

**Nutrition Option
Of the Didactic Program in Dietetics
Student Handbook**

**Department of Family and Consumer Sciences
College of Graduate Studies & Professional Studies
South Carolina State University**



October 2019

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I. WELCOME

This handbook is designed to provide basic information and answers to questions you may have about the undergraduate Didactic Program in Dietetics (DPD) at South Carolina State University. It will inform you of the program's regulations and your responsibilities as a student in this program. Please keep this handbook and refer to it as you plan your course schedule and to prepare for your graduation and post-graduate goals.

ACCREDITATION STATUS

The accreditation of South Carolina State University's Nutrition Option of the Didactic Program in Dietetics is accredited the Accreditation Council for Education in Nutrition and Dietetics (ACEND®) of the Academy of Nutrition and Dietetics. Program outcome data is available upon request.

For additional program information about ACEND please contact:

ACCREDITATION COUNCIL FOR EDUCATION IN NUTRITION AND DIETETICS (ACEND)
ACADEMY OF NUTRITION AND DIETETICS
120 S RIVERSIDE PLAZA, SUITE 2000
CHICAGO, ILLINOIS 60606-6995
800/877-1600 EXT 5400
EMAIL: ACEND@EATRIGHT.ORG

DEPARTMENT CONTACT INFORMATION

Department of Family and Consumer Sciences
300 College Street, Northeast
Post Office Box 7657
Orangeburg, South Carolina 29117-0001
803-536-7110 (office)
803-533-3628 (fax)

Website: <http://www.scsu.edu/academicdepartments/departmentoffamilyconsumersciences.aspx>

DPD DIRECTOR CONTACT INFORMATION

Carmen Thompson, MS, RDN, LD
803-516-4590 (office)
cthomass@scsu.edu

FACULTY CONTACT INFORMATION

Maria A. James, M.A., PhD.
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II. PROGRAM OVERVIEW

1. DPD MISSION STATEMENT

The mission of the Didactic Program in Dietetics is to prepare students for a supervised practice program leading to eligibility for the CDR credentialing exam to become a registered dietitian. The learning environment is structured to promote an appreciation for lifelong learning, effective problem-solving and for service to the community and profession. The education is congruent with standards of education enunciated by the Southern Association of Colleges and Schools and the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics.

2. SOUTH CAROLINA STATE UNIVERSITY DPD GOALS AND OBJECTIVES

Goal 1: To prepare graduates of the Didactic Program in Dietetics by emphasizing foundation knowledge and competencies in nutrition and dietetics for the preparation of supervised practice program leading to eligibility for the CDR credentialing exam to become an RDN.

Objectives:

1. At least 80% of program students complete program/degree requirements within 3 years (150% of the program length).
2. 50% of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation.
3. 10% of program graduates are admitted to a supervised practice program within 12 months of graduation.
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%.
5. 75% of the Dietetic Internship Director's response to a program survey of satisfaction with graduates' preparation for supervised practice will rate South Carolina State University's DPD graduates a minimum of 2 on a 3-point scale where 1 = below average, 2 = average, and 3 = above average.

Goal 2: To prepare graduates with the Nutrition Option of the DPD to assume leadership roles in professional and community organizations.

Objectives:

1. Over a five-year period, 30% of alumni will respond to surveys and will indicate that they participated in a leadership role in a professional organization.
2. Over a five-year period, 30% of alumni will respond to surveys and will indicate that they participated in a leadership role in community organizations.

3. INFORMATION TO THE PUBLIC

Upon request, program outcome data is available to the public, current and prospective students. A written request must be sent to Carmen Thompson, Director of the Didactic Program in Dietetics at cthomas@scsu.edu.

4. PROGRAM CURRICULUM

The Bachelor of Science Degree (BS) in Nutrition and Food Management (NFM) is an integral part of the Department of Family and Consumer Sciences at South Carolina State University. The Nutrition Option of the Didactic Program in Dietetics is designed for students to meet the Foundation Knowledge Requirements and Learning Outcomes specified by ACEND. In addition to meeting the Foundation Knowledge Requirements and Learning Outcomes, the degree provides a broad general education with required courses in Fine Arts, English Composition, Humanities, Mathematics, Natural Sciences and Social Sciences.

The Nutrition Option of the Didactic Program in Dietetics curriculum is 130 credit hours, which is designed to be completed in four years. Students must receive a grade of “C” or better in each major course required on the curriculum. Students who complete the Nutrition option and meet the University’s minimum GPA requirement of 3.00 will be issued five copies of a verification statement, which will enable them to apply for an (ACEND) approved dietetic internship. Upon successfully completing the dietetic internship, students are eligible to take the registration examination for Registered Dietitians.

The Food Management Option curriculum is 120 credit hours, which is also designed to be completed within four years. Students must receive a grade of “C” or better in each major core course required on the curriculum. Nutrition and Food Management students will be involved in field experiences, especially once they are admitted to Upper Division. Some of the experiences will be completed in laboratories in the Department of Family and Consumer Sciences, and some will be completed in healthcare and foodservice facilities in the local area. Although this degree is similar to the nutrition option and requires some of the courses as the DPD Program, it does not satisfy the required courses necessary to become a RD/RDN. Travel will be at the students’ expense.

UNDERGRADUATE CURRICULUM IN NUTRITION AND FOOD MANAGEMENT OPTIONS

**Curriculum Leading of the Degree of Bachelor of Science in
Nutrition and Food Management (Nutrition Option)
(130 Credits)**

FRESHMAN

First Semester	Credits	Second Semester	Credits
___ English 150	3	___ English 151	3
___ Chemistry 150	3	___ Chemistry 152	3
___ Chemistry 151	1	___ Chemistry 153	1
___ Mathematics 151	3	___ Speech 150	3
___ Physical Education 150 OR		___ Mathematics 155	3
___ Military Science 101 OR		___ Nutrition and Food Management 102*	3
___ Health Education 151	2		
___ UNIV 101	2		
___ Family and Consumer Sciences 101*	2		
	<hr/>		<hr/>
	16		16

STUDENT MUST TAKE ENGLISH PROFICIENCY EXAMINATION BY THE END OF SOPHOMORE YEAR.

