Virginia State University
College of Agriculture
Department of
Family and Consumer Sciences

Didactic Program in Dietetics (DPD)
Student Handbook
2018-2020

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Welcome to the Didactic Program in Dietetics (DPD) at Virginia State University

The Family & Consumer Sciences Department (FCSD) offers two options for the Dietetics area:

1) **Degree seeking.**
   a. Student pursues a *B.S. in Family and Consumer Science* while dually enrolled in the DPD. Upon completion, student receives a B.S. diploma and a Verification Statement.
   b. Student pursues a *B.S. in a program other than Family and Consumer Sciences* while dually enrolled in the DPD program, upon completion, receives a B.S. diploma a Verification Statement.

2) **Non-degree seeking.** The student has at least a B.S. degree and receives Verification Statement upon completion of DPD courses, sometimes referred to as the “Certificate Program in Nutrition and Dietetics.” However, no certificate is issued, only a verification document, certifying the completion of DPD.


Virginia State University offers a variety of opportunities and resources for you at the University, School, and Departmental level. It is critical that you seek relevant information and not rely solely on this handbook. This handbook was created to help you navigate these resources efficiently and productively as you matriculate through the DPD program.

The DPD is not an easy program of study and requires commitment and self-motivation. However, the rewards are great. You could declare a major/minor in other areas such as Chemistry; Biology; Psychology; Health, Physical Education, Recreation, and Dance; Counseling. Jobs in your area are plentiful and employers are constantly posting positions for which you will be qualified. It is vital upon admission that you begin to establish your competitive edge in this major. Establishing that edge means that you are:

a) participating in advisement each semester and/or midterm
b) establishing a positive relationship with your advisors and instructors
c) maintaining a minimum GPA ≥ 3.0/4.0 (3.5 – 3.8 GPA is ideal)
d) participating in activities that build experience and leadership (internships, coops, volunteer services, etc.)
e) maintaining membership in your program club, the district dietetic association, and the national Academy of Nutrition & Dietetics and/or other professional/student organizations
f) increasing your self-awareness
g) building professional character as a Trojan of honesty and integrity
h) creating a legacy of unselfish community involvement

I welcome you to the area and look forward to working with you as you matriculate at the Virginia State University.

**Dr. Patricia A. Lynch, Ph.D., RD/LDN**
Director, Didactic Program in Dietetics (DPD)  
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plynch@vsu.edu  
Important Contact Information

Family & Consumer Sciences Dept.
Chair, Dr. Crystal Wynn
Virginia State University
J.M. Gandy Hall
Phone: (804) 524-5761
Email: crwynn@vsu.edu

College of Agriculture
Dean, Dr. Ray McKinnie
Virginia State University
L. Douglas Wilder Building
Phone: (804) 524-5961
Email: mmckinnie@vsu.edu

Undergraduate Admissions Office
Virginia State University
J.M. Gandy Hall
Petersburg, VA 23806
New Freshmen Phone: (804) 524-5902
Transfer Admissions: (804) 524-5888
FAX: (804) 524-5055
FAX: (804) 524-6981
Email: admiss@vsu.edu
Email: transferadmissions@vsu.edu

Graduate Admissions Office
(804) 524-5984
(804) 524-5985
(804) 524-6943 (Fax) gradadmiss@vsu.edu

Office of Registrar
Mrs. Debera Bonner, Registrar
Gandy Hall Room
Phone: (804) 524-5275
dbonner@vsu.edu

Office of Student Financial Aid
Gandy Hall Room 112
Gandy Hall Room 112
Phone: (804) 524-5990
(800) 823-7214
FAX: (804) 524-6818
finaid@vsu.edu
SCHOOL CODE: 003764

Virginia State University Bookstore
Phone: (804) 524-5691
https://www.bkstr.com/virginiastatestore/home
Admissions Criteria

Freshmen complete a college prep track including the following courses:

- 3 units of mathematics that must include the full Algebra I curriculum and two additional courses at or above the level of Algebra I. It is strongly recommended that students complete Geometry, Algebra II, and a fourth higher level math course
- 4 units of English
- 2 units of Science (must include a laboratory science, i.e. Biology, Chemistry or Physics)
- 2 units of Social Studies (History, Government, Civics, Geography)
- 2 Units of Foreign Language recommended

Applying for Admissions as a First Time Freshmen, an applicant must submit the following:

- Official high school or GED transcript (Mail this in a sealed envelope or your high school may send electronically through a secure site.)
- SAT or ACT scores (Send through College Board or ACT.)
- 2 Letters of recommendation (This is part of your online application. You will need the name, title and email address of your recommenders.)
- Personal Statement (You will upload this in your online application.)

The suggested date for submission of application material is March 1 to meet the Financial Aid Deadline of March 31. The actual deadline date is May 1st.

Applying for Admissions as a transfer student, an applicant must submit the following:

- Completed application
- Official transcripts from all colleges or universities attended
- Confidential Report to be completed by the last college/university attended
- 2 letters of recommendation from a combination of academic counselors, employers, teachers, etc.
- SAT/ACT scores, if applicable
- High school transcript, if applicable

All documentation must be submitted to the Transfer Coordinator no later than December 15 for the spring semester or July 15 for the fall semester.
Virginia State University DPD Admissions

DPD Admissions Criteria

- Undergraduate students must have completed a minimum of 60 credit hours and have a cumulative GPA of ≥2.85 to apply to the DPD. Students with 2.85-2.99 may apply conditionally. Once admitted, an average GPA of ≥3.0 must be maintained throughout the program with at least “B” in DPD courses. Students with a prior degree must complete the pre-requisites.
- Applications are made to the Didactic Program in Dietetics (DPD) program director. Upon review of transcripts and relevant documents students will receive written notification regarding their admission to the DPD. If accepted into the program, students are assigned an advisor. Results of the transcript review and plan of study is sent to the student.
- Students transferring into the DPD must submit applications to the Program Director for review. If a student challenges the decision, a second review may be made by a FCS Advisory Committee.
- Students transferring into the DPD with a prior degree in Nutrition, Dietetics or related area, minus the verification statement, must complete at least 12 hours of program courses as indicated by review and/or any DPD course with less than “B.”
- Students majoring in disciplines other than Dietetics must complete all courses listed in the DPD program guide, including the necessary pre-requisites. All courses marked with an asterisk (*) must be taken at Virginia State University. Any student entering the University with less than 30 credits receive advisement and counseling from the Academic Center of Excellence (ACE).
- Sophomores in the Dietetics concentration of Family and Consumer Sciences pursuing a B.S. and students with prior B.S. degree receive advisement from the program director or an assigned program faculty in the Department of Family & Consumer Sciences. Upon completing the 60 credit hours, student may apply to the DPD. Applications are available on page 17.
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Mission Statements

Mission of the University

Virginia State University, a public, comprehensive 1890 Land Grant institution and historically black college/university, is committed to the preparation of a diverse population of men and women through the advancement of academic programs and services that integrate instruction, research, extension, and outreach. The University endeavors to meet the educational needs of students, graduating lifelong learners who are well equipped to serve their communities as informed citizens, globally competitive leaders, and highly effective, ethical professionals.

Mission of the College of Agriculture

In keeping with Virginia State University’s mission, the College of Agriculture’s mission is to improve the educational and socio-economic well-being of students, families, and communities – focusing on excellence through integrated instruction, research and extension programs.

Mission of the Department of Family and Consumer Sciences

In accordance with the University’s mission, the Department of Family and Consumer Sciences is committed to assuring that each student reaches his/her full potential and excels in society as competent and qualified professional.

Mission of the Didactic Program in Dietetics

The didactic program in dietetics (DPD) supports the philosophy and mission of Virginia State University, the College of Agriculture, and the Department of Family and Consumer Sciences by preparing students for diverse professional careers, personal development, civic responsibility and continuous learning. The mission of Virginia State University Didactic Program in Dietetics is to prepare graduates to be outstanding students for supervised practice leading to eligibility for the CDR credentialing exam to be registered dietitian nutritionists who effectively integrate the science and research of dietetics into practice and, who are committed to applying these principles to individuals in our diverse society. The philosophical base and mission of the program is accomplished through a curriculum that includes general education; a family and consumer sciences core; professional studies in food, nutrition and dietetics; opportunities for students to pursue individual curricular interest, and independent study. The program includes a combination of didactic and laboratory experiences that provide students with a sound academic base leading to diverse career opportunities in foodservice, community nutrition and clinical dietetics. Opportunities for students to develop critical and higher order thinking skills for problem solving and decision-making are integrated into the learning process.

