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

Interim Program Director:
Donna L. Zoss, MS, RD, CD, CNSC
Continuing Lecturer
Department of Nutrition Science
700 West State Street, Room 207
West Lafayette, IN 47907-2059
765-496-2975
765-494-0674 (FAX)
zossd@purdue.edu

Program Information

Mission Statement (22.1a)

The Didactic Program in Dietetics mission is to academically prepare students for dietetics practice and promote professional development through discovery, learning and engagement. The program will provide curriculum and learning environment that will promote an admiration for life-long learning and a strong foundation in nutrition education. The College, Department and the Program’s missions are in harmony with the University and with the Mission for the Dietetic Profession as stated in the Conceptual Framework for the Profession of Dietetics. Further refinements of these statements are inherent to the DPD program goals.

Goals and Objectives of the DPD at Purdue University (22.1a)

The program has four broad goals and there are objectives tied to each goal.

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

Objective measures for Goal 1:
1. DPD Completion Rate Within 150% of time planned for completion (Target Measure 99%)
2. Supervised Experience Program Acceptance Rate Compared to National Acceptant Rate (Purdue DPD >National Average)
3. Passing RD Exam on 1st time (>80%)  
4. Total Mean Scaled Score *(Purdue DPD >National Average)*  
5. Nutrition Mean Scaled Score *(Purdue DPD >National Average)*  
6. Foodservice Mean Scaled Score *(Purdue DPD >National Average)*  
7. Become RD and/or obtain employment related to major, and/or enrolled in an accredited continuing education program *(At least 80%)*  
8. Rating of Foundation knowledge Requirements of DPD Graduates *(80% will receive at least a satisfactory rating (3 or above))*

Goal 2. Foster student involvement in the unique opportunities related to dietetics and nutrition to broaden their experiences beyond those required in the DPD curriculum.  
Objective measures for Goal 2.  
1. Application to the CPD program annually *(at least 20% of DPD students)*  
2. Number of Double Majors *(at least 33% of DPD students)*  
3. Enrollment/Participation in Honors Program, Study Abroad, Seminars and Lectures, Corporate Internships, Executive in the Classroom *(at least 50% of DPD students in either/or experience)*

Goal 3. Support and disseminate relevant information regarding dietetics education, supervised experience programs, career options, employment opportunities and other resources related to the field of dietetics and nutrition.  
Objective measures for Goal 3.  
1. Utilization of F&N (Nutrition Science) Website, F&N (Nutrition Science) Bulletin Board, Jobs in Dietetics, Industrial Roundtable and HTM Career Day *(at least 80% of DPD students will use at least one of the employment assistance tools)*  
2. DPD Student Attendance at Meetings *(At least 70% of DPD students who have a junior standing or above will attend meetings)*

Goal 4. Prepare students to utilize technology as related to the practice of dietetics and nutrition.  
Objective measures for Goal 4:  
1. Rating of DPD graduates by employers *(>90% will receive at least a satisfactory rating (3 or above) in knowledge and skills in the use of technology related to dietetics/nutrition)*  
2. Utilization of technology by DPD students/graduates *(>99% will report weekly usage of technology related to dietetics and/or nutrition)*  
3. Utilization of technology in courses *(>99%)*

**Information to Public (22.1b)**  
Program outcomes data are available on request. Please send a written request to Donna Zoss, Interim DPD director, at zossd@purdue.edu.
Pathway to becoming a Registered Dietitian (RD) and a Certified Dietitian (CD) (20.1a, 22.1c)

The Registered Dietitian credential is earned after successfully passing a nationally administered examination. To be eligible to take the examination, one successfully completes two different components of study: a classroom component (didactic) and a supervised practice component (experience). The Didactic Program in Dietetics (DPD) at Purdue University fulfills the first requirement in the pathway to becoming an RD – the classroom component. The DPD culminates in a Bachelor of Science degree. DPD students must apply, be accepted, and successfully complete a post-baccalaureate supervised practice program to be eligible to take the RD examination. Alternatively, DPD students may apply for the Coordinated Program in Dietetics (CPD) at Purdue University during the Fall semester of their final year of DPD coursework and complete the supervised practice program through the CPD. All dietetic students at Purdue University are initially admitted to the DPD as the didactic courses for the DPD and CPD are essentially the same. The DPD program is only the first step in becoming credentialed as a Registered Dietitian because it only provides the classroom education component. Likewise, the DPD program at Purdue University provides only the education requirements for becoming a Certified Dietitian in the state of Indiana IC 25-14.5-3-1.

The pathway to becoming a Registered Dietitian (RD) is depicted in Appendix A.
Estimated Expenses (22.1d)

(http://admissions.purdue.edu/costs/tuitionfees.html)
This information is subject to change without notice.
The university recognizes that the costs for individual students are dependent on social and economic background and current life-style.

### Estimated Cost of Attendance for Academic Year 2012-13

<table>
<thead>
<tr>
<th>Item</th>
<th>Indiana Resident</th>
<th>Nonresident</th>
<th>International</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition/Fees</td>
<td>$9,900</td>
<td>$28,702</td>
<td>$30,702</td>
</tr>
<tr>
<td>Room/Board</td>
<td>$10,378</td>
<td>$10,378</td>
<td>$10,378</td>
</tr>
<tr>
<td>Books/Supplies</td>
<td>$1,370</td>
<td>$1,370</td>
<td>$1,370</td>
</tr>
<tr>
<td>Transportation</td>
<td>$260</td>
<td>$470</td>
<td>$470</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$1,560</td>
<td>$1,560</td>
<td>$1,560</td>
</tr>
</tbody>
</table>

