Nutrition Option
Of the Didactic Program in Dietetics
Student Handbook

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

August 2016
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Revised July 2016
WELCOME to the Nutrition Option of the Didactic Program in Dietetics in the Department of Family and Consumer Sciences at South Carolina State University.

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

For additional program information about ACEND please contact:

CONTACT INFORMATION
Department of Family and Consumer Sciences
300 College Street, Northeast
Post Office Box 7657
Orangeburg, South Carolina 29117-0001
803-536-7110 (office)
803-533-3628 (fax)
Website: http://www.scsu.edu/academicdepartments/departmentoffamilyconsumersciences.aspx

DPD DIRECTOR CONTACT INFORMATION
Vicky Ott, MS RD/LD
326 Nance Hall
803-516-4590 (office)
vott@scsu.edu

FACULTY CONTACT INFORMATION
Ethel G. Jones, Ph.D., CFCS
Department Chairperson
803-516-8958 or 536-7110 (office)
egjones@scsu.edu

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

UNIVERSITY MISSION
South Carolina State University (SC State) is a historically Black public 1890 land-grant senior comprehensive institution of approximately 4,500-6,000 students. Located in Orangeburg, South Carolina, SC State University is committed to providing affordable and accessible quality baccalaureate programs in the areas of business, applied professional sciences, mathematics, natural sciences, engineering, engineering technology, education, arts, and humanities. A number of programs are offered at the master’s level in teaching, human services and agribusiness, and the educational specialist and doctorate programs are offered in educational Administration.

SC State University prepares highly skilled, competent and socially aware graduates to enable them to work and live productively in a dynamic, global society. Through technology and traditional methods of teaching and learning, research and service, the University enhances the quality of life of citizens and contributes to the economic development of the state and nation.

*(Mission statement approved by the S.C. State University Board of Trustees on March 30, 2010 and by the South Carolina Commission on Higher Education May 6, 2010.)*

**ADMISSIONS PROCESS/REQUIREMENTS FOR SOUTH CAROLINA STATE UNIVERSITY**

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

**STUDENT FEES AND EXPENSES AND FINANCIAL FUNDING**

All expenses for the semester, including fees and room and board, must be paid before or at the beginning of each semester as a condition of admission to class. Additional information can be find at [http://www.scsu.edu/files/Registrars_Office/20142016UndergraduateCatalog.pdf](http://www.scsu.edu/files/Registrars_Office/20142016UndergraduateCatalog.pdf).

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

**ACADEMIC POLICIES**

Revised July 2016
Policy on Academic Dishonesty
At the beginning of the fall semester, students receive a current copy of Dates & Data (Student Handbook) which contains the policy on Academic Dishonesty. Students should familiarize themselves with the complete regulation. New students entering the spring semester receive copies of Dates & Data in January.

Thing to Know About Academics
Students are provided detailed information relative to course load, examination, minimum grade point average, academic probation and additional information about academics that can be viewed at http://www.scsu.edu/files/studenthandbook11b.pdf

Grade Appeals/Complaints
A student may appeal a course grade if the student has evidence that the grade was assigned in a malicious, capricious, erroneous, or arbitrary manner. The steps that follow provide a guideline for the appeals process. All persons concerned with this process should make every attempt to adhere to the time schedule outlined in the process. No appeal will be entertained more than one year following the date the grade was assigned. For more specific details of the procedure, visit http://www.scsu.edu/files/studenthandbook11b.pdf

STUDENT SERVICES
The Division of Student Affairs’ mission is to assist in the development of the whole person and enhancing the learning environment through student services and experience gained through co-curricular programs and activities.

STUDENT DISABILITY SERVICES
Students with disabilities are an important part of the student body. Providing equal opportunities for students with disabilities is a campus-wide responsibility and commitment. In accordance with ADA laws and requirements, the university provides support services for students with disabilities through the Office of Disabled Student Services. This office is housed within the Counseling and Self-Development Center. Among the services provided are counseling, advocacy and, when necessary, referral for appropriate management of the students ‘needs. Referral sources include Brooks Health Center and the local South Carolina Department of Vocational Rehabilitation. Requests for additional information concerning services provided by the Office of Student Disability Support Services may be obtained by calling (803) 536-7245 or by visiting the office which is housed in the Counseling and Self-Development Center located behind Bradham and Manning Residence Halls.

Referral services are offered to students who present with long-term clinical concerns which, due to limited staffing resources, cannot feasibly be addressed at the Counseling and Self-Development Center.
The Counseling and Self-Development Center offers counseling, testing, and student disability services and is accredited by the International Association of Counseling Services (IACS). The center’s aim is to address the counseling and developmental needs of SC State students. The mission of the Counseling and Self-Development Center is to provide quality mental health services that assist students with defining and accomplishing their personal goals while coping with stressors which may arise during the course of their matriculation.