SOPHOMORE

First Semester	Credits	Second Semester	Credits
___ Chemistry 306	3	___ Biology 208	3
___ Chemistry 316	1	___ Biology 218	1
___ Biology 207	3	___ Economics 255	3
___ Biology 217	1	___ Music 250 OR Art 250	3
___ Computer Science 150	3	___ History 250 OR 251	3
___ Sociology 250	3	___ Elective	3
___ English 250 OR 251	3	___ Nutrition and Food Management 201	1
	<hr/>		<hr/>
	17		17

JUNIOR

First Semester	Credits	Second Semester	Credits
___ Nutrition and Food Management 311	3	___ Nutrition and Food Management 321	4
___ Family and Consumer Sciences 250	3	___ Nutrition and Food Management 410	3
___ Biology 305	3	___ Nutrition and Food Management 308	3
___ Biology 315	1	___ Family and Consumer Sciences 251*	3
___ Management 301	3	___ Nutrition and Food Management 315	3
___ Sociology 310	3		
	<hr/>		<hr/>
	16		16

SENIOR

First Semester	Credits	Second Semester	Credits
___ Nutrition and Food Management 324	4	___ Nutrition and Food Management 335	3
___ Nutrition and Food Management 412	2	___ Nutrition and Food Management 416	3
___ Family and Consumer Sciences 304*	3	___ Nutrition and Food Management 418	3
___ Family and Consumer Sciences 308	3	___ Nutrition and Food Management 424	1
___ Elective	3	___ Family and Consumer Sciences 498*	1
___ Management 304	3	___ Elective	3
	<hr/>		<hr/>
	18		14

**CURRICULUM LEADING TO THE DEGREE OF BACHELOR OF SCIENCE IN
NUTRITION AND FOOD MANAGEMENT (FOOD MANAGEMENT OPTION)
(120 CREDITS)**

FRESHMAN

First Semester	Credits	Second Semester	Credits
___ English 150	3	___ English 151	3
___ Computer Science 150	3	___ Chemistry 102	3
___ Mathematics 151	3	___ Mathematics 155	3
___ Physical Education 150 OR		___ Speech 150	3
___ Military Science 101 OR		___ Nutrition and Food Management 102*	3
___ Health Education 151	2		
___ UNIV 101	2		
___ Family and Consumer Sciences 101*	2		
	<hr/> 15		<hr/> 15

STUDENT MUST TAKE ENGLISH PROFICIENCY EXAMINATION BY THE END OF FRESHMAN YEAR.

SOPHOMORE

First Semester	Credits	Second Semester	Credits
___ Chemistry 150	3	___ Chemistry 152	3
___ Chemistry 151	1	___ Chemistry 153	1
___ Art 250 OR		___ Family and Consumer Sciences 207	3
___ Music 250	3	___ Economics 255	3
___ Sociology 250 OR Psychology 250	3	___ History 250 or 251	3
___ Family and Consumer Sciences 203	3	___ Nutrition and Food Management 210	3
___ Elective	3		
	<hr/> 16		<hr/> 16

JUNIOR

First Semester	Credits	Second Semester	Credits
___ Marketing 300	3	___ Marketing 303	3
___ English 250 OR 251	3	___ Management 304	3
___ Family and Consumer Sciences 250	3	___ Elective	3
___ Family and Consumer Sciences 251*	3	___ Nutrition and Food Management 321	4
___ Management 301	3	___ Nutrition and Food Management 311 OR	
		___ Nutrition and Food Management 307	3
	<hr/> 15		<hr/> 16

SENIOR

First Semester	Credits	Second Semester	Credits
___ Nutrition and Food Management 324	4	___ Nutrition and Food Management 335	3
___ Family and Consumer Sciences 304*	3	___ Nutrition and Food Management 424	1
___ Family and Consumer Sciences 310	3	___ Family and Consumer Sciences 412	3
___ Business Communications 311	3	___ Family and Consumer Sciences 426	3
		___ Family and Consumer Sciences 498*	1
		___ Elective	3
	<hr/> 16		<hr/> 14

**Profession of Family and Consumer Sciences Core Courses --- Required of all Majors*

5. ESTIMATED PROGRAM EXPENSES

CATEGORY	ESTIMATED COST
SC Dietetic Association State Meeting	\$50.00 - \$200.00
Academy of Nutrition & Dietetics Student Membership	\$58.00
SC State University Dietetic Association Membership	\$20.00
South Carolina Association of Family and Consumer Sciences Student Membership	\$50.00
South Carolina Association of Family and Consumer Sciences Annual Conference	\$100.00 - \$200.00
Liability Insurance	\$60.00
Medical Exams	\$200 plus
Drug Testing	\$25.00
Background Checks	\$60.00
Slip-Resistant Closed Toe Shoes	\$65.00
White Lab Coat	\$20.00
SC State University White Polo Shirt	\$32.00
Black Khaki Pants	\$25.00 - \$75.00
Books	\$500.00 per semester
Laptop	\$500.00-1500.00
Health Insurance	(variable)

6. TUITION AND FEES

All expenses for the semester, including fees and room and board, must be paid before or at the beginning of each semester as a condition of admission to class. Additional information can be found at

<http://www.scsu.edu/admissions/feesandexpenses/studentfees.aspx>

7. WITHDRAWAL FROM THE PROGRAM

Students who fail to maintain the minimum GPA will be dismissed from the program, and entered in to the Food Management curriculum. The university's policy regarding withdrawal and refund of tuition may be found on the website:

www.scsu.edu/files/Refund%20Policy.pdf.

8. ACADEMIC CALENDAR

Past, Present and future calendars are available online at

<http://www.scsu.edu/admissions/registrarsoffice/academiccalendars.aspx>

9. GRADUATION REQUIREMENTS

Graduation requirements include completion of the all courses in the Nutrition and Food Management curriculum, with a grade of “C” or better and a curriculum GPA of 3.0 or above. Students who meet these requirements will also be awarded the ACEND verification statement of completion. The curriculum is 130 hours and is designed to be completed in four to five years. However, students who are not continually enrolled (except summer) will be required to complete the curriculum that is in place when they return. This may mean that some of the courses already completed will not count toward graduation requirements, or that the student may be required to complete additional courses not on the original curriculum.

All students completing the curriculum for the Nutrition of DPD are required to submit a professional portfolio as part of their graduation requirements. The portfolio assignment is introduced in NFM 410 and/or NFM 321. It must be submitted to the Program Director at the end of each semester.

10. POST BACCALAUREATE STUDENTS TO RECEIVE VERIFICATION STATEMENTS

Students who received their baccalaureate degree and desire to complete the Didactic Program in Dietetics, are required to maintain a 3.0 in the curriculum to receive a verification statement.

III. APPLICATION AND ADMISSIONS

1. APPLICATION AND ADMISSION TO SOUTH CAROLINA STATE UNIVERSITY

The Office of Admission, Recruitment and Scholarships has as its primary mission the identification, recruitment, acceptance and matriculation of a distinct student population. The University is committed to the enrollment of traditional and non-traditional aged students, minority students, international, and academically-trained students and to provide educational opportunities in a caring and nurturing learning environment. Please visit our website at <http://www.scsu.edu/admissions/entrancerequirements.aspx> for more details.

2. DPD ADMISSION REQUIREMENTS TO UPPER DIVISION

Minimum requirements for admission into Upper Division of the Nutrition Option of DPD include: completion of the following courses: Chemistry 150, 151, 152, 153, 306, 307, Math 151, 155, 153, Biology 207, 217, 208, 218, FCS 101, NFM 102,) with a GPA of 3.0 or higher.

An application must be submitted to the Director of the Didactic Program in Dietetics one semester prior to starting the upper division course work; with no grade less than a “C” and a minimum curriculum GPA of 3.0 or higher. The curriculum GPA is not the same as the overall cumulative GPA posted on the student’s transcript. The curriculum GPA is calculated using only courses that are listed on the curriculum sheet or university approved substitutions for these courses. Students can contact their advisors at any time to check their curriculum GPA. (*Note: Students can repeat classes in which they earn grades less than a “C” to earn a higher grade. However, both grades will be factored into the calculation of curriculum GPA.*)

Application to Upper Division is made after the completion of the sophomore year, although students are able to apply during any semester in which they meet the eligibility requirements. A copy of the Upper Division application form is provided in *Appendix A* of this Handbook.