The following costs are unique to the DPD Program

<table>
<thead>
<tr>
<th>Item</th>
<th>Explanation</th>
<th>Estimated Cost ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab Coat</td>
<td>Students are required to wear and maintain a white clean, professional lab coat for laboratory classes.</td>
<td>40.00</td>
</tr>
<tr>
<td>Academy of Nutrition and Dietetics (A.N.D.) Membership</td>
<td>Students are strongly encouraged to join A.N.D. early in their curriculum and membership is required for students enrolled in NUTR 52000. Student membership includes free access to educational and training materials, reduced registration fees for professional meetings, and the monthly professional journal. Student membership is required for scholarships sponsored by A.N.D. and its affiliates.</td>
<td>50.00 per year for student membership (6 year maximum allowed)</td>
</tr>
<tr>
<td>Travel</td>
<td>Field trip in NUTR 20500</td>
<td>6.00</td>
</tr>
<tr>
<td>Study Abroad</td>
<td>Refer to the Study Abroad website at <a href="http://www.studyabroad.purdue.edu">www.studyabroad.purdue.edu</a></td>
<td>Variable</td>
</tr>
<tr>
<td>D&amp;D Digital Registration Fee</td>
<td>Dietetic internships select applicants through a computer matching process that is administered by D&amp;D Digital. There are two matching periods per year (April and November).</td>
<td>$50.00 per each matching period</td>
</tr>
<tr>
<td>DICAS</td>
<td>DICAS is the centralized application portal for dietetic internships. DICAS charges $40 for the first supervised practice program you apply to and $20 for each additional program that you apply.</td>
<td>Variable depending on number of programs you apply to</td>
</tr>
<tr>
<td>Supervised Practice Program Application Fees</td>
<td>Some supervised practice programs charge additional fees when an application is submitted. The program application fee is in addition to the DICAS fee.</td>
<td>Variable</td>
</tr>
<tr>
<td>GRE</td>
<td>Although the CPD at Purdue University and many dietetic internships do not require the GRE, seniors are encouraged to take the GRE to expand their choices of supervised practice program opportunities.</td>
<td>160.00 for standard test administration</td>
</tr>
</tbody>
</table>
Accreditation Status (22.1e)

The Didactic Program in Dietetics (DPD) at Purdue University is currently granted accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, Illinois 60606-6995 (Phone: 800-877-1600 ext. 5400 or 312-899-0040). ACEND is a specialized accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the United States Department of Education. The DPD received its initial accreditation in 2008 and will be under review for accreditation again in 2018.

Admission Requirements (20.1b, 22.1f)

Incoming Students

Incoming students are admitted into the DPD by the Purdue University Admission Criteria (http://www.purdue.edu/purdue/admissions/index.html). Factors that are reviewed for each applicant include:

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

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

Current students wishing to transfer into the DPD from another college at Purdue University must meet the Change of Degree Option (CODO) requirements of the Department of Nutrition Science. The criteria include:

- A minimum of 1 college semester completed
- Must be in good academic standing and complete an academic advisor interview
- Minimum GPA 3.0
- Students who have completed fewer than 37 hours must have earned at least a B in CHM 11200 or a C in CHM 11500.
- Students who have completed more than 36 hours must have earned at least a B in CHM 11200 or a C in CHM 11500. Additionally, if they have taken NUTR 31500 and CHM 25700, they must have a 2.5 average for these two courses. If students elect to take CHM 25500 and CHM 25600 instead of CHM 25700, they must attain a 2.5 average for NUTR 31500, CHM 25500 and CHM 25600.

Transfer Students

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

The criteria are as follows:

- Must satisfy Purdue’s high school course expectations
- Minimum GPA of 3.0
- Must have completed at least one college-level chemistry course with a grade of C or higher.
- Completed minimum of 12-24 semester credits of college level (not remedial or developmental) prior to enrollment at Purdue
- Evaluation of high school transcript
- SAT or ACT scores unless more than 24 college credits completed.
- Overall grades in academic coursework
- Grades related to intended major
- Ability to be successful in intended major
- Personal background and experiences
- Time of year the student applies
- Space availability in the intended program

See additional information regarding Acceptance of Transfer Credits into the DPD on page 11.
International Students

Below you will find the general requirements for undergraduate admission to Purdue University. The following documentation must be submitted in order to apply for an undergraduate program:

1. International Undergraduate Student Application
2. Original or attested copies of original academic documents from all secondary and post-secondary schools attended mailed in a sealed envelope from a secondary school or examination board or university.
3. Check or credit card for $50.00 drawn on a US bank to cover the application fee.
4. Evidence of graduation from a recognized secondary school.
5. One of the following test scores:
   a. TOEFL: Test Of English as a Foreign Language
      Score of 550/213*/79** or higher
      Purdue School Code: 1631 Dept. 00
      *Paper/Computer based exam
      ** Internet based score (iBT)
   b. SAT: Scholastic Assessment Test Students are strongly encouraged to submit SAT scores.
      Score of 480 or higher on the Critical Reading section.
      Purdue School Code: 1631
   c. Ordinary Level of G.C.E or G.C.S.E:
      General Certificate of Education or General Certificate of Secondary Education
      Grade of at least B in English Language
   d. IELTS: International English Language Testing System
      Score of 6.5 or higher
   e. ACT: American College Test
      Score of 20 or higher on the English section
      Purdue School Code 1230

See additional information regarding Acceptance of Transfer Credits into the DPD on page 11.
Transfer Credits (23.2g)

(Academic Regulations and Procedures, Academic Program B.1)
http://www.purdue.edu/univregs/academicprocedures/program.html

Transfer credit is credit earned at another accredited college or university and accepted by Purdue. The University will accept transfer credit only for work done at those institutions fully approved by a regional accrediting association of secondary schools and colleges or those whose regional accreditation designation is Associates/Vocational –Technical (A/V) when agreements with academic departments exist that specify courses or blocks of credit that will transfer into specific Purdue University degree programs. In addition to regional association approval, certain programs may require accreditation by professional organizations and/or societies before credit will be considered for transfer.

Students participating in college credit courses that are taught concurrently for high school and college credit during the regular school day by local secondary teachers must validate the credit through the subject department. The determination of use of transfer credit in part or in full to satisfy graduation requirements is the responsibility of the school head or his/her designated representative, in accordance with the regulations of the University faculty (University Senate Document 87-11, March 28, 1988).

Acceptance of transfer credits into the DPD and receipt of verification statement (23.2g)

A student transferring into the Didactic Program in Dietetics at Purdue University who wishes to receive a verification statement must complete the following courses in the West Lafayette DPD: NUTR 33000, NUTR 42400, NUTR 43600, NUTR 43700, NUTR 43800, NUTR 44200, NUTR 45300, NUTR 52000, NUTR 53000, and NUTR 39000 (Lifecycle Nutrition). Students may seek an exemption, if they have completed a course they perceive is equivalent to one of the 10 aforementioned courses at another approved or accredited institution in one of the following ways:

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

2. Transfer credit as designated by the Credit Evaluation Office is processed on official transcripts as “undistributed credit” must be evaluated by the department for course equivalence. Students may be interviewed and course syllabus, material and other information must be provided to determine equivalency.