University policies, as well as the law, require the provision of accommodations to students requesting assistance based on Title II of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. The Act essentially states that “no otherwise qualified individual with a disability in the United States shall solely by reason of disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity, such as a college, university, or other postsecondary institution, or public system of higher education.” For more information view our university catalog at http://www.scsu.edu/files/Registrars Office/20142016UndergraduateCatalog.pdf.

**DIVERSITY**

The International Programs Office is administratively housed in the Division of Academic Affairs. A vital mission of the program is to develop intercultural communication skills and international understanding among students and faculty. We intend for SC State to be recognized as the institution of choice in terms of providing a rigorous and challenging program for the intellectually curious student. A distinguished faculty and a qualified staff are integral to sustaining this level of performance. Focus and responsive administrative processes are in place to support the effort.

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

The University defines an international student as a student who is not a citizen or legal permanent resident of the United States. Students applying for admission from countries other than the United States must submit the required credentials and examination scores as U.S. Applicants. To apply for admission, international students must submit all required credentials and supporting document by June 1 for the fall semester, and October 30 for the spring semester. The SAT I or ACT cannot be waived or postponed.

**Department Mission**

Revised July 2016
To prepare diverse learners for careers, graduate studies, and leadership roles in the Human Sciences. Faculty and students will enhance the quality of life for individuals, families, and communities through the use of an integrative approach via teaching, research, and outreach. The department works in concert with the inherent functions of the University’s 1890 land-grant status.

**PROGRAM MISSION AND GOALS**

The mission of the program is to provide students with an opportunity for a quality education in the principles and practices of Dietetics or Food Management consistent with the policies of the University that are congruent with the standards of education enunciated by the credentialing organization, including the Southern Association of Colleges and Schools and the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics.

**Goal 1:** To prepare DPD students by emphasizing foundation knowledge and competency in nutrition and dietetics so that graduates of the DPD program will successfully apply their undergraduate education to a dietetic internship, or other supervised practice pathway.

**Objectives:**

1. After acceptance into the Nutrition Option of the DPD, over a five year period, there will be a 80% completion within 2 years (100%) and 100% completion within 3 years (150%).
2. Over a five year period, 85% of the graduates will be hired in a nutrition or food management position within 12 months of graduation.
3. Over a five year period, 10% of the students will apply and be accepted in graduate/professional schools.
4. Over a five year period, 50% of the graduates will apply for an accredited supervised practice program.
5. Over a five year period, 10% of the graduates will be accepted into an accredited supervised practice program within 12 months of graduating from the Nutrition Option of the DPD.
6. Over a five year period, 80% of the graduates who take the registration examination will pass the examination on the first attempt.

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

**Objectives:**

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

Foundation learning is defined by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) as follows: the knowledge required by students in clinical, biomedical and behavioral sciences to support the attainment of the competencies of dietetics practice (also “Knowledge”).

Knowledge is defined by ACEND as the recall or recognition of specific facts procedural patterns, and concepts that serve in the development of intellectual abilities and skills. To successfully achieve the foundation knowledge, graduates must have demonstrated the ability to communicate and collaborate, solve problems, and apply critical thinking skills.

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

**Domain 1: Scientific and Evidence Base of Practice: integration of scientific information and research into practice**

KRD 1.1 The curriculum must reflect the scientific basis of the dietetics profession and must include research methodology, interpretation of research literature and integration of research principles into evidence-based practice.

**Domain 2: Professional Practice Expectations: beliefs, values, attitudes and behaviors for the professional dietitian level of practice.**

KRD 2.1 The curriculum must include opportunities to develop a variety of communication skills sufficient for entry into pre-professional practice.

KRD 2.2 The curriculum must provide principles and techniques of effective counseling methods.

KRD 2.3 The curriculum must include opportunities to understand governance of dietetics practice, such as the Scope of Dietetics Practice and the Code of Ethics for the Profession of Dietetics; and interdisciplinary relationships in various practice settings.

**Domain 3: Clinical and Customer Services: development and delivery of information, products and services to individuals, groups and populations.**

KRD 3.1 The curriculum must reflect the principles of Medical Nutrition Therapy and the practice of the nutrition care process, including the principles and methods of assessment, diagnosis, identification and implementation of interventions and strategies for monitoring and evaluation.

KRD 3.2 The curriculum must include the role of environment, food, nutrition and lifestyle choices in health promotion and disease prevention.

KRD 3.3 The curriculum must include education and behavior change theories and
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.

