Purdue University

Didactic Program in Nutrition & Dietetics

Handbook

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Program website:
http://www.purdue.edu/hhs/nutr/students/undergraduate/majors/DIDA.html

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Welcome
This handbook is designed to help you learn about the Didactic Program in Nutrition & Dietetics (DPD) at Purdue University and to serve as a reference for you. If you have questions about the DPD at Purdue University or need additional information, please contact the Program Director.

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Department of Nutrition Science
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765-494-0674 (FAX)
hillgallant@purdue.edu

Program Information and Policies and Procedures

Accreditation Status (9.3.a)
The Purdue University Didactic Program in Nutrition and Dietetics (DPD) is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995; Phone: 800-877-1600, Ext. 5400. http://www.eatright.org/ACEND. ACEND is a specialized accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the United States Department of Education. The DPD received its accreditation in 2008 and will be under review for accreditation again in 2018.

DPD Mission Statement (9.3.b)
The Didactic Program in Nutrition and Dietetics (DPD) mission is to prepare students for supervised practice leading to eligibility for the CDR credentialing exam to become a registered dietitian nutritionist, and promote professional development through discovery, learning and engagement. The DPD program will provide a curriculum and learning environment that will provide a strong foundation in nutrition education and promote an appreciation for life-long learning.
DPD Goals and Objectives (9.3.b)
The program has three goals with specific objectives

Program Goal #1 - Prepare students to be qualified and competent for the pursuit of a career related to dietetics and nutrition.

Objectives for Goal #1 -
1. DPD Completion Rate within 3 years of entering junior status in the DPD (Target Measure 99%).

2. Program Application to Supervised Practice within 12 months of graduation (at least 70% of the DPD graduates (includes students applying to the CPD).

3. Supervised Experience program Acceptance Rate within 12 months of graduation (Purdue DPD > 70%).

4. Passing RD Exam on 1st attempt (>80% over a 5-year period).

5. Total Mean Scaled Score on RD Exam (Purdue DPD > National Average).

6. Nutrition Mean Scaled Score on RD Exam (Purdue DPD > National Average).

7. Foodservice Mean Scaled Score on RD Exam (Purdue DPD > National Average).

8. Become RD and/or obtain employment related to major, and/or enrolled in an accredited continuing education program (> 80%).

9. Rating of Foundation Knowledge Requirements of DPD Graduates (95% will receive at least a satisfactory rating (3 or above)).

Program Goal #2 - Promote student involvement in the unique opportunities related to dietetics and nutrition to broaden their experiences beyond those required in the DPD curriculum.

Objectives for Goal #2 –
1. Application to the CPD program annually (at least 20% of the DPD students).

2. Number of Double Majors (at least 33% of DPD students).

3. Enrollment/Participation in Honors Program, Research, Study Abroad, Seminars and lectures, Corporate Internships, Executive in the Classroom, Experience in Sports Dietetics (at least 50% of DPD students in either/or experience).
Program Goal #3 – Foster cultural competency by increasing student diversity and student experiences working with diverse populations.

Objectives for Goal #3 –
1. Enroll and retain DPD students from underrepresented minority groups (African descent, Hispanic, or American Indian) (at least 15%).

2. Enroll and retain male DPD students (at least 8%)

3. Enroll and retain 1st generation college students in the DPD (at least 20%)

4. Participation in extracurricular diversity and cultural experiences (e.g. cultural center programs, events offered through Diversity and Inclusion, outreach activities with diverse populations, study abroad, research programs, new elective courses in International Nutrition and World Food Problems) (at least 50% of DPD students experience).

Program outcomes (9.3.c)
Program outcomes data are available on request. Please send an email request to Kathleen Hill Gallant, PhD, RD, DPD Director, at hillgallant@purdue.edu.
Pathway to becoming a Registered Dietitian Nutritionist (RD) and an Indiana Certified Dietitian (CD) (9.3.d)

The RD credential (or RDN, alternatively) is earned after successfully passing a national examination administered by the Commission on Dietetic Registration (CDR). To be eligible to take the examination, individuals must successfully (1) earn a minimum of a bachelor’s degree at a US regionally accredited university or college and course work (didactic component) accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) and (2) complete an ACEND-accredited supervised practice program http://www.eatrightpro.org/resource/acend/students-and-advancing-education/information-for-students/registered-dietitian-nutritionist-fact-sheet. The Didactic Program in Nutrition & Dietetics (DPD) at Purdue University fulfills the first requirement in the pathway to becoming an RD – the course work component. The DPD at Purdue University also provides the course work education requirements for becoming a Certified Dietitian (CD) in the state of Indiana IC 25-14.5-3-1 (http://www.in.gov/pla/files/IDCB_2013_Edition.pdf). Indiana state law also requires supervised practice experience to be qualified for certification as a dietitian in the state.

The DPD culminates in a Bachelor of Science degree and the issuance of a DPD Verification Statement. DPD students must then apply, be accepted to, and successfully complete an ACEND-accredited post-baccalaureate supervised practice program (“dietetic internship”) to be eligible to take the RD examination. Alternatively, DPD students may apply for the Coordinated Program in Dietetics (CPD) at Purdue University during the Fall semester of their final year of DPD course work and complete the supervised practice experience through the CPD while remaining an enrolled student at Purdue. All students interested in completing the CPD must first be admitted to the DPD at Purdue University (“Nutrition and Dietetics” major [major code DPND]). Students who elect to apply to the CPD for their supervised practice experience must follow the CPD application process http://www.purdue.edu/hhs/nutr/students/undergraduate/majors/CPD.html. Students must apply and interview for the CPD. If accepted into the CPD, the student’s major will then change from Nutrition and Dietetics (major code DPND) to Coordinated Program in Dietetics (major code CRDT).

