



DIDACTIC PROGRAM IN DIETETICS HANDBOOK



THE OHIO STATE UNIVERSITY
COLLEGE OF
EDUCATION AND HUMAN ECOLOGY

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The Ohio State University's Didactic Program in Dietetics is accredited by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, (312) 899-0040 ext 5400, acend@eatright.org.
<https://www.eatrightpro.org/acend>.

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INTRODUCTION

The DPD Student Handbook has been developed as an informational guide for students majoring in Dietetics. The information herein is intended to supplement other Department, College, and University publications that contain official policies and procedures. Students should read and become familiar with the following:

OSU Student Policies & Regulations – <https://studentlife.osu.edu/about/resources-and-policies>

The following can be viewed at <http://buckeyelink.osu.edu/>

Master Schedule

Course Availability

Course Bulletin

Course Bulletin Listings – All Semesters (PDF)

The Didactic Program in Dietetics (DPD) at The Ohio State University is located in the Department of Human Sciences, College of Education & Human Ecology. Graduates of the Program receive a B.S. degree in Nutrition with a major in Dietetics. The Program is currently **granted accreditation by the Accreditation Council for Education in Nutrition and Dietetics – ACEND**. The address, phone number and email address of ACEND is 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995

800/877-1600, ext 5400, email: acend@eatright.org. Current enrollment of the DPD is approximately 35 - 50 undergraduate and post-baccalaureate students per class.

HUMAN NUTRITION

A primary goal of the Human Nutrition programs within the Department of Human Sciences is to provide opportunities for students to develop and apply knowledge, understanding, and skills in the areas of human nutrition, dietetics, food, and foodservice management. The Department is committed to education for professionals in these fields. Undergraduate majors are offered in dietetics, nutrition science, nutrition in industry, and health promotion, nutrition and exercise science.

The Department is unique in its overall orientation to food and nutrition related to humans and their environment. The Department offers MS and PhD degrees in nutrition. An accredited Dietetic Internship is offered separately.

The Department of Human Sciences website is: <http://ehe.osu.edu/human-sciences>.

ACADEMIC ADVISING

Your academic advising is coordinated by The College of Education and Human Ecology (EHE) Office of Academic Affairs (<https://ehe.osu.edu/current-ehe-undergraduate-students/advising-basics>) located in A100 PAES Building.

Academic advising within the Department of Human Sciences is a continual process. Your first conference should occur as early as possible during your first semester in the College. Interested in changing your major to Human Nutrition - Dietetics? Students who are interested in declaring a major in EHE must first meet with an EHE Academic Advisor by calling 614-292-9261 or by scheduling an appointment online through OnCourse. New students to The Ohio State University (transfer or freshman) may indicate the desire to enter the Human Nutrition PRE-major, Dietetics Option in the College of Education and Human Ecology on orientation materials.

The College of Education and Human Ecology offers both competitive and non-competitive majors. Competitive majors are majors in which not every student is guaranteed admission. These majors typically require some sort of formal application process.

Non-competitive majors are majors in which every student is guaranteed admission, once they have met certain criteria. The criterion often includes some sort of GPA or course completion requirement. Once students meet the criterion, they are automatically changed into the full major.

Department faculty and staff are listed on the Department webpage at <http://ehe.osu.edu/directory> along with their phone numbers, office location, email address, and research interests.

Planning and scheduling your program is ultimately your responsibility. Fulfilling this responsibility requires contacting your advisor to make appointments for conferences and following the scheduling guidelines outlined in this Handbook. Prior to scheduling your first advising conference, obtain a [program sheet](#). Using the most current The Ohio State University **Bulletin, Course Offerings** and current **Master Schedule** (all available at <http://buckeyelink.osu.edu/>) develop an academic plan for graduation, listing when you will take required courses.

Since the Didactic Program in Dietetics at Ohio State meets the knowledge requirements specified by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), students completing the program will not only receive a Bachelor of Science degree in Nutrition with a major in Dietetics, but also a **Verification Statement** indicating that they have met the Academy of Nutrition and Dietetics knowledge requirements.

Students who complete the DPD are eligible to apply for a supervised practice experience (Dietetic Internship), which meets the ACEND performance requirements. Computerized matching of applicants to Dietetic Internships occurs each April and November.

DIDACTIC PROGRAM IN DIETETICS: PHILOSOPHY AND GOALS

Mission Statement: Human Sciences

The **Department of Human Sciences** enhances the health and wellbeing of individuals, families and communities through basic and applied research in the areas of consumer sciences, human development, family science, human nutrition, and kinesiology. We prepare students and professionals by incorporating cutting-edge research and innovation with the learning process. The diversity of our scholarship and educational activities cultivate and promote multidisciplinary collaboration among our program areas and OSU extension, and the broader university community, in ways that other departments cannot. The Department shares the mission and vision encompassed in the core values of the College of Education and Human Ecology: research, educating students, preparing professionals, diversity and equity, civility, collaboration, professional development, policy formation, technology, and honoring the land-grant mission. While some of these values are more integral to the department's scholarship and teaching, all pertain to a proper definition of professional service in the University, the state and nation, and the world community. In pursuit of these ends and values, the Department strives to adhere to the democratic principles of equity and shared governance.