3. STUDENT RETENTION POLICY

Once admitted to the DPD Program, students must maintain a minimum GPA of 3.0 in all DPD courses. No grade lower than a “C” will be accepted toward graduation in the Nutrition option. Post-baccalaureate pre-professional practical experiences/dietetic internships are extremely competitive. Successful completion of all DPD required courses does not guarantee admission to post-baccalaureate programs.

Students whose GPA falls below 3.0 will receive a “Notice of Probation” letter indicating that they are on a probationary status within the DPD Program. Students have the option of repeating a course in which they received a “D” or “F”. If the GPA is not increased to a 3.0 within 2 semesters, the student will be counseled to change their major to the Nutrition and Food Management option OR another major. In addition, they will receive a “Notice of Termination from the DPD Program” letter.

4. DISCIPLINARY/TERMINATION PROCEDURES

The DPD Program follows the University’s Student Code of Conduct. The University’s Student Code of Conduct can be requested by contacting the Office of Judicial Affairs (OJA). Students who are known to violate the Student Code of Conduct may be put on probation or terminated from the DPD Program, based on the severity of the violation. Violations can be in academic or non-academic form. The DPD Program Director will confer with the Vice President of Student Affairs to discuss such matters.

Before a student is placed on probation or terminated from the DPD Program, a meeting will be held with the DPD Program Director. If a student is placed on probation, an official “Notice of Probation” letter will be given to the student. The letter will outline why the student is being placed on probation and the actions that will need to take place to be removed from probation. If a student is removed from probation, an official “Notice of Reinstatement to the DPD Program” **OR** “Notice of Termination from the DPD Program” letter will be issued. Actions will be reviewed on a case by case basis.

5. TRANSFER, SECOND DEGREE, AND STUDENT INTERESTED IN NUTRITION OPTION OF DPD, CREDENTIALING PROCESS, AND FOOD MANAGEMENT OPTION

Students transferring into the Nutrition Option or Food Management Option of the program from another major on campus or from another institution will be assigned an academic advisor who will review academic transcripts and make a tentative recommendation about which courses already completed by the student that will count toward degree requirements. In many cases, students will have completed some of the courses as specified on the Nutrition Option and Food Management Option curriculum sheet. In some cases, students will have completed similar courses or higher level courses. In such situations, the advisor will complete paperwork to request substitutions. Substitutions are not official until they have been approved by the Chairperson of the Department of Family and Consumer Sciences, Dean of the College, Acting Provost, and Registrar. The DPD at South Carolina State University does not grant course credit for prior work experience.

6. DIVERSITY

The International Programs Office is administratively housed in the Division of Academic Affairs. A vital mission of the program is to develop intercultural communication skills and international understanding among students and faculty.

We intend for SC State to be recognized as the institution of choice in terms of providing a rigorous and challenging program for the intellectually curious student. A distinguished faculty and a qualified staff are integral to sustaining this level of performance. Focus and responsive administrative processes are in place to support the effort.

The Program is designed to appeal to a diversity of students who seek opportunities to develop skills and understanding about international events, issues, and problems. The Program aims to achieve a global perspective through an interdisciplinary network of experiences and courses. Students are strongly encouraged to participate in a study abroad program. Planning should occur early in the student's academic career.

The University defines an international student as a student who is not a citizen or legal permanent resident of the United States. Students applying for admission from countries other than the United States must submit the required credentials and examination scores as U.S. Applicants. To apply for admission, international students must submit all

required credentials and supporting document by June 1 for the fall semester, and October 30 for the spring semester. The SAT I or ACT cannot be waived or postponed.

IV. BECOMING A REGISTERED DIETICIAN

1. GENERAL INFORMATION

Students must fulfill the following three major requirements in order to become a Registered Dietitian (RD/RDN).

1. First, students must complete all educational core requirements established by the Didactic Program in Dietetics (DPD) at South Carolina State University, and all other graduation obligations of the University. Those students enrolled in the Nutrition Option of the Food and Management Degree meet these qualifications. Completion of these academic requirements will be verified by the DPD Director who will issue a Verification Statement, a requirement for the Internship, showing that the Core Requirements have been met.
2. Second, students complete a Dietetic Internship experience which is a practical, hands-on phase, comprised of 1200 hours of supervised practice. Students compete nationally through a computer matching system. This is a very competitive program and the students accepted into these programs each year are based on overall GPA, well-roundedness, among other qualifying factors established by the program. (See information on Supervised Experience). Although SCSU does not offer a post-baccalaureate internship, faculty members provide guidance to students through the application process. Students may apply for the Dietetic Internship during their last semester at SC State, however, students are advised to start the application process very early since it is time consuming and requires much detail.

A full listing of ACEND-accredited dietetic internships is located on the *AND's* website at

<http://www.eatrightacend.org/ACEND/content.aspx?id=6442485424>.

After completion of the supervised practical experience (internship), students are issued another Verification Statements to indicate successfully completion of the requirements.

3. Third, students are then required to pass the National Registration Examination for Dietitians administered by the Commission of Dietetic Registration (CDR). This exam is administered by the Academy of Nutrition and Dietetics. Students are encouraged to review and sit for the exam as soon as possible after completing the Internship Program.

4. Students who successfully pass the Registration examination for Dietitians, use the RD/RDN credential after their name, signifying their knowledge and expertise in foods, nutrition and dietetics. Registered Dietitians are required to engage in continuing professional development after obtaining the RD/RDN credential. For information about how to become an RD, please visit

<http://www.eatrightpro.org/resource/about-us/become-an-rdn-or-dtr/high-school-students/5-steps-to-become-a-registered-dietitian-nutritionist>.

Please note that acceptance into a supervised practice program is highly competitive and there are a limited number of available positions. For further information on the availability of dietetic internship positions and strengthening your application, please visit the Accreditation Council for Education in Nutrition and Dietetics website at

<http://www.eatrightpro.org/resource/acend/students-and-advancing-education/dietetic-internship-match-students/how-to-apply-for-dietetic-internship>

Accreditation Council for Education in Nutrition and Dietetics (ACEND), Academy of Nutrition and Dietetics, 120 S Riverside Plaza, Suite 2000, Chicago, Illinois 60606-6995; 800/877-1600 ext. 5400.

2. DIETETIC INTERNSHIP/ COMPUTER MATCHING

Computer matching is part of the process essential to obtaining a Dietetic Internship appointment. There is a fee for computer matching that must be submitted at the time the student submits to the D&D Digital Systems.

All complete computer matching information are on the Academy/ACEND website <http://www.eatrightpro.org/resource/acend/students-and-advancing-education/dietetic-internship-match-students/computer-matching-applicant-responsibilities>

Application Phase

Students are responsible for obtaining the current application materials from each Dietetic Internships DI they are applying for (These are **not** available from AND but must be obtained from each site). Basic Steps include:

1. Obtain current application materials from selected DIs at least 6 months prior to the computer match in April and November annually. Please note that DI application forms.
2. Meet and Discuss application materials with your Didactic Program Director.
3. If required, apply to take Graduate Record Examination (*GRE*).
4. Obtain the *Declaration of Intent to Complete* form (pre-graduation) or a *Verification Statement* (post-graduation) from your DPD Director.
5. Request references from advisor/faculty/employers and order official transcripts as needed for each DI application.
6. Complete each DI application as directed by the application and submit the

materials to the DI director by the designated deadline date.