3. Students whose course credit is designated by the Credit Evaluation Office and processed on official transcripts as “undistributed credit” and denied course equivalence by the department due to lack of information, the student may request an exemption examination in the course to validate equivalency. It is the professor’s prerogative as to whether there can be credit established. The final exam, if
comprehensive, may be used or one may be constructed from course material. Students must score at least a 70% on the examination to receive exemption, the usual grade to receive a “pass” at Purdue. Credit established by the exam for the West Lafayette course allows the student to fulfill the requirements of the DPD.

4. Transfer credit without examination for NUTR courses required for the verification statement may also be awarded on the basis of substantially equivalent experience, successful completion of a more advanced course, etc. at the discretion of the department head.

Students must complete at least 23 credit hours of the 31 cumulative hours of professional NUTR courses at Purdue University’s West Lafayette campus. This credit requirement parallels itself with the University policy of completing at least 32 credits (25% of total NUTR graduation requirements) of at least junior level standing required for graduation at Purdue University.

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

**International Credit Transfer**

All international students must have any course work taken outside the U.S. evaluated by an appropriate credentialing service and must also meet all University and Department policies. Evaluation of coursework outside the US must be given to the DPD Program Director before it can be determined which courses in the Purdue DPD must be taken to receive a verification statement. The program director can give international students a list of suggested credentialing agencies and they are listed on the Academy’s web site ([www.eatright.org](http://www.eatright.org)). There is a fee for this service. The CDR website ([www.cdrnet.org](http://www.cdrnet.org)) has a listing of agencies which will evaluate international credits.

**Acceptance of transfer credits for NUTR 20500 and NUTR 31500**

Non-major courses in Nutrition Science in which the student made an "A" or a "B" will not be accepted as automatic substitutes for required major courses. This primarily applies to NUTR 20300 or NUTR 30300. Should the student take NUTR 20300 or NUTR 30300 before transferring to Purdue from ANY college or university, including regional campuses, he/she may establish credit in the required NUTR 20500/NUTR 31500 by exam OR the student may take the course on the West Lafayette. There are no automatic exceptions to this policy.
Transfer of Credits between Curricula
(University Regulations Part 2, Section II, E)

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

1. An authorized representative of the dean of the school into which the student wishes to transfer shall cause to be entered upon forms provided by the registrar a list of those courses previously taken that may be used in satisfying the degree requirements of the curriculum into which the student is transferring. These courses shall include:
   a. All courses completed, regardless of grade received, which are required courses in the curriculum to which he/she is transferring or which are substantially equivalent to, and are acceptable as substitutes for, such required courses.
   b. Courses completed but not required for his/her new curriculum that are admissible for credit as elective courses in the new curriculum. The decision to transfer such credit for elective courses shall be made by the student at the time of transfer and upon the consent of an authorized representative of the dean of the school to which the student is applying for transfer.

2. A graduation index as of the date of transfer shall be computed using only grades in courses transferred as specified above.

3. When a student transfers between markedly different curricula within a school offering a single degree, the dean of the school shall be empowered to grant an exception that extends the benefits of this section.

Changing Majors within Departmental Programs
Students who elect to apply to the CPD for the Supervised Experience Program must follow the CPD application process. Students must apply and interview for the CPD. If accepted into the program, the student’s major will then change from the DPD to the CPD.

Academic Calendar (22.1g, 23.1b)
The DPD program follows the academic calendar of Purdue University, including vacation and holidays. The academic calendar is located at http://www.purdue.edu/registrar/Calendars/index.html.

Graduation and DPD completion requirements (22.1h)
Students must complete at least 23 credit hours of the 31 cumulative hours of professional NUTR courses at Purdue University’s West Lafayette campus. This credit requirement parallels itself with the University policy of completing at least 32 credits (25% of total
NUTR graduation requirements) of at least junior level standing required for graduation at Purdue University. All other courses required by the DPD to receive a verification statement follow the University’s policy for transfer credits.

All required DPD courses are listed on the Academic Requirement Checklist located in the Appendix B.

Policies and Procedures (23)

Nondiscrimination Policy Statement
Purdue University is committed to maintaining a community which recognizes and values the inherent worth and dignity of every person; fosters tolerance, sensitivity, understanding, and mutual respect among its members; and encourages each individual to strive to reach his or her own potential. In pursuit of its goal of academic excellence, the University seeks to develop and nurture diversity. The University believes that diversity among its many members strengthens the institution, stimulates creativity, promotes the exchange of ideas, and enriches campus life.

Purdue University views, evaluates, and treats all persons in any University related activity or circumstance in which they may be involved, solely as individuals on the basis of their own personal abilities, qualifications, and other relevant characteristics.

Purdue University prohibits discrimination against any member of the University community on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran. The University will conduct its programs, services and activities consistent with applicable federal, state and local laws, regulations and orders and in conformance with the procedures and limitations as set forth in Purdue’s Equal Opportunity, Equal Access and Affirmative Action policy which provides specific contractual rights and remedies. Additionally, the University promotes the full realization of equal employment opportunity for women, minorities, persons with disabilities and veterans through its affirmative action program.

Any question of interpretation regarding this Nondiscrimination Policy Statement shall be referred to the Vice President for Ethics and Compliance for final determination.
http://www.purdue.edu/purdue/ea_eou_statement.html
Registration (23.1b)
Students shall register during a prescribed period prior to the beginning of each semester or session. Registration for courses shall be accomplished in accordance with the procedures prescribed by the registrar. Late registrations will be accepted for one week after the beginning of classes in a regular semester and three days after the beginning of classes in a summer session. After the beginning of any session a late registrant shall be assessed an additional late registration fee (University Senate Document 73-6, January 28, 1974).

Students are expected to meet with their academic advisors each semester to review their academic progress and plans for the future. The advisor works with the student to develop a plan of study to meet the student’s academic goals. The advisor will provide the student with a PIN number, which allows the student to register for his/her courses through the myPurdue portal. The student receives a time ticket which specifies the timeframe when the/she can schedule courses through myPurdue. When the time expires for scheduling classes, the student must wait for the open scheduling period to modify his/her schedule. Students further along in their course of study are given priority in scheduling courses.