Accreditation Statement

The Didactic Program is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of The Academy of Nutrition and Dietetics, a specialized body recognized by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and the United States Department of Education (USDE).
Student Learning Outcomes (SLOs)
BS in Family & Consumer Science (DPD Concentration)

1. **Research/Creative Engagement.** Students completing the Bachelor of Science degree program in Family and Consumer Sciences - DPD will demonstrate ability to engage productively in the review and conduct of disciplinary research and creative professional activity appropriate for professionals in community nutrition, food service management, and clinical nutrition settings at the bachelor’s level.
   
   *Domain 1: Scientific and Evidence Base of Practice: integration of scientific information and research into practice*

2. **Communication Skills.** Students completing the Bachelor of Science degree program in Family and Consumer Sciences - DPD will exhibit effective communication skills (written, oral, graphic and interpersonal) appropriate for professionals in this field of study at the bachelor’s level.
   
   *Domain 2: Professional Practice Expectations: beliefs, values, attitudes and behaviors for the professional dietitian level of practice*

3. **Disciplinary Expertise.** Students completing the Bachelor of Science degree program in Family and Consumer Sciences - DPD will demonstrate a level of discipline-specific expertise (knowledge, skills, and professionalism) appropriate for pre-professionals in Dietetic Internship (DI) programs, professionals in community nutrition, food service management, and clinical nutrition settings at the bachelor’s level. Domain 3: Clinical and Customer Services: development and delivery of information, products and services to individuals, groups and populations

4. **Critical Thinking Skills.** Students completing the Bachelor of Science degree program in Family and Consumer Sciences - DPD will effectively use quantitative and/or qualitative analytical problem solving skills appropriate for professionals in this field of study at the bachelor’s level.
   
   *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*
Assessment of Student Learning

The DPD provides a rigorous science based education and an equally rigorous dietetics curriculum. The DPD faculty believes that Virginia State University’s status as a major land-grant university effectively packages the resources and strengths of its arts and sciences. Combined with the strengths and expertise of the support course areas, the program provides excellent undergraduate preparation to meet the core knowledge delineated by the Academy of Nutrition and Dietetics for entry-level dietitians.

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) has determined that a DPD should provide students with specific knowledge, which is outlined below.

This Program Provides Students with the following Core Knowledge for the Registered Dietitian¹

The program’s curriculum must prepare students with the following core knowledge:

Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.

Knowledge

Upon completion of the program, graduates are able to:

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.

Knowledge

Upon completion of the program, graduates are able to:

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.

**Knowledge**
Upon completion of the program, graduates are able to:

KRDN 3.1 Use the Nutrition Care Process to make decisions, identify nutrition-related problems and determine and evaluate nutrition interventions.

KRDN 3.2 Develop an educational session or program/educational strategy for a target population.

KRDN 3.3 Demonstrate counseling and education methods to facilitate behavior change and enhance wellness for diverse individuals and groups.

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

KRDN 3.5 Describe basic concepts of 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.

**Knowledge**
Upon completion of the program, graduates are able to:

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.


Planning Guidance for Opportunities in Dietetics

Academic Plans
- Develop a long-term course completion plan - be sure to plan according to course prerequisites and offerings.
- Be aware of all FCS & DIET courses required for the Dietetics program.
- To graduate in four years without going to summer school, you must average 15 credits per semester and follow the course sequence.
- If you are a full time transfer students, expect to finish your program in two years.
- Consult and stay in touch with your academic advisor.
- Follow the 3-to-1 Rule: For every 1 credit you take, expect to spend 3 hours studying each week. That means a 15 credit semester will require 45 hours of study time each week.

Self-Awareness and Goals
- As you prepare your professional portfolio, ask yourself “What type of work environment interest me?”
- How can my personality traits and interests contribute to the field of Nutrition and Dietetics?
- What are my short and long-term academic and professional goals?

Prepare Yourself for a Variety of Options and Experiences
While academics are critical components of success, non-academic experiences also play an important role as you make progress. Be sure you begin meeting with your advisor as early as your freshman year for help on the following:
- Explore a variety of careers and opportunities in nutrition and general leadership
- Understand the requirements and expectations of various employers
- Get work and/or volunteer experience in one or more areas of nutrition
- Build your resume
- Develop relationships with professionals in your field of interest (“networking”)
- Join one or more professional organizations and remain active in their activities
- Develop a professional portfolio with examples of your academic and non-academic experiences and achievements
- Maintain a competitive GPA
- Consult and stay in touch with your advisor and DPD Director regularly
- Participate in the on-going open house experiences for dietetic internships
- When it’s time, apply early for dietetic internships and/or graduate school
- Early applicants are more relaxed and unworried about deadlines

*REMEMBER THE VALUE OF BALANCING YOUR LIFE, with your personal belief and values, family & friends, academics, work, personal, volunteerism, social, and professional development, etc.*
For some of you, this will be your biggest initial challenge – keep it real, seek help as you need it.
Didactic Program in Dietetics (DPD)

Program Descriptions

Dietetics is a concentration offered by the College of Agriculture (COA) through the Department of Family and Consumer Science (FCS). You must have at least 60 credits to apply to the concentration. Please work closely with your advisor as you plan your coursework to ensure you will meet the requirements of your program.

- **Didactic Program in Dietetics (DPD)** – This track offers preparation in the basic sciences and liberal education, background in food science/food safety/food management, and a strong **focus on human needs related to nutrition and dietetics**. Students in this concentration are encouraged to declare a minor in chemistry or biology. This is a STEM program and you may apply for awards, scholarship, and grants that are related to your area.

- This curriculum is based on the *Foundation Knowledge Requirements and Learning Outcomes* defined for an entry-level dietitian by the Academy of Nutrition and Dietetics (AND). The curriculum meets accreditation standards for a Didactic Program in Dietetics (DPD) by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Therefore, students who plan to become *Registered Dietitians* will be eligible to apply for a post-baccalaureate Dietetic Internship upon graduation. Graduates of the program who do not obtain a Dietetic Internship in their first application round or decide not to become Registered Dietitians will be qualified for positions in various food-related fields, including nutrition in government organizations, food industry, agriculture, schools, and community programs.

**Becoming a Registered Dietitian**

To become a registered dietitian you must be admitted to and complete a post baccalaureate accredited dietetic internship. Dietetic Internships (DI) are very competitive and usually require:

- A GPA of 3.25 or higher;
- Work/volunteer experience in nutrition such as a hospital, nursing home, WIC clinic or food service industry; and
- Recommendation letters that reflect your character, talents, academic performance, leadership skills, and volunteerism from at least three people who will *strongly* recommend you (one of which should be your DPD director).

In order to become a registered dietitian one must do the following:

1. **Complete a minimum of a bachelor’s degree** at a US regionally accredited university or college and course work accredited or approved by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND).

2. **Complete an ACEND-accredited supervised practice program** at a health-care facility, community agency, or a foodservice corporation or combined with undergraduate or graduate studies. Typically, a practice program will run six to twenty-four months in length and could include a master’s degree.

4. **Complete at least 75 hours of continuing professional educational requirements** to maintain registration.

   Please visit the Academy of Nutrition & Dietetics website for more information: [http://www.cdrnet.org/certifications/registration-eligibility-requirements-for-dietitians](http://www.cdrnet.org/certifications/registration-eligibility-requirements-for-dietitians)

**Employment Opportunities**

Registered dietitians work in a wide variety of employment settings including health care, business and industry, public health, education, research, agriculture, and private practice. Examples of employment opportunities include: Medical Nutrition Therapists as part of a hospital or other health care team, Food Service Systems Manager, Sports Nutritionist or Wellness Program Coordinator, Food & Nutrition Consumer Affairs Spokesperson, Public Health Nutritionist, Nutrition Researcher, Food and Nutrition Web Developer, Nutritional Biochemist, Dietetic Technicians, Food Photographer/Writer/Editor, Nutrition Educator, and many more!

Please visit the [http://www.eatright.org](http://www.eatright.org) for further information on careers in dietetics.