The Purdue DPD also operates an Individualized Supervised Practice Program (ISPP) for unmatched dietetic internship applicants. For more information on the Purdue ISPP, please see the Purdue ISPP handbook and information located on the Department of Nutrition Science website (https://www.purdue.edu/hhs/nutr/students/undergraduate/majors/ISPP.html) or contact the ISPP manager, Dinah Dalder, MS, RD, dalder@purdue.edu.

Individuals who have earned the RD credential have the option of alternatively using RDN, for “registered dietitian nutritionist”. RD and RDN are the same credential. For more information, see: https://www.cdrnet.org/news/rdncredentialfaq.
NOTE: The Commission on Dietetic Registration (CDR) passed a motion in April 2013 to change the entry-level registration eligibility (RD exam) requirements for dietitians from a minimum baccalaureate degree to a minimum of a graduate degree beginning in the year 2024. All other entry-level dietitian registration eligibility requirements currently remain the same. The graduate degree at present does not have to come from an ACEND-accredited program and may be a master’s degree or doctorate in any discipline. Current RDs and students who take the RD exam before 2024 will not have to meet the graduate degree requirement.

The pathway options available through Purdue University to become an RD are depicted in Appendix A.
Estimated Expenses (9.3.e)

See Purdue's estimated cost of attendance: [http://www.admissions.purdue.edu/costsandfinancialaid/tuitionfees.php](http://www.admissions.purdue.edu/costsandfinancialaid/tuitionfees.php). (This information is subject to change without notice)

There are additional costs associated with the DPD:

<table>
<thead>
<tr>
<th>Item</th>
<th>Explanation</th>
<th>Estimated Cost ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab Coat</td>
<td>Students are required to wear and maintain a white clean, professional lab coat for laboratory classes.</td>
<td>40.00</td>
</tr>
<tr>
<td>Academy of Nutrition and Dietetics (AND) Membership</td>
<td>Students are strongly encouraged to join AND early in their curriculum and membership is required for students enrolled in NUTR 48000/48100. Student membership includes free access to educational and training materials, reduced registration fees for professional meetings, and the monthly professional journal. Student membership is required for scholarships sponsored by AND and its affiliates. <a href="http://www.eatrightpro.org/resources/membership/membership-types-and-criteria/student-member">http://www.eatrightpro.org/resources/membership/membership-types-and-criteria/student-member</a></td>
<td>58.00 per year for student membership (6 year maximum allowed)</td>
</tr>
<tr>
<td>Travel</td>
<td>Field trip in NUTR 20500</td>
<td>6.00</td>
</tr>
<tr>
<td>Study Abroad</td>
<td>Refer to the Study Abroad website at <a href="http://www.studyabroad.purdue.edu">www.studyabroad.purdue.edu</a></td>
<td>Variable</td>
</tr>
<tr>
<td>D&amp;D Digital Registration Fee</td>
<td>Dietetic internships select applicants through a computer matching process that is administered by D&amp;D Digital. There are two matching periods per year (April and November). <a href="https://www.dnddigital.com/ada/">https://www.dnddigital.com/ada/</a></td>
<td>$55.00 per each matching period</td>
</tr>
<tr>
<td>DICAS</td>
<td>DICAS is the centralized application portal for dietetic internships. DICAS charges $45 for the first supervised practice program you apply to and $20 for each additional program that you apply. <a href="https://portal.dicas.org/dicasHelpPages/instructions/fee-schedule/index.html">https://portal.dicas.org/dicasHelpPages/instructions/fee-schedule/index.html</a></td>
<td>Variable depending on number of programs you apply to</td>
</tr>
<tr>
<td>Supervised Practice Program Application Fees</td>
<td>Some supervised practice programs charge additional fees when an application is submitted. The program application fee is in addition to the DICAS fee.</td>
<td>Variable</td>
</tr>
<tr>
<td>GRE</td>
<td>Although the CPD at Purdue University and many dietetic internships do not require the GRE, seniors are encouraged to take the GRE to expand their choices of supervised practice program opportunities. <a href="http://www.ets.org/gre/revised_general/about/fees">http://www.ets.org/gre/revised_general/about/fees</a></td>
<td>$205 for standard test administration</td>
</tr>
</tbody>
</table>
Application and Admission Requirements (9.3.f, 10.1.a)

Non-discrimination Policy Statement
For the Purdue non-discrimination policy statement, please see:
http://www.purdue.edu/purdue/ea_eou_statement.html

Incoming New Students
New students apply to the program through Purdue Undergraduate Admissions. Accepted incoming students are admitted into the DPD (major “Nutrition and Dietetics, DPND”) by Purdue University Admission Criteria (http://www.purdue.edu/purdue/admissions/index.html). Factors that are reviewed holistically for each applicant include:

- High school course expectations
- Overall grades in academic coursework
- Grades related to intended major
- Strength of student's overall high school curriculum
- Trends in achievement
- Class rank
- Overall grade point average
- Core grade point average (English, academic math, laboratory science, foreign language, speech)
- SAT or ACT score sent from the testing agency (including writing section)
- Ability to be successful in intended major
- Essay
- Personal background and experiences
- Information provided by high school guidance counselor (or other school administrator)
- Time of year the student applies
- Space availability in the intended program

Subject matter expectations include 8 semesters of college-preparatory math, 6 semesters of lab sciences, 8 semesters of English, 4 semesters of a foreign language and 6 semesters of social studies. Applicants must meet these course expectations either in high school or through subsequent college-level (not remedial) coursework. A semester of college coursework is equivalent to two semesters of high school. All applicants must graduate from high school or have a GED, and Indiana residents are given preference.
Change of Degree Option (CODO) & Change of Major Students

Current Purdue students wishing to enter into the DPD from another college at Purdue University must meet the Change of Degree Option (CODO) requirements of the Nutrition and Dietetics (DPND major). Students wishing to enter into the DPD from another major within the college must also meet these requirements.