KRD 4.1 The curriculum must include management and business theories and principles required to deliver programs and services.

KRD 4.2 The curriculum must include content related to quality management of food and nutrition services.

KRD 4.3 The curriculum must include the fundamentals of public policy, including the legislative and regulatory basis of dietetics practice.

KRD 4.4 The curriculum must include content related to health care systems.

KRD 4.5 The curriculum must include content related to coding and billing of dietetics/nutrition services to obtain reimbursement for services from public or private insurers.

Domain 5: Support Knowledge: knowledge underlying the requirements specified above.

KRD 5.1 The food and food systems foundation of the dietetics profession must be evident in the curriculum. Course content must include the principles of food science and food systems, techniques of food preparation and application to the development, modification and evaluation of recipes, menus and food products acceptable to diverse groups.

KRD 5.2 The physical and biological science foundation of the dietetics profession must be evident in the curriculum. Course content must include organic chemistry, biochemistry, physiology, genetics, microbiology, pharmacology, statistics, nutrient metabolism, and nutrition across the lifespan.

KRD 5.3 The behavioral and social science foundation of the dietetics profession must be evident in the curriculum. Course content must include concepts of human behavior and diversity, such as psychology, sociology, or anthropology.

**LEARNING ASSESSMENTS**

The Dietetics Programs utilizes a variety of formative assessments to determine student learning outcomes. These venues include but are not limited to tests, examinations, written and oral presentations, case studies and scenarios, projects, labs, discussions, observation, participation, evaluations etc. These assessments with rubrics provide faculty adequate opportunities to evaluate student learning outcomes. Students who complete each course are given a grade which measures or reflects the mastery of each knowledge content area. The individual course syllabi includes a list of all learning assessments including exams and
assignments within each course. Grades for each assessment is posted and available on Blackboard. The final grades are recorded in Banner as well as student transcripts. Each student discusses the progress and goals each semester with their DPD advisor.

PATH TO BECOMING A REGISTERED DIETITIAN (RD/RDN)

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

1. First, students must complete all educational core requirements established by the Didactic Program in Dietetics (DPD) at South State University, and all other graduation obligations of the University. Those students enrolled in the Nutrition Option of the Food and Management Degree meet these qualifications. Completion of these academic requirements will be verified by the DPD Director who will issue a Verification Statement, a requirement for the Internship, showing that the Core Requirements have been met.

2. Second, students complete a Dietetic Internship experience which is a practical, hands-on phase, comprised of 1200 hours of supervised practice. Students compete nationally through a computer matching system. This is a very competitive program and the students accepted into these programs each year are based on overall GPA, well-roundedness, among other qualifying factors established by the program. (See information on Computer Matching). Although SCSU does not offer a post-baccalaureate internship, faculty members provide guidance to students through the application process. Students may apply for the Dietetic Internship during their last semester at SC State, however, students are advised to start the application process very early since it is time consuming and requires much detail.

A full listing of ACEND-accredited dietetic internships is located on the AND’s website at [http://www.eatrightacend.org/ACEND/content.aspx?id=6442485424](http://www.eatrightacend.org/ACEND/content.aspx?id=6442485424). After completion of the supervised practical experience (internship), students are issued another Verification Statements to indicate successful completion of the requirements.

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

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

Forty-six states have laws regulating the practice of dietetics. In order to practice in SC and use the LD credential, an application must be submitted and maintained. South Carolina’s information on licensure is available at: www.llr.state.sc.us/POL/Dietetics

NUTRITION DEGREE OPTION OF DPD REQUIREMENTS

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

The Nutrition Option of the Didactic Program in Dietetics curriculum is 126 credit hours, which is designed to be completed in four-six years. However, students who are not continually enrolled (except summer) will be required to complete the curriculum that is in place when they return. This may mean that some of the courses already completed will not count toward graduation requirements, or that a student may be required to complete additional courses not on the original curriculum.

All students completing the curriculum for the Nutrition of DPD are required to submit a professional portfolio as part of their graduation requirements. The portfolio assignment is introduced in NFM 410 and or/NFM321. It must be submitted to the Program Director at the end of each semester. Students must receive a grade of “C” or better in each major course required on the curriculum. After graduation, students who complete the Nutrition option and meet the University’s minimum GPA requirement of 3.00 will be issued five copies of a verification statement, which will enable them to apply for an (ACEND) accredited dietetic internship. Upon successfully completing the dietetic internship, students are eligible to take the registration examination for Registered Dietitians.