**Goals and Objectives of the DPD**

**Program Goal #1:**

To prepare graduates to perform proficiently in a supervised practice program and in their professional work.

1.1 – At least 80% percent of program students complete program/degree requirements within 3 years (150% of the program length)

1.2 – 60% of the program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation.

1.3 – 40% of program graduates are admitted to a supervised practice program within 12 months of graduation.

1.4 – 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%.

1.5 – 80% of DI Directors will indicate on survey “satisfactory” or better on graduates’ proficiency within the supervised practice program.

1.6 – 80% of employers of VSU graduates will indicate on survey “agree” or better on graduates meeting the job competencies as an entry level nutrition professional.

**Program Goal #2:**

To prepare graduates to evaluate scientific information and research to solve complex issues.

2.1 – 80% of graduates will indicate on survey “satisfactory” or better that the DPD program prepared them to evaluate scientific information and research.

2.2 – 80% of DI Directors/Graduate Program Director will indicate on survey “satisfactory” or better on graduates’ ability to evaluate scientific information and research.
NOTE: Additional outcome data available upon request by contacting Dr. Patricia Lynch at 804-524-5729 or plynch@vsu.edu
The following documents are necessary to complete the (DPD) program application.

- Complete Application
- Personal Narrative
- Three References
- Copy of Transcripts
- Copy of Resume

Date of Application: ___________  Name: _______________________________________

Permanent Address: ___________________________________________________________

Local Address: ___________________________________________________________________Phone: ___________________

Indicate Semester and Year for which you are applying:    Fall ☐  Spring ☐  E-mail: ____________________________

Personal Narrative

Attach a personal narrative (typed, double spaced, three to five pages in length) to support your application, addressing:

- Major reasons for your interest in the Dietetics profession
- Describe some successes you have achieved in school, employment, and personal life
- Describe any barriers you have had to overcome while pursuing your educational, employment, or personal goals
- Describe any experiences that you have had while working with people that you felt you were able to use a skill you thought at the time was related to the Dietetics profession.
- Describe what you consider to be one of the most pressing nutrition problems. How pervasive is the problem. What, in your opinion, is the cause of this problem (cite and document scope, causes, implications, etc. using information from nutrition and dietetics literature).
- Discuss your commitment to social justice issues and experiences that you have had that make you feel that you could effectively provide nutrition/dietetic services to individuals from diverse populations reflecting religious, racial, ethnic, physical, socio-economic, gender, and sexual orientation differences?
- Identify your strengths, weaknesses, and any concerns related to your potential career in dietetics.
- List your short-term and long-term career goals.

Demographic Information

Date of birth: _________  Gender: Male ☐  Female ☐

Race/Ethnicity: Hispanic or Latino ☐  American Indian or Alaskan Native ☐  Native Hawaiian or Pacific Islander ☐  Asian ☐  African American ☐  Caucasian ☐  Other (specify) _____________ ☐
Non-eligibility Statement

Virginia State University
College of Agriculture
Department of Family and Consumer Sciences
Didactic Program in Dietetics

Student Name: _________________________________ Banner ID: __________________________________________

Rationale of Non-eligibility:
________________________________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________________________________

I (print name) __________________________________________ understand and agree that although I will complete the degree requirements, I will not have met the requirements of the Didactic Program in Dietetics and will not be eligible to receive a verification statement from the DPD Director. Without a verification statement, I will not be eligible to apply for a dietetic internship/supervised practice and I accept this condition.

Student Signature ________________________________________ Date __________________________

Advisor Signature ________________________________________ Date __________________________

DPD Signature ________________________________________ Date __________________________

GPA too low; courses taken out of sequence; refusal to follow program advisement, length of program stay beyond program agreement >150%, taking program courses multiple times (2 courses ≥ twice); conduct inappropriate for future dietitian; violation of VSU code of conduct; blatant inability to get along with others; poor progression on community services/volunteer hours/experiential learning opportunities.
Academic Advisement

Academic advisors are assigned to all students entering the University. Freshmen are assigned an academic advisor from Academic Center of Excellence (ACE) for the first 30 hours of matriculation. Although the student is responsible for planning their course schedule through completion of their degree, they should do so in consultation with their advisor. In order to matriculate through the DPD program successfully and in a timely manner, please be sure to stay in contact with your DPD director and academic advisor to ensure completion of necessary requirements.

Considerations:

1. Potential DPD students must declare the major by their junior year, upon completion of required courses, with a letter grade of C or better. Additionally, students must complete a Declaration of Major Form, approved by the DPD Director.

2. Courses may not be taken out of sequence without advisement and authorization from the DPD Director. Completion of a request form is necessary. Taking courses out of sequence may result in the inability to receive verification and/or dismissal from the program.

If you need to change your academic advisor, contact the DPD director or FCS chair.

*Please review the following forms to assist during advisement counseling. Remember to secure a signed copy for your personal records.*
Family and Consumer Sciences
Advisement Form

Concentration: DIETETICS

Student Name: ___________________________________   V#: ______________________

Email Address: ____________________________________________

Upon a review of your academic transcript and curriculum guide(s), it is determined that the following requirements are outstanding. It is encouraged that you follow the advisement as listed below. Failure to register and satisfactorily complete the recommendations will result in extended semester(s) of study.

**Fall 20_____**

<table>
<thead>
<tr>
<th>Course Number/Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
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Total

Overload Courses:

**Spring 20_____**

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Total

Overload Courses:

**Summer 20_____**

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Total

Overload Courses:

Comments:____________________________________________________________________________________________
________________________________________________________________________________________________________

Student Signature: ___________________________________   Date: ______________________

Advisor Signature: ___________________________________   Date: ______________________

DEPARTMENT OF FAMILY AND CONSUMER SCIENCES
B.S in Family and Consumer Sciences
Dietetics Concentration

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**FRESHMAN YEAR**

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<td>Advanced Human Nutrition</td>
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**JUNIOR YEAR**

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<td>Quantity Foods/Lab</td>
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<td>Organization and Management</td>
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<td>Medical Nutrition Therapy II</td>
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<td>Contemporary Approach to Curriculum &amp; Techniques</td>
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**SENIOR YEAR**

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**Program Hours Total Needed for Graduation = 120**
Advisement Checklist for New Students/Freshmen/Transfer/Returning

Student Name: ____________________________ Banner # ___________________ Advisor: ____________

All courses within Family and Consumer Sciences must be completed with a grade of “C” or better. The **Department’s 24 credit core curriculum** is required of all majors. The DPD requirement is based on the ACEND standard each student is required to maintain a “B” in all DPD courses.

### Freshman Year: Fall

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Total Hours _________ PIN ________ Phone:_________ Email:______________ Initial: _________

Notes: ______________________________________________________________________________________

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### Freshman Year: Spring

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Total Hours _________ PIN ________ Phone:_________ Email:______________ Initial: _________

Student Signature: ___________________________________________ Date: ________________

Advisor/DPD Signature: _________________________________________ Date: _________________

Notes: ______________________________________________________________________________________

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Advisement Checklist for New Students/Freshmen/Transfer/Returning

Student Name: ____________________ Banner # ____________________ Advisor: __________________

All courses within Family and Consumer Sciences must be completed with a grade of “C” or better. The Department’s 24 credit core curriculum is required of all majors. The DPD requirement is based on the ACEND standard each student is required to maintain a “B” in all DPD courses.

### Sophomore Year: Fall

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Total Hours _______ PIN _______ Phone: _______ Email: _______ Initial: _______

Notes:___________________________________________________________________________________________________
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### Sophomore Year: Spring

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Total Hours _______ PIN _______ Phone: _______ Email: _______ Initial: _______

Student Signature: ___________________________________________ Date: ________________

Advisor/DPD Signature: _______________________________________ Date: ________________

Notes:___________________________________________________________________________________________________
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Advisement Checklist for New Students/Freshmen/Transfer/Returning

Student Name: ____________________________  Banner # _____________________  Advisor: __________________

All courses within Family and Consumer Sciences must be completed with a grade of “C” or better. The **Department’s 24 credit core curriculum** is required of all majors. The DPD requirement is based on the ACEND standard each student is required to maintain a “B” in all DPD courses.