The criteria include:

- Must be in good academic standing and complete an academic advisor interview
- A minimum of 1 college semester completed; minimum 12 credit hours
- Minimum GPA 3.0
- Students must have earned at least a C or better in one of the following: CHM 10900, CHM 11100, CHM 11500, CHM 12901, BIOL 11000, BIOL 12100, BIOL 20300, or BIOL 30100

Transfer of Credits between Curricula at Purdue

Transfer of credit between curricula at Purdue is covered in University Regulations, Section II, Part E (http://www.purdue.edu/studentregulations/regulations_procedures/program.html):

When students transfer into the DPD from another curriculum, the courses that have been acceptable in satisfying the degree requirements of the DPD shall be determined as follows:

1. An authorized representative of the dean of the school into which the student wishes to transfer shall cause to be entered upon forms provided by the registrar a list of those courses previously taken that may be used in satisfying the degree requirements of the curriculum into which the student is transferring. These courses shall include:

   a. All courses completed, regardless of grade received, which are required courses in the curriculum to which he/she is transferring or which are substantially equivalent to, and are acceptable as substitutes for, such required courses.
   b. Courses completed but not required for his/her new curriculum that are admissible for credit as elective courses in the new curriculum. The decision to transfer such credit for elective courses shall be made by the student at the time of transfer and upon the consent of an authorized representative of the dean of the school to which the student is applying for transfer.

2. A graduation index as of the date of transfer shall be computed using only grades in courses transferred as specified above.
3. When a student transfers between markedly different curricula within a school offering a single degree, the dean of the school shall be empowered to grant an exception that extends the benefits of this section.

To receive a verification statement, all KRDNs must be met.

Transfer Students
Transfer students from other universities are admitted into the DPD through criteria established by the Purdue Admissions Office (http://www.purdue.edu/purdue/admissions/index.html).

Purdue transfer credit guidelines can be found at the following link: https://www.admissions.purdue.edu/transfercredit/transferprocess.php

Acceptance of transfer credits into the DPD (10.2.i)
A student transferring into the DPD at Purdue University must complete the following courses from the West Lafayette campus in order to complete the Purdue DPD and receive a verification statement: NUTR 33000, NUTR 33200, NUTR 36500, NUTR 41100, NUTR 42400, NUTR 43600, NUTR 43700, NUTR 43800, NUTR 44200, NUTR 45300, NUTR 48000, NUTR 48100, NUTR 43000. Students may seek an exemption if they have completed a course they perceive is equivalent to one of these courses at another approved or accredited institution. An exception is for NUTR 48000 and 48100, which must be completed at Purdue to receive a Purdue DPD verification statement. Course exemptions will not be granted for students if they have already attempted one of these courses at Purdue and earned a failing grade.

An exemption for one of these courses (except NUTR 48000 and 48100) may be sought in one of the following ways:

2. Transfer credit as designated by the Credit Evaluation Office that is processed on official transcripts as a true equivalent in regards to matching content, prerequisites, and credit hours will receive approval of course for receipt of verification statement.

3. Transfer credit as designated by the Credit Evaluation Office is processed on official transcripts as “undistributed credit” must be evaluated by the department for course equivalence. It is the DPD director’s prerogative as to whether there can be credit established for a DPD required course. Students may be interviewed and the course syllabus, material and other information must be provided to determine equivalency. An exam may be used to determine equivalency: The final exam, if comprehensive, may be used, or one may be constructed from course material. Students must score at least a 70% on the examination to qualify for an exemption, the usual grade to receive a “pass” at Purdue.
4. Transfer credit without examination for NUTR courses required for the verification statement may also be awarded on the basis of substantially equivalent experience, successful completion of a more advanced course, etc. at the discretion of the DPD director or department head.

There is a limit to the number of exemptions for transfer credit for these courses that may be granted: Students must complete at least 27 credit hours of the 35 cumulative hours of professional NUTR courses at Purdue University’s West Lafayette campus, and these must include NUTR 48000 and 48100. This credit requirement parallels itself with the University policy of completing at least 32 credits of 300+ (junior+) level required for graduation at Purdue University.

All other courses required to complete the DPD and receive a verification statement follow the University’s policy for transfer credits.

Transfer Credit to Meet NUTR 31500 Requirement
Courses for non-majors in Nutrition Science will not be accepted as substitutes for required major courses. This primarily applies to NUTR 30300. Should the student take NUTR 30300 or equivalent before transferring to the Purdue DPD, he/she may establish credit in the required NUTR 31500 by exam, only if he/she earned a B- or better in 303, or the student must enroll in NUTR 315 or an equivalent transfer course. Students may attempt the test-out exam only once. Students who do not pass the test-out exam on the first attempt must enroll in 31500 (or equivalent) in order to meet this requirement. Students planning to take the test-out exam should do this as early as possible after switching to the dietetics major, and it must be done prior to the semester of expected graduation. NUTR 31500 serves as pre-requisites to subsequent courses in the curriculum. As such, it must be completed prior to enrollment in those courses.

Study Abroad
Purdue has specific arrangements with the Dublin Institute of Technology, Dublin, Ireland and Curtin University in Perth, Australia for semester exchanges. Also, a study abroad course, NUTR 39800 Culture and Food of France, is available through our department and includes one-week abroad during either “Maymester” or spring break (alternating years).

http://www.purdue.edu/hhs/nutr/students/undergraduate/beyond_the_classroom/studyabroad.html

There are many other study abroad opportunities available. Be sure to discuss your interest in study abroad with your academic advisor early on in order to plan appropriately and to not add time to graduation. There are many opportunities in summer that students can take advantage of that don’t require as much preplanning as a semester abroad. Study abroad opportunities are often helpful to fulfill partial language requirements for a language minor.

https://www.studyabroad.purdue.edu/
Academic Calendar (9.3.g, 10.2.q)
The DPD program follows the academic calendar of Purdue University, including vacations and holidays. The academic calendar is located at http://www.purdue.edu/registrar/Calendars/index.html.