FOOD MANAGEMENT DEGREE OPTION REQUIREMENTS

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

**Dietetic Technician, Registered (DTR) Certification**

Graduates of a DPD Program are eligible to take the Dietetic Technician, Registered Exam (DTRE). This route to DTR is the Pathway III and can be pursued after the completion of a Didactic Program in Dietetic. South Carolina State University graduates of the nutrition option meet this required criteria. This is a good alternative for those who do not wish to complete a dietetic internship and become a Registered Dietitian/Nutritionist or those who are not immediately pursuing the required supervised experience. Those with a DTR Certification have a competitive option and are often employed in WIC (Women, Infants, and Children’s Programs), long-term care, food service, and clinical dietetics (often working under the supervision of an RD).

**Admission to Upper Division**

Minimum requirements for admission into upper division include: completion of the following courses: Chemistry 150, 151, 152, 153, 306, 316, 307, 316, Math 151, 155, 153, Biology 207, 217, 208, 218, FCS 101, NFM 102,) with a GPA of 3.0 or higher.

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

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

**Transfer, Second Degree, and Student Interested in Nutrition Option of DPD, Credentialing Process, and Food Management Option**

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

ACADEMIC ADVISING

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

GRADUATION REQUIREMENTS

Graduation requirements include completion of the all courses in the Nutrition and Food Management curriculum, with a grade of “C” or better and a curriculum GPA of 3.0 or above. Students who meet these requirements will also be awarded the ACEND verification statement of completion. The curriculum is 126 hours and is designed to be completed in four to six years. However, students who are not continually enrolled (except summer) will be required to complete the curriculum that is in place when they return. This may mean that some of the courses already completed will not count toward graduation requirements, or that the student may be required to complete additional courses not on the original curriculum.

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

COMPUTER MATCHING

Computer matching is part of the process essential to obtaining most of the Dietetic Internship appointments. There is a fee for computer matching that must be submitted at the time the student submits to their application. Additional information on The Dietetic Internship Centralized Application Services (DICAS) is available at: www.portal.dicas.org/
All complete computer matching information, including computer matching dates with deadlines, are on the Academy/ACEND website at: [www.eatright.org/ACEND/](http://www.eatright.org/ACEND/).

**Application Phase**

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

1. Obtain current application materials from selected DIs at least 6 months prior the computer match in April and November annually.
2. Meet and Discuss application materials with your Didactic Program Director.
3. If required, apply to take Graduate Record Examination (GRE).
4. Obtain the Declaration of Intent to Complete form (pre-graduation) or a Verification Statement (post-graduation) completed by your DPD Director.
5. Request references from advisor/faculty/employers and order official transcripts as needed for each DI application.
6. Complete each DI application as directed by the application and submit the materials to the DI director by the designated deadline date.
7. Provide telephone number(s) with applications where you can be reached on Appointment Day.
8. Applicants must register on the D&D Digital website, and pay the matching fee online to D&D Digital before the designated deadline dates (Refer to dates for the Computer Matching Process for each appointment period). Applicants should call D&D Digital prior to the deadline if they do not receive an e-mail with log-in information.
9. If you do not receive a match, you must register with D&D Digital for each Spring and Fall computer matching period. Applicants are responsible for notifying D&D Digital in writing, of a decision to withdraw from the matching process if circumstances will prevent them from accepting a match that may occur. Applicants are responsible for telephoning D&D Digital if they cannot access the D&D Digital Internet site to view their personal matching results on Notification Day.

**Appointment Phase**

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

**Important Application Responsibilities**
1. Participants in the computer matching process are expected to adhere to the results of the match and accept a match that may occur. It is unethical to decline a match in order to pursue appointment to another program.

2. Programs with open positions will be posted on the D&D Digital Web site the day following Appointment Day. Applicants who do not receive a computer match must not contact any program with open positions until the day following Appointment Day. In addition, please do not ask your Didactic Program Director to inquire about programs with open positions until the day programs with open positions are posted. This allows the DI programs time to confirm acceptance from their matched applicants and determine the process they will use to fill open positions.

**ACADEMIC CALENDAR**

Past, Present and future calendars are available online at http://www.scsu.edu/admissions/registrarsoffice/scheduleofcourses.aspx

**ACADEMIC DISMISSAL**

Students who fail to maintain the minimum GPA twice during their academic tenure will be dismissed from the university. Students on academic dismissal are not eligible to attend summer school without petitioning the Academic Review Board. The steps for this process can be found on page 57 of the University Undergraduate Catalogue.

Students are provided detailed information relative to course load, examination, minimum grade point average, academic probation and additional information about academics that can be viewed at: www.scsu.edu/files/studenthandbook11b.pdf.

**ATTIRE**

Students enrolled in laboratories on campus will be required to wear a white ¾ length lab coat, non-slip closed-toe shoes and hairnets or nylon skull caps.