### Junior Year: Fall

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Total Hours _______  PIN ______  Phone:________  Email:_________  Initial:_________

Notes:___________________________________________________________________________________________________
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### Junior Year: Spring

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Total Hours _______  PIN ______  Phone:________  Email:_________  Initial:_________

Notes:___________________________________________________________________________________________________
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Student Signature: ___________________________________________________________________________  Date: ____________

Advisor/DPD Signature: ________________________________________________________________________  Date: ____________

90 hour Audit: ________________

Notes:___________________________________________________________________________________________________
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_____________________________________________  ___________________________________________________________
____________________________________________________________
Advisement Checklist for New Students/Freshmen/Transfer/Returning

Student Name: ___________________________ Banner # _____________________ Advisor: __________________

All courses within Family and Consumer Sciences must be completed with a grade of “C” or better. The **Department’s 24 credit core curriculum** is required of all majors. The DPD requirement is based on the ACEND standard each student is required to maintain a “B” in all DPD courses.

### Senior Year: Fall

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Total Hours _______ PIN _______ Phone: __________ Email: ___________ Initial: _______

Notes:________________________________________________________________________________________________
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Audit: _______  
Graduation Application: ______

### Senior Year: Spring

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Total Hours _______ PIN _______ Phone: __________ Email: ___________ Initial: _______

Student Signature: ___________________________________________ Date: __________________

Advisor/DPD Signature: _________________________________________ Date: __________________

Notes:___________________________________________________________________________________________________
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25
# Didactic Program in Dietetics
## Core Requirements for Certificate
### Post graduate students

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<td>Nutrition through the Lifecycle</td>
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<td>Quantity Foods/Lab</td>
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<tr>
<td>BIOL 241</td>
<td>Microbiology/Lab</td>
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<tr>
<td>CHEM 151/153</td>
<td>General Chemistry I/Lab</td>
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<tr>
<td>CHEM 152/154</td>
<td>General Chemistry II/Lab</td>
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<tr>
<td>CHEM 305/307</td>
<td>Organic Chemistry II/Lab</td>
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<tr>
<td>ENGL 342</td>
<td>Technical Writing</td>
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<tr>
<td>ECON 210</td>
<td>Principles of Microeconomics</td>
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<tr>
<td>STAT 210</td>
<td>Elementary Statistics I</td>
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<tr>
<td>HMG 402</td>
<td>Human Resource Management</td>
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<tr>
<td>PSYC 101</td>
<td>Introduction to Psychology</td>
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<tr>
<td>SOCI 101</td>
<td>Introduction to Sociology</td>
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**Totals** 20 20 40

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Students transferring from a non-ACEND accredited program must take the courses in the program. The evaluation decisions are made by the DPD director and the DPD Advisory Council. Students may formally challenge the decisions in writing. Students graduating from an ACEND accredited program, but did not receive a verification statement, must enter with at least a 3.0 GPA and complete the minimum *VSU program requirements (12 credit hours) and any DPD course in which the grade was less than “B” on the official transcripts.
Advisement Checklist for Certificate Students, Post-graduate

Student Name: ____________________________ Banner # _____________________ Advisor: __________________

All courses within DPD must be completed with a grade of “B” or better.

### Junior Year: Fall

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credit/Hr</th>
<th>Grade</th>
<th>Sem/Yr</th>
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### Junior Year: Spring

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<th>Credit/Hr</th>
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Total Hours: ___________ PIN: ___________ Phone: ___________ Email: _______________________

Student Signature: ___________________________________________ Date: _________________

Advisor/DPD Signature: ________________________________________ Date: _________________

Notes:
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Advisement Checklist for Certificate Students, Post-graduate

Student Name: ____________________________  Banner # _____________________  Advisor: __________________

All courses within DPD must be completed with a grade of “B” or better.

### Senior Year: Fall

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<th>Course #</th>
<th>Course Name</th>
<th>Credit/Hr</th>
<th>Grade</th>
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### Senior Year: Spring

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Total Hours: _______  PIN: _______  Phone:_______________  Email: _______________________

Student Signature: ________________________________________  Date: _________________

Advisor/DPD Signature: ___________________________  Date: _________________

Notes:
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28
Request to Take Course Out of Sequence

Virginia State University
School of Agriculture
Department of Family and Consumer Sciences
Didactic Program in Dietetics

I (student name) ________________________________, would like to request to take the following course(s) during the ___________________________ semester (Ex. Fall 2019).

<table>
<thead>
<tr>
<th>Course Prefix and Number (Ex: FCS 310)</th>
<th>Course Title (Ex. Human Nutrition)</th>
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<tbody>
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Explanation for request:
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Student Signature: ____________________________________________ Date: ________________
Advisor Signature: ____________________________________________ Date: ________________
DPD Director: ________________________________________________ Date: ________________
Requirements: Becoming a Registered Dietitian and Maintaining RD status

Registered dietitians (RDs) are food and nutrition experts who have met the following educational and professional criteria to earn and maintain the RD credential:

1. **Academic** – Complete a minimum of a bachelor’s degree at a U.S. regionally accredited university or college and identified dietetics coursework approved by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics. This is referred to as the Didactic Program in Dietetics (DPD). The DPD is a composite of courses selected to meet the Core Knowledge for entry-level dietitians.

   Traditional students enroll in an accredited program and complete the DPD as a part of their baccalaureate degree. This is option 1. For a sample plan of this option for the Didactic Program in Dietetics see: [http://www.agriculture.vsu.edu/files/docs/dietetic/bf-facs-diet-plan-of-study-2013.pdf](http://www.agriculture.vsu.edu/files/docs/dietetic/bf-facs-diet-plan-of-study-2013.pdf).

   Students who already have their baccalaureate degree and then decide to complete the DPD may either complete a second baccalaureate degree or have their transcript evaluated by the DPD director to determine what additional courses are needed and enroll as a non-degree seeking student. A sample plan for option 2 is listed at: [http://www.agriculture.vsu.edu/academics/family-and-consumer-science/dietetics/Certificate%20Program%20Plan.pdf](http://www.agriculture.vsu.edu/academics/family-and-consumer-science/dietetics/Certificate%20Program%20Plan.pdf).

   Students are awarded a Verification Statement after they have completed the DPD coursework. Students will need a Verification Statement in order to enter a Dietetic Internship. The signed Verification Statement indicates that the student has completed the requirements of an accredited Didactic Program in Dietetics.

2. **Dietetic Internship Program (DI)** – Obtain an internship in a post-baccalaureate accredited program averaging 9 to 12 months in length. There are over 250 programs in the U.S. Appointments to Dietetic Internships are awarded on a very competitive basis through a computer matching process. Computer matching occurs in November and April of each year. Prospective applicants must review internship websites carefully for current information, including application deadlines, program requirements and tuition. Student complete at least 1200 hours supervised practice. Refer to the Academy of Nutrition and Dietetics for more information about Dietetic Internships at [http://www.eatright.org/BecomeanRDorDTR/content.aspx?id=8473](http://www.eatright.org/BecomeanRDorDTR/content.aspx?id=8473).

3. **Registration Examination** – Pass a national examination administered by the Commission on Dietetic Registration (CDR). Application to take the examination is made to the Commission of Dietetic Registration following verification of completion of the academic (DPD program) and experience (Dietetic Internship program) requirements. The Dietetic Internship director will provide details regarding the application process.
4. **Continuing Education** – Complete 75 clock hours of continuing professional education (CPE) every 5 years to maintain registration status as a Registered Dietitian. Continuing professional education is essential in the development, maintenance and improvement of knowledge and skills for competent dietetics practice.

**Information for Applying to a Dietetic Internship**

Supervised practice in an accredited Dietetic Internship program is required, along with academic coursework, to become a Registered Dietitian. There is a national application process that is made available through the Academy of Nutrition and Dietetics.