The DPD program follows Purdue policy for class absences: http://www.purdue.edu/advocacy/students/absences.html

Graduation and DPD completion requirements (9.3.h, 10.2.m)
DPD students are enrolled as Nutrition and Dietetics (DPND) major or Nutrition and Dietetics/Nutrition, Fitness & Health double major (DNFH) and must complete their degree requirements to earn the BS degree and DPD verification statement.

Minimum grades in specific courses are required to complete the DPD and graduate in this major.
http://catalog.purdue.edu/preview_program.php?catoid=7&poid=6499&returnto=2933

120 semester credits are required to obtain a Bachelor of Science degree. Students must have a minimum cumulative GPA of 2.0 and have satisfactory knowledge of the English language. Students must have a minimum DPD GPA of 2.75 to graduate and receive a verification statement. Students register as a degree candidate during the semester immediately preceding conferment. The DPD program follows all university rules and regulations for graduation available at http://www.purdue.edu/studentregulations/regulations_procedures/degrees.html

Students must complete at least 27 credit hours of the 35 cumulative hours of professional NUTR courses at Purdue University’s West Lafayette campus. This credit requirement parallels itself with the University policy requiring completion of at least 32 credits of >junior level coursework, and resident study for at least two semesters for graduation from Purdue University. All other courses required by the DPD to receive a verification statement follow the University’s policy for transfer credits.

The time planned for completion of the Nutrition and Dietetics major and all DPD course requirements is 4 years. While there is no maximum time allowed to complete the DPD, Purdue University credits expire 10 years from the time they are earned. Students are also advised that while DPD verification statements do not expire, many supervised practice programs consider course work older than 5 years as outdated, so old course work may hinder a student’s chances at being accepted for supervised practice. In these cases, DPD students or graduates are encouraged to consult with the DPD program director or assistant director for options to update didactic course work/knowledge.
Financial Aid Information (9.3.i, 10.2.t)

The Division of Financial Aid website http://www.purdue.edu/dfa/ is the gateway for all information related for financial aid. Students may access their financial aid status by logging on to their account through myPurdue.

Computer Matching Information (9.3.j)

Students in the Purdue DPD must complete an accredited supervised practice experience before they are eligible to take the RD national exam. As described above, students may choose to apply to the Purdue CPD during the Fall semester of their last year of DPD coursework, and complete their supervised practice with the CPD if they are accepted. Or, students may participate in the national computer match for dietetic internships that occurs twice a year, in spring and fall. Most students, and most internships participate in the spring match. Fewer students and a smaller number of internships participate in the fall match. More information about dietetic internship matching can be found here http://www.eatrightpro.org/resources/acend/students-and-advancing-education/dietetic-internship-match-students and here http://www.eatrightpro.org/resource/acend/students-and-advancing-education/dietetic-internship-match-students/top-10-questions-about-computer-matching-for-dietetic-internships.

All DPD students are required to take NUTR 41100 during the Fall semester of their final year of course work in which they learn more details about computer matching and are guided through the steps of preparing their DI applications. DPD graduates who wish to apply to a DI after leaving Purdue (either for the first time or after receiving a ‘no match’) are encouraged to contact the DPD program director or assistant director for questions and additional guidance or to refresh information learned in NUTR 41100.

Distance Education Options (9.3.k, 10.2.r, 10.2.o)

The Purdue University DPD does not offer a distance education track. Completing the Purdue DPD will require at least two semesters of residence in (or commuting distance to) West Lafayette, IN. However, several courses in the curriculum are offered optionally by distance education. These distance offerings may change year to year, so it is up to the student to determine if a course has a distance section during a given term. Taking a course by distance education typically requires access to a computer and internet. Instructors employ various approaches to ensure student identity for online/distance testing, such as use of unique login credentials, webcam verification of the presence of the correct student, and signed course honor policies. Please see the course catalog for current distance education section offerings (http://catalog.purdue.edu/).
Experiential Learning Requirements (8.1, 9.3.I, 10.2.e)

The Purdue DPD does not have any particular facilities where students are routinely placed for specified experiential learning. Several courses in the DPD require experiential learning components, however, students are responsible for finding their own sites to gain that experience. Thus, the Purdue DPD has a policy to not enter into affiliation agreements with facilities for experiential learning.

DPD Verification Statement Work/Volunteer Requirement: Students are required to document at least 150 hours of dietetics-related work or volunteer experience to receive a DPD verification statement. The program recommends that students gain a variety of experiences that minimally include the areas of clinical dietetics, food service, community nutrition, and leadership. However, the composition of the 150 hours experience is determined by the student. It is the responsibility of student to find these experiences and to be able to explain how they relate to dietetics. The purpose of this requirement is to help ensure students have explored the profession in preparation for entry into supervised practice. The benefit to the student is a more competitive supervised practice application and successful supervised practice experience, as well as an opportunity to explore their interests within the dietetics field. This requirement is introduced to students in NUTR 10600 and documentation of completed hours is submitted by students in NUTR 41100. This requirement is effective starting with students entering during the catalog term 2017-18.

NUTR 35000 Option for Quantity Food Production Course: Students have the option of completing NUTR 35000 in lieu of HTM 291L for Quantity Food Production. Students opting for NUTR 35000 must find their own preceptor and location to complete the course requirements, and the NUTR 35000 experience must be approved by the instructor prior to starting. Please see the information posted on the DPD website (https://www.purdue.edu/hhs/nutr/students/undergraduate/majors/DIDA.html) for more information.

It is required by ACEND that students participating in experiential learning are not used as staff relief or in place of regular employees. (10.2.e)

Admission Assessment, Student Performance Monitoring, and Student Retention (10.1.a, 10.1.b, 10.1.c)

Admission to the Purdue DPD via the Nutrition and Dietetics (DPND) major is determined by Purdue University Admissions for new students and transfer students, and by CODO requirements as described above in the section “Application and Admission Requirements”.