**CODE OF CONDUCT POLICIES FOR NON-ACADEMIC OFFENSES**

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

DPD RETENTION AND REMEDIATION PROCEDURES

1. Students are expected to maintain an overall cumulative grade point average of C (2.00 GPA) to be in good standing and to be awarded the Bachelor of Science degree in the Nutrition Option of DPD.
2. No grade lower than a “C” will be accepted as a part of admissions requirement.
   b. Biology: 207, 217,208,218
   c. Math: 151, 155
   d. NFM 102
   e. FCS 101
3. Students must retake a course until a C or higher grade is achieved.
4. An application must be submitted to the Director of Didactic Dietetic Program one semester prior to starting the upper division course work; with no grade less than a “C” and a minimum curriculum GPA of 3.0 or higher.
5. The curriculum GPA is not the same as the overall cumulative GPA posted on the student’s transcript. The curriculum GPA is calculated using only courses that are listed on the curriculum sheet (or university approved substitutions for these courses).
6. Students can contact their advisor at any time to check their curriculum GPA. (Note: students can repeat classes in which they earn grades less than a “C” to earn a higher grade. However, both grades will be factored into the calculations of curriculum GPA.)
7. Faculty advisors and students are encouraged to discuss relevant academic issues with the DPD Director.

DISCIPLINARY/TERMINATION PROGRAM PROCEDURES

Students not maintaining a GPA of 3.0 on the upper division DPD courses or who receive a course grade of “D” or “F” in any program required course will be dismissed from the Didactic Program in Dietetics and will not be eligible to enroll in DPD specific upper division course (NFM 311, NFM 315, NFM 410, NFM 412, NFM 416 and NFM 418). Students may switch their major to the Nutrition/Food Management Option at that time and declare another major.

Students may also repeat DPD courses for which they have received a grade of “D” or “F”, but would not be allowed to progress in the DPD Program until they have successfully completed prerequisite work earning a “C” or above and hold a minimum GPA of 3.0. Due to the sequential nature of the curriculum, the latter may require an additional year prior to graduation. In this case, students may be able to pick up a minor field of study.
INSURANCE

Students enrolling in upper division courses should acquire personal liability insurance AND medical insurance coverage. Proof of coverage must be provided to the course instructor on or before the first class meeting.

FIELD TRIPS

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

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

OTHER RELATED EXPENSES

In addition to the regular cost for tuition and fees, students must assume the cost of laboratory coats, liability insurance, books and transportation to and from sites in the community for clinical practicum experiences. Affiliate membership in the Academy of Nutrition and Dietetics is optional, but does have an annual cost and is recommended. The cost of books is difficult to estimate, but usually averages between $300 and $450 per semester. Students who choose to rent books may spend less than this. Many of the books used in Upper Division courses are used in multiple classes. Thus, the expense of books may be higher during the first semester.

Dietetics is a professional program. So there are professional costs in addition to academic costs. These include Liability insurance – Approximately $40/year; Professional association dues (Academy of Nutrition and Dietetics (AND) $50/Year; Lab coat$40; and Field trips (yearly) – Approximately $50.

STUDENT RECORDS

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

**STUDENT GRIEVANCES AND CONCERNS**

Should it become necessary for a student to file a grievance against a faculty member, department or another university student, the student is encouraged to discuss the situation first at the department level. If the problem is not resolved then further actions can be initiated. Additional information on the Procedure for Complaint Resolutions is posted in the Student Policy Manual or can be accessed at [http://www.scsu.edu/files/studenthandbook11b.pdf](http://www.scsu.edu/files/studenthandbook11b.pdf).

*Related to ACEND Standards*

If the student has a complaint regarding ACEND accreditation standards, the student is encouraged to first address the issue using the University policy. If a satisfactory resolution is not reached, then the student has a right to submit the complaint directly to ACEND using the “Process for Complaints Against Accredited Program” which is available on the ACEND website at [http://www.eatright.org/ACEND/content.aspx?id=7975](http://www.eatright.org/ACEND/content.aspx?id=7975).

**PROFESSIONAL ORGANIZATION**

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

**VERIFICATION/INTENT TO COMPLETE STATEMENTS PROCEDURES**

The following criteria must be met before a statement of verification of completion of the DPD program will be provided:

1. Student must complete all degree requirements for the B.S. in Nutrition and Food Management degree Option with an overall GPA of 3.0 or higher. For post-Baccalaureate students, completion of the DPD requirements with a minimum of 32 credit hours in nutrition. Other related courses for the DPD Program includes Introduction to Family and Consumer Sciences, Instructional Strategies in Family and Consumer Sciences, Cultural Anthropology, Principles of Management and the Human Resource Management.

