Didactic Program in Dietetics Student Handbook

A supplement to the Undergraduate Student Handbook for the College of Health Solutions

Revised February 2024
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This handbook is intended to provide information regarding the Didactic Program in Dietetics (DPD) at Arizona State University (ASU). The handbook will provide you with guidelines for successful completion of a Bachelor of Science in Dietetics. This handbook is a supplement to the ASU General Catalog and the College of Health Solutions (CHS) Student Handbook. Additional information regarding student academic status, graduation process, advisement, student grievances and professional behavior are available from these sources. Please contact an academic success specialist or the DPD Director for additional information.

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Mission Statement of the Didactic Program in Dietetics
The mission of the didactic program in dietetics at ASU is to provide students with a comprehensive, rigorous academic core of knowledge and professional skills to prepare students for supervised practice in the dietetics profession and/or post-baccalaureate educational programs with the intent of finding a career within the nutrition and dietetic field. This mission is pursued in an environment that values the individual strengths and diversity of our students, and in which students are provided opportunities to serve and learn in the surrounding community.

Goals of the Didactic Program in Dietetics
The primary goals of the Didactic Program in Dietetics at Arizona State University are as follows:

Goal #1: Prepare graduates for entry into and successful completion of supervised practice in the dietetics profession and/or post-baccalaureate education.

Measured Outcomes
1. The program’s one-year pass rate graduates (degree and non degree) who pass the registration exam within one year of first attempt on the CDR credentialing exam for dietitian nutritionist is at least 80%.
2. Supervised practice application rate: 50% of program graduates (degree and non degree) apply for admission to a supervised practice program prior to or within 12 months of graduation.
3. Supervised practice acceptance rate: 60% of program graduates (degree and non degree) are admitted to a supervised practice program within 12 months of graduation.
4. Of those graduates (degree and non degree) who did not apply or were not accepted into a supervised practice, 50% will have obtained employment related to their major and/or been accepted into an accredited continuing education program within 3 months of graduation.

Goal #2- Provide quality dietetics instruction in order to prepare graduates to work in health-care and industry.

Measured Outcomes:
1. 90% of program graduates (degree and non-degree) from this program will receive “satisfactory” ratings or higher on their overall knowledge and skill of dietetics from their DI Director and/or employer.

Goal #3- The program will prepare graduates in a timely manner who are proficient in the foundation knowledge requirements for Didactic Programs in Dietetics as outlined by the Accreditation Council for Education in Nutrition and Dietetics.

Measured Outcomes:
1. 80% of students enrolled in the professional courses in the third year of the program, completing the Bachelor’s degree program in Dietetics will complete the program/degree requirements within 150% of the time planned for completion.
2. 80% of the students enrolled the non-degree program (i.e. DPD only) will complete all DPD requirements within 150% of the time planned for completion.

Any outcome data is available upon request.

Accreditation Status
The Didactic Program in Dietetics is accredited by the Accreditation Council for Education in Nutrition and Dietetics.
Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND), 120 South Riverside Parkway, Suite 2190, Chicago, IL 60606-6995. 800-877-1600, ext 5400. ACEND Website Accreditation by ACEND/AND ensures that graduates can apply for Dietetic Internships which lead to eligibility to earn Registered Dietitian (RD) status.

**Admission and Retention**
All students admitted to ASU can enroll in the DPD program and will be retained in the program as long as requirements for advancement are met.

**Curriculum**
At Arizona State University (ASU), the Didactic Program consists of the completion of a bachelor's degree in dietetics. This degree provides all of the specific courses to meet the didactic/knowledge guidelines set by AND. A complete list of required courses and a recommended sequence for course completion is included in the major maps for the BS in Dietetics. If a student has completed a bachelor's degree in another area or another university, he/she must complete the following roster of DPD classes. Upon completion of this step you will receive a Verification Statement signed by the Didactic Program in Dietetics (DPD) Director. Note that each educational institution defines the specific courses which constitute their “DPD Program.” At ASU, these courses are:

<table>
<thead>
<tr>
<th>Course</th>
<th>ASU Course Title</th>
<th>Type of Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Varies</td>
<td>Statistics</td>
<td>Prof. DPD</td>
</tr>
<tr>
<td>PGS 101</td>
<td>Introduction to Psychology</td>
<td>Prof. DPD</td>
</tr>
<tr>
<td>CHM 101 or CHM 113</td>
<td>Introductory or General Chemistry with Lab (1 semester only)</td>
<td>Science DPD</td>
</tr>
<tr>
<td>CHM 231 &amp; 235(lab)</td>
<td>Organic Chemistry and Lab</td>
<td>Science DPD</td>
</tr>
<tr>
<td>BCH 361 &amp; 367(lab)</td>
<td>Biochemistry and Lab</td>
<td>Science DPD</td>
</tr>
<tr>
<td>MIC 205 &amp; 206(lab)</td>
<td>Microbiology and Lab</td>
<td>Science DPD</td>
</tr>
<tr>
<td>BIO 201</td>
<td>Human Anatomy/Physiology I with Lab</td>
<td>Science DPD</td>
</tr>
<tr>
<td>BIO 202</td>
<td>Human Anatomy/Physiology II with Lab</td>
<td>Science DPD</td>
</tr>
<tr>
<td>CHS 260</td>
<td>Health Professions Terminology</td>
<td>Prof. DPD</td>
</tr>
<tr>
<td>NTR 142</td>
<td>Applied Food Principles</td>
<td>Prof. DPD</td>
</tr>
<tr>
<td>NTR 150</td>
<td>Intro to Profession of Nutrition &amp; Dietetics</td>
<td>Prof. DPD</td>
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<tr>
<td>NTR 241</td>
<td>Human Nutrition</td>
<td>Prof. DPD</td>
</tr>
<tr>
<td>NTR 290</td>
<td>Introduction into Evidence Based Research</td>
<td>Prof. DPD</td>
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<tr>
<td>NTR 341</td>
<td>Introduction to Planning Therapeutic Diets</td>
<td>Prof. DPD</td>
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<tr>
<td>NTR 343</td>
<td>Food Service Purchasing</td>
<td>Prof. DPD</td>
</tr>
<tr>
<td>NTR 344</td>
<td>Nutrition Services Management</td>
<td>Prof. DPD</td>
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<tr>
<td>NTR 350</td>
<td>Nutrition Counseling</td>
<td>Prof. DPD</td>
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<td>NTR 351</td>
<td>Nutrition and Health Communications</td>
<td>Prof. DPD</td>
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<tr>
<td>NTR 400</td>
<td>Preprofessional Prep in Dietetics</td>
<td>Prof. DPD</td>
</tr>
<tr>
<td>NTR 440</td>
<td>Advanced Human Nutrition I (Micronutrients)</td>
<td>Prof. DPD</td>
</tr>
<tr>
<td>NTR 441</td>
<td>Advanced Human Nutrition II (Macronutrients)</td>
<td>Prof. DPD</td>
</tr>
<tr>
<td>NTR 444</td>
<td>Medical Nutrition Therapy</td>
<td>Prof. DPD</td>
</tr>
<tr>
<td>NTR 445</td>
<td>Management of Food Service Systems</td>
<td>Prof. DPD</td>
</tr>
<tr>
<td>NTR 446</td>
<td>Human Nutrition Assessment Lecture/Lab</td>
<td>Prof. DPD</td>
</tr>
<tr>
<td>NTR 448</td>
<td>Community Nutrition</td>
<td>Prof. DPD</td>
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<tr>
<td>NTR 450</td>
<td>Nutrition in the Life Cycle</td>
<td>Prof. DPD</td>
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</tbody>
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**Advancement and Major Maps**
The major map for the DPD program which contains the recommended course sequence and requirements for advancement and graduation from the program can be found at:
Advancement to the upper division dietetics program requires a cumulative GPA of 3.0 or higher and a grade of "C" or better in all critical courses.

**Policies and Procedures**
The ASU Nutrition/Dietetics Program complies with established University policies regarding protection of student civil rights and privacy, access to student support services, and the process for student grievances. Additional information regarding these policies and procedures can be found in the ASU General Catalog and the College of Health Solutions (CHS) Undergraduate Student Handbook.