7. Provide telephone number(s) with applications where you can be reached on Appointment Day.
8. Applicants must register on the D&D Digital website, and pay the matching fee online to D&D Digital before the designated deadline dates (Refer to dates for the Computer Matching Process for each appointment period). Applicants should call D&D Digital prior to the deadline if they do not receive an e-mail with log-in information.
9. If you do not receive a match, you must register with D&D Digital for each spring and fall computer matching period. Applicants are responsible for notifying D&D Digital, in writing, of a decision to withdraw from the matching process if circumstances will prevent them from accepting a match that may occur. Applicants are responsible for telephoning D&D Digital if they cannot access the D&D Digital Internet site to view their personal matching results on Notification Day.

Appointment Phase

1. Applicants who receive a computer match DI appointment are responsible for accepting or rejecting the match by telephone or fax by 5:00 pm (of the program's time zone) on Appointment Day.
2. Applicants who submitted a *Declaration of Intent to Complete* Form with their DI applications must obtain a signed DPD Verification Statement from their DPD Program Director and official transcript documenting completion of the bachelor's degree before they may begin the DI.

Important Application Responsibilities

1. Participants in the computer matching process are expected to adhere to the results of the match and accept a match that may occur. It is unethical to decline a match in order to pursue appointment to another program.
2. Programs with open positions will be posted on the D&D Digital Web site the day following Appointment Day. Applicants who do not receive a computer match must not contact any program with open positions until the day following Appointment Day. In addition, please do not ask your Didactic Program Director to inquire about programs with open positions until the day programs with open positions are posted. This allows the DI programs time to confirm acceptance from their matched applicants and determine the process they will use to fill open positions.

3. GRADUATE SCHOOL

For information about graduate school at SCSU, please visit

<http://www.scsu.edu/schoolofgraduatestudies.aspx>.

For information about a Master of Science degree in Nutrition Science, please visit

<http://www.scsu.edu/schoolofgraduatestudies/nutritionalsciences.aspx>.

4. EMPLOYMENT

For information about a career in dietetics, please visit

<http://www.eatrightpro.org/resources/practice/career-development>

5. STATE LICENSURE

Forty-six states have laws regulating the practice of dietetics. South Carolina's information is available at: www.llr.state.sc.us/POL/Dietetics

V. DPD POLICIES AND PROCEDURES

Program policies, procedures and practices related to student recruitment and admission must comply with state and federal laws and regulations to ensure nondiscrimination and equal opportunity. The program must have written policies and procedures that protect the rights of enrolled students and are consistent with current institutional practice. Additional policies and procedures specific to the program and supervised practice component must be provided to students on a timely basis in a program handbook. The quality of services that are provided to students must be adequate to address their needs.

The following policies and procedures required by institutional/regional accreditation and ordinarily published in the university/college catalog or program handbook must be provided to students:

1. FORMAL ASSESSMENT OF STUDENT LEARNING

The formal assessment of student learning is achieved by many modalities of learning, which include but are not limited to examinations, projects, presentations, and portfolios. Each individual course syllabus includes a method of evaluation of student learning which includes examinations and assignments with a total points system.

2. PROGRAM RETENTION AND REMEDIATION PROCEDURES

If a student fails an examination or assignment, they are required to meet with the instructor. Students are required to meet with the DPD Director twice during each semester; once immediately after midterm grades are posted and once during advisement for course selection for the upcoming semester. During these sessions, the DPD Director will evaluate status in all classes and academic progression within DPD Program.

Students are encouraged to seek out their professors as soon as possible for clarification and assistance with challenging subject matter. Faculty maintain a minimum of 5 office hours per week to be available for assistance to students on an individual basis if needed.

Students having difficulty in pre-dietetics courses (i.e. NFM 102, M 150, C 150, C 151, M 155, C 152, C 153, C 306, C 316, B 207, B 217, B 208, B 218, and NFM 201) can obtain assistance with tutoring face-to-face or online through South Carolina State University's Student Success and Retention Program (SSRP). SSRP offers a variety of student academic support services which include study skills, time management, etc.

Upon request, the DPD Faculty is committed to offering two hours of subject matter study sessions/workshops each week to assist students experiencing academic difficulties.

Students concerned that they may not be making satisfactory progress in the dietetics major are also encouraged to schedule an appointment with their academic advisor to obtain additional guidance regarding study habits, the potential to form study groups, review program expectations, and be further directed to academic support services consistent with student needs.

3. POLICY ON ACADEMIC DISHONESTY

At the beginning of the fall semester, students receive a current copy of Dates & Data (Student Handbook) which contains the policy on Academic Dishonesty. Students should familiarize themselves with the complete regulation. New students entering the spring semester receive copies of Dates & Data in January.

4. GRADE APPEALS/COMPLAINTS

A student may appeal a course grade if the student has evidence that the grade was assigned in a malicious, capricious, erroneous, or arbitrary manner. The steps that follow provide a guideline for the appeals process. All persons concerned with this process should make every attempt to adhere to the time schedule outlined in the process. No appeal will be entertained more than one year following the date the grade was assigned. For more specific details of the procedure, visit

<http://www.scsu.edu/files/studenthandbook11b.pdf>

5. UNIVERSITY CODE OF CONDUCT POLICIES FOR NON-ACADEMIC OFFENSES

The Office of Judicial Affairs (OJA) is charged with oversight of the student judicial system. The mission of OJA is to foster students' learning and development that reflects enforcement of standards of conduct in an educational environment. OJA also administers the SC State University Student Code of Conduct and Policies through investigation in conjunction with the University Police Department and adjudication of general conduct complaints; coordination of mediation referrals; interpretation of the Student Code of Conduct and Policies for faculty, staff, students and other stakeholders; and administrative support to the Division of Student Affairs general conduct cases. Additionally, OJA supports student engagement and involvement through the administration of Counseling and Self Development Center, Brooks Health Center and Student Support Service referrals. See details at

<https://www.scsu.edu/studentaffairs/officeofjudicialaffairs.aspx>

6. INSURANCE

Students enrolling in upper division courses should acquire personal liability insurance medical insurance coverage. Proof of coverage must be provided to the preceptor of the shadow experience.

7. EXPERIENTIAL LEARNING SITES

Selection and Evaluation of Experiential Learning Sites

The DPD Program at South Carolina State University makes every effort to provide meaningful and real-world learning experiences for students. In order to provide the best placement for students, the criteria listed in the chart below will be used to determine if a learning site will address one or more of the following KRDNs:

- KRDN 2.1 Document effective and professional oral and written communication and documentation.
- KRDN 2.8 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.
- KRDN 3.1 Use the Nutrition Care Process to make decisions, identify nutrition-related problems and determine and evaluate nutrition interventions.
- KRDN 3.4 Explain the process involved in delivering quality food and nutrition services.
- KRDN 4.1 Apply management theories to the development of programs and 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 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.

