room 105, maintains and controls access to students' personal and academic files. The DPD Director does not have direct access to DPD student transcripts or MyDegrees.

Once accepted into the DPD, students are also assigned a Professional Mentor from among the Dietetics faculty. Professional Mentors help students prepare to be viable and competitive dietetic internship candidates through networking or identifying experiences valuable for skill development. We advise students to get to know their Professional Mentors, as well as other nutrition faculty as they will be likely sources for recommendations required as a part of the application to dietetic internships.

Student Resources:

OSU provides a wide range of student resources designed to support and promote student academic success and personal health and well-being. The following table provides contact information for some of the more relevant campus resources utilized by our students. Students are encouraged to use these resources as their student fees often cover part if not all access costs.

Campus Resources	Description	Web address for further information
OSU Academic Calendars	AY 2018-2020 Academic	http://catalog.oregonstate.edu/ChapterDetail.aspx?key=148
Campus Information and Resources	Comprehensive list of student services with links	http://experience.oregonstate.edu/resources
Academic Success Center	125 Waldo Hall – coaches, tutoring, other resources and study groups	http://success.oregonstate.edu/
The Collaborative Learning Center	Contact information for course specific support – Valley Library	http://osulibrary.oregonstate.edu/clc/
Student Health Services	Immunizations, Physicians, Dietitians, Physical Therapist Plageman	http://studenthealth.oregonstate.edu/
Recreational Sports & Services	Dixon Recreation Center, Club sports, OSU Outdoor program	http://oregonstate.edu/recsports/
Counseling & Psychological Services	One on One counseling and support services Snell Hall 5 th floor	http://counseling.oregonstate.edu/
Career Services	Mock interviews, resume and application skills A110 Kerr Admin Building	http://oregonstate.edu/career/
Disability Access Services (DAS)	Facilitates access to University programs and services for students, faculty, staff, and visitors with disabilities through accommodations, education, consultation, and advocacy. Heckart	http://ds.oregonstate.edu/home/index.php
Dietetics Related	Academy of Nutrition & Dietetics (AND) Commission on Dietetic Registration (CDR) for RD and DTR requirements	www.eatrightpro.org www.cdrnet.org

Additional Information:

[Registered Dietitian Nutritionist Fact Sheet](#)

[Code of Ethics for the Profession of Dietetics](#)

[How to Become a Registered Dietitian Nutritionist](#)

Currently, there are two accredited dietetic internships in the state of Oregon, the OSU Dietetic Internship Program and the Oregon Health and Sciences University in Portland, Oregon. For more information about accredited dietetic internships, please visit <http://www.eatrightpro.org/resources/acend/accredited-programs>

[How to Become a Nutrition Dietetic Technician, Registered \(NDTR\)](#)

Assessments of Student Learning:

The following are utilized in the process of assessing student learning

1. Course projects, case studies, exams and final grades
2. Senior Survey: Program evaluation and self-assessment, feedback conducted yearly
3. Students Professional Portfolios: includes examples of student work/proof of learning, evidence of progress, skill development, student resumes, goals, and experiences.
- 4.

OSU Tuition and Fees

There are no additional fees associated with acceptance into the OSU Pre-dietetics or Dietetics Program beyond estimates provided for the University here:

http://financialaid.oregonstate.edu/review_costofattendance . Students interested in estimated costs for a dietetic internship are encouraged to visit prospective program web sites. The cost to attend the OSU DI specifically is available on the website here:

<https://health.oregonstate.edu/bphs/dietetics-internship/program-costs>

Applying for Dietetic Internships

The following resources will be the student's best sources for up-to-date information regarding application to dietetic internships. Students should always defer to individual Dietetic Internship program web content for current application policies and procedures.

Academy of Nutrition and Dietetics <http://www.eatrightpro.org>

D & D Digital (Ames, Iowa) www.dnddigital.com

Dietetic Internship Centralized Application System (DICAS) <https://portal.dicas.org/>

In addition, the DPD Director presents DI application instructions and tips each fall prior to DICAS opening for application creation. The slides for this presentation live on the Dietetics CANVAS Community page under the Module, Applying for a DI.

Requests for Letters of Recommendations

Students are encouraged to get to know their Professional Mentor and other nutrition faculty so that letters of recommendation can reflect more than general class performance.