Mission Statement: Didactic Program in Dietetics

The **unique mission of the DPD** at Ohio State is to provide a diverse group of students with a broad, general education and depth in human nutrition, medical nutrition therapy, public health nutrition, foodservice systems and management in order to prepare students for supervised practice leading to eligibility for the CDR credentialing exam to become a registered dietitian nutritionist.

The **philosophy** of the Didactic Program in Dietetics at The Ohio State University is that the successful dietitian is best prepared through a learning environment that provides comprehensive and intensive preparation of the student to respond to the diverse roles of the practitioner. Broadly educated individuals with strong theoretical training in natural sciences and quantitative skills will be optimally prepared to adapt to the demands of the dietetic profession.

This mission aligns with the University, College and Department missions of educating students through distinguished, high-quality majors that incorporate cutting-edge research into the learning process and prepare students for their selected professions, specifically applied to the DPD, the dietetics profession.

The program provides students with the knowledge required as a foundation for supervised practice for entry-level dietitians and to promote life-long professional development through self-directed learning and innovative thinking skills. We celebrate and learn from our diversity, and we value individual differences. The mission of the Ohio State DPD is consistent with the following 2017 Standards of Professional Performance (SOPP) for Registered Dietitians formatted according to the following six domains of professional behavior:

Standard 1: Quality in Practice

The registered dietitian (RD) provides quality services using a systematic process with identified leadership, accountability and dedicated resources.

Standard 2: Competence and Accountability

RDs demonstrate competence in and accept accountability and responsibility for ensuring safety and quality in the services provided.

Standard 3: Provision of Services

RDs provides safe, quality service based on customer expectations and needs, and the mission and visions of the organization/business.

Standard 4: Application of Research

RDs apply, participate in, or generate research to enhance practice. Evidence-based practice incorporates the best available research/evidence in the delivery of nutrition and dietetics services.

Standard 5: Communication and Application of Knowledge

RDs effectively apply knowledge and expertise in communications.

Standard 6: Utilization and Management of Resources

RDs use resources effectively and efficiently.

Program Goals

The Ohio State DPD program goals reflect the DPD mission and are accomplished through activities conducted by the faculty, DI or graduation program directors and graduates.

The Goals, Objectives and Target Measures of the Ohio State DPD* are the following:

1. Program graduates will be prepared to become registered dietitians through a sound and comprehensive educational program that will be followed by successful completion of a supervised practice experience and the registration examination.

Objectives and Target Measures

- Objective a: Percentage of enrolled students who complete program requirements within three years (150% program length).
 - o Target: At least 80% of students complete program requirements within 3 years (150% of planned program length).
- Objective b: Percentage of program graduates applying to supervised practice within 12 months of graduation.
 - o Target: At least 70 percent of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation.
- Objective c: Percentage of program graduates applying to supervised practice programs within twelve months of graduation will be accepted.
 - o Target: Of program graduates who apply to a supervised practice program, at least 75 percent are admitted within 12 months of graduation.
- Objective d: Percentage of program graduates who pass the registration exam within one year of first attempt.
 - o Target: The program's one-year pass rate (graduates who pass the registration exam

within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.

2. Program graduates will be prepared for evidence-based dietetics practice in the areas of medical nutrition therapy, public health nutrition, and foodservice systems and management.

Objectives and Target Measures

- Objective a: Percentage of graduates scoring at least “satisfactory” on preparedness for rotations by DI Directors and Graduate Program Directors.
 - o Target: 90% of graduates in DIs will be rated at least “Satisfactory” on preparedness for rotations in the areas of medical nutrition therapy, foodservice management and public health nutrition by DI Directors and/or Graduate Program Directors who respond to survey.
- Objective b: Percentage of graduates indicating at least “satisfactory” on perceived preparedness for evidence-based practice on graduate surveys.
 - o Target: 90% of DPD graduates who respond to survey will indicate at least “Satisfactory” on preparedness for evidence-based practice in the areas of medical nutrition therapy, foodservice management and public health nutrition.
- Objective c: Percentage of DPD students that participate in undergraduate research.
 - o Target: At least 25% of DPD students will participate in nutrition research contributing to evidence-based practice.