Criteria Selection for Experiential Learning Sites

Examples of Experiential Site	Requirements for Selection
Child Care Center	<ol style="list-style-type: none"> 1. The preceptor must hold appropriate credentials. 2. The child care center must be accredited by the National Association for the Education of Young Children (NAEYC). 3. The child care center must be within 100 miles of the University.
School Foodservice	<ol style="list-style-type: none"> 1. The preceptor must hold appropriate credentials. 2. The school foodservice must have a grading of “A” from the South Carolina Department of Health and Environmental Control (SCDHEC). 3. The school foodservice must be within 100 miles of the University.
Hospital Foodservice	<ol style="list-style-type: none"> 1. The preceptor must hold appropriate credentials. 2. The hospital foodservice must have a grading of “A” from the South Carolina Department of Health and Environmental Control (SCDHEC). 3. The hospital foodservice must be within 100 miles of the University.
Hospital Clinical Setting	<ol style="list-style-type: none"> 1. The preceptor must hold appropriate credentials. 2. The hospital must have the Joint Commission: Accreditation, Healthcare, and Certification. 3. The hospital clinical setting must be within 100 miles of the University.
Public Health Setting	<ol style="list-style-type: none"> 1. The preceptor must hold appropriate credentials. 2. The public health setting must be within 100 miles of the University.
Research and Development Entities	<ol style="list-style-type: none"> 1. The preceptor must hold appropriate credentials. 2. The entity must be in good standing with their governing accrediting body. 3. The entity must be within 100 miles of the University.

An experiential learning site will be required to complete a survey indicating their ability to meet specific KRDNs. The DPD Director and Department Chairperson will meet to determine if the experiential learning site will meet the need of our students. If an experiential learning site is selected, students will be required to complete an evaluation form that indicates the identified KRDNs were met during the learning experiences. In addition, the preceptor will also complete an evaluation form to indicate whether they did or did not provide experiences for the KRDNs identified. A review of these documents will take place annually to determine one of the following actions:

1. Continuation of the experiential learning site.
2. Adjustment of experiences at the experiential learning site.
3. Elimination of the experiential learning site.

Sites that do not require an affiliation agreement must be a division/department/unit OR affiliated contractors of South Carolina State University (e.g. Child Development Learning Center, 1890 Research Extension, Sodexho, etc.). Collaborations can include but are not limited to the following: foodservice management, ServSafe training, research, etc. The following criteria must be met:

1. The preceptor must hold appropriate credentials.
2. The site must be within 100 miles of the University.

8. INJURY OR ILLNESS EXPERIENTIAL LEARNING SITES

Any injury or illness at the experiential learning site, regardless of severity, must be reported immediately to the preceptor. The student and preceptor must also report the incident to the DPD Director by the next business day.

9. DRUG TESTING AND CRIMINAL BACKGROUND CHECKS

If an experiential site requires a drug test or background check, students cannot begin their experiential learning experience until one is provided.

10. ATTIRE

Students enrolled in laboratories on campus will be required to wear a white $\frac{3}{4}$ length lab coat, non-slip closed-toe shoes and hairnets or nylon skullcaps.

11. FIELD TRIPS

Field trips to professional activities such as district and state dietetic association meetings will be scheduled as part of class requirements. In addition, field trips to regional dietetic facilities may be planned in conjunction with specific course work. Students are expected to attend, but alternative assignments will be made for exceptional cases. As students participate in field experiences, association meetings, or other South Carolina State University related events, attire should be professional and appropriate.

Faculty maintains the right to make decisions regarding students' participation in field experiences based on appropriateness of their appearance. Any experience denied the student on the basis of appearance will be the responsibility of the student to make up the required work. A confirmed report of inappropriate behavior by a student in a facility will result in a grade of zero for that lab assignment. No make-ups will be allowed.

12. STUDENT RECORDS

The DPD Director maintains a student file on each student, which may include the student's applications, correspondence, etc. At any time, the student may review the records contained in their files. The DPD Director will maintain signed and dated Verifications Statements indefinitely.

13. PROGRAM, SCHEDULE, VACATIONS, HOLIDAYS, AND LEAVE OF ABSENCE

The DPD Program follows the University's policy on program schedule, vacations, holidays, and leave of absence. The University establishes a program schedule through the distribution of an academic calendar. Students are expected to attend all classes, laboratory sessions, and field experiences in order to take full advantage of all learning opportunities within the DPD Program. Instructors will notify each class of the attendance policy, emphasizing what constitutes excessive absences and the penalty.

14. STUDENT PRIVACY

The DPD Program follows the University's policy in regards to the protection of student privacy which is stated below:

South Carolina State University is committed to ensuring the privacy and personal information of all students, including those enrolled in all distance education programs. The University does not share personal information gathered from students enrolled in distance education and/or traditional courses. For students enrolled in distance education courses and programs, the University complies with the Family Educational Rights and Privacy Act of 1974 as amended (FERPA). FERPA is a Federal Law that is designed to protect the privacy of all aspects of a student's educational record that are not considered "directory" information, although directory information may be withheld if requested by the student.

Each student in a distance education course is assigned a unique login and password by the University's student information system and must use these credentials to access the learning management system and participate in a distance education course. To protect the privacy of student data, this specific course and student information is not available to users not authorized by the University. All SC State students, including those enrolled in distance education courses, are informed of the SC State computer policy (**Student Handbook**, page 69) which prohibits sharing of passwords.

SC State complies with the Family Education Rights & Privacy Act (FERPA) that guarantees the right of students to inspect and review their education records within a maximum of 45 days after the request is made, the right to request the amendment of education records if the student believes the records are inaccurate or misleading, the right to prevent the unauthorized disclosure of their student records, and the right to complain to the Department of Education about a violation of FERPA. To this end, this institution has reprinted all the rights and duties engendered by FERPA on its website,

<https://www.scsu.edu/admissions/registrarsoffice/familyeducationrightsprivacyact.aspx>).

The site also contains a FERPA quiz that tests the knowledge of those with access to student records as well as a FERPA brochure designed specifically for faculty and staff at the institution.

15. STUDENT'S FILE

The DPD Director maintains a file on each student which may include the student's application to the program, correspondence from the DPD director, evaluations from preceptor, etc. The student must request in writing an appointment to review his or her file. The DPD Director will respond to the written request within two business days.

16. STUDENT COMPLAINTS/GRIEVANCES

To file an informal or formal complaint against another university student, service or department, follow the steps below to determine your next role in reporting a complaint/grievance to the SC State. Read completely, the Procedures for Complaint Resolutions, posted in the Student Policy Manual, before continuing with the process. If you are filing a complaint:

STEP 1: You may submit the online complaint form or obtain one from the Office of Judicial Affairs, located in Earl Hall.

STEP 2: File the complaint or grievance as "informal" or "formal". If informal procedures are implemented and prove to be unsatisfactory, the complainant may institute formal procedures.

STEP 3: Submit the completed form to the Office of Judicial Affairs.

STEP 4: The Coordinator of Judicial Affairs will review the information provided. On all matters, this Office will either investigate the complaint or will send it directly to the Department that is authorized to address the concerns. Additional information can be found at:

<http://www.scsu.edu/files/studenthandbook11b.pdf>.

Students have an additional option of initiating a grievance at the Departmental level:

STEP 1: Make grievance known to faculty member in question.