Requests for letters of recommendation require the [Request for Recommendation form](#) found on the Dietetics CANVAS Community site. Students must carefully follow the entire [Request for Letters of Recommendation form](#) instructions and provide all requested materials (resume, unofficial transcripts, information about programs the student is applying to, personal statement and highlights the student would like to emphasize if desired) with at least a 2-week completion window available to the letter writer. Requests for recommendations for Graduate, Medical, Dental, Nursing, Physician Assistants School and employment follow the same procedures.

Declaration of Intent

The Declaration of Intent form is available on the Dietetics CANVAS Community site and should be completed and turned in electronically via email to the DPD Director by December 1 prior to the February 15 Dietetic Internship application deadline. This form should include the courses that the student has left to complete the DPD and/or BS degree at OSU. The DPD Director will convey this information to the DICAS system to confirm that the student is qualified to apply for dietetic internships upon completion of these courses which are on schedule to be completed and confirmed in time for the student to fulfill an internship position awarded. Students that apply to internships after graduation do not need to complete this form. The DPD Director will confirm for DICAS that the graduate has earned a Verification Statement and is qualified to apply for dietetic internships.

Financial Aid Resources:

Oregon State University

The OSU Financial Aid Services can be accessed via <http://financialaid.oregonstate.edu/>. This site allows students to monitor their financial aid, learn about state and federal levels of aid, and investigate available scholarships. Deadlines for different forms of aid may vary, therefore students are encouraged to investigate and seek out these resources as soon as possible. The Financial Aid offices are located in the Office of Financial Aid and Scholarships, 218 Kerr Administration Building, Corvallis, OR 97331-2120 Te541-737-2241, Fax: 541-737-4494

College of Public Health and Human Sciences

Information about scholarships that are specific to students in CPHHS can be found at, <http://www.hhs.oregonstate.edu/students/scholarships>. Deadlines for CPHHS scholarships are generally in the first or second week of February each year.

Academy of Nutrition and Dietetics (AND) Foundation Financial Aid

As the philanthropic arm of the Academy of Nutrition and Dietetics, the **Academy of Nutrition and Dietetics Foundation** was established in 1966 and is the only charitable organization devoted

exclusively to promoting nutrition and dietetics. <https://eatrightfoundation.org/why-it-matters/>

AND Foundation Application Availability

Applications are accepted in April prior to the academic year for which the scholarship is applicable with opportunities available for undergraduate study, dietetic internships and graduate school. The Foundation provided over 850,000 to over 450 students last year. Specific instructions are available at <https://eatrightfoundation.org/why-it-matters/scholarships/>.

Didactic Program in Dietetics FAQ

Applying to Dietetics

How do I apply if I am currently enrolled at OSU as a non-degree seeking student?

Contact the OSU Registrar's Office to complete a change in degree status. You must declare the Pre-Dietetics option and meet the requirements and deadlines for application to the Dietetics program. Review the Pre-Dietetics and Dietetics web components for more information. Involving Academic Advising (WB 105) is recommended to assure all university rules for degree planning are considered.

Getting into Dietetics

Do I have to be accepted into the Dietetics program or can I simply declare it as my major?

You need to be officially accepted into the Dietetics major (DPD). Acceptance requires that an application be submitted in the spring term by the deadline (generally the Monday of week 5) following the completion of your Pre-Dietetics requirements. Take some time to review the application requirements, instructions and application form on the Dietetics webpage. <https://health.oregonstate.edu/bphs/dietetics>

Transferring Courses

Do my previous college courses count towards my Dietetics requirements?

Contact College of Public Health and Human Sciences Academic Advisors to have any prior transcripts reviewed. They can help determine what courses that you've already taken could be counted toward an OSU Nutrition-Dietetics Option degree, and what your path to completion of this degree might look like. Science courses that are seven or more years old will not articulate and will need to be retaken. If, after working with Academic Advising to review your transcripts and our Dietetics program requirements you want more information, please contact the DPD program director [Neilann Horner PhD, MPH, RD](#)

Program length

How long will it take to complete the Dietetics requirements as a post-bacc student?

Post-bacc and graduate students will take approximately 3 academic years to complete their Dietetics requirements depending upon the overall and science-specific undergraduate coursework completed and the time between coursework completion and entry into the Dietetics program.