“**Currently there are more applicants than positions available and nationally about 50% of the applicants are placed. It is essential that, beginning early in your dietetics coursework, plan for developing a strong record of academic progress, experiences and relationships that will support a successful application**“

**How to increase your competitiveness for a Dietetic Internship**

- Investigate programs early to identify their admission criteria.
- Follow good business etiquette in writing, emailing and calling for information and in all professionally-related activities. You cannot predict when a program director or potential employer will form an opinion about you. Good business practices suggest that all written communications be error-free, grammatically correct, well organized, and the request clearly stated. All correspondence should be dated, correct name, title and address information used, and one’s own name, complete address and telephone number included. What information do you need, to whom are you writing and what do you expect to receive? Good oral communication follows similar patterns.
- Maintain a GPA over ≥3.25 - Most programs require a minimum GPA of 3.0 or higher for consideration for admission. In light of this, individuals with a GPA less than 3.0 are strongly discouraged from applying to Dietetic Internships and cannot be guaranteed faculty letters of recommendation. Although acceptance into the DPD requires a minimum GPA of 3.0 (which is also the minimum GPA required for most internships), the Dietetic Internship application process is highly competitive and recent experience suggests that you should maintain a GPA of at least 3.50 or higher to be most competitive for placement. Internship programs have more applicants than internship spots nationwide and currently, approximately 50% of applicants are accepted into a Dietetic Internship. While a strong GPA is important, it is also essential that students develop a strong and balanced portfolio of experiences during their academic years. Just having a GPA of 3.8 or higher will not assure acceptance into a DI program if a student has a weak portfolio. All higher education grades are reviewed, but particular consideration is given to most recent academic experience and to the grades in courses required to meet the DPD requirements.
- Participate in activities that demonstrate leadership
• Start building relationships with professors, mentors, employers, coaches, advisors, supervisors, etc. early in order to assure you will receive strong reference letters.

• Obtain dietetic-related work or volunteer experience, it is not enough to just volunteer

  o Clinical

    • Contact a hospital or clinic near you, and ask for the nutrition department or Director of Nutrition or Dietary Services to look for paid and volunteer opportunities
    • Contact a director at a long-term care facility
    • Shadow a dietitian in different settings.

  o Community

    ▪ WIC
      • Volunteer for the Farmer’s Market Voucher program during the summer
      • Possible volunteer opportunities during the school year
    ▪ Samaritan Ministries
      • Hunger relief organizations in Petersburg, Colonial Heights, Richmond, Urban Ministries – Food Pantry
      • Many different types of volunteer opportunities
      • Participate in Church Health Ministries
    ▪ Head Start
      • Government-funded child feeding program serving preschoolers
      • Develop lessons/activities for children
    ▪ Home-Delivered Meals
      • Meals-on-Wheels
    ▪ Annual Health & Nutrition Fair
      • Nutrition assessments
      • BMI
      • Food Intake Surveys

  o Food service

    ▪ Contact the Nutrition Department or Food Service Director at a hospital, long-term care facility, or college or university near you to see if they are hiring dietary aides or foodservice staff, including foodservice supervisors
    ▪ Shadow a foodservice director at a local school or university

  o Research

    ▪ Contact a professor of Agriculture Research in MT Carter or Program Specialist in Cooperative Extension and volunteer or request a job related to your area.
- Shadow a researcher in the Food Science & Nutrition research area in the College of Agriculture or work with others in Biology, Chemistry, Psychology, Sports Management, Nursing, or Health Physical Education Recreation and Dance who may be working on projects that are related to nutrition and dietetics.

**Frequently Asked Questions**

*Does VSU offer a B.S. in Dietetics?*

VSU offers a B.S. in Family and Consumer Sciences with a concentration in Dietetics.

*Is there a minimum Grade Point Average (GPA) requirement for the Didactic Program in Dietetics?*

Yes, you may be conditionally accepted into the DPD track with at least 2.85 GPA; but must have a GPA of at least 3.0 to be accepted unconditionally into the upper division of DPD. Additionally, it is necessary that you maintain a GPA of 3.0 or above to continue in the program. A GPA of ≥3.25 is recommended for applications into the Dietetic Internships, a necessary requirement upon completing a DPD to become a registered dietitian.

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

According to an American Dietetic Association (ADA) survey in 2009, half of all RDs in the United States who have been working in the field full-time for five years or less earn between $51,100 and $62,200 per year. According to the May 2012 Labor Statistics, there were 58,240 RD throughout the U.S. The average salary was $56,170 or $27/hour. August, 2018 surveys show: [https://www.payscale.com/research/US/Job=Registered_Dietitian/Salary](https://www.payscale.com/research/US/Job=Registered_Dietitian/Salary). It is important to consider various factors determining salary such as geographic location, practice area, level of education, benefits package, and years in practice.

*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 [https://www.eatrightpro.org/about-us#become-an-rdn-or-ndtr](https://www.eatrightpro.org/about-us#become-an-rdn-or-ndtr).

*What are the career possibilities for non-RDs?*

There are career opportunities for students who earn their bachelor’s degree, but do not complete the RD requirements. These students are eligible to take the registration examination to become a Dietetic Technician, Registered (DTR). According to the Academy of Nutrition and Dietetics, DTRs work in settings such as hospitals and clinics, extended-care facilities, home health-care programs, schools, correctional facilities, restaurants, food companies, foodservice providers, public health agencies, government and community programs, health clubs, weight management clinics, and wellness centers. For more information on employment opportunities for DTRs, please visit: [http://www.eatright.org/students/education/becomeregistered.aspx](http://www.eatright.org/students/education/becomeregistered.aspx).
Policy and Procedures

Admission Assessment:

DPD Application & Admission Process (10.1a)

Admissions Requirements
1. Admission to Virginia State University as: a.) Full-time student, or b.) non-matriculating continuing education student
2. Completion of the following courses (or transferred equivalent) with a grade of “C” or better:
   a. CHEM 151/153: General Chemistry I
   b. CHEM 152/154: General Chemistry II
   c. CHEM 305/307: Organic Chemistry I
   d. BIOL 120: General Biology I/Lab
   e. BIOL 318: Anatomy & Physiology I
   f. MATH 120: College Algebra I
   g. NBMG 300: Organization and Management for non-business majors
3. Nutrition related work and/or volunteer experience
4. Completion of DPD Application Form
5. Expected graduation date is within two years of program application.
6. The DPD program is capped at 30 students. Selection is determined by the VSU Dietetics Program
   *Advisory Council and is based on:
      a. Meeting the above requirements,
      b. ≥3.0 GPA,
      c. Depth and breadth of nutrition related experience

An application for the Didactic Program in Dietetics (DPD) must be completed for students interested in becoming a Registered Dietitian. All students (freshmen and transfers) who have been admitted to the university must apply and be accepted into the DPD and have the DPD major listed on their record in order to receive a Verification Statement upon graduation, which is needed to enter into a Dietetic Internship.

DPD Applications are required to be submitted either by October 15 or by March 15 after students have met the DPD admissions criteria above. These dates may flex depending upon the administration of midterm grades.

Fall Application:
Students who meet the criteria above for DPD entrance requirements will be notified of the results of their application prior to registration for the following semester. Those who are still completing a required course and/or have a GPA less than 3.00 will receive final notification of their application status in early January, after review of fall semester grades to ensure that the student has met the above criteria. Student can only apply to the program two times. When applying, review the criteria checklist prior to submission.
Spring Application:
Students who meet the criteria above for DPD entrance requirements will be notified of the results of their application prior to registration. Those who are still completing a required course and/or have a GPA less than 3.00 will receive final notification of their application status in early June, after review of spring semester grades to ensure that the student has met the above criteria. If a student is taking a required course during the summer, they will also be initially notified before registration and will receive final acceptance after the grade is posted and reviewed in July or August.

Students are allowed to apply to the DPD only 2 times; therefore, applications should not be submitted until DPD admission criteria are met by the end of the semester in which they apply. Those who are not eligible will be required to sign a non-eligibility form.

Admitted DPD students must obtain a student membership to the Academy of Nutrition and Dietetics (AND) after receiving acceptance into the program. Academy membership begins June 1, is one-year long, and is $50 for students. See http://www.eatright.org/membershipinfo/ for more information. Students are strongly encouraged to maintain professional memberships to access scholarships and resources for travel to the AND Conference. Please contact Dr. Patricia Lynch at 804-524-5729 or plynch@vsu.edu if you have questions about applying to the DPD.

Performance Monitoring (10.1b): Any FCS student on the ACEND accredited track earning a cumulative grade of “C” (74%) or below in any DIET course at the midterm will be identified by the course instructor and referred to the Academic Advisor for academic counseling. Students who are freshmen and identified as having “C” (74%) or below in support courses will be referred to ACE (Academic Center of Excellence) for academic counseling and appointed for tutorial if needed. At the end of each semester, any ACEND accredited track student earning a final cumulative grade of “C” (74%) or below will be referred to an Academic Advisor for additional academic counseling and advising on alternative degree plan options and career paths that are appropriate for their academic ability. Students receiving three final cumulative grade scores of “C” (74%) or below will be counseled out of the ACEND accredited track and into other professional options.