**Program outcomes data available upon request*

ADMISSION POLICY

Admissions to the Human Nutrition DPD occur every semester. Applications are reviewed by the DPD Application Committee, composed of the DPD Director and Dietetics Coordinator; other Human Nutrition faculty and instructors may be invited to participate as needed. The DPD Application Committee performs the following functions:

- Review records of all applicants for admission or readmission to the dietetics program on a semester basis and select students based on established evaluation criteria detailed below.
- Interview applicants as needed for admission, readmission, or transfer.
- Review student progression status and make recommendations on student progress within the program.
- Review and uses data on students for examining criteria, policies, and procedures for admission, readmission, and progression.
- The DPD functions with an admission quota of 45-50 students per class.
- All completed applicant records will be reviewed by the DPD Application Committee beginning the 3rd week of each term.
- Admissions decisions are entered into the centralized application system TK20 and communicated to EHE academic advisors whereupon acceptance and rejection letters are emailed to all applicants as soon as possible after all applications have been reviewed. All efforts will be made to complete the process by the 6th week of each term.

Admission

- All applicants must be accepted by the university and are responsible for determining the completeness of their application.
- Applications are received through the 2nd Friday of each term.
- All applicants will not be invited for an interview.
- Students are evaluated according to their academic record, completion of program pre requisites, nutrition-related work and volunteer experience, evidence of respect for individuals of diverse backgrounds, written career goals and biographical statement and any other factors which the committee deems pertinent for consideration.
- The top applicants will be offered admission to the program within the quota of 45-50 students per class.
- Any applicant who is not admitted to the program in a given term may reapply the next term and complete the entire process again.
- Upon completion of the process, applicants will be informed by email with a formal admission letter by the Dietetics Coordinator and given approximately two weeks to accept or decline the position (**Appendix A**).

Evaluation of Applicants

The following criteria outline our holistic approach to evaluating applicants:

- The goal of the application evaluation is to admit a diverse group of students who have the potential to successfully complete the DPD and the graduate/supervised practice components required to sit for the certification exam to become registered dietitian nutritionists.
- Applicants are encouraged to meet with an EHE Human Sciences academic advisor and the DPD Director or Dietetics Coordinator early in their college career to determine the proper courses and sequencing to increase the probability of their acceptance into the program.
- Applicants must complete all of the prerequisite courses prior to applying.
- The best predictor of success in the dietetics program is the completion of and strong performance in the science, food and nutrition courses in the curriculum. Historically, those applicants with above a 3.0 overall GPA and above a 3.0 in the sciences have the best chance of being accepted into the program.
- The applicant may be invited for an interview if the committee has further questions about the applicant's potential for success in the program or commitment to become a dietetic practitioner.
- The applicant's volunteer/work experience, leadership, evidence of respect for individuals of diverse backgrounds, understanding of the dietetics profession and writing skills are assessed through biographical and career statements describing volunteer/work experiences, leadership, diversity experiences and career goals.
- Applicants who are transferring from another institution will be evaluated using the same criteria as those applicants from Ohio State.

Application Process

Admission requirements for the Human Nutrition PRE-major, Dietetics Option

Students enrolled in another major at The Ohio State University may enter the Human Nutrition PRE-major, Dietetics Option with the following

- 2.50 OSU GPA
- 15 credit hours completed at OSU

Students who are not currently in the Dietetics pre-major must first meet with an EHE Academic Advisor by calling 614-292-9261 or by scheduling an appointment online through OnCourse.

Admission requirements for the Human Nutrition Major, Dietetics Option

- 2.50 OSU GPA (A competitive OSU GPA will be at least a 3.0, because students that graduate with an OSU GPA less than 3.0 may not be competitive for dietetic internships or graduate school). Admitted students typically have an average GPA of near 3.5.
- Completion of the following pre-requisite courses:
 - Math placement M or higher or MATH 1148 or equivalent
 - ENGL 1110
 - BIOL1113
 - CHEM 1210
 - CHEM 1220
- Career Goals and Biographical Statement each between 500 – 750 words and including
 - Reason for applying to Dietetics
 - Work and volunteer, community service, and leadership experiences related to nutrition and dietetics
 - Professional/career goals as they relate to nutrition and dietetics

Applications are due by 11:55 pm of the second Friday of every semester.

Students will fill out the application ONLINE via the following link: <https://osu.tk20.com/>.

Students are notified by email when the application is available. The application is only “live” in the month preceding the start of the semester. **Please consult with an EHE Academic Advisor** (<https://ehe.osu.edu/current-ehe-undergraduate-students/advising-basics> or call 614-292-9261) **prior to beginning the application process. You do NOT need to purchase an account to submit an admissions application.**

An Advising Report (available in BuckeyeLink; Enrollment and Academic History; Advising Report) printed or available for reference when filling out the application is needed in providing required information for grades in pre-requisite courses, current GPA (i.e. cumulative point hour ratio or CPHR), and total earned hours (“EH” column to on the left of your listed courses).