**Student complaints:** Students in the DPD program who have complaints regarding specific issues relating to the DPD program (not including grade disputes within a DPD class as those are procedures are outlined under the University policies referenced above) may first send the complaint to the DPD Director. If the student and DPD Director are unable to resolve the complaint, the complaint will then be forwarded to the Associate Dean of Undergraduate Education for resolution. More information on University policies for student grievances: [https://catalog.asu.edu/appeal](https://catalog.asu.edu/appeal)

The Accreditation Council for Education in Nutrition and Dietetics (ACEND), formerly known as the Commission on Accreditation for Dietetics Education (CADE) will review complaints that relate to a program’s compliance with the accreditation standards. 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 interns. A copy of the accreditation standards and/or ACEND’s policy and procedure for submission of complaints may be obtained by contacting the Education and Accreditation staff at the Academy of Nutrition and Dietetics at 120 S. Riverside Plaza, Suite 2190, Chicago, Illinois 60606 or by calling 1-800-877-1600 extension 5400. Written complaints should be mailed to the Chair, Accreditation Council for Education in Nutrition and Dietetics at the above address or emailed to [acend@eatright.org](mailto:acend@eatright.org)

**Remediation:** Students in the DPD program are required to meet and complete a series of Knowledge Requirement for Registered Dietitian Nutritionist (KRDN) to receive a verification statement upon graduation. If a student does not meet a required KRDN in a required course on the first attempt, the student will be provided an opportunity to meet the KRDN in one of the following ways: (1) additional attempt in the same course; (2) another attempt in a future course that addresses the same KRDN. If the student is deemed not meeting the KRDN after any of these options, the student may not receive a verification statement upon completion of their degree program.

**Internship/Career Advising**
Internship information is provided in the courses: NTR 150: Introduction to the Profession of Nutrition and Dietetics and NTR 400: Pre-professional Practice in Dietetics. In addition, internship information sessions are held each semester. Individual advising and assistance with the application process is provided at the internship/career advising interview and other scheduled meetings with the DPD Director.

**Student Assessment Methods**
The ASU DPD curriculum provides learning activities to attain all the knowledge and learning outcomes as defined by the Accreditation Council for Education in Nutrition and Dietetics. The curriculum has been designed to build on concepts introduced in lower division courses and to increase competence of students as they progress through the curriculum. Students are prepared for competence in the nutrition care process through progressive coursework; utilizing an array of learning methods. Faculty assess student learning through assignments, projects, case studies and
Graduation Requirements
To apply for graduation, you will need to register for your final semester, complete the degree audit and apply online at MyASU. There is no time limit for completion of the undergraduate degree in dietetics. Check your application status to ensure all appropriate steps have been completed and processed. For assistance with this process, contact an Academic Success Specialist. Diplomas are mailed approximately 10-12 weeks after the degree conferral date. They are mailed to the home address on file with the University Registrar's Office.

Dietetic Program Completion
Dietetic Internship Applications
After completion of the DPD program, students must complete a Dietetic Internship and complete a graduate degree in any appropriate field to be eligible to take the Registration Examination to become a Registered Dietitian*. Students may apply to the internship(s) and graduate program of their choice during their final semester or following graduation from the program. Admission to internships is very competitive. A strong academic record and relevant work experience will increase the likelihood that a student will be admitted to an internship. Internship programs generally consider the student’s overall GPA, Science GPA and DPD GPA when making appointment decisions.

Registration Exam for Dietetic Technician, Registered
Students who complete both a baccalaureate and a DPD are eligible to take the Registration Examination to become a Dietetic Technician, Registered (DTR). The Accreditation Council for Education in Nutrition and Dietetics is the credentialing organization for the Academy of Nutrition and Dietetics. Information about becoming a DTR can be found at: https://www.eatrightpro.org/acend/students-and-advancing-education/information-for-students/nutrition-and-dietetic-technician-registered-fact-sheet

Verification and Declaration of Intent Forms
Following completion of all DPD requirements and a baccalaureate degree, an electronically signed copy of a Verification of Completion Form is issued to the student and sent via the student’s email address on file with the DPD Director. This form is required before beginning a Dietetic Internship or taking the Registration Examination for Dietetic Technician, Registered. If the student applies to an internship before completing all DPD requirements, they will need to submit a Declaration of Intent Form. Contact the DPD Director to obtain a completed form.

Contact the Didactic Program in Dietetics (DPD) Director if you need a new copy of the Verification Statement sent via email. These will be re-issued with the actual date of program completion. The Verification Statement is proof of completion of ACEND academic requirements.