Student Retention and Remediation (10.1c): Students receiving three (3) final cumulative grade scores of “C” (74%) or below in the ACEND track Dietetic courses will be counseled out of the ACEND accredited track and into other professional options (career paths) that are appropriate for their academic ability. The program does provide a non-accredited FCS -Dietetics option whereby a student may receive a B.S. degree in FCS with a concentration in Dietetics, but will not receive a verification statement.

The FCS faculty offers special assistance to students who may need additional academic assistance. Student remedial instruction and tutorial support is also available through the Chemistry Department referrals made by the instructor of the course. The Academic Center of Excellence (ACE) is also a remedial option for many students. For further support consult: http://www.vsu.edu/ace/.

Insurance Requirements (10.2a): Not applicable.

Liability for Safety in Travel (10.2b): Not applicable.

Injury/Illness During Supervised practice (10.2c): Not applicable.
Drug Testing/Criminal Background Checks (10.2d): Not applicable.

Experiential Learning (10.2e): Not applicable.

Paid Compensation (10.2f): Not applicable.

Filing & Handling Complaints: Academic Grievance Filed by Students (10.2g): Grades and any academic requirement can by appealed students using the Virginia State University’s Academic Grievance Process. [Link](http://www.vsu.edu/files/docs/student-complaint-form.pdf). A student’s first level of appeal for a grade is from the course instructor whose grade they are contesting. The student should bring the matter to the attention of the academic advisor. When appropriate, the student shall be advised to seek an informal resolution with the affected faculty member, the chairperson and dean. For complaints that are unresolved beyond the Dean’s level will be submitted and resolved with the Provost.

The Didactic Program in Dietetics maintains records of student complaints and their resolutions for a period of seven years. A record of all student complaints related to ACEND accreditation standards are maintained in the DPD Directors office and available to ACEND reviewers to inspect during accreditation site visits.

Submission of Written Complaints to ACEND (10.2h): If all options within the leadership of DPD and the Institution are exhausted without resolution, the program’s noncompliance with ACEND accreditation standards may be directed to: Accreditation Council for Education in Nutrition and Dietetics at 120 South Riverside Plaza – Suite 2190 in Chicago, Illinois 60606-6995. ACEND may also be reached by telephone, fax, and e-mail, respectively: (312) 899-0400 ext: 5400; (312) 899-899-4817; [ACEND@eatright.org](mailto:ACEND@eatright.org).

ACEND only reviews complaints related to the program’s compliance with the Standards of Education or published accreditation policies. ACEND is interested in the sustained quality and continued improvement of the 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.

Direct Assessment for Prior learning (10.2i): Virginia State University maintains a transfer equivalency for many core courses within the Virginia State Community College system. [Link](http://www.vsu.edu/files/docs/admissions/guaranteed-admission-agreement.pdf). If a student wishes to use a Dietetics course from another institution to meet DPD requirements, the student must provide a course description and syllabus to the DPD Director. The program director or designee will review the course syllabus to verify that the course is equivalent to the Virginia State University course. If the student knowledge requirements/learning objectives for the course match a DPD course and the student received a grade of “C” or better in the course, the student will be granted course credit as a substitution and will not be required to repeat the course. Students who have completed two years of college work and are planning to transfer credits into this major should be aware of the core courses and their equivalency: chemistry, statistics, psychology, biology, and advanced communication. Equivalency can be found here: [Link](http://www.vsu.edu/files/docs/admissions/transfer-credit-equivalencies-system.pdf). The DPD does not give course credit for prior work or volunteer experience.

Formal Assessment of Learning (10.2j): Student receive formal evaluations in each DPD course in the following formats: exams, quizzes, oral presentations, projects, case studies, debates, and other scored assignments. Students receive grades for assignments and exams as indicated in each course syllabus and they receive a final grade for each course. The grade policy is given at this link: [Link](http://www.vsu.edu/files/docs/student-activities/student-handbook.pdf). Other opportunities exist for informal feedback about performance from faculty and advisors. Students should view these opportunities as positive
opportunities to gain insight and make appropriate changes in performance. Beyond the classroom, students meet with their advisor at minimum once each semester to review academic progress and to plan the course of study for the following term. Additionally, all instructors and professors hold office hours to meet with students. Student learning outcomes assessments are evaluated continuously as seen in the [http://blackboard.vsu.edu](http://blackboard.vsu.edu)

**Program Retention & Remediation (10.2k):** All DPD students are encouraged to meet with their academic advisor each semester to review their academic progress, goals, and course selection. The University has a vested interest in student success and provides the resources students need to succeed academically. All faculty keep office hours, through which students can attend advising sessions. Additional resources include


**Graduation and/or Program Completion (10.2m):** DPD students are enrolled as Dietetics majors and complete the degree requirement. Minimum grades in specific courses are required to complete the DPD and graduate in this major. The DPD has minimum grades established as degree requirements. The FCS-Dietetics track requires 121 semester hours to obtain the Bachelor of Science degree as outlined here: [http://www.agriculture.vsu.edu/academics/family-and-consumer-science/dietetics/index.php](http://www.agriculture.vsu.edu/academics/family-and-consumer-science/dietetics/index.php). The maximum time allowed for program requirements is 150%.

**Intent-to-Complete Forms and Verification Statements (10.2n):**

*Declaration Intent-to-Complete:* The Declaration of Intent for the dietetic internship application process. It declares the student’s intent to complete the courses prior to the start of the supervised practice program. A declaration of intent form will be completed by each student applying to a dietetic internship prior to the completion of their DPD coursework or graduation. The declaration of intent will be completed at the beginning of the final semester prior to completing the DPD or graduating. The list of courses for each student will be verified by an audit form generated by the Registrar’s office. The DPD director will receive the form from each student and will review and confirm the statement of intent.

*Verification Statements:* Verification Statements are REQUIRED to verify that students have completed the DPD academic requirements and are eligible to begin the dietetic internship. A set of five (5) original verification statements will be issued after a formal request by the student and the official transcript showing degree date is received and/or DPD coursework is complete. Following the posting of final grades, the DPD director will verify that you have completed the DPD requirements and will make your verification statement packet available within two weeks post-graduation provided a request was completed. You will need to provide an original, signed copy to the director of the internship program you will be attending. A copy of your transcript and the verification statement will be kept on file in the DPD director’s office for a period of no less than seven (7) years. Criteria for receiving verification statements include:

- Average GPA of 3.0 or higher in all DPD courses
- A grade of “C” or higher in all courses
- B.S. or Certificate must be received at VSU
- Degree must be posted to the transcript
After graduation, please notify the DPD Director of any name, mailing address, email address, employment, academic or personal changes as the coordinator will track the progress of graduates (regardless of whether you become a registered dietitian). The DPD Coordinator will keep you informed of program changes, career opportunities, continuing educational opportunities, etc.

Students who have obtained a Bachelor’s degree in a field other than dietetics from a university accredited by a U.S. regionally institutional accrediting body for higher education and will take additional coursework at Virginia State University as a post-baccalaureate student to meet course requirements for the DPD: upon admission to the program must complete all required courses for the DPD with at least “C” grade and GPA of at least 3.0 for a verification statement to be issued. Course curriculum: http://www.agriculture.vsu.edu/academics/family-and-consumer-science/dietetics/Certificate%20Program%20Plan.pdf. The student’s transcript will be initially evaluated by the transfer-admissions department to determine which courses from other institutions will transfer as equivalent courses at Virginia State University.

Distance Instruction/Online Testing (10.2o): Examinations are given face-to-face or on-line utilizing Blackboard. Student identify is protected using their personal log in and password information for Blackboard.