- a. If your problem is solved, your grievance is completed.
- b. If your problem is not solved, move to STEP 2.

STEP 2: Pick up a Student Grievance Form from the Department Chair's office and give an accurate account of the situation. This form should be completed and returned to this office. Make sure to keep a copy of the form for your records.

STEP 3: The Student Affairs Committee Chair will convene with the Student Affairs Committee. During this meeting, each committee member will have a copy of the grievance form. A thorough discussion will be held on the course of action that should be taken.

STEP 4: If needed, the Student Affairs Committee will designate a time, date, and place for a student hearing. The student will be given proper notification of when the hearing will be held.

STEP 5: If needed, the Student Affairs Committee will designate a time and place for a faculty hearing. The faculty member will be given proper notification of when the hearing will be held.

STEP 6: At the conclusion of hearing(s), members of the Student Affairs Committee will convene to make final decisions. Decisions made will be reported to the Department Chair.

STEP 7: Student and/or Faculty member will be informed of the decision made by the Student Affairs Committee.

17. STUDENT COMPLAINTS RELATED TO ACEND STANDARDS

If the student has a complaint regarding ACEND accreditation standards, the student is encouraged to first address the issue using the University policy. If a satisfactory resolution is not reached, then the student has a right to submit the complaint directly to ACEND using the "Complaint Investigation Form" which is available on the ACEND website at <http://www.eatrightpro.org/resource/acend/accreditation-standards-fees-and-policies/filing-a-complaint/procedure-for-complaints-against-accredited-programs>

VI. STUDENT SERVICES

The Division of Student Affairs includes the units of Student Affairs and Enrollment Management. The division supports the University's mission in providing quality student services responsive to student's needs. The Division works collaboratively with other divisions in the college and local community to create experiences that will expose students to new ways of thinking, learning through leadership, service and opportunities. These opportunities contribute to the enhancement and the quality of life of our students. The goal is to prepare each student to depart South Carolina State University highly skilled, competent, socially aware, and prepared for the competitive global market place keeping within the University's Core Values: Excellence, Access and Equity, Integrity and Respect in the forefront of our student learning

1. ACADEMIC ADVISING CENTER

Each student enrolling in the DPD in Dietetics will be assigned an Academic Advisor. The Nutrition Option of DPD and Food Management advisors are faculty teaching in the Nutrition Option of the DPD and Food Management program. The DPD Director advises all students in both options. South Carolina State University values academic advising, noting that advising will occur each semester and will include more than scheduling courses. Students with a minimal chance of success in the program must be counseled into career paths that are appropriate to their ability. The University charges the advisor with: helping students to learn university policies and procedures; helping students to learn about their major, including degree requirements, post-baccalaureate education and career opportunities; helping students plan their schedules to allow them to meet personal career goals; helping students with transfer courses and substitutions; and advising students about minors, practicum experiences, student organizations, part-time jobs, scholarships, etc. The overall goal is to help each student to be as successful as possible in the program.

2. THE CAREER CENTER

The Career Center facilitates mutually beneficial relationships between employers, faculty, staff, students, and alumni in order to meet the dynamic needs of today's workplace. Moreover, the Center engages students at a crossroads of academic learning and professional life and equips them with skills and resources for life-long career management, while accentuating confidence, self-reliance, and professionalism. Students are provided with a comprehensive set programs and services that enables them to research career fields and prepare for a variety of career opportunities. These services are provided via special events for students to engage in career discussions and to be exposed to internships, co-ops, graduate schools, and career opportunities with employers who represent industry, government agencies, and educational systems (Career Week/Day Extravaganza, Career Expo, and Informational Sessions). The staff also conduct mock

interviews, conduct resume-writing skills workshops and teach other valuable techniques to enhance students' abilities to market and sell their talents and skills to recruiting teams.

3. THE COUNSELING AND SELF-DEVELOPMENT CENTER

The Counseling and Self-Development Center is an IACS (International Association of Counseling Services, Inc.) accredited unit, addresses the psychological and developmental needs of SC State students. The mission of the Center is to provide mental health services that assist students with a variety of challenges that may arise during the course of their matriculation. Student counseling needs are met through a wide range of programs and services, including individual and group counseling, crisis intervention, substance education, campus and classroom outreach, mental health awareness programs, referral service, and other programs and services as needed.

4. THE OFFICE OF STUDENT DISABILITY SERVICES

The Office of Student Disability Services (OSDS) offers a variety of services and accommodations for students with documented disabilities upon request. Services available to students with disabilities include, but are not limited to, classroom accommodations for students who are deaf or hard of hearing, students with visual or mobility impairment, and individuals with psychological, psychiatric or medical disorders (e.g., learning disabilities). Additionally, the OSDA provides and coordinates academic and other support services and programs that support students with disabilities in maximizing their educational potential; allow registered students to participate in and benefit from all aspects of University campus life; and increase University faculty, staff, and student awareness and sensitivity regarding the importance of diversity and inclusion for students with disabilities.

<http://www.scsu.edu/files/RegistrarsOffice/20142016UndergraduateCatalog.pdf>.

5. THE BROOKS HEALTH CENTER

The Brooks Health Center's mission is to contribute to the holistic educational experience of students at SC State by ensuring they have access to quality affordable episodic/prevention healthcare and by promoting healthy lifestyle behavior/fitness and wellness. Programs and services are provided to the campus community that combine several approaches: health education, health promotion, preventive health care, treatment of acute illness/injury, and the coordination of health services for students with long-term chronic health conditions or special needs. The Center also provides activities and programs which promote healthy lifestyles, healthy behavior and wellness.

6. THE OFFICE OF JUDICIAL AFFAIRS

The Office of Judicial Affairs seeks to create a safe environment for students at SC State that supports their intellectual, social, and professional development by coordination and administration of the university student judicial process. While the university reserves the right to take appropriate actions to protect the safety and well-being of the campus community, this office is committed to providing a fair and impartial disciplinary process for students charged with violating University policies and the Student Code of Conduct. Information sessions are provided to the campus community to educate students, faculty, and staff of the consequences associated with behaviors that violate University policies and the Student Code of Conduct. Some students are allowed to participate in the Sanction and Volunteer Program designed to provide volunteer opportunities within the university community that may be substituted for certain sanctions or may reduce applicable sanctions.

7. OFFICE OF STUDENT LIFE AND LEADERSHIP

Through the coordination of social, cultural, intellectual, recreational, spiritual and governance programs, the Office of Student Life and Leadership seeks to complement the academic programs of study, promote a sense of community, and enhance the collegiate experience of students. The Office of Student Life and Leadership oversees such program areas as Leadership Training, Student Organizations, the Student Government Association, the Campus Activities Board, Miss SC State, the Royal Court, Greek Life and Religious Life.

8. INTRAMURAL SPORTS PROGRAM

The Intramural Sports Program is a co-curricular program that provides sports/activities, as well as programs and opportunities that enhance wellness, fitness and healthy lifestyles of students, faculty and staff. Participants are allowed to engage in a number of competitive and structured activities each year. Participation in the program is voluntary and determined solely by interest. Students can participate in basketball, flag football, volleyball, kickball, and bowling. Participation can provide one with opportunities to have fun, learn new sports, meet people from other cultures, and test one's physical ability, as well as offer a break from the academic routine.