Applications will be evaluated according to OSU GPA (CPHR), grades in prerequisite courses (see above), grades in any additional science and human nutrition courses that have been taken, strength of relevant experience, evidence of respect for individuals of diverse backgrounds, and career goals as discussed in the Career Goals and Biographical Statement.

The number of students admitted each semester is limited by the faculty and other resources available to equal a total number of 45-50 students in each class. Admissions to the Human Nutrition Major, Dietetics Option are decided during the semester in which a student applies (timelines may vary).

Further questions? Contact an [Academic Advisor](#) or call 614-292-9261 to make an appointment.

DPD PROGRAM COMPLETION & VERIFICATION STATEMENT

The Declaration of Intent form is completed the semester of intended DPD completion, allowing eligible students *to apply* for dietetic internships. This form documents remaining courses the student has yet to complete; a draft of this form is typically completed in HUMN NTR 4596. In order to obtain a signed Declaration of Intent form, the student must have documentation that s/he will meet the minimum academic requirements for the Didactic Program in Dietetics at The Ohio State University (Advising Report and Degree Audit).

A Verification Statement certifies that a student has successfully completed both a baccalaureate degree and all DPD course requirements, and thus is eligible *for entry* into a coordinated or combined dietetic internship and graduate degree program. In order to obtain a signed Verification Statement, the student must have documentation that they have completed all academic requirements for the DPD at The Ohio State University (official transcript).

Requirements for the Bachelor of Science (B.S.) of Nutrition with the Dietetics specialization include completion of 120 semester hours. Specific course requirements are outlined on the [Program Sheet](#) as well as a sample plan (**Appendix B**) for completion of the program in four years. Students meeting graduation requirements for the B.S. in Nutrition with the Dietetics specialization automatically meet all requirements for the Verification Statement, with the exception that students must earn a C- or higher in all Human Nutrition courses required by the DPD and must demonstrate attainment of all Knowledge Requirements for Registered Dietitian Nutritionists (KRDNs) as outlined by the Accreditation Council for Education in Nutrition and Dietetics.

The Didactic Program in Dietetics will provide a Verification Statement of a student meeting Didactic Program in Dietetics (DPD) requirements based on the program of study the student is using for graduation requirements if the student is continuously enrolled and graduates within five years. If the student cannot finish their studies within this five-year time period, they must comply with the DPD graduation requirements currently in effect. Post-baccalaureate students completing DPD requirements through the non-degree pathway are expected to complete program requirements within a three-year time period in order to be eligible for a Verification Statement. The Department of Human Sciences will not accept course work to meet DPD requirements from any university/college outside The Ohio State University in which a grade of D-, D, or D+ was earned. To receive a Verification Statement, students must earn a C- or higher in all Human Nutrition courses that are required by the DPD.

In order to receive a Verification Statement from the Ohio State DPD, a minimum of 15 credits from 4000- or 5000-level courses must be completed at The Ohio State University. Nine of the 15 credit hours must come from at least three of the following classes: HUMNNTR 4504 Nutrition Education and Behavior Change, HUMNNTR 4596 Dietetics Seminar, HUMNNTR 4609 Macronutrients, HUMNNTR 4610 Micronutrients and Phytochemicals, HUMNNTR 5611 Medical Nutrition Therapy 1, HUMNNTR 5612 Medical Nutrition Therapy 2, HUMNNTR 5622 Medical Nutrition Therapy 1 Lab, HUMNNTR 5623 Medical Nutrition Therapy 2 Lab or MEDDIET 4900 Nutrition Assessment.

Verification Statements are prepared by the DPD Director. For students completing the B.S. Nutrition-Dietetics, Verification Statements are available the week following graduation or completion of DPD requirements, and typically emailed electronically to students. An original Verification Statement is kept in the DPD files for each graduate. In order to receive their Verification Statements, graduates must submit to the Dietetics Coordinator, an official transcript that includes degree completion, completed student exit survey and post-graduation plans.

STUDENT RESOURCES AND SUPPORT SERVICES

Student Identification and Access to Academic Files

Student identification for program record keeping is confirmed through accessing the Student Information System to verify university-issued student ID number. A similar process for confirming student identification is used in distance courses as well as courses utilizing online testing. Course instructors will require students to bring their university-issued student ID card or other authorized form of ID, which includes the student's legal name, photo and/or student ID number. Online testing is typically conducted through CarmenCanvas, Ohio State's learning management system, which requires unique student login credentials as well as multifactor authentication via BuckeyePass/Duo protection.

The DPD program adheres to University policies regarding student privacy and release of student education records in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA). This policy and others can be found on the University Registrar website:

<https://registrar.osu.edu/policies/releaseinfo.asp>.

Distance Education Requirements

Students enrolled in online distance or hybrid courses can find general guidance details related to technological competence and skills and equipment requirements through the Office of Technology and Digital Innovation (OTDI): <https://it.osu.edu/students>.