Starting with catalog term 2016-17, the Purdue DPD (via the Nutrition and Dietetics major) has minimum GPA and course grade requirements that serve as a gate to
progress in the program in addition to providing graduation and program completion requirements. To progress in the program, a DPD GPA of at least 3.0 in “Dietetics Required Courses I” is required, and to graduate with the Nutrition and Dietetics major and complete the DPD, a minimum DPD GPA of at least 2.75 in “Dietetics Required Courses I & II” is required (see degree requirements sheet for the list of courses). These requirements were developed based on evaluation of aggregate data from multiple years’ classes of dietetics students’ academic performance and success in attaining dietetics supervised practice experience and the minimum application/admission requirements of supervised practice programs around the country. The intent of the minimum course grade and DPD GPA requirements is to help ensure that students who are allowed to progress through the program are 1) well-prepared for entry into an accredited supervised practice experience program, 2) competitive for success in attaining placement in supervised practice, and 3) well-prepared with the didactic knowledge to be successful in passing the national registration examination for dietitians. Failure to meet the DPD GPA and course grade requirements of “Dietetics Required Courses I” provides an opportunity for students to discuss with their academic advisors the likelihood of success if the student continues in the major by retaking courses to improve grades and/or GPA. Students are allowed to continue to improve grades and GPA following Purdue’s policy for repeating course work (see: http://www.purdue.edu/studentregulations/regulations_procedures/grades.html). However, students will not be allowed to register in NUTR 48000 without the course grade pre-requisites.

Students who have low likelihood for success in the DPD will be counseled by their academic advisors on alternative career paths that are appropriate for their skills, interests, and abilities. Students may also contact the DPD program director or assistant director to make an appointment for career guidance.

See sections below for further information on DPD Retention and Remediation and Student Support Services.

**Registration**

Students must meet with their academic advisor prior to registration to discuss their progress on their plan of study and to receive their registration PIN number for the following semester. Students are allowed to register based on their registration time ticket group as set by the Purdue Registrar. For Purdue registration procedures please see: http://www.purdue.edu/studentregulations/regulations_procedures/registration.html

**Drop/Add**

The Course Drop/Add process is found at the following link: http://www.purdue.edu/registrar/currentStudents/students/addDropCourses.html

Deadlines are found on the Purdue academic calendar: http://www.purdue.edu/registrar/Calendars/index.html.
Policies and Procedures Related to Attendance, Academic Integrity, and Academic Dishonesty
The Purdue DPD follows Purdue policies and procedures related to attendance, academic integrity, and academic dishonesty.

Purdue Attendance Policy:  
http://www.purdue.edu/studentregulations/regulations_procedures/classes.html

Purdue Academic Integrity Policy:  
http://www.purdue.edu/odos/osrr/academic-integrity/index.html

Code of Ethics for the Profession of Dietetics
All student members of the Academy of Nutrition and Dietetics agree to abide by the Code of Ethics for the Profession of Dietetics when they apply for student membership. The Code of Ethics for the Profession of Dietetics is found at www.eatright.org/CodeofEthics. Purdue DPD students are required to join the Academy of Nutrition and Dietetics as student members as part of the course requirements for NUTR 48000, but are encouraged to join sooner.

Withdrawal and Refund of Fees (10.2.p)
The DPD follows Purdue policies and procedures related to withdrawal from the university. Purdue’s withdrawal procedure can be found here:
http://www.purdue.edu/advocacy/students/withdrawal.html

Purdue’s refund policy can be found here:
http://www.purdue.edu/studentregulations/regulations_procedures/registration.html

The policy for return of federal Title IV funds can be found here:
https://www.purdue.edu/bursar/tuition/refundWithdrawals/titleIVFunds.html

Insurance Requirements (10.2.a)
All students are expected to have health/medical insurance coverage to cover illness and injury. The student is responsible for the cost of medical/health insurance.

Liability for Safe Travel to Experiential Learning Sites (10.2.b)
Students are required to provide their own transportation to any experiential learning sites. All students are responsible for obtaining and paying for their own automobile insurance, or for receiving transportation from other insured drivers or public transportation.

The students are to follow the experiential learning sites’ rules and regulations for traveling in inclement weather (there are no “snow-days” for employees).
**Injury or Illness** (10.2.c)

All students are expected to obtain prompt medical care to treat any accident, illness or injury that occurs during the DPD, on campus and at any experiential learning sites. Expedient emergency care should be obtained as needed at sites. Students are responsible for all costs incurred for emergency care, treatment of an illness or injury and any follow up care.

**Drug Testing and Criminal Background Checks** (10.2.d)

The Purdue DPD does not require drug testing or criminal background checks. However, some experiential learning sites may require this of students to function at their facilities. Students must follow the facility requirement or will need to find another facility. Students are responsible for any costs associated with drug testing or criminal background checks.

Purdue DPD students should be aware of the Purdue Alcohol and Other Drug Policy [http://www.purdue.edu/aod/regulations/index.shtml](http://www.purdue.edu/aod/regulations/index.shtml).

**Protection of Privacy of Student Information and Access to Personal Files** (10.2.r, 10.2.s)

Purdue University complies with the Family Educational Rights and Privacy Act of 1974 (d), as amended, the federal law that protects the privacy of Education Records of Students. FERPA information [http://www.purdue.edu/registrar/FERPA/](http://www.purdue.edu/registrar/FERPA/).

Students may access their own education records by following the Purdue policy found here in accordance with FERPA: [http://www.purdue.edu/policies/records/viiia4.html](http://www.purdue.edu/policies/records/viiia4.html).