Grade Substitutions
(University Regulations Part 2, Section VII, J, 2)
With the consent of his/her academic advisor, a student may repeat a course not intended for repeated registrations. In the case of such a repeated course, only the most recent grade received shall be included in the graduation index. In the case of a course in which a conditional grade has been improved by examination or for which a course of substantially equivalent content and level, as designated and properly authorized by the department offering the original course, has been substituted, the most recent grade received shall be used. The grade in a remedial level course, as identified by the student’s school may be deleted from the graduation index upon the recommendation of the student’s school.

Drop/Add
Schedule revision is the process of adding courses to or dropping courses from your schedule, as well as changing and/or modifying courses already on your schedule. The schedule revision calendar is located at http://www.purdue.edu/registrar/Calendars/index.html.

You may modify courses (including changing times of sections) during the first week of the fall and spring semesters via myPurdue. Beginning the second week of classes, you must go to your academic advisor to initiate the request via a Registrar Form 23. After all
required signatures have been obtained, the Form 23 should be taken to the Office of the Registrar, Room 45, Hovde Hall.

Courses dropped during the first two weeks of the semester will not appear on your academic record.

If your academic classification is 1, or 2, you may drop a course during weeks three through nine and the course will be entered on your academic record with a grade of 'W.' If your academic classification is 3 or higher, and a course is dropped during weeks three or four, a grade of 'W' will be entered on your academic record. If a course is dropped during weeks five through nine, the instructor must indicate whether you are passing or failing at the time, and the appropriate grade of 'W', 'WF', or 'WN' (see below for explanation of these grades) will be entered on your academic record.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>W</td>
<td>Withdrew passing</td>
</tr>
<tr>
<td>WF</td>
<td>Withdrew failing</td>
</tr>
<tr>
<td>WN</td>
<td>Withdrew not passing</td>
</tr>
</tbody>
</table>

### Dropping Courses

*University Regulations Part 2, Section V, F*

The DPD program follows all Academic Regulations and Procedures for Registration and Course Assignment including Cancellation of Assignment (dropping courses) [here](http://www.purdue.edu/univregs/academicprocedures/registration.html)

### Cancellation of Assignment

Students shall receive a grade for every course in which they are assigned unless the course assignment has been properly cancelled at the registrar’s office upon presentation by the student of a request approved by the academic advisor. If there are extenuating circumstances, these must be stated on the request.

No course assignment shall be cancelled within the last seven weeks of any semester or three and one-half weeks of a summer session.

<table>
<thead>
<tr>
<th>Week</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-2</td>
<td>Approval of academic advisor; course will not be recorded</td>
</tr>
</tbody>
</table>
3-4 Approval of academic adviser; course will be recorded with grade of W

5-9 Approval of academic adviser. The instructor shall indicate whether the student is passing or failing (University Senate Document 91-5, February 24, 1992). A grade of W, WF, WN, or WU will be recorded. In case of a W, WF, WN, or WU, exceptions shall be determined by the dean of students. This restriction includes weeks 5-12 at the North Central Campus (University Senate Document 93-14, September 26, 1994)

Undergraduate students with a semester classification of 0 and fewer than 31 hours of college credit, or with a semester classification of 1 or 2, need not have the instructor's signature. Grades recorded for these students will be W (University Senate Document 91-5, February 24, 1992)

10-16 Course assignments cannot be cancelled during this period

The cancellation of all course assignments constitutes withdrawal from the University. Cancellation of all course assignments as a result of withdrawal shall be treated and recorded in the same manner as the cancellation of a single course assignment with the additional provision that the dean of students shall determine and assign the appropriate effective date to the withdrawal.

**Purdue University's Refund Policy** (23.1a)
Students who withdraw from the university will receive a pro-rated assessment of tuition and fees according to the following schedule:

<table>
<thead>
<tr>
<th>Period</th>
<th>Percentage</th>
<th>Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to the first day of classes</td>
<td>100%</td>
<td>(students will not be held responsible for payment of fees; all payments received are eligible for refund).</td>
</tr>
<tr>
<td>During the first two weeks of classes</td>
<td>80%</td>
<td>(students will be held responsible for 20% of fees assessed for the semester; payments exceeding this assessment would be eligible for refund).</td>
</tr>
<tr>
<td>During the third and fourth weeks of classes</td>
<td>60%</td>
<td>(students will be held responsible for 40% of fees assessed for the semester; payments exceeding this assessment would be eligible for refund).</td>
</tr>
<tr>
<td>During the fifth and sixth weeks of classes</td>
<td>40%</td>
<td>(students will be held responsible for 60% of fees assessed for the semester; payments exceeding this assessment would be eligible for refund).</td>
</tr>
<tr>
<td>After the sixth week of class</td>
<td>0%</td>
<td>(students will be held responsible for 100% of fees assessed for the semester).</td>
</tr>
</tbody>
</table>
Please note that all courses which were dropped within 10 calendar days of a full withdrawal will be included in the calculation when determining the amount for which a student will be responsible when withdrawing from the University.

Students who drop individual courses without withdrawing entirely from the University before the sixth week of class may expect that fees will be adjusted to the most recent credit hour enrollment. No fee adjustments will be made to individual course drops after the sixth week of enrollment.

Refunds are calculated on the non-resident tuition (if applicable) and the general service portion of the fees. The technology, differential, and repair and rehabilitation fees are non-refundable.

Please contact staff in the Bursar's Office in Hovde Hall Room 130 if you have any questions about refunds or the calculation of refund amounts.

**Return of Federal Title IV Funds (23.1a)**

Purdue University's Refund Policy exists for calculating the refund of institutional charges. The federal "Return of Title IV Funds" Formula dictates the amount of Federal Title IV aid that must be returned to the federal government by the school and the student. The federal formula is applicable to a student receiving Title IV funds if that student withdraws on or before the 60% point in time in the semester. The student may also receive a refund of institutional charges through Purdue University's refund policy. The amount of refund of institutional charges will be the greater of the amount the school must return to federal Title IV programs or the amount determined by Purdue University's Refund Policy.

The federal formula requires a return of Title IV aid if the student received federal financial assistance in the form of a Pell Grant, ACG Grant, SMART Grant, Supplemental Educational Opportunity Grant, Federal Perkins Loan, Federal Stafford loan or a PLUS loan and withdrew on or before completing 60% of the semester. The percentage of Title IV aid to be returned is equal to the number of calendar days remaining in the semester divided by the number of calendar days in the semester. Scheduled breaks of five consecutive days or more are excluded.