Masters or PhD and Dietetics Options?

Can I do this as a MS or PhD graduate student instead of a post-bacc?

Yes you can, though admission is dependent on acceptance into the [Nutrition Graduate Program](#). The DPD courses are not the same as the coursework required for the MS or PhD. However, some of the DPD courses can be taken for graduate elective credits. An appointment should be made with advising to explore options as well as to arrange visits with potential graduate student faculty.

Taking courses at OSU vs other schools

Do I need to take all of my coursework at OSU?

Most of the upper level nutrition courses (course numbers 300s & 400s) need to be taken at OSU. However, only 12 credits at OSU are required to apply to the Dietetics major (DPD). All other courses are prerequisites to entering the program and can be taken through any equivalent school. All prerequisite NUTR courses are available through OSU Extended Campus (Ecampus)

<http://ecampus.oregonstate.edu/soc/ecatalog/ecourselist.htm?termcode=all&subject=NUTR>
Students should check the [articulation tables](#) to assure the correct courses of adequate rigor are planned so credit transfers to OSU. Academic Advisors can help with course decisions even if you are not yet an OSU student <https://health.oregonstate.edu/advising/appointment>

Verification Statements

Can I obtain a verification statement from you if I earned my Dietetics degree at another university?

No, OSU will only issue a verification statement to students that complete a minimum of 75% of the upper division OSU DPD hours (34 credits) of food and nutrition coursework at OSU. Even if you have coursework or experience in the field, we will require coursework at OSU before issuing a verification statement.

Is it true that a verification statement is only valid for 5 years following completion of a DPD program?

No, this is NOT true. In the past the Commission on Dietetic Registration (CDR) would not accept a verification statement that was more than 5 years old as part of an individual's eligibility to take the RD exam. This is no longer the case. However, it is to be noted that Dietetic Internships may exercise a recency of education requirement for all dietetic internship applicants. This means that even though your university may choose to issue you a verification statement, the Dietetic Internship you are applying to may choose to NOT accept an applicant based on recency of education. You will need to review program specific materials and/or contact individual programs to determine if they have policies that include recency of education time limits.

International Students

How can I apply to become a dietitian with an international transcript?

International student's must first refer to the [Commission on Dietetics Registration \(CDR\)](#) for information about eligibility to become a Registered Dietitian in the USA. An international transcript evaluation is needed for OSU Dietetics admission and the links to those organizations that perform the audits can be found on the CDR website as well. It is the prospective student's responsibility to obtain transcript evaluations through CDR 3rd party contractors. DPD coursework will be required given the importance of U.S. specific health statistics, meal patterns and foods, and U.S.-specific agencies critical to competent practice in the United States.

Other options for nutrition related studies

What are my options if my grades were not good enough for acceptance into the DPD program?

Other options that students pursue are degrees from Public Health, Kinesiology, Anthropology, Communications and others. Contact Academic Advising for more comprehensive options <https://health.oregonstate.edu/advising/appointment>. If you complete an undergraduate degree in dietetics but do not pursue a dietetic internship, you are eligible to test to become a Dietetic Technician, Registered (DTR) following graduation.

Reapplying to OSU Dietetics

Can I reapply for acceptance into the Dietetics program at a later time?

Yes. The College of Public Health and Human Sciences limits course attempts to two. All transcripts must be submitted to the competitive Dietetic Internship application process. We realize that students can experience challenging terms for other than academic reasons. However, applications for dietetic internship slots are very competitive and multiple repeated courses can downgrade an applicant's chance for placement. Regardless, a student who wishes to reapply to Dietetics must still achieve the program requirements relating to overall GPA, prerequisite GPA, and course-specific grade standards.

National/International Student Exchange Programs

Is it possible to participate in the National or International Student Exchange programs while in dietetics?

Yes, it is possible though it may delay completion of your dietetics degree if your exchange happens during the academic year. Since courses are organized in a cohort system, many courses are offered only once per year. Taking time away from the program may cause students to miss key classes that are only offered once per year, but that are prerequisites for following courses. Talk with your academic advisor and professional mentor for more

information. International exchange programs that include summer opportunities are viable and worthwhile options. Studying abroad early in the pre-dietetics option may also work since basic sciences are widely available.

Appendices

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