Withdrawal and Refund of Tuition & Fees (10.2p): The DPD follows the Virginia State University withdrawal policy. (Student handbook p.14 http://www.vsu.edu/files/docs/student-activities/student-handbook.pdf )

http://www.vsu.edu/files/docs/policies/3000/protocol%20for%20student%20asministrative%20withdrawl%20for%20medical,%20etc.pdf

Program Schedule (10.2q): DPD follows the academic calendar of Virginia State University, including holidays and vacations. http://www.vsu.edu/academics/academic-calendar.php


It is the policy of Virginia State University not to release education records or personally identifiable information contained therein, other than directory information, without the student’s written consent except in those instances where FERPA does allow for disclosure of personally identifiable information about students. The prohibition against release generally does not extend to record requests from school officials with a legitimate educational or administrative interest, other schools to which a student is transferring, state and federal education authorities, accrediting organizations, appropriate officials in cases involving health and safety, organizations conducting studies on behalf of the University, and education record requests pursuant to judicial orders or lawfully issued subpoenas, or as otherwise stated in § 99.36 of FERPA.

Student Access to their Files (10.2s): FERPA affords students certain rights with respect to their education records. These rights include: The right to inspect and review the student’s education records within 45 days of the day the University receives a request for access. Students must submit to the Office of the University Registrar written or electronic requests with their electronic signatures that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and
place where the records may be inspected. If the University official to whom the request was submitted does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed. http://www.vsu.edu/about/leadership/office-of-the-president/units-reporting-president/legal-counsel-office/ferpa.php.

**Access to Student Support Services (10.2t):** The University offers a wide variety of student support services including, but not limited to, health services, counseling, testing, and financial aid services. For details on the various services, visit: http://www.vsu.edu/student-life/support-and-resources/index.php and http://www.vsu.edu/financial-aid/index.php
Admission to Virginia State University (9.1):

Virginia State University welcomes applicants to our undergraduate, graduate and continuing education programs. For more information about admissions to VSU please visit: http://www.vsu.edu/admissions/index.php

Equal Opportunity – Virginia State University is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, or sexual orientation.

Office of Student Financial Aid
Gandy Hall Room 112
Petersburg, VA  23806
Phone: (804) 524-5990 or (800) 823-7214
Fax: (804) 524-6818
Email: finaid@vsu.edu

Tuition and Fee Schedule: http://www.vsu.edu/files/docs/student-accounts/tuition-fees.pdf
Applications for federal financial aid may be completed online at https://fafsa.ed.gov. The Federal School Code: 003764

Financial Assistance
Virginia State University makes every effort to assist students in the procurement of tuition funding. Aid is available in the forms of grants, loans, federal work study, and scholarships. Students should contact the Department of Family and Consumer Science, College of Agriculture and the financial aid office for resource specific opportunities

Scholarships
The Department of Family and Consumer Science Nutrition is committed to making scholarships available to its students. The department offers numerous undergraduate awards available to students in the major. In addition, our students qualify for scholarships available from the College of Agriculture (COA), as well as scholarships given by nutrition professional organizations and industries. Please visit the Department and College for details and listings.

Additionally, scholarships are offered through your professional organizations such as the Academy of Nutrition and Dietetics at http://www.eatright.org/BecomeanRDorDTR/content.aspx?id=8133.

* In addition to tuition and fees, $300 or less will be needed for items such as transportation to field trips or volunteer experiences, extra supplies or materials for class projects, the student membership to the Academy of Nutrition and Dietetics (required form Medical Nutrition Therapy I and II for all DPD students. *
1. **Virginia State University Undergraduate Catalog** – VSU has an undergraduate catalog, usually published in two year intervals. The catalog describes all of the majors offered at the University and lists all requirements for degree completion. Dietetics courses are listed in the Department of Family and Consumer Science section. Requirements for graduation are generally based on the requirements in the catalog in effect at the time of admission to the major. Be sure to consult with your advisor before making course decisions and selections based on the catalog. The catalog also outlines policies and procedures for graduation, petitions, grades, class attendance, grievance, and other information needed by students. Students are expected to be knowledgeable about the information in the bulletin and follow recommended procedures. Current catalog may be viewed at [http://www.vsu.edu/files/docs/academics/catalog/undergraduate-catalog-2016-2018.pdf](http://www.vsu.edu/files/docs/academics/catalog/undergraduate-catalog-2016-2018.pdf)

2. **An Undergraduate Student Handbook** is given to incoming students during orientation. This handbook contains a directory of university services, colleges, and programs on campus and includes everything from admissions to resident halls, to an overview and directory of every degree available. There is also a section on various activities, events, and recreation.

3. **The Class Schedule** available online at: [https://ssb-prod.ec.vsu.edu/BNPROD/bwckschd.p Disp Dyn sched](https://ssb-prod.ec.vsu.edu/BNPROD/bwckschd.p Disp Dyn sched). Students need to review and be responsible for the procedures involved in scheduling, testing, grading, changes in registration, tuition and fees, and other procedures delineated in the class schedule.

4. **The VSU Academic Calendar** is available online each term at: [http://www.vsu.edu/academics/academic-calendars.php](http://www.vsu.edu/academics/academic-calendars.php)


**Student Honor Code**

Your responsibilities in the area of honor include, but are not limited to, avoidance of cheating, plagiarism and improper or illegal use of technology. Your presentations, assignments, and quizzes are expected to be your own work. Any questions about these should be directed to the professor. It is permissible to request assistance from a librarian when doing database research as long as the selection and organization of the research for the presentation is in your own work.

**Academic Integrity**

Enrollment in the class means that you agree to abide by the expectations of Virginia State University about academic integrity.

**Academic Dishonesty Policy**

Virginia State University is committed to a policy of academic honesty for all students. Examples of Academic Dishonesty include but are not limited to:
• Cheating or knowingly assisting another student in committing an act of academic dishonesty;
• Plagiarism (unauthorized use of another person’s words or ideas as one’s own) which includes but is not limited to submitting examinations, theses, reports, drawings, laboratory notes or other materials as one’s own work when such work has been prepared by another person or copied from another person.
• Unauthorized possession of examinations or reserve library materials, destruction or hiding of source materials, library materials, or laboratory materials or experiments or any other similar action;
• Unauthorized changing of grades or marking on an examination or in an instructor’s grade book, or such change of any grade record;
• Aiding or abetting in the infraction of any of the provisions anticipated under the general standards of student conduct; or
• Assisting another student in violating any of the above rules.

A student who has committed an act of academic dishonesty has failed to meet a basic requirement of satisfactory academic performance. Thus, academic dishonesty is not only a basis for disciplinary action but may also affect the evaluation of the student’s level of performance. Any student who commits an act of academic dishonesty is subject to disciplinary action as defined below.

In instances where a student has clearly been identified as having committed an academic act of dishonesty, the instructor may take appropriate punitive action including a loss of credit for an assignment, an examination or project, or award a grade of “F” for the course subject to the review and endorsement of the chairperson and the dean. Repeated offenses can even lead to dismissal from the University.

**Student Appeals of Academic Dishonesty**

A student who feels that he or she has been unfairly treated as a result of an academic dishonesty matter may appeal the action in writing to the University Judicial Tribunal. The written notice of appeal must be submitted within one week (seven calendar days) of the date of the incident. The student should refer to the section on Appellate Procedures in the Student Handbook.

**Grievance and Appeal Procedures**

A conflict between a student and a professor should begin with open communication. If resolution is not achieved, the student may meet with the department's chairperson. Any grievance involving grade appeals must be submitted in writing to the chairperson. If a satisfactory agreement is not reached, then the student may submit a formal application of appeal to the department chair who will forward this information to the dean of the College the School of Agriculture. The Dean will schedule a meeting of the College’s Committee for Appeals.

Appeals and or Complaints against the Didactic Program in Dietetics should begin at the area level within the University. However, if no resolution is achieved students may contact *ACEND* in writing.

*For Issues specific to the DPD and the ACEND Accreditation Standards:*

**DPD students should direct concerns to the DPD Director. If no solution is found, concerns should then be directed to the Department Head. In the event that a complaint remains unresolved, students may submit their complaint in writing directly to ACEND (Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995).*
University Resources (10.1t):

VSU Police Department
Emergency: 804-524-5411
Non-emergency: 804-524-5360
http://www.vsu.edu/police/

Student Services
Virginia State University provides a variety of services that support student academic pursuits as well as their professional and social development. Students have access to a department chair and faculty who all post at least 10 office hours weekly when they are available for unscheduled visits. Other appointments may be scheduled at mutually convenient times.