**Complaints** (10.2.g, 10.2.h)

Students who have a grievance with the DPD are encouraged to meet with the DPD Director in an attempt to resolve the issue. If the issue is not resolved, the student may present the grievance to the Department Head or the Assistant to the Head (in the absence of the Department Head) without fear of retaliation. A student may initially present his/her grievance to the Head (or her Assistant) if preferred. Some grievances may be under the jurisdiction of the College and/or University. Grievance policies for the University shall be followed as outlined in the University Regulations. Grievance procedures may vary according to the subject of grievance (grades, harassment, etc). The Office of the Dean of Students may facilitate the processing of student grievances as appropriate [http://www.purdue.edu/odos/](http://www.purdue.edu/odos/).

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) will review complaints that relate to a program’s compliance with the Standards of Education or with published accreditation policies. ACEND is interested in the sustained quality and continued improvement of dietetics education programs, but does not intervene on behalf of individuals, or act as a court of appeal for individuals in matters of admission, appointment, promotion, or
dismissal of faculty, staff, or students. If all options to resolve or address the complaint at Purdue University have been exhausted, contact ACEND for more information (Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, Illinois 60606-6995 (Phone: 800-877-1600 ext. 5400 or 312-899-0040)).

A chronological record of all student complaints related to ACEND accreditation standards will be kept in a 3-ring binder in the DPD assistant director’s office for a period of 7 years, including information on the resolution of the complaints. The notebook is available to ACEND reviewers to inspect during accreditation site visits.

**Assessment of Prior Learning** (10.2.i)
See also section on “Acceptance of transfer credits into the DPD” section.

**Formal Assessment of Student Learning** (10.2.j)
Students can expect to receive formal evaluations in the following formats: rubrics for oral presentations and projects, exams, scored assignments and semester grades. Many opportunities occur for informal feedback about performance. These opportunities need to be viewed as positive opportunities to gain insight and adjust performance. Students meet with their advisor at least one time each semester to review academic progress and goals and to plan the course of study. In addition, all course instructors and professors hold office hours to meet with students.

**Grades and Grade Reports**
The DPD follows Purdue policy for grades and grade reports, which can be found here (includes information on grade substitution for repeat coursework and procedures for incomplete coursework):
http://www.purdue.edu/studentregulations/regulations_procedures/grades.html

**DPD Retention and Remediation** (10.1.c, 10.2.k)

The Department of Nutrition Science will enforce the passing of course pre-requisites to enroll in the next required class. Students receiving an "F" in a course pre-requisite will be automatically dropped from the subsequent course. The Purdue DPD has minimum grade and GPAs established as degree requirements effective for catalog term Fall 2016 http://catalog.purdue.edu/mime/media/7/2633/Nutrition+And+Dietetics++DONE.pdf. If you enrolled prior to this catalog term, please see your advisor or DPD director regarding your grade and GPA requirements.

Students receiving an “F” in a course will follow the standards as listed above on prerequisite grade requirements. No credit is awarded for courses in which an “F” is awarded. Therefore, students have not met the major’s requirements for graduation and must retake the course to meet graduation requirements. Due to the necessary sequencing to complete the NUTR majors, receiving an "F" in a course that is a pre-requisite for a later course may increase by
up to 2 years the time needed to complete the major. (University Senate Document 76-7, as amended and approved, February 21, 1977, and University Senate Document 96-8, April 28, 1997.)

**Access to Student Support Services** (10.2.k, 10.2.t)

All DPD students have an academic advisor in the Nutrition Sciences department and students are encouraged to meet with their academic advisor each semester to review academic progress, goals and course selection. Purdue University has a vested interest in students’ success and provides the resources students need to do well academically. All faculty keep office hours, through which students can meet with their professors. Resources include the Academic Success Center (http://www.purdue.edu/studentsuccess/academic/asc/), Online Writing Lab (http://owl.english.purdue.edu), Math Help Room (https://www.math.purdue.edu/academic/courses/helproom), Chemistry Resource Room (https://www.chem.purdue.edu/academic_programs/resource-room/) and tutoring (free or small charge) (http://www.purdue.edu/studentsuccess/academic/tutoring/index.html), Center for Career Opportunities (CCO) (https://www.cco.purdue.edu/). Students’ academic advisors can direct them to other appropriate resources.

The Purdue University Student Health Center (PUSH) provides medical care through an outpatient facility staffed by licensed physicians, nurse practitioners, and mental health professionals. Services include a general medical clinic, sports medicine clinic, Women’s clinic, urgent care, allergy and immunization, physical therapy, counseling and psychological services, student wellness office, laboratory, and radiology. More information is available at www.purdue.edu/push.

Purdue’s Counseling and Psychological Services (CAPS) is a free service for Purdue students that provides up to eight confidential counseling sessions per semester (fall and spring). More information is available at www.Purdue.edu/caps.

For students with disabilities needing scheduling or testing accommodation, please contact the Office of the Dean of Students, who will help you with the accommodations that are needed, or go to the Disability Resource Center Web site https://www.purdue.edu/studentsuccess/specialized/drc/.

**Disciplinary/Termination Procedures** (10.2.l)

The DPD follows the University Disciplinary and Termination Procedures, which are described in Regulations Governing Student Conduct, Disciplinary Procedures, and Appeals located at http://www.purdue.edu/univregs/studentconduct/regulations.html
Verification Statement Requirements and Procedures (10.2.n)

Declaration of Intent
A Declaration of Intent will be issued to DPD students who are applying to a supervised practice program at the beginning of their final semester prior to graduation. The Declaration of Intent is necessary for the dietetic internship application process as it declares your intent to complete the courses prior to the start of the supervised practice program. To receive a Declaration of Intent, all of the following items are posted on the Nutrition Science website in the DPD section and must be printed, completed, and submitted to Mrs. Donna Zoss, DPD Asst. Director, by the published deadline date.