9. OFFICE OF THE REGISTRAR/VETERANS AFFAIRS

To help further the University's missions and vision, the Registrar's Office is also committed to making the student experience at SC State holistic. To this end, the office provides the following support services to students: class registration, class scheduling and schedule publication, grade reporting and transcript production, enrollment certifications, and graduation/diploma-related services. The office routinely processes requests for course audits, change of grades, changes of majors, and change of address or names. In-person assistance is available at the office from 8:30 a.m. to 5:00 p.m.

Monday through Friday, with extended hours during peak periods, such as registration. Academic calendars are maintained and posted in the Registrar's office and on the website for the benefit of its customers:

(<http://www.scsu.edu/admissions/registrarsoffice.aspx>). This site also contains important telephone numbers and forms that students may need as they matriculate through the university, including those for the purpose of academic petition, graduation application, permission for student information release, class registration, and/drop, credit by examination, and transient student registration.

Access to most information needed by students is through the University's Bulldog Connection. Consequently, the Registrar's web site hosts Curriculum, Advising, and Program Planning/Degree Audit (CAPP) presentations for students that show them how to access their Bulldog Connection and thereby student online resources. Bulldog Connection is an online portal for all students of SC State that allows them access to various functions anytime and anywhere that they need through an approved web browser. These functions include, but are not limited to, personal information, course schedule and registration, and financial aid. Notable among the many links embedded in Bulldog Connection are: My courses, Academic Programs, Residence Life and Housing, Academic Services, Registrar's Office, and Financial Aid. Bulldog Connection places the user just one click away from any information that he/she seeks and facilitates processes, such as course registration and validation of enrollment. The Registrar's Office also provides special services for veterans and transfer students.

10. STUDENT SUCCESS AND RETENTION PROGRAM (SSRP)

The Student Success and Retention Program (SSRP) is a University-wide initiative designed to increase the number and percentage of students retained at the University. The program facilitates experiences that support student success in higher education. Staff collaborate with students to address their unique needs, valuing individual achievements, concerns, and goals. Specific components of SSRP include academic advising, coordination of the freshman year curriculum, the University 101 course, a Student Leadership Orientation Program, an early alert warning system, peer tutorial services, a Multi-Purpose Academic Computer Center (MAC Lab), and the Student Support Services (TRIO) Program.

Academic advising for new freshmen and transfer students who have declared majors is provided by faculty from the chosen disciplines. Undecided students are advised through SSRP until they declare their majors through an established protocol that includes interest inventories, career exploration, and occupational outlook, as well as consultation with academic counselors in SSRP, the Counseling and Self-Development Center, and the Career Development Center.

The coordination of the freshman-year curriculum provides orientation and appropriate academic courses for all new students. It includes course enrollment in University 101 and the General Education Curriculum (e.g. English, mathematics, physical sciences, humanities, social sciences, speech, health education or military science, and computer science). The freshman-year curriculum ensures an opportunity for new students' smooth academic transition into the college environment and to their majors.

University 101 is a one-semester two-credit course designed to assist students with transition from their high school experiences to the collegiate environment. The course seeks to aid students to become knowledgeable about the university's history, traditions, policies, and procedures. University 101 is required for all new and transfer students with less than 30 semester credit hours.

The Student Orientation Leadership Program is comprised of a select group of upperclassmen who assist new students with their transition to the University during summer orientation, New Student Orientation Week activities, and with first-year adjustments to the collegiate environment. Student Orientation Leaders (SOLs) apply to the program and must be recommended by faculty and a senior SOL. Training is provided by the staff within SSRP prior to the beginning of the fall semester.

The Early Academic Warning Alert System (EAWAS) is designed to identify students with academic and other needs. Students are identified through academic faculty referrals, overall academic performance, the Academic Review Board, the Counseling and Self-Development Center and through SSRP's tracking and monitoring. SSRP is currently providing orientation to faculty to use the GradesFirst system, which also has the capacity to provide alerts about students who may be performing poorly in their academic work and may need assistance.

The Peer Academic Tutoring Program (PAT) is a free tutorial service provided by SSRP. The program bridges the gap between student performance and academic expectations for students having academic difficulty. PAT provides personalized academic assistance and course-specific peer tutoring to assist students in the development of study skills essential to success in coursework. Tutoring assistance is offered for homework assignments and class work, as well as mid-term and final examinations. Tutors are recommended by faculty within the area in which they plan to tutor and are then screened and selected by SSRP staff.

The Multi-Purpose Academic Computer Center (MAC Lab) is located on the third floor of Adam H. Moss Hall. It is open to all students and provides support for academic uses of educational technology, including student computer facilities, technology-based workshops; and online courseware technical support.

The Student Support Service (SSS) Program is a federally funded program through the U.S. Department of Education designed to retain and ultimately graduate students at SC State by providing them with services to pursue a postsecondary education. The program offers its participants an opportunity to complete their chosen fields of study through participation in tutoring, counseling and other support services. The program serves eligible program students who are either first-generation college students, from low-income families or students who have disabilities.

11. PROFESSIONAL ORGANIZATION

All dietetic students are encouraged to join and participate in the South Carolina Academy of Nutrition and Dietetics (SCAND). SCAND is involved in a variety of activities that include monthly meetings with guest presenters, fundraising activities, National Nutrition Month activities, and social events. In addition, students are strongly encouraged to become student members in the Academy of Nutrition and Dietetics.

12. DEPARTMENTAL SCHOLARSHIPS

The following scholarships are offered to academically talented students.

Department of Family and Consumer Sciences:

- Edna W. Harrison Scholarship
- Marian Baxter Paul Endowed Scholarship
- Sara Aiken Waymer Scholarship
- Leola Adams Leaders Scholarship in Family and Consumer Sciences
- Family and Consumer Sciences Faculty/Alumni Scholarship

Other Scholarships applicable to Family and Consumer Sciences include:

- Betty Feezor Scholarship
- Kappa Omicron Nu Scholarship
- The Cecelia McIver Scholarship
- USDA/1890 Scholarship

13. FINANCIAL AID

The Office of Financial Aid (OFA) coordinates all financial assistance offered to South Carolina State University (SCSU) students and is charged with responsibility of assuring that federal, state and institutional policies are operationally effective. The philosophy is to provide access and choice to students without such aid would not be able to attend SCSU. The programs administered provide monetary assistance to students who can benefit from further education but who cannot do so without such assistance. Current financial aid information is located at the following link:

<http://www.scsu.edu/admissions/financialaid.aspx>

VII. ACEND FOUNDATION KNOWLEDGE AND LEARNING OUTCOMES REQUIREMENTS FOR DPD (2017)

Foundation learning is defined by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) as follows: the Core Knowledge must be the basis on which the program curriculum and learning activities are built within the context of the mission and goals of the program.

The following five emphasis areas are specified by ACEND as foundation knowledge requirements and for the didactic component of entry level dietetic education programs:

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 a public policy position on nutrition and dietetics practice.
- 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 profession 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 enhance wellness for diverse individuals and groups.

KRDN 3.4 Explain the process involved in delivering quality food and nutrition services.

KRDN 3.5 Describe basic concepts for nutritional 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.