Office of Career Services
1 Hayden Drive
Ettrick, VA. 23806
Phone: 804-524-5211
http://www.vsu.edu/career-services/

Virginia State University Bookstore
1 Hayden Drive
Ettrick, VA. 23806
Phone: 804-524-5691
https://www.bkstr.com/virginiastatestore/home

Johnston Memorial Library
Phone: 804-524-6811
http://library.vsu.edu/

Recreation and Leisure:
804-524-5546

Media and Broadcast Services
130 Harris Hall
http://www.vsu.edu/wvst/

Health Services:
Phone: 804-524-5711
http://www.vsu.edu/healthservices/

Fitness & Wellness Center

Office of Disability Support Services
Phone: 804-524-5061
Dining Services
Phone: (804) 687–2499
https://www.vsu-thscampusdining.com/

Federal Student Aid: 1-800-557-7394 - https://studentloans.gov/myDirectLoan/index.action

VSU Student Activities
804-524-9533

Services: http://www.vsu.edu/student-life/student-activities/services.php
Meeting space: http://www.vsu.edu/student-life/student-activities/need-meeting-space.php
Student newspaper: http://www.vsu.edu/student-life/student-activities/newspaper.php
SGA: 804-524-9533
Co-curricular programs: 804-524-5522
Yearbook: 804-524-9533
Job opportunities:

Tutorial
Center for Academic Excellence
Johnston Memorial Library, 2nd Floor

Organizations/Clubs/Associations

University and community activities are strongly encouraged. Participation in a variety of activities and a clear, identified leadership role in one or more groups is an essential part of your preparation as a professional. It will enhance your opportunities for scholarships and awards, placement in supervised practice in dietetics, and in future employment. Please see below for a partial list of opportunities:

1. Food and Nutritional Sciences Club (FANS) – This club is comprised of undergraduate and graduate students pursuing the DPD. This organization addresses increasing membership, educational and social interactions, and professional development. Career preparation, health fairs, and community nutrition interventions emphasized.

2. Academy of Nutrition and Dietetics (AND) Student Member – Food and Nutritional Science students are strongly encouraged to become student members. Application forms and membership
information are available from the didactic program director or online at [http://www.eatright.org/BecomeanRDorDTR/content.aspx?id=8141](http://www.eatright.org/BecomeanRDorDTR/content.aspx?id=8141). The current cost is $60.00.

**National Organization of Blacks in Dietetics and Nutrition (NOBIDAN).** Minority students are members of the national AND. Any student studying food and nutritional science and members of AND may join. ([NOBIDAN MEMBERSHIP nobidan.membership@gmail.com](mailto:nobidan.membership@gmail.com)). Organization also sponsors local “meet-ups” (dawn.j.anderson@comcast.net).

The Academy of Nutrition and Education Foundation awards scholarships to students enrolled in undergraduate and graduate nutrition programs who are Academy student members. Eligibility information is available on the Academy web site at [http://www.eatright.org/BecomeanRDorDTR/content.aspx?id=8133](http://www.eatright.org/BecomeanRDorDTR/content.aspx?id=8133). The scholarship application form is available at the site above or by mail each year between August and mid-January. The annual deadline for submitting applications is in mid-February. Scholarships are awarded for the following academic or program year.

3. **Virginia Academy of Nutrition and Dietetics (VAND)** - Membership in the national association results in automatic membership in the state association. Students will receive a periodic newsletter and are strongly encouraged to be knowledgeable about association issues and concerns. VAND has an annual statewide spring conference at selected sites around the state. Students are strongly encouraged to attend one or more spring meetings while they are matriculating. The College of Agriculture and the Department of Family & Consumer Sciences offer students in good standing scholarship opportunities that support some of the cost of participation in professional meetings. Additional information is available at: [http://eatrightvirginia.org/about/](http://eatrightvirginia.org/about/)

Virginia Academy of Nutrition and Dietetics (VAND)
P.O. Box 7061
Fairfax, VA 22039
703-815-8393
eatrightvirginia.gmail.com

4. **Richmond District Dietetics Association (RDDA)** – A local association of dietitians that meets once a month. You are highly encouraged to attend and participate in meetings, learn about practice-related issues, and network with local dietitians. For more information visit: [http://www.grandrva.org/services](http://www.grandrva.org/services)

5. **Society for Nutrition Education and Behavior (SNEB)** – SNEB is a national organization in support of nutrition education. The organization has an annual meeting in the summer and a refereed journal. Student membership is $60 per year, and require faculty signature. Membership applications are online at [http://www.sneb.org/](http://www.sneb.org/)

6. **American Association of Family and Consumer Sciences (AAFCS)** – AAFCS is a professional association dedicated to family and consumer sciences, professionals, students, and community leaders. Applications and other information is available online at [http://www.aafcs.org/](http://www.aafcs.org/). Student membership is $60.00.

7. **Minorities in Agriculture, Natural Resources, & Related Sciences (MANRRS)** - MANRRS is a national society that welcomes membership of people of all racial and ethnic group participation in
agricultural and related sciences careers. MANRRS members are encouraged to be full participants in other professional societies for their basic disciplinary and career interests. MANRRS provides role models and networking opportunities. MANRRS also offers students opportunities to enhance leadership and organizational and public speaking skills, and to experience professional critique of scholarly worked in a “user friendly” environment. Membership information is available at http://www.manrrs.org/.

8. Undergraduate Research Opportunities – This program is available to all COA students. The intent of this program is for students to work with faculty members on research projects or activities. Applications are competitive and open in early fall and early winter. See the school or department office for the timetable, application forms, and procedures. Before applying, a student needs to have a faculty mentor interested in working with him/her on a project that is related to the research being completed by the faculty member. For more information see the DPD director.

9. Kappa Omicron Nu – is the leading honor society for students in the human sciences, established on February 21, 1990. The mission of this organization is to enhance quality of living through excellence in scholarship, leadership, and research. To join, undergraduate students shall: (a) have declared a major in family and consumer sciences or one of the specializations in the human sciences, (b) have completed 45 semester hours or equivalent, (c) rank in the top 25% of their class in the unit.

Virginia State University
University Libraries

Elsevier's nutrition journals
• Clinical Nutrition
• Clinical Nutrition ESPEN
• Clinical Nutrition Experimental
• Journal of Nutrition and Intermediary Metabolism
• Journal of Nutrition Education and Behavior
• Journal of the Academy of Nutrition and Dietetics
• Nutrition
• Nutrition, Metabolism and Cardiovascular Diseases
• Nutrition Research
• The Journal of Nutritional Biochemistry

Springer Food Science & Nutrition Journals
• Chemosensory Perception
• European Food Research and Technology
• European Journal of Nutrition
• Food Analytical Methods
• Food and Bioprocess Technology
• Food Biophysics
• Food Engineering Reviews
• Food Science and Biotechnology
• Journal of Consumer Protection and Food Safety
• Journal of Food Measurement and Characterization
• Journal of Food Science and Technology
• Plant Foods for Human Nutrition

**SAGE Journals – Nutrition**
• AADE in Practice
• American Journal of Lifestyle Medicine
• The British Journal of Diabetes & Vascular Disease
• Diabetes and Vascular Disease Research
• The Diabetes Educator
• Food and Nutrition Bulletin
• Food Science and Technology International
• Journal of Diabetes Science and Technology
• Journal of Human Lactation
• Journal of International Medical Research
• Journal of Pharmacy Practice
• Nutrition and Health
• Nutrition and Metabolic Insights
• SAGE Open Medical Case Reports
• SAGE Open Medicine
• Therapeutic Advances in Cardiovascular Disease
• Therapeutic Advances in Gastroenterology
• United European Gastroenterology Journal

**Wiley Journals – Nutrition and Diet**
• Journal of Human Nutrition and Dietetics
• Journal of Parenteral and Enteral Nutrition
• Maternal and Child Nutrition
• Nutrition and Dietetics
• Nutrition Bulletin
• Nutrition in Clinical Practice
By signing this document, you acknowledge that you have received a copy of the Virginia State University Department of Family and Consumer Sciences Didactic Program in Dietetics Student Handbook. You have also attended a DPD orientation and Dietetic Internship Application Process meetings with VSU’s DPD Director.

Yes, I have attended an orientation to DPD and Internship Process and received a DPD Student Handbook.

DPD Student Name (print)  Banner Number  DPD Student Signature

Patricia A. Lynch, Ph.D., RD/LDN  DPD Director

DPD Director Signature