After all Title IV aid return requirements have been satisfied, remaining credit balances will be used to pay existing outstanding fees, then repay Purdue University's funds, state funds, and other private sources. If a credit balance remains after all aid sources have been repaid, funds are returned to the student.

If funds are released to a student because of a credit balance on the student's account, then the student may be required to repay some of the Title IV funds if the student withdraws.

Please contact staff in the Bursar's Office in Hovde Hall Room 130 if you have any questions about refunds or the calculation of refund amounts.
Incomplete Course  
(*University Regulations Part 2, Section VII, B*)

A grade of incomplete is a record of work that was interrupted by unavoidable absence or other causes beyond a student’s control, which work was passing at the time it was interrupted and the completion of which does not require the student to repeat the course in order to obtain credit. The incomplete grade is not to be used as a substitute for a failing grade. The incomplete may also be used to delay the awarding of a grade in courses (e.g., self-paced courses, mastery courses, and practicums) the completion of which normally requires one semester, but the structure of which allows specified additional time. An instructor may consult with the dean of students to determine whether the circumstances may warrant a grade of incomplete. When an instructor reports a grade of incomplete, he/she shall file in the departmental office registrar’s form 60 stating the reasons for the grade and what is required of the student to achieve a permanent grade. He/She shall also indicate the grade the student has earned on the work completed, and the weight to be given to the remainder of the work in computing a final, permanent grade. The student must achieve a permanent grade in the course no later than the 12th week of the second subsequent semester of enrollment, or the incomplete grade will revert to a failing grade. (See Section VII-F.) If the student is not enrolled for a period of three years following the semester in which the incomplete is given, then the incomplete grade will be permanent. The grade will not revert to a failing grade, nor will the student be able to earn credit for the course by completing the work.

Scheduling and program calendar (22.1g, 23.1b)

The DPD program follows the academic calendar of Purdue University, including vacation and holidays. The academic calendar is located at [http://www.purdue.edu/registrar/Calendars/index.html](http://www.purdue.edu/registrar/Calendars/index.html).

The Office of the Registrar Academic & Classroom Scheduling works closely with the school and departmental schedule deputies to coordinate the scheduling of classes. The resulting schedule is an important tool in meeting students' curricular needs.

If a department decides to cancel a section because of insufficient enrollment or for other administrative reasons, the schedule deputy for that department must notify the Office of the Registrar Academic & Classroom Scheduling. It is the departmental schedule deputy's responsibility to advise each student enrolled in that section to initiate a section change for the course. If there is no other section for that course, the student must officially drop the course. In all cases, students still enrolled in a cancelled section the first Monday after the cancel was initiated will be dropped from the section by the Office of the Registrar.

Changes to the official schedule of classes for a given session shall be modified only by joint action of the department head, departmental schedule deputy, and the Office of the Registrar Academic & Classroom Scheduling. An instructor shall not make an unauthorized change in the time and place of a scheduled course.
For all disabled students needing proper scheduling, please contact the Office of the Dean of Students, who will help you with the accommodations that are needed, or go to the Disability Resource Center Web site http://www.purdue.edu/odos/drc/welcome.php.

Protection of Privacy of Student Information and Access to Personal Files (23.1c, 23.1d)
The Family Educational Rights and Privacy Act (FERPA) helps protect the privacy of student education records. The purpose of the legislation is to protect the rights of students and to ensure the privacy and accuracy of education records. FERPA affords students certain rights with respect to their educational records. They include the right to:

1. inspect and review their education records within 45 days of their request;
2. request an amendment to their education records;
3. consent to disclosures of personally identifiable information in their records, except to the extent that FERPA authorizes disclosure without consent;
4. restrict disclosure of information designated as directory information that may be released without consent of the student; and
5. file a complaint with the U.S. Department of Education concerning alleged failure by Purdue University to comply with FERPA requirements.

Additional information pertaining to FERPA and University policy protecting student education records is available from the Office of the Registrar at http://www.purdue.edu/registrar/FERPA/FERPA_.html.

Access to Student Support Services (20.1c, 20.1e, 23.1e)
All DPD students have an academic advisor in the Nutrition Sciences department and students are encouraged to meet with their academic advisor each semester to review academic progress, goals and course selection. Purdue University has a vested interest in students’ success and provides the resources students need to do well academically. All faculty keep office hours, through which students can meet with their professors. Resources include the academic success center (www.cla.purdue.edu/asc), online writing lab (http://owl.english.purdue.edu), math and chemistry walk-in help rooms and tutors (free or small charge) and academic advisors can direct students to other appropriate resources.

The Purdue University Student Health Center (PUSH) provides medical care through an outpatient facility staffed by licensed physicians, nurse practitioners, and mental health professionals. Services include a general medical clinic, sports medicine clinic, Women’s clinic, urgent care, allergy and immunization, physical therapy, counseling and psychological services, student wellness office, laboratory, and radiology. More information is available at www.purdue.edu/push.
Purdue’s Counseling and Psychological Services (CAPS) is a free service for Purdue students that provides up to eight confidential counseling sessions per semester (fall and winter). More information is available at www.Purdue.edu/caps. Counseling and testing is also available through the Office of the Dean of Students http://www.purdue.edu/odos/welcome.php.

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

**Study Abroad**

Purdue has specific arrangements with the Dublin Institute of Technology, Dublin, Ireland and Curtin University in Perth, Australia for semester exchanges. Also, a study abroad course, Culture and food of France, is available over spring break. There are many other study abroad opportunities available. Be sure to discuss your interest in study abroad with your academic advisor early on in order to plan appropriately and to not add time to graduation. There are many opportunities in summer that students can take advantage that don’t require as much preplanning as a semester abroad. Study abroad opportunities are often helpful to fulfill partial language requirements for a language minor.

**DPD Mandatory Meetings**

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

<table>
<thead>
<tr>
<th>Classification</th>
<th>Meeting</th>
<th>Description</th>
</tr>
</thead>
</table>
| All students (Freshman through Senior) | Annual Fall Undergraduate Meeting - October | • Overview of Department  
• Student presentations on study abroad experiences or summer internship experiences  
• Curriculum changes  
• Content that might be included in break out session:  
  • Unique Opportunities  
  • Application Process for supervised practice programs  
  • Review of any DPD updates/changes |
| Junior and Senior                   | Supervised practice program callout –        | • Supervised practice application process overview                           |
beginning of fall semester

• Overview of computer matching system
• Professional preparation for supervised practice programs
• Overview of Letter of Intent, Verification Statement

Senior | Exit – Spring | • Exit interview for feedback

**Complaints** *(21.1a, 23.2f)*

Students who have a grievance with the DPD are encouraged to meet with the DPD Director in an attempt to resolve the issue. If the issue is not resolved, the student may present the grievance to the Department Head or the Assistant to the Head (in the absence of the Department Head) without fear of retaliation. A student may initially present his/her grievance to the Head (or her Assistant) if preferred.