2. Students must return any borrowed Departmental and University materials.

3. Students must request the DPD Director for an Intent to Complete Statement for a degree in progress at least three weeks prior to submission to the DICAS Computer Matching deadline.
4. Verifications Statements for recent graduates will be mailed after a permanent mailed address is provided. Students from previous years may contact the DPD Director listed on page 2 of this student Handbook for additional Verification Statements. A Master Verification File of pervious graduates is maintained in the Department with at least one copy on file in The Chair Department’s office and one copy on file in the DPD Director’s office.
UNDERGRADUATE CURRICULUM IN NUTRITION AND FOOD MANAGEMENT OPTIONS

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

<table>
<thead>
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<th>Second Semester</th>
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<td>___English 151</td>
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<td>3</td>
</tr>
<tr>
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<td>1</td>
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<td>1</td>
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<td>___Mathematics 151</td>
<td>3</td>
<td>___Speech 150</td>
<td>3</td>
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<tr>
<td>___Physical Education 150 OR</td>
<td></td>
<td>___Mathematics 155</td>
<td>3</td>
</tr>
<tr>
<td>___Military Science 101 OR</td>
<td></td>
<td>___Nutrition and Food Management 102*</td>
<td>3</td>
</tr>
<tr>
<td>___Health Education 151</td>
<td>2</td>
<td>___UNIV 101</td>
<td>2</td>
</tr>
<tr>
<td>___Family and Consumer Sciences 101*</td>
<td>2</td>
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STUDENT MUST TAKE ENGLISH PROFICIENCY EXAMINATION BY THE END OF SOPHOMORE YEAR.

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credits</th>
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<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>___Chemistry 306</td>
<td>3</td>
<td>___Family and Consumer Sciences 251*</td>
<td>3</td>
</tr>
<tr>
<td>___Chemistry 316</td>
<td>1</td>
<td>___Economics 255</td>
<td>3</td>
</tr>
<tr>
<td>___Biology 209</td>
<td>3</td>
<td>___Art 250 OR</td>
<td></td>
</tr>
<tr>
<td>___Biology 219</td>
<td>1</td>
<td>___Music 250</td>
<td>3</td>
</tr>
<tr>
<td>___Computer Science 150</td>
<td>3</td>
<td>___History 250 OR 251</td>
<td>3</td>
</tr>
<tr>
<td>___Sociology 250</td>
<td>3</td>
<td>___Elective</td>
<td>3</td>
</tr>
<tr>
<td>___English 250 OR 251</td>
<td>3</td>
<td></td>
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<table>
<thead>
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<th>Credits</th>
<th>Second Semester</th>
<th>Credits</th>
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<tbody>
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<td>___Nutrition and Food Management 321</td>
<td>4</td>
</tr>
<tr>
<td>___Family and Consumer Sciences 250</td>
<td>3</td>
<td>___Nutrition and Food Management 410</td>
<td>3</td>
</tr>
<tr>
<td>___Biology 305</td>
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<td>___Chemistry 403</td>
<td>4</td>
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<td>___Biology 315</td>
<td>1</td>
<td>___Management 304</td>
<td>3</td>
</tr>
<tr>
<td>___Management 301</td>
<td>3</td>
<td>___Nutrition and Food Management 315</td>
<td>3</td>
</tr>
<tr>
<td>___Sociology 310</td>
<td>3</td>
<td></td>
<td></td>
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<table>
<thead>
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<th>Credits</th>
<th>Second Semester</th>
<th>Credits</th>
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<tbody>
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<td>4</td>
<td>___Nutrition and Food Management 335</td>
<td>3</td>
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<tr>
<td>___Nutrition and Food Management 412</td>
<td>2</td>
<td>___Nutrition and Food Management 416</td>
<td>3</td>
</tr>
<tr>
<td>___Family and Consumer Sciences 304*</td>
<td>3</td>
<td>___Nutrition and Food Management 418</td>
<td>3</td>
</tr>
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<td>___Family and Consumer Sciences 308</td>
<td>3</td>
<td>___Nutrition and Food Management 424</td>
<td>1</td>
</tr>
<tr>
<td>___Elective</td>
<td>3</td>
<td>___Family and Consumer Sciences 498*</td>
<td>1</td>
</tr>
<tr>
<td>___Elective</td>
<td></td>
<td>___Elective</td>
<td>3</td>
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*Profession of Family and Consumer Sciences Core Courses — Required of all Majors

Revised July 2016
### Curricula Leading to the Degree of Bachelor of Science in Nutrition and Food Management (Food Management Option) (120 Credits)