Student Access to Support Services

The Office of Student Life provides programs and services that impact the daily lives of students such as housing, dining, health and well-being and more. Additional resources can be found on the Office of Student Life website: <https://studentlife.osu.edu/>.

Student Health and Well-being Services

Students have access to a variety of health and wellness resources on campus including: Counseling and Consultation Services, Student Health Services and the Student Wellness Center. Additional information and details can be found on the Office of Student Life website:

<https://studentlife.osu.edu/well-being>

Disability Services

The Student Life Disability Services (SLDS) at Ohio State is committed to creating an accessible educational experience for students with disabilities. A variety of academic accommodations and support services are available to students. Additional information and details can be found here:

<https://slds.osu.edu/>

Tutoring Services

The Younkin Success Center provides student success support and resources including tutoring

services. Additional information and services can be found here: <http://younkinsuccess.osu.edu/>.

Tuition, Fees, Financial Aid and Scholarships

Tuition and fees will vary depending on the mode of instruction (on-campus, online) and the program of study. More detailed tuition details can be accessed through the Undergraduate Admissions website: <http://undergrad.osu.edu/cost-and-aid/basic-costs>. More detailed explanation of fees including withdrawal and refund deadlines can be found on the University Registrar's website: <https://registrar.osu.edu/policies/feesexplanation.asp>.

Students can access financial aid resources and services through Ohio State's Student Financial Aid: <https://www.sfa.osu.edu/>.

Students can also apply for scholarships through The College of Education and Human Ecology. Additional details and eligibility requirements can be found here: <https://ehe.osu.edu/financial-aid/scholarships>.

DPD Associated Program Fees (optional, but encouraged)

Academy of Nutrition and Dietetics: \$58 (Student Membership)

Computer Matching Fees (for individuals applying to Dietetic Internships): D&D Digital Systems \$55.00 and DICAS charges \$50 (for the first program you apply to and \$25 for each additional program)

Transcript Fees: varies from \$7 and above dependent on processing

eNCPT Subscription: \$35 (Student Subscription)

University Holidays, Program Schedule and Leaves of Absence

The DPD maintains a schedule consistent with the University's Academic Calendar and observance of university-approved holidays and breaks, which is available online at:

<https://registrar.osu.edu/staff/bigcal.asp>.

A more detailed view of our DPD program schedule and four-year sample plan can be found in **Appendix B**.

For students considering withdrawal from courses or a leave of absence, it is recommended to set up a meeting with your academic advisor to discuss the process and other considerations when making these decisions. Additional details and requirements can be found here:

<https://advising.osu.edu/withdraw-or-take-leave-absence>.

Leave of Absence from the DPD

Should an active DPD student decide to withdraw from the university or take a leave of absence, the student should contact both their EHE academic advisor and the DPD Director or Coordinator to notify them of the decision. *Please note: In order to obtain a Verification Statement and B.S. degree, DPD*

requirements are based on the program of study the student is using for graduation requirements if the student is continuously enrolled and graduates within five years. If the student cannot finish their studies within this five-year time period, they must comply with the DPD graduation requirements currently in effect.

If a former student wishes to return to Ohio State and continue the DPD after a leave of absence, they should contact the EHE advising office: <https://ehe.osu.edu/current-ehe-undergraduate-students/advising-basics>.

ASSESSMENT OF PRIOR LEARNING POLICY

Transfer and Academic Credit

The Didactic Program in Dietetics will assess prior learning and grant credit for prior learning in accordance with The Ohio State University policies. The Ohio State University has an established transfer credit policy which is consistent with the Ohio Articulation and Transfer Policy of the Ohio Board of Regents. The policy is available at http://registrar.osu.edu/transfer_credit/transferCreditPolicy.pdf. The statewide policy is designed to facilitate the transfer of students and credits from one college or university to another, assure maximum utilization of prior learning, and encourage students to advance as far through the educational system as they can in pursuit of their goals. Acceptance of transfer courses and the award of university transfer credit shall not express or imply that all transfer credit will be fully applicable toward DPD or degree requirements. Students may seek university academic credit for pre-specified courses through The Ohio State University Credit by Examination Program. The policy is available at https://registrar.osu.edu/testing/em_brochure_current.pdf.

Evaluation of courses not recognized by OSU as directly transferring for a DPD-required course will be completed by the DPD Director and/or Dietetics Coordinator with input from course instructors. Students requesting such course evaluation are responsible for providing appropriate documentation including course syllabi, course descriptions or other documents demonstrating attainment of knowledge linked to KRDNs for the course. DPD Professional courses (**Appendix C**) will generally need to be taken within 7 years prior to DPD admission to be considered for DPD credit. Evaluation of coursework will be made on a case-by-case basis. If the student is not able to supply documentation of course content, they may be asked to demonstrate attainment of KRDNs by completion of the Prior Learning Portfolio, detailed below.