Some grievances may be under the jurisdiction of the College and/or University. Grievance policies for the University shall be followed as outlined in the University Regulations. Grievance procedures may vary according to the subject of grievance (grades, harassment, etc). The Office of the Dean of Students may facilitate the processing of student grievances as appropriate [http://www.purdue.edu/odos/osrr/welcome.php](http://www.purdue.edu/odos/osrr/welcome.php).

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

A chronological record of all student complaints related to ACEND accreditation standards will be kept in a 3-ring binder in the DPD director’s office. The notebook is available to ACEND reviewers to inspect during accreditation site visits.

**Assessment of Prior Learning** *(23.2g)*

Students who wish to receive a verification statement must complete the following courses in the West Lafayette DPD: NUTR 33000, NUTR 42400, NUTR 43600, NUTR 43700, NUTR 43800, NUTR 44200, NUTR 45300, NUTR 52000, NUTR 53000, and NUTR 39000
(Lifecycle Nutrition). Students may seek an exemption, if they have completed a course they perceive is equivalent to one of the 10 aforementioned courses at another approved or accredited institution in one of the following ways:

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

2. Transfer credit as designated by the Credit Evaluation Office is processed on official transcripts as “undistributed credit” must be evaluated by the department for course equivalence. Students may be interviewed and course syllabus, material and other information must be provided to determine equivalency.

3. Students whose course credit is designated by the Credit Evaluation Office and processed on official transcripts as “undistributed credit” and denied course equivalence by the department due to lack of information, the student may request an exemption examination in the course to validate equivalency. It is the professor’s prerogative as to whether there can be credit established. The final exam, if comprehensive, may be used or one may be constructed from course material. Students must score at least a 70% on the examination to receive exemption, the usual grade to receive a “pass” at Purdue. Credit established by the exam for the West Lafayette course allows the student to fulfill the requirements of the DPD.

4. Transfer credit without examination for NUTR courses required for the verification statement may also be awarded on the basis of substantially equivalent experience, successful completion of a more advanced course, etc. at the discretion of the department head.

Students must complete at least 23 credit hours of the 31 cumulative hours of professional NUTR courses at Purdue University’s West Lafayette campus. This credit requirement parallels itself with the University policy of completing at least 32 credits (25% of total NUTR graduation requirements) of at least junior level standing required for graduation at Purdue University.

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

**Credit for Pre-Planned Foodservice Experience**

If you wish to have credit for foodservice work experience, then you must register for NUTR 35000, Practicum in Dietetics-available for 1 credit, pass/fail. **All plans for NUTR 35000 must be pre-approved by Mrs. Donna Zoss IN ADVANCE to substitute NUTR 35000 for HTM 29100L.**

**Formal Assessment of Student Learning** (23.2h, 20.1c)

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

**Attendance (20.1d)**

(University regulations Part 2, Section VI, A)

The University expects that students will attend classes for which they are registered. At times, however, either anticipated or unanticipated absences can occur. The student bears the responsibility of informing the instructor in a timely fashion, when possible. The instructor bears the responsibility of trying to accommodate the student either by excusing the student or allowing the student to make up work, when possible. The University expects both students and their instructors to approach problems with class attendance in a manner that is reasonable. Refer to University Regulations for policy specifics. *(University Senate Document 6-5, March 19, 2007; University Senate Document 10-8, Feb 21, 2011; University Senate Document 10-6, Feb 21, 2011)*

**Academic Integrity, Academic Dishonesty and Purdue University (20.1d)**

Purdue University values intellectual integrity and the highest standards of academic conduct. To be prepared to meet societal needs as leaders and role models, students must be educated in an ethical learning environment that promotes a high standard of honor in scholastic work. Academic dishonesty (cheating) diminishes the value of every student’s education.

**Definition of Academic Dishonesty**

Academic dishonesty at the university is the same as academic dishonesty in high school. The consequences are more severe, both in the way the university responds and in the educational loss to the student.

Purdue prohibits “dishonesty in connection with any University activity. Cheating, plagiarism, or knowingly furnishing false information to the University are examples of dishonesty” [University Regulations, Part 5, Section III, B, 2, a]. Furthermore, the University Senate has stipulated that “the commitment of the acts of cheating, lying, and deceit in any of their diverse forms (such as the use of substitutes for taking examinations, the use of illegal cribs, plagiarism, and copying during examinations) is dishonest and must not be tolerated. Moreover, knowingly to aid and abet, directly or indirectly, other parties in committing dishonest acts is in itself dishonest” [University Senate Document 72-18, December 15, 1972].

**The Following are Examples of Academic Dishonesty:**

- Substituting on an exam for another student
- Substituting in a course for another student
- Paying someone else to write a paper and submitting it as one’s own work
- Giving or receiving answers by use of signals during an exam
- Using electronic devices (phones, laptops) to communicate during an exam
Plagiarism is a particular kind of academic dishonesty in which one person steals another person’s ideas, words or computer code and falsely presents them as the plagiarist’s own product. Students who copy someone else’s intellectual property in any form are guilty of plagiarism.

**Basic Tips on Avoiding Claims of Dishonesty**

Review course syllabi and make sure you understand your instructors’ expectations and responses regarding academic dishonesty. The following tips may help you avoid problems:

- Clarify with your instructor how much collaboration, if any, is permitted.
- Protect your computer passwords.
- Always logout of or lock a computer when leaving it.
- Do not leave copies of assignments in computer labs.
- Do not give your homework papers, projects, or other assignments to other students to submit for you.
- Keep your student identification card in your possession or secured.
- Do not make any marks on a graded exam if there is any chance you may submit it for a regrade. Make all notations on a separate paper.

**What to Do If You Suspect or Become Aware of Cheating**

Inform the instructor or contact the Office of the Dean of Students (SCHL 207, 494.1747). Students who cheat gain an unfair advantage over honest students. Although reporting suspected or observed cheating may be difficult, failure to do so hurts you as well as Purdue.