**FRESHMAN**

<table>
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<td>Computer Science 150</td>
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<tr>
<td>Mathematics 151</td>
<td>3</td>
<td>Mathematics 155</td>
<td>3</td>
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<tr>
<td>Physical Education 150 OR</td>
<td>3</td>
<td>Speech 150</td>
<td>3</td>
</tr>
<tr>
<td>Military Science 101 OR</td>
<td></td>
<td>Nutrition and Food Management 102*</td>
<td>3</td>
</tr>
<tr>
<td>Health Education 151</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UNIV 101</td>
<td>2</td>
<td></td>
<td></td>
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<tr>
<td>Family and Consumer Sciences 101*</td>
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**SOPHOMORE**

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<tr>
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<td>1</td>
<td>Chemistry 153</td>
<td>1</td>
</tr>
<tr>
<td>Art 250 OR</td>
<td>3</td>
<td>Family and Consumer Sciences 207</td>
<td>3</td>
</tr>
<tr>
<td>Music 250</td>
<td>3</td>
<td>Economics 255</td>
<td>3</td>
</tr>
<tr>
<td>Sociology 250 OR Psychology 250</td>
<td>3</td>
<td>History 250 or 251</td>
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<tr>
<td>Family and Consumer Sciences 203</td>
<td>3</td>
<td>Nutrition and Food Management 210</td>
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**JUNIOR**

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<td>English 250 OR 251</td>
<td>3</td>
<td>Management 304</td>
<td>3</td>
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<tr>
<td>Nutrition and Food Management 311</td>
<td>3</td>
<td>Family and Consumer Science 251*</td>
<td>3</td>
</tr>
<tr>
<td>Family and Consumer Sciences 250</td>
<td>3</td>
<td>Nutrition and Food Management 321</td>
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<tr>
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**SENIOR**

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<td>Family and Consumer Sciences 304*</td>
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<tr>
<td>Family and Consumer Sciences 310</td>
<td>3</td>
<td>Family and Consumer Sciences 412 OR</td>
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<tr>
<td>Business Communications 311</td>
<td>3</td>
<td>Management 412</td>
<td>3</td>
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<td>Family and Consumer Sciences 426</td>
<td>3</td>
<td>Family and Consumer Sciences 498*</td>
<td>1</td>
</tr>
<tr>
<td>Family and Consumer Sciences 498*</td>
<td>3</td>
<td>Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

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

Revised July 2016
CAREER OPTIONS

**Becoming a Registered Dietitian (RD)**
For information about how to become an RD, please visit: [www.eatright.org](http://www.eatright.org). Please note that acceptance into a supervised practice program is highly competitive and there are a limited number of available positions. For further information on the availability of dietetic internship positions and strengthening your application, please visit the Accreditation Council for Education in Nutrition and Dietetics website.

**Becoming a Dietetic Technician, Registered (DTR)**
For information about what a DTR is and how to become a DTR, please visit [http://www.eatright.org/students/education/becomeregistered.aspx](http://www.eatright.org/students/education/becomeregistered.aspx).

**Graduate School**
For information about graduate school at SCSU, please visit [www.scsu.edu/schoolofgraduatestudies.aspx](http://www.scsu.edu/schoolofgraduatestudies.aspx),
For information about a Master of Science degree in Nutrition Science, please visit [http://www.scsu.edu/schoolofgraduatestudies/nutritionalsciences.aspx](http://www.scsu.edu/schoolofgraduatestudies/nutritionalsciences.aspx).

**Employment**
For information about a career in dietetics, please visit [http://www.eatright.org/students/careers/](http://www.eatright.org/students/careers/).

DEPARTMENTAL SCHOLARSHIPS

The following scholarships are offered to academically talented students.

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

Other Scholarships applicable to Family and Consumer Sciences include:

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

DIDACTIC PROGRAM IN DIETETICS (DPD)
APPLICATION FOR UPPER DIVISION

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

Chemistry: 150, 151, 152, 153, 306, 316,
Biology: 207, 217, 208, 218
Math: 150, 155
NFM 102
FCS 101

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>If a course was transferred, include the name of the institution and copy of the transcript.</th>
<th>If transferred(name of institution and Grade) * include a copy of the transcript from the transferring school</th>
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</thead>
<tbody>
<tr>
<td>Chemistry 150</td>
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<td></td>
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<tr>
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<td>Chemistry 152</td>
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<td></td>
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<tr>
<td>Math 151</td>
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<td>Math 155</td>
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<td>Family and Consumer Sciences 101</td>
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Name ____________________________________________ Identification Number ________________
Signature ______________________________________ Date ____________________________
APPENDIX B

ORIENTATION TO NUTRITION AND DIETETICS PROFESSION SIGNATURE FORM

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

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

________________________________________________________________________

Student Signature: ______________________________________________________________________

Date: __________________________________________________________________________

Banner ID: __________________________________________________________________________
## APPENDIX C

### VOLUNTEER DOCUMENTATION

<table>
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<tr>
<th>Date(s)</th>
<th>Activities</th>
<th>Learning experiences</th>
<th>Location</th>
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</tbody>
</table>

I attest to the fact that the above named student did accomplish this volunteer service and did not receive payment for the task.