5.3: The program's curriculum must provide learning activities to attain the breadth and depth of the required curriculum components and core knowledge. Syllabi for courses taught within the academic unit must include these learning activities with the associated KRDNs.

- a. Learning activities must prepare students for professional practice with patients/clients with various conditions, including, but not limited to overweight and obesity; endocrine disorders; cancer; malnutrition and cardiovascular, gastrointestinal and renal diseases.
- b. Learning activities must prepare students to implement the Nutrition Care Process with various populations and diverse cultures, including infants, children, adolescents, adults, pregnant/lactating females and older adults.
- c. Learning activities must use a variety of educational approaches necessary for delivery of curriculum content, to meet learner needs and to facilitate learning objectives.

VIII. APPENDICES

APPENDIX A

DIDACTIC PROGRAM IN DIETETICS (DPD) APPLICATION FOR UPPER DIVISION

Requirements for Upper Division

Students must apply for and be admitted to Upper Division of the Nutrition Option of DPD. Students are eligible to apply for upper division once they have completed the courses below by the end the semester. No grade lower than a “C” will be accepted as a part of the admissions requirement.

Chemistry: 150,151, 152, 153, 306,316,

Biology: 207, 217, 208, 218

Math: 150, 155

NFM 102

FCS 101

Procedure

1. Complete the upper division application form.
 - a. Indicate grades earned in all courses completed in the curriculum.
 - b. If transfer credit is used, indicate course title and name of university where course was completed.
 - c. For any required lower division course that you have not yet completed, indicate the date that you will take the course.
2. Carefully read, sign and date the statement below.
3. If your application is accepted, you will be notified in writing by the Director of the Didactic Program in Dietetics prior to registration for the semester you plan to enroll in upper division courses.

<i>Course</i>	<i>Grade</i>	<i>If a course was transferred, include the name of the institution and copy of the transcript.</i>	<i>If transferred(name of institution and Grade) * include a copy of the transcript from the transferring school</i>
Chemistry 150			
Chemistry 151			
Chemistry 152			
Chemistry 153			
Chemistry 306			
Chemistry 316			
Biology 207			
Biology 217			
Biology 208			
Biology 218			
Math 151			
Math 155			
Nutrition and Food Management 102			
Family and Consumer Sciences 101			

Name _____

Identification Number _____

Signature _____

Date _____

APPENDIX B

**ORIENTATION TO NUTRITION AND DIETETICS PROFESSION SIGNATURE
FORM**

I have read and understand the content of the Didactic Program Student Handbook including departmental, college, and university guidelines, regulations, and services.

Student Name (please print full name including first, middle or maiden, last):

Student Signature: _____

Date: _____

Banner ID: _____

APPENDIX D

STUDENT ORGANIZATION FORM



Name of Student _____

Name of Organization _____

Faculty Sponsor's Name _____

Faculty Sponsor's Signature _____

Faculty Sponsor's Email _____

Faculty Sponsor' Phone Number _____

APPENDIX E

DIETITIAN SHADOWING DOCUMENTATION

This form is for students applying to study dietetics at South Carolina State University. The form provides evidence that the applicant has shadowed a dietitian. The form should be completed by both the supervising dietitian and by the applicant. It must be signed and stamped with the department, hospital or clinic official stamp.



To be completed by the supervising dietitian

Name of the applicant who shadowed you:	
Date of shadowing visit:	
Name of the dietitian(s) being shadowed:	
Name of Hospital / Clinic / Agency	
Please briefly summarize the dietetic activities that the applicant observed:	
Please briefly comment on your impression of the applicant (e.g. interest, enthusiasm, punctuality, questions asked etc.):	
Dietitian's signature:	
Official stamp of Hospital / Clinic / Agency	

To be completed by the applicant

Name of applicant:		
Student ID:		
Course applying for:		

Please return the original form to:
 Carmen Thompson, MS, RDN, LD
 South Carolina State University
 Department Family and Consumer Sciences
 300 College Street, Northeast
 Orangeburg, South Carolina 29117-0001

IX. FREQUENTLY ASKED QUESTIONS

What does DPD stand for and what is it?

Didactic Program in Dietetics (DPD) is a Bachelor of Science degree program that provides students with the appropriate coursework to apply for a dietetic internship in order to become a Registered Dietitian Nutritionist (RDN).

How do I find an advisor?

Please contact the DPD Director by phone at 803-516-4590, or email: cthomass@scsu.edu. You may also contact the Department of Family and Consumer Sciences at 803 536-7110 or visit <http://www.scsu.edu/academicdepartments/departmentoffamilyconsumersciences.aspx>.

What is a core course?

Core courses are required for all majors. (FCS 101, NFM 102, FCS 251, FCS 304, FCS 498). Students are required to score at least 70% on the departmental exit exam during their senior year.

Is there a minimum Grade Point Average (GPA) requirement for the Nutrition Option in DPD program?

Yes, you must have a GPA of at least 3.0 to be accepted into the program. Additionally, it is necessary that you maintain a GPA of 3.0 or above to continue in the program.

Are there any funds available to dietetic students?

There are many resources available to students in need of financial assistance, i.e., grants and scholarships from various organizations, the school you are interested in attending, and the federal government. Funding is also available to qualifying students interested in graduate studies and dietetic internships. For more information, please visit the Department of Family and Consumer Sciences or the Office of Financial Aid at <https://www.scsu.edu/admissions/financialaid.aspx>

<http://www.scsu.edu/academicdepartments/departmentoffamilyconsumersciences/fcsscholarships.aspx>

Is South Carolina the only place I can do my internship?

There are internships available throughout the United States. For information on supervised internship programs, go to www.eatright.org.

Do I have to start my internship immediately following graduation?

While it is not required, it is encouraged. Talk with your advisor and faculty members to determine the best course of action for you.

What is the difference between a Dietetic Technician, Registered (DTR) and a Registered Dietitian (RD)?

An RD has completed a minimum of a bachelor's degree at an accredited college or university, whereas a DTR has completed at least an associate's degree. Additionally, both an RD and a DTR must pass a national examination and complete continuing professional educational requirements to maintain registration. For more details, please visit www.eatright.org/students/education/.

What is the difference between a Nutritionist and a Registered Dietitian?

An RDN has successfully passed the National Registration Exam administered through the Commission on Dietetic Registration (CDR) of the Academy of Nutrition and Dietetics. A Nutritionist may or may not be an RDN.

What kind of salary can I expect to earn as a Registered Dietitian?

According to the 2016 U.S. Department of Labor, Bureau of Labor and Statistics, the median annual income of all RDNs in the U.S. \$58,920. It is important to consider various factors determining salary such as geographic location, practice area, level of education, benefits package, and years in practice. For additional information, please visit

www.eatright.org/students/education/starthere.aspx.

What are the career possibilities for a Registered Dietitian?

RDs work in a variety of settings, including hospitals, institutions, school systems, outpatient clinics, corporate wellness, and more. Within these settings, RDs have the opportunity to work in various fields, including clinical, community, food service and systems management, sports nutrition, and more. For more detailed descriptions of career possibilities, please visit the Academy of Nutrition and Dietetics' website at <http://www.eatright.org/students/careers/>.

How do I know if a career in dietetics is right for me?

You can contact the Department of Family and Consumer Sciences for advice about careers.