In addition, the DPD uses formal articulation agreements between the Ohio State DPD and the dietetic technician program at Columbus State Community College to facilitate the assessment of prior learning from the education and experience that DTRs have acquired.

DPD Prior Learning Credit

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) allows dietetic programs to assess and grant credit for prior learning in order to allow flexibility to programs that seek to provide quality dietetics education using innovative methods.

The DPD follows the recommendations of ACEND (<https://www.eatrightpro.org/acend/accreditation-process/faqs-about-accreditation/faqs-about-assessing-prior-learning-and-accreditation-standards>) when giving credit for prior learning:

- Measures output competency not the input by giving credit for the learning that occurs in life experiences.
- Assesses the competence/knowledge learned, not the number of hours

- spent in the experience.
- Uses the Foundation Knowledge, Skills, and Competency statements to evaluate the level of prior learning.
- Establishes and fully discloses a standard policy and process for assessing and granting credit for prior learning, including provision for appeal.
- Applies the process consistently to all applicants interested in having prior learning considered for credit.
- Seeks documentation or evidence that the student has actually acquired the learning claimed and for which credit is being sought.
- Identifies which competencies have been met when granting credit for prior learning.
- Meets Ohio State standards separate from ACEND requirements, for granting undergraduate level academic credit.
- Uses portfolio-assisted assessment of prior learning in order to ensure overall program quality.

The DPD at Ohio State will individualize the didactic experience by taking into account prior experiential learning that students have acquired in nontraditional settings. Nontraditional students often bring to the classroom knowledge and experiences that have been acquired in settings *other than the traditional academic and supervised practice environments*, and they may seek to receive credit toward a DPD Verification Statement for attainment of knowledge linked to *a specific KRDN* related to their experience. This is separate and distinct from academic course credit. However, if a student demonstrates attainment of all KRDNs associated with a DPD Professional Course through successful completion of the prior learning application, and the student has already completed a degree and is earning a DPD Verification Statement only, the DPD requirement for that course may be waived. Assessment of prior learning is available only to post-baccalaureate students (i.e. individuals having already earned a bachelor's degree). Our goal in assessing prior learning is to evaluate significant work experience, and the learning acquired in a variety of settings such as the military, and match it to the skills and competencies required of qualified registered dietitians serving the public.

Assessment of Prior Learning Process

The Prior Learning (PL) application process includes the following steps:

1. Complete the PL application which consists of the PL Template and requested documents to verify PL. The PL application can be requested directly from the DPD Director or Dietetics Coordinator.
2. The DPD Director and/or Dietetics Coordinator and Course Instructor(s) will review submitted PL applications and determine if any credit will be given. Additional documentation or clarification may be requested. Calls, emails, or letters may be sent to contact persons listed as supervisors to request verification of the applicant's documentation for PL.
3. The Director and/or Dietetics Coordinator will document PL credit granted and share this information with the student.

The PL process is open to individuals who have already earned a bachelor's degree. The

deadline for PL applications and documentation to be received by the Director will be determined on an individual basis, but can be no later than one semester prior to completion of the DPD.

Appeals pertaining to the PL process can be directed to the Associate Chair or Chair of the Department of Human Sciences.

PROGRAM ACTION POLICIES AND PROCEDURES

College Special Action Probation (CSAP)

College Special Action Probation (CSAP) applies to students who are in the Human Nutrition pre-major. Students can be placed on CSAP or program dismissal based on poor academic performance.

Human Nutrition pre-majors with an OSU GPA below 2.5 will likely be placed on academic probation after the end of the semester. Conditions can include:

- Locking the student's access to their schedule so that they are unable to add or drop courses
- Limiting course load to no more than 15 credit hours/semester
- Meet with an advisor to discuss scheduling options
- Requiring completion of a self-assessment/academic success online workshop

Program Dismissal

Students, who have been placed on major probation for at least one semester without showing academic progress, may be placed on Program Dismissal. The decision to place a student on Program Dismissal is made on a case-by-case basis. The student's records are reviewed and the student is not permitted to add classes until they have switched to another OSU undergraduate program. Students who have been placed on Program Dismissal can schedule an appointment with a Human Nutrition advisor (292-9261) or Exploration advisor (292-0646) to discuss other program options.