__________________________  ____________________________
Person in Charge (Print)    Signature of Person in Charge

__________________________  ____________________________
Phone Number                Email

__________________________  ____________________________
Didactic Director (Print)   Signature of Didactic Director

__________________________  ____________________________
Phone Number                Email
APPENDIX D

STUDENT ORGANIZATION FORM

Name of Student ___________________________________________________________

Name of Organization _______________________________________________________

Faculty Sponsor’s Name ____________________________________________________

Faculty Sponsor’s Signature _______________________________________________

Faculty Sponsor’s Email ____________________________________________________

Faculty Sponsor’ Phone Number ____________________________________________
APPENDIX E

DIETITIAN SHADOWING DOCUMENTATION

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

To be completed by the supervising dietitian

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

To be completed by the applicant

<table>
<thead>
<tr>
<th>Name of applicant:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID:</td>
</tr>
<tr>
<td>Course applying for:</td>
</tr>
</tbody>
</table>

Please return the original form to:
Ethel G. Jones, Ph.D., CFCS
South Carolina State University
Department Family and Consumer Sciences
300 College Street, Northeast
Orangeburg, South Carolina 29117-0001
FREQUENTLY ASKED QUESTIONS

What does DP stand for and what is it?
Didactic Program (DP) is a Bachelor of Science degree program that provides students with the appropriate coursework to apply for a dietetic internship in order to become a Registered Dietitian (RD). Completion of a didactic program will also allow one to take the Dietetic Technician, Registered (DTR) exam.

How do I find an advisor?
You may contact the Department of Family and Consumer Sciences at 803 536-7110 or visit http://www.scsu.edu/academicdepartments/departmentoffamilyconsumersciences.aspx.

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

Is there a minimum Grade Point Average (GPA) requirement for the Nutrition Option in DPD program?
Yes, you must have a GPA of at least 3.0 to be accepted into the program. Additionally, it is necessary that you maintain a GPA of 3.0 or above to continue in the program.

Are there any funds available to dietetic students?
There are many resources available to students in need of financial assistance, i.e., grants and scholarships from various organizations, the school you are interested in attending, and the federal government. Funding is also available to qualifying students interested in graduate studies and dietetic internships. For more information, please visit the Department of Family and Consumer Sciences or the Office of Financial Aid at http://www.scsu.edu/admissions/financialaid.aspx or you may visit the Academy of Nutrition and Dietetics website at www.eatright.org.

Is South Carolina the only place I can do my internship?
There are internships available throughout the United States. For information on supervised internship programs, go to www.eatright.org.

Do I have to start my internship immediately following graduation?
While it is not required, it is encouraged. Talk with your advisor and faculty members to determine the best course of action for you.

What is the difference between a Dietetic Technician, Registered (DTR) and a Registered Dietitian (RD)?
An RD has completed a minimum of a bachelor’s degree at an accredited college or university, whereas a DTR has completed at least an associate’s degree. Additionally, both an RD and a DTR must pass a national examination and complete continuing professional educational
requirements to maintain registration. For more details, please visit www.eatright.org/students/education/.

What is the difference between a Nutritionist and a Registered Dietitian?
An RD has successfully passed the National Registration Exam administered through the Commission on Dietetic Registration (CDR) of the Academy of Nutrition and Dietetics. A Nutritionist may or may not be an RD.

What kind of salary can I expect to earn as a Dietetic Technician, Registered?
According to the 2011 Compensation & Benefits Survey of the Dietetics Profession, the median annual income of all DTRs in the U.S. who have been working in the field for four years or less was $36,400. It is important to consider various factors determining salary such as geographic location, practice area, level of education, benefits package, and years in practice. For additional information, please visit www.eatright.org/students/education/becomeregistered.aspx.

What kind of salary can I expect to earn as a Registered Dietitian?
According to the 2011 Compensation & Benefits Survey of the Dietetics Profession, the median annual income of all RDs or RDNs in the U.S. who have been working in the field for four years or less was $52,000. It is important to consider various factors determining salary such as geographic location, practice area, level of education, benefits package, and years in practice. For additional information, please visit www.eatright.org/students/education/starthere.aspx.

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

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.

How do I know if a career in dietetics is right for me?
You can contact the Department of Family and Consumer Sciences for advice about what careers.