**Consequences for Academic Dishonesty**

Before any formal action is taken against a student who is suspected of committing academic dishonesty, the instructor is encouraged to meet with the student to discuss the facts surrounding the suspicions. If the instructor concludes that the student is guilty and can resolve the matter with the student through punitive grading, the case may be considered closed. Examples of punitive grading are giving a lower or failing grade on the assignment, having the student repeat the assignment and perhaps some additional assignment, or assessing a lower or failing grade for the course. The grade appeals system offers recourse to a student whose grade has been reduced unfairly for alleged academic dishonesty.

Additionally, instructors are encouraged to refer cases to the Office of the Dean of Students for adjudication and/or appropriate record keeping. The Office of the Dean of Students will follow established procedures as provided in Part 5, Section III, of University Regulations. If a student is found guilty, possible penalties include a warning, probation, probated suspension, suspension, or expulsion.

*Summarized from the Purdue University pamphlet on Academic Integrity, written by Associate Dean of Students Stephen Akers, PhD.*

[www.purdue.edu/purdue/about/integrity_statement.html](http://www.purdue.edu/purdue/about/integrity_statement.html)
DPD Retention and Remediation (20.1d, 20.1h, 23.2i)

The Department of Nutrition Science will enforce the passing of course pre-requisites to enroll in the next required class. Students receiving an "F" in a course pre-requisite will be automatically dropped from the subsequent course. NUTR will enforce a grade of at least a "C-" in NUTR 33000 as a prerequisite course to NUTR 41500. If a student receives a grade of “D” or “F” in NUTR 33000, the student will not be permitted to enroll in NUTR 41500.

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

Students receiving a "D" or “D-“ need to make an appointment to see their academic advisor to discuss their goals in NUTR majors. Students are highly encouraged to retake any course in the DPD in which the grade received is a “D” or “D-“. Students are advised that grades lower than “C” will probably exclude them from acceptance to a supervised practice program, including the Coordinated Program in Dietetics at Purdue University.

With the consent of his/her academic advisor, a student may repeat a course not intended for repeated registrations. In the case of such a repeated course, only the most recent grade received shall be included in the graduation index. In the case of a course in which a conditional grade has been improved by examination or for which a course of substantially equivalent content and level, as designated and properly authorized by the department offering the original course, has been substituted, the most recent grade received shall be used. The grade in a remedial level course, as identified by the student’s school may be deleted from the graduation index upon the recommendation of the student’s school. (University Regulations Part 2, Section VII, J, 2)

Disciplinary/Termination Procedures (23.2j)

The DPD follows the University Disciplinary and Termination Procedures which are described in Regulations Governing Student Conduct, Disciplinary Procedures, and Appeals located at http://www.purdue.edu/univregs/studentconduct/regulations.html.
Graduation and DPD Completion Requirements (22.1h, 23.2k)

DPD students are required complete the DPD plan of study available at https://www.hhs.purdue.edu/codo/documents/plans_of_study/nutr_dida.pdf

130 semester credits are required to obtain a Bachelor of Science degree. Students must have a minimum cumulative graduation index of 2.0 and have satisfactory knowledge of the English language. Students register as a degree candidate during the semester immediately preceding conferment. The DPD program follows all university rules and regulations for graduation available at http://www.purdue.edu/univregs/academicprocedures/degrees.html

One of the objective measures of goal 1 of the DPD program is: DPD completion rate within 150% of time planned for completion. 150% of time planned for completion is 6 years. The target measure is 99% of DPD students complete the DPD program in 6 years.

Verification Statement Procedures (23.2l)

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

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

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

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

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

The DPD verification statement can be signed only by the current interim DPD program director, Mrs. Donna Zoss, MS, RD.

All qualified students are encouraged to request a verification statement before graduating. Staff from the Nutrition Science Department will follow up with students who do not request a verification statement. To gain a verification statement from Purdue University, a student shall satisfy the following requirements:

1. Students must receive credit for all of the DPD required courses.
2. Students must have met all of the requirements to receive a Bachelor of Science degree and submit an official Purdue University transcript showing the degree conferred.
3. A student transferring into the Didactic Program in Dietetics at Purdue University who wishes to receive a verification statement must complete the following courses in the West Lafayette DPD: NUTR 33000, NUTR 42400, NUTR 43600, NUTR 43700, NUTR 43800, NUTR 44200, NUTR 45300, NUTR 52000, NUTR 53000, and NUTR 39000 (Lifecycle Nutrition). For additional information on transfer credit, see the section titled "Acceptance of Transfer Credits into the DPD and Receipt of a Verification Statement."
4. All undergraduate students must achieve a graduation grade point average of at least 2.0 to receive a verification statement.
5. Before you leave the University, request an official transcript with degree posted.
6. Complete the Request for Verification Statement form and attach the official transcript with degree posted to the form.
7. If you did not already request a Declaration of Intent, submit the Academic Requirement Checklist (see Appendix B) and official transcripts from all colleges attended to Mrs. Donna Zoss.
8. Six original signed verification statements will be mailed to the address the student provides on the Verification Statement Request Form.
**Graduate Student Requirements for Verification Statement**

Graduate students must complete the following courses to meet the FKS of the DPD to receive a verification statement.

<table>
<thead>
<tr>
<th>Course number</th>
<th>Course title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Professional Courses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUTR 10600</td>
<td>Profession of Dietetics</td>
<td>1</td>
</tr>
<tr>
<td>NUTR 20500</td>
<td>Food Science I</td>
<td>3</td>
</tr>
<tr>
<td>NUTR 33000</td>
<td>Diet Selection and Planning</td>
<td>3</td>
</tr>
<tr>
<td>NUTR 43600</td>
<td>Nutritional Assessment</td>
<td>2</td>
</tr>
<tr>
<td>NUTR 44200</td>
<td>Foodservice Systems Management</td>
<td>2</td>
</tr>
<tr>
<td>NUTR 45300</td>
<td>Food Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>NUTR 52000</td>
<td>Medical Nutrition Therapy</td>
<td>4</td>
</tr>
<tr>
<td>NUTR 53000</td>
<td>Public Health Nutrition</td>
<td>2</td>
</tr>
<tr>
<td>NUTR 39000</td>
<td>Lifecycle Nutrition</td>
<td>2</td>
</tr>
<tr>
<td>HTM 29100L</td>
<td>Quantity Food Production &amp; Service Labs</td>
<td>2</td>
</tr>
<tr>
<td>HTM 21200/ OLS 27400</td>
<td>Org. and Mgmt. in the Hospitality/Tourism Industry</td>
<td>3</td>
</tr>
<tr>
<td>HTM 31200/ OLS 25200</td>
<td>Human Resources Mgmt. for the Service Industries</td>
<td>3</td>
</tr>
<tr>
<td><strong>Behavioral and Social Sciences</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSY 12000</td>
<td>Elementary Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 100</td>
<td>Introductory Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

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

2. This course list applies only for those who receive a MS or PhD degree from the INP at Purdue University. If a student decides to drop the graduate program and wish to continue with requirements for the DPD verification, the graduate student must follow policies for “Undergraduate Requirements for Verification Statement.”