Academic Action

Academic Action differs from Major Probation and applies to both pre-major and major students who are in Human Nutrition. Students whose OSU cumulative GPA is below 2.0 will be placed on Academic Probation, per university rules. At the conclusion of each semester, the status of students in academic difficulty is reviewed by the Director of Curriculum Standards and Academic Policy in the Office of Academic Affairs. Advice from faculty members and academic advisors is considered during review. Students are notified in writing via email or correspondence via mail of their status based on the following:

Academic Probation and College Special Action Probation: A student will be placed on Academic Probation if the student has a **cumulative GPA below 2.0**. **When a student is placed on academic probation or college special action probation, students are responsible for meeting specific conditions in order not to be considered for dismissal from the University.** Each semester, **grades are reviewed and if students meet their conditions (outlined in their notification) probation and college special action probation** is extended for another semester to allow a student the opportunity to continue to demonstrate academic progress. If progress is unsatisfactory **and conditions are not met**, the student's case will be reviewed for possible Academic Dismissal from the University. If there are extenuating circumstances which the student would like to have considered the student should notify the Director of Curriculum Standards and Academic Policy in the Office of Academic Affairs, before the semester ends.

Academic Dismissal: Academic Dismissal decisions are made by the **Office of Academic Affairs**, when a student has been on Academic Probation for one semester or more and unsatisfactory progress is shown. A student must be on Academic Probation or College Special Action Probation to be subject to Academic Dismissal from the university.

Reinstatement: A student can apply for reinstatement after being dismissed for at least two semesters, not including Summer Term. The student must submit a petition for Reinstatement to the Director of Curriculum Standards and Academic Policy, Office of Academic Affairs prior to the semester per Reinstatement deadlines for consideration. If reinstated, a student will be returned on Academic Probation and given a set of conditions that must be met in order not to be dismissed again.

Dismissal Appeal Procedure: A student can submit a written appeal of Academic Dismissal decisions to the Office of Academic Affairs by deadlines outlined in their dismissal notification. Appeal decisions are made by the Associate Dean of Undergraduate Education. Any decision rendered within the College (e.g. College of Education and Human Ecology) is considered final.

Satisfactory progress: For students on either Academic Warning or Academic Probation, satisfactory progress includes both of the following items: A minimum semester grade point hour of 2.30 must be achieved and courses taken must be approved by a Human Nutrition advisor and be related to the declared major.

Scheduling for Students on Probation and Special Probation: Pass/Non-Pass is not an option for a student with a cumulative point-hour ratio below 2.0. Incomplete grades are not allowed. Students on Academic Action must secure registration permission from their academic advisor and be unlocked by staff members in the **Office of Academic Affairs, A100 PAES Building**, to register for the next semester.

Academic Review and Notification to Students: The status of students in academic difficulty is reviewed at the conclusion of each semester by the **Director of Curriculum Standards and Academic Policy, Office of Academic Affairs**. Students are notified of the decisions in writing via email within 14 calendar days of the date of the committee review. All decisions are considered final unless formally appealed to the Director of Curriculum Standards and Academic Policy, Office of Academic Affairs.

Academic Assistance: If a student would like to have the opportunity to improve his/her academic record, the Dennis Learning Center in the Younkin Success Center (1640 Neil Ave) can be utilized.

The DLC offers several letter-graded courses every semester. Courses and assistance resources offered focus on motivation, academic stress, procrastination, study skills, time management, test taking, learning from text, note taking and self-regulation. Visit their website at <http://dennislearningcenter.osu.edu/>.

Grade Policy

Students admitted to the DPD are required to earn at least a C- final course grade in all major (HUMN NTR) courses to be eligible to earn a DPD Verification Statement. The C- grade policy is monitored every semester by EHE Academic Advisors and DPD staff after end of semester grade posting. EHE Academic Advisors or DPD staff will email any active DPD student earning lower than a C- final course grade in a required HUMN NTR major course with reference to this grade policy and offer the opportunity to retake the course.

If a D+, D or D- final course grade is earned in a HUMN NTR course, the student is still eligible to graduate given all other degree and graduation requirements have been met but will not be eligible to receive a DPD Verification Statement.

Student Learning Outcomes and Performance Monitoring

Student progress towards learning goals and outcomes occurs throughout the student's academic program. Each semester, the DPD Director and Coordinator will review student performance (i.e. student learning outcomes) as well as final course grades by requesting learning assessment data from faculty and instructional staff for all core HUMN NTR major courses. The Program Coordinator identifies and keeps records of any dietetics students earning less than seventy percent on identified learning assessment and/or earning below a C- final grade. Student performance monitoring occurs at the individual student level to ensure they successfully meet all ACEND-required KRDNs at some point throughout the curriculum.

DPD Retention and Remediation Policy

Students are considered to be in “good standing” within the program when they are compliant with the program’s academic requirements and are not currently on warning or probation nor have been dismissed from the program or university.

For any student admitted to the DPD earning less than a C- final grade in a required HUMN NTR course, EHE Academic Advisors or DPD staff will email student with reference to this remediation policy and offer the opportunity to retake the course.

If a student earns higher than a C- final grade in a required HUMN NTR course, but does not demonstrate knowledge of a specific KRDN, the Dietetics Coordinator will notify the student by email.