Transfer Students
Transfer students will need a transcript evaluation completed by an Academic Success Specialist or the DPD Director. Following the transcript evaluation, the student will be advised regarding the additional coursework necessary to meet the academic requirements for the Verification Statement. Work experience is not used to determine coursework requirements. In order to earn a verification statement, students coming to ASU from other programs that are looking to complete only the DPD requirements (not the complete bachelor’s degree program) must complete a minimum of 15 credits of upper division NTR courses at ASU including nine (9) credits from the following: NTR 440, 441, 444, 446.

Assessment of prior learning: Arizona State University accepts college-level (not remedial) courses in which transfer students have earned a grade of “C” (4.00=“A”) or better from regionally accredited
colleges and universities. The applicability of a specific transfer course to the dietetics program will be
determined by the nutrition advisor and/or DPD Director. Students may be asked to supply syllabi,
course schedules or course descriptions to help the advisor or director with assessing the course
transferability. It is not guaranteed that all courses taken at a previous institution will be accepted into
the dietetics degree program.

International Students
Students desiring a Verification Statement from Arizona State University after completing a degree or
coursework outside of the United States will need an equivalency report from one of the evaluation
agencies approved by the Academy of Nutrition and Dietetics. More information can be found here-
https://www.eatrightpro.org/acend/students-and-advancing-education/international-students

The DPD Director will evaluate this document plus copies of all transcripts. Following this evaluation,
the student will be advised regarding the additional coursework necessary to meet the academic
requirements for the Verification Statement. Verification Statements signed by the DPD Program
Director will be issued after completion of all academic requirements.

Expenses
Information regarding University tuition and fees are available at: https://students.asu.edu/standard-cost-
attendance

ASU tuition and fees are approved annually by the Arizona Board of Regents. The most updated fee
schedule for the College of Health Solutions (fee schedule 3) can be found at:

Tuition Refund policy: By registering for classes students agree to pay all applicable tuition and
registration fees. Students are required to pay all tuition and fees for any registered course unless
enrollment is officially cancelled during the 100% refund period.

- Tuition and fees are nonrefundable after the 100% refund period.
  - Fall and spring semester- 100% refund extends through the first two weeks of the
    semester for regular semester classes and one week for sessions shorter than eight
    weeks.
  - Summer session- 100% refund period is the first five days of the applicable summer
    session.
- All refunds are less any amounts owed to the university and are subject to payment holding
  periods.
- Withdrawal or cancellation occurs on the calendar day that withdrawal is requested either online
  or in person at a Registrar site.

Medical or Compassionate Withdrawals: The tuition refund policy does not apply to medical or
compassionate withdrawals. In some cases, partial tuition adjustments or non-refundable credits may
be granted through the medical and compassionate withdrawal process, however, this will depend on
each individual student's circumstances and is only an option if approved within two years of the end of
the semester.

Program schedule or leaves of absence
Information on the university academic calendar including university observed holidays can be found at:
https://students.asu.edu/academic-calendar
If a student determines to take a leave of absence during their completion of their degree, they may be unable to retain their catalog year if the leave of absence is longer than three consecutive semesters. For more information, please see the CHS undergraduate handbook - https://chs.asu.edu/sites/default/files/chs_undergraduate_student_handbook_20171106.pdf

**Academic Disqualification**
The College of Health Solutions expects disqualified students to meet with an advisor to discuss what courses they should enroll for complete at a community college/university to continue making academic progress toward their degree during their time away from ASU. Students who do not show progress or that have failed to complete required courses twice for their major will not be readmitted to their program. Normally, students must wait one academic year before returning to ASU. https://catalog.asu.edu/retention_standing#disqualified

**Student Resources**
Students are strongly encouraged to utilize the resources below to ensure success.
- Pre-health Professional Advising: https://chs.asu.edu/prehealth
- Career Services: https://eoss.asu.edu/cs
- Math Tutoring Center: https://students.asu.edu/academic-success
- Peer Coaching: https://students.asu.edu/fys
- Student Success Center: https://students.asu.edu/academic-success
- Writing Center: https://students.asu.edu/academic-success
- Veterans Center: https://veterans.asu.edu