1. Dietetic Internship Application Ranking Form (see Appendix C)
2. Next Semester Course for Request of Declaration of Intent Form (see Appendix D)
3. Academic Requirements Checklist Didactic Program in Dietetics (see Appendix B)
4. Official transcript from Purdue University showing Fall grades

Verification Statements
The signed verification statement documents that an individual has completed the requirements of a didactic dietetics education program accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). The verification statement is essential to ACEND dietetics education, CDR registration eligibility and Academy membership processes. Verification statements are signed by the program director and will be issued after requested by the student, after all requirements are met, and the official transcript showing degree date is received. A deadline for submitting the request form and official transcript will be published and the verification statements will be mailed within a week of this deadline. Any requests or transcripts that arrive after the deadline will be handled as time allows by the DPD Director.

Undergraduate Requirements for Verification Statement

Verification statements may be granted at the conclusion of each regular semester and summer session of the academic year. For students earning their baccalaureate degree, a verification statement will be issued only when the student has completed ACEND-accredited Didactic Program requirements and the registrar has cleared the student for graduation, which indicates that all degree requirements have also been completed.

For students who have previously completed a baccalaureate degree at a US regionally-accredited college/university or foreign equivalent, a verification statement can be given upon completion of all of the Didactic Program requirements.

The DPD verification statement can be signed only by the current DPD program director, Kathleen Hill Gallant, PhD, RD, CD.
All qualified students are encouraged to request a verification statement before graduating. Staff from the Nutrition Science Department will follow up with students who do not request a verification statement. To gain a verification statement from Purdue University, a student shall satisfy the following requirements:
1. Students must receive credit for all of the DPD required courses.
2. Students must have met all of the requirements to receive a Bachelor of Science degree and submit an official university transcript showing the degree conferred.
3. A student transferring into the Didactic Program in Dietetics at Purdue University who wishes to receive a verification statement must complete the following courses from the West Lafayette campus: NUTR 33000, NUTR 33200, NUTR 36500, NUTR 41100, NUTR 42400, NUTR 436, NUTR 43700, NUTR 43800, NUTR 44200, NUTR 45300, NUTR 48000, NUTR 48100, NUTR 43000. For additional information on transfer credit, see the section titled “Acceptance of Transfer Credits into the DPD.”
4. All undergraduate students must achieve (1) a cumulative GPA of at least 2.0, (2) a DPD GPA of at least 3.0 in “Dietetics Required Courses I”, and (3) a DPD GPA of at least 2.75 in “Dietetics Required Courses I & II (see degree requirements sheet for list of courses)
5. Students must meet all knowledge requirements (KRDNs) of the DPD. KRDNs and associated learning activities are indicated in relevant course syllabi.
6. Students must document 150 hours of dietetics-related work or volunteer experience (starting for students entering during catalog year 2017-18).
7. Before you leave the University, request an official transcript with degree posted.
8. Complete the Request for Verification Statement form and attach the official transcript with degree posted to the form.
9. If you did not already request a Declaration of Intent, submit the Academic Requirement Checklist (see Appendix B) and official transcripts from all colleges attended to Mrs. Donna Zoss, DPD Asst. Director.
10. Five original signed verification statements will be mailed to the address the student provides on the Verification Statement Request Form. Graduates may request additional original copies as needed. Verification statements do not expire.
Graduate Student Requirements for Verification Statement

The Purdue DPD is not a graduate degree program. However, graduate students in the Purdue Interdepartmental Nutrition Graduate Program (INP) may complete requirements for a DPD verification statement during their graduate studies. Graduate students must complete the following courses to meet the KRDNs of the DPD to receive a verification statement.

<table>
<thead>
<tr>
<th>Course number</th>
<th>Course title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Courses</td>
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<td></td>
</tr>
<tr>
<td>NUTR 10600</td>
<td>Profession of Dietetics</td>
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<tr>
<td>NUTR 20500</td>
<td>Food Science I</td>
<td>3</td>
</tr>
<tr>
<td>NUTR 33000</td>
<td>Diet Selection and Planning</td>
<td>3</td>
</tr>
<tr>
<td>NUTR 33200</td>
<td>Nutrition Counseling</td>
<td>3</td>
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<tr>
<td>NUTR 36500</td>
<td>Lifecycle Nutrition</td>
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<td>NUTR 44200</td>
<td>Foodservice Systems Management</td>
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<td>Food Chemistry</td>
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<tr>
<td>NUTR 48000</td>
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<tr>
<td>NUTR 48100</td>
<td>Medical Nutrition Therapy II</td>
<td>3</td>
</tr>
<tr>
<td>NUTR 43000</td>
<td>Public Health Nutrition</td>
<td>2</td>
</tr>
<tr>
<td>HTM 29100L/NUTR 35000</td>
<td>Quantity Food Production &amp; Service Labs</td>
<td>2</td>
</tr>
<tr>
<td>HTM 31200/ OLS 25200</td>
<td>Human Resources Mgmt. for the Service Industries</td>
<td>3</td>
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<tr>
<td>PSY 12000</td>
<td>Elementary Psychology</td>
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<td>- or -</td>
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<td>SOC 100</td>
<td>Introductory Sociology</td>
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<tr>
<td>ServSafe Requirement</td>
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<tr>
<td>Pass ServSafe Exam</td>
<td>Options: NUTR 12500 or by arrangement with a ServSafe approved proctor</td>
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</table>

1. Exceptions to completing these courses at Purdue are listed in the section of this handbook titled “Acceptance of Transfer Credits into the DPD and Receipt of Verification Statement.”

2. This course list applies only for those who receive a MS or PhD degree from the INP at Purdue University. If a student decides to drop the graduate program and wish to continue with requirements for the DPD verification, the graduate student must follow policies for “Undergraduate Requirements for Verification Statement.” This is because the admission pre-requisites and course requirements of the INP fulfill the required educational components and KRDNs not included in the course work listed above.