3. In order to provide a variety of flexible education models at the masters and doctoral degree levels that satisfy entry-level requirements, the Purdue DPD provides several avenues to complete the above courses:
   - Take the course.
   - Be a TA in the course (except NUTR 520) and receive a satisfactory evaluation.
     - As a TA, the student must participate in all lectures for the course and an additional TA evaluation form to evaluate student learning.
outcomes is required. The forms would be developed and evaluated by the DPD Director and the Instructor. The professor in charge will process a “credit established” which will be listed on the transcript. “Credit established” cannot be used for courses on the graduate plan of study. Continuing TAs are normally reassigned to the same course. In general, TAs are assigned as needed on a first come/first serve request basis.

- Exempt by exam from the course, if offered.
- Take the course via correspondence or independent study (for courses approved by the DPD Director and below 400 level)

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

Foundation Knowledge Requirements and Learning Outcomes for DPD

The Foundation Knowledge Requirements established by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) must be met before entering a supervised practice program and achievement of these requirements culminates in completion of the DPD. The Foundation Knowledge Requirements and Learning Outcomes for Didactic Program Curriculum Content are available at http://www.eatright.org/uploadedFiles/CADE/CADE-General-Content/3-08_RD-FKC_Only.pdf.

Code of Ethics for the Profession of Dietetics and Process for Consideration of Ethics Issues

All student members of the Academy of Nutrition and Dietetics agree to abide by the Code of Ethics for the Profession of Dietetics when they apply for student membership. The Code of Ethics for the Profession of Dietetics is found in Appendix E.
Appendices

Appendix A: Pathway to Registered Dietitian
Appendix B: Academic Requirement Checklist
Appendix C: Dietetic Internship Application Ranking Form
Appendix D: Next Semester Course for Request of Declaration of Intent
Appendix E: DI Program Selection Form/Request for Verification Statement
Appendix F: Code of Ethics for the Profession of Dietetics
High School – Pathway to RD

- **High School Diploma**
- **Apply to a university or college that offers a CADE-accredited Didactic Program in Dietetics (DPD) or Coordinated Program (CP)**

#### Enroll in a CADE-accredited DPD Program
- Complete DPD Program and obtain bachelor's degree in dietetics
- Apply to CADE-accredited Dietetic Internship
  - Supervised practice experience
- Complete DI Program and Receive Verification Statement

#### Apply for Student ADA Membership

#### Enroll in a CADE-accredited CP Program
- Complete CP Program and obtain bachelor's degree in dietetics and receive Verification Statement for completion of supervised practice experience
  - Includes supervised practice experience

#### Apply for Active ADA Membership

#### Apply for Registration Eligibility with CDR (Through Program Director)

**RD Exam**

**State licensure or certification, if applicable**
## ACADEMIC REQUIREMENT CHECKLIST

**DIDACTIC PROGRAM IN DIETETICS (DPD)**

Student___________________  Date__________                   Substitution
(Previous FN courses have prefix of NUTR beginning Fall, 2012)

<table>
<thead>
<tr>
<th>Professional Courses</th>
<th>Credit Hours</th>
<th>Date Completed</th>
<th>Course</th>
<th>College</th>
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<td>NUTR 530/430</td>
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**Physical, Biological Sciences, Mathematics**

| BIOL 203/301*        | 4/3          |                |        |         |
| BIOL 204/302*        | 4/3          |                |        |         |
| BIOL 221*            | 4            |                |        |         |
| BCHM 307/CHM 333*    | 3            |                |        |         |
| BCHM 309*            | 1            |                |        |         |
| CHM 111/115*         | 3/4          |                |        |         |
| CHM 112/116*         | 3/4          |                |        |         |
| CHM 257/255 & 256*   | 4/3/3        |                |        |         |
| MATH 158/159/153&154/223 | 5/3/3/3   |                |        |         |
| STAT 301/503         | 3/3          |                |        |         |

**Behavioral & Social Sciences**

| ECON 210/AGEG 217    | 3/3          |                |        |         |
| PSY 120              | 3            |                |        |         |
| SOC 100              | 3            |                |        |         |

**Communication**

| COM 114              | 3            |                |        |         |
| ENGL 106/108         | 4/3          |                |        |         |

*List only these courses as “Science DPD” courses in DCAS

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DIETETIC INTERNSHIP
APPLICATION RANKING

Student Name: ______________________________

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

<table>
<thead>
<tr>
<th>Ranking Order</th>
<th>Name of Program</th>
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<tr>
<td>10.</td>
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NEXT SEMESTER COURSES FOR REQUEST
OF DECLARATION OF INTENT FORM

Name

I am registered for the following courses for next semester:
(List required and elective courses)

Required DPD Courses

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

Elective Courses

<table>
<thead>
<tr>
<th>Course Dept.</th>
<th>Course No.</th>
<th>Course Title (exactly as listed in the Timetable)</th>
</tr>
</thead>
</table>
DI Program Selection Form/Request for Verification Statement

Attach an official transcript from Purdue University showing your BS degree

Date: ________________

Name (EXACTLY as it appears on transcript): ____________________________________

Last 4 digits of your social security number: ______________

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

________________________________________________________________________

Street

________________________________________________________________________

City State Zip

Telephone Number: ______________________________

Email Address: ___________________________________

Graduation Date: __________________________________________

Academic Advisor: _________________________Major(s): ____________________

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

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Return completed form with attached official transcript showing degree to:

Donna L. Zoss, MS, RD, CD, CNSC
Interim Director, Didactic Program in Dietetics
Stone Hall, Room 207
700 West State Street
West Lafayette, IN 47907-2059