3. In order to provide a variety of flexible education models at the masters and doctoral
degree levels that satisfy KRDNs, the Purdue DPD provides several avenues to complete the above courses:

- Take the course.
- Be a TA in the course (except NUTR 480/481) and receive a satisfactory evaluation. As a TA, the student must participate in all lectures for the course and an additional TA evaluation form to evaluate student learning outcomes is required. The forms would be developed and evaluated by the DPD Director and the Instructor. The professor in charge will process a “credit established” which will be listed on the transcript. “Credit established” cannot be used for courses on the graduate plan of study. Continuing TAs are normally reassigned to the same course. In general, TAs are assigned as needed on a first come/first serve request basis.
- Exempt by exam from the course, if offered.
- Take the course via correspondence or independent study (for courses approved by the DPD Director and below 400 level)

4. All graduate students must achieve a graduation grade point average of at least 3.0 to receive a verification statement.

INP students should refer to the INP Graduate Student Handbook
for more information on completing the DPD at Purdue. Interested INP students should schedule an appointment to discuss the DPD with the DPD Director.
List of Appendices

Appendix A: Pathway to Registered Dietitian

Appendix B: Academic Requirement Checklist

Appendix C: Dietetic Internship Application Ranking Form

Appendix D: Next Semester Course for Request of Declaration of Intent

Appendix E: DI Program Selection Form/Request for Verification Statement

Appendix F: DPD Mandatory Meetings for Students
APPENDIX A

High School Diploma

Apply to Purdue University’s accredited DPD

DPD + dietetic internship

Enroll in the accredited DPD

Complete DPD & obtain BS in Dietetics

Apply to accredited Dietetic Internship
Supervised practice experience

Complete DI Program & Receive Verification Statement
Supervised practice experience

Apply for Registration Eligibility

RD EXAM

State licensure or certification, if applicable

Coordinated Program

Complete DPD Coursework

Apply to Purdue University’s CPD
Supervised practice experience

Complete CPD & obtain BS in Dietetics & Receive Verification Statement
Supervised practice experience
# APPENDIX B

## ACADEMIC REQUIREMENT CHECKLIST

**DIDACTIC PROGRAM IN DIETETICS (DPD)**

<table>
<thead>
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**Physical, Biological Sciences, Mathematics**

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**Behavioral & Social Sciences**

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**Communication**

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<tr>
<td>ENGL 106/108</td>
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</table>

*List only these courses as “Science DPD” courses in DICAS*
APPENDIX C

Dietetic Internship Application Ranking

Student Name: ____________________________

*Please rank the dietetic internship programs in order that you plan to rank them with D&D Digital. Submit this form with your Declaration of Intent request packet to Donna Zoss by published deadline.

<table>
<thead>
<tr>
<th>Ranking Order</th>
<th>Name of Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>____________________________</td>
</tr>
<tr>
<td>2.</td>
<td>____________________________</td>
</tr>
<tr>
<td>3.</td>
<td>____________________________</td>
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<tr>
<td>4.</td>
<td>____________________________</td>
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<tr>
<td>5.</td>
<td>____________________________</td>
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<tr>
<td>6.</td>
<td>____________________________</td>
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<tr>
<td>7.</td>
<td>____________________________</td>
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<tr>
<td>8.</td>
<td>____________________________</td>
</tr>
<tr>
<td>9.</td>
<td>____________________________</td>
</tr>
<tr>
<td>10.</td>
<td>____________________________</td>
</tr>
</tbody>
</table>
I am registered for the following courses for next semester:
(List required and elective courses)

### Required DPD Courses

<table>
<thead>
<tr>
<th>Course Dept.</th>
<th>Course No.</th>
<th>Course Title (exactly as listed in the Timetable)</th>
</tr>
</thead>
</table>

### Elective Courses

<table>
<thead>
<tr>
<th>Course Dept.</th>
<th>Course No.</th>
<th>Course Title (exactly as listed in the Timetable)</th>
</tr>
</thead>
</table>
APPENDIX E

DI Program Selection Form/ Request for Verification Statement

Attach an official transcript from Purdue University showing your BS degree

Date: _____________

Last Name: ______________ First Name ______________ Full Middle Name ____________

Date of Birth ________________ Mother’s Maiden Name __________________

Mailing address for DPD verification statement (this will occur about 1 month following receipt of this request form with official transcript attached) :

_________________________________________________________________________________

Street                                                                                           

_________________________________________________________________________________

City     State     Zip

Telephone Number: __________________________

Email Address: ______________________________

Graduation Date: ______________________________

Academic Advisor: ____________________________ Major(s): ________________________

What are your career plans after graduation (e.g. Dietetic Internship, graduate school, employment, etc.)? Please be specific.

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

Return completed form with attached official transcript showing degree to:

Donna L. Zoss, MS, RD, CD, CNSC
Manager, Didactic Program in Dietetics
Stone Hall, Room 220
700 West State Street
West Lafayette, IN 47907-2059
APPENDIX F

DPD Mandatory Meetings for Students

During the DPD students’ academic career there are several mandatory meetings dispersed throughout the curriculum. These sessions are focused on developing a professional student, preparation for the supervised practice program application process and academic and professional development. The table below outlines each year in the DPD and the corresponding mandatory meetings.

<table>
<thead>
<tr>
<th>Classification</th>
<th>Meeting</th>
<th>Description</th>
</tr>
</thead>
</table>
| All students (Freshman Sophomore Junior Senior) | Annual Fall Undergraduate Meeting - October | • Overview of Department  
• Student presentations on study abroad experiences or summer internship experiences  
• Curriculum changes  
• Unique Opportunities  
• Review of any DPD updates/changes |
| Junior and Senior              | Supervised practice program callout – beginning of fall semester | Supervised practice application process overview  
Overview of online matching system  
Professional preparation for supervised practice programs  
Overview of Letter of Intent, Verification Statement |
| Senior                        | Exit - Spring                                | Exit interview for feedback                                                 |