If a student does not meet a KRDN at some point in the DPD curriculum, a remediation activity will be offered if needed. The DPD Director or Coordinator will contact the student by email and offer one additional opportunity to demonstrate knowledge such as revise and resubmit learning activity,

retake quiz or portion of exam relative to the KRDN, or complete a make-up activity. The make-up learning activity will be reviewed by the course instructor or the DPD Director or Coordinator to evaluate knowledge attainment. The make-up activity may not affect course grade but could be used to demonstrate achievement of the KRDN prior to receiving a verification statement.

The Younkin Success Center provides student success support and resources including tutoring services. Additional information and services can be found here: <http://younkinsuccess.osu.edu/>.

Diversity, Equity and Inclusion

The Ohio State University and the DPD abide by all state and federal laws and regulations surrounding recruitment and admissions. The University's Affirmative Action, Equal Employment Opportunity and Non-Discrimination/Harassment Policy can be found at the following link <https://equity.osu.edu/sites/default/files/policy110-non-discrimination-notice.pdf> . The DPD's holistic admissions policy aligns with the University's commitment to "building and maintaining a community to reflect human diversity and to improve opportunities for all. The university is committed to equal opportunity, affirmative action, and eliminating discrimination and harassment. This commitment is both a moral imperative consistent with an intellectual community that celebrates individual differences and diversity, as well as a matter of law." These laws include the Americans with Disabilities Act which mandates appropriate and equitable treatment of individuals with disabilities and Title IX which prohibits sex-based discrimination and harassment.

The underlying philosophy driving the policies, procedures, and practices of the DPD relative to student recruitment and admission is that all individuals have inherent worth and deserve to be treated equitably and respectfully. This philosophy is supported by the Department's core values which include "diversity, equity and inclusion in all of our pursuits; shared, consistent, fair and transparent decision-making; collegiality, civility, respect, safety, honesty, and empathy in our working relationships."

STUDENT GRIEVANCES POLICIES AND PROCEDURES

Student Grievances

Resolution of grievances about academic problems or complaints about faculty, such as violations of university requirements, incompetence and misconduct, begin first with speaking with the faculty member or instructor. If the difficulty is not resolved, the student may make an appointment with the Department Chair. If satisfactory resolution does not occur after this meeting, the student may take the grievance to the Dean of the College of Education and Human Ecology, and if necessary, the Executive Vice President and Provost. Grievances against graduate, research, and teaching assistants should be submitted first to the supervising instructor, then to the chairperson of the assistant's department. Specific procedures are outlined in Faculty Rule 3335-8-23, which is available at <https://trustees.osu.edu/bylaws-and-rules/3335-8>.

Notice of Opportunity to File Complaints with the Accreditation Council for Education in Nutrition and Dietetics

Any individual, for example, student, faculty, dietetics practitioner and/or member of the public may submit a complaint against any accredited program to the Accreditation Council for Education in Nutrition and Dietetics (ACEND). However, the ACEND does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion or dismissal of faculty or students. It acts only upon a signed allegation that the program may not be in compliance with the accreditation standards or policies. The complaint must be signed by the complainant. Anonymous complaints are not considered. Where a complainant has threatened or filed legal action against the institution involved, ACEND will hold complaints in abeyance pending resolution of the legal issues and the complainant is so advised.

A copy of the accreditation/approval standards and/or ACEND's policy and procedure for submission of complaints about programs is available at <https://www.eatrightpro.org/acend/public-notices-and-announcements/filing-a-complaint-with-acend> and may be obtained by contacting the Education and Accreditation Team at The Academy for Nutrition and Dietetics at 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995 or by calling 800/877-1600.

STUDENT/PROFESSIONAL ORGANIZATIONS & ACTIVITIES

Students in Dietetics are encouraged to participate in Department, College and University organizations, activities, and government activities, as well as those in the community, and especially in nutrition-related activities.

Human Nutrition Student Activities

All nutrition students are expected to join the department student organization, **Food and Nutrition Forum (FNF)** or other campus nutrition-related organizations such as Student Dietetic Association (SDA), Buckeyes for Wellness and others. The FNF organization's mission is to connect students to issues surrounding nutrition through community outreach efforts and exposure to the most recent nutrition-related media productions, expert lectures, and other beneficial resources. The group consists of Dietetics, Nutrition Science, Health Promotion, Nutrition, and Exercise Science and Nutrition in Industry students, but is not limited to those majors. FNF holds regular business meetings and coordinates National Nutrition Month educational activities at Ohio State.

Find more information about FNF at:

Email Contact: fnf.osu@gmail.com

Advisor: Dr. Tonya Orchard

OSU Organization Page:

https://activities.osu.edu/involvement/student_organizations/find_a_student_org/?i=2092&l=F&page=2

Member Dues: \$5/semester

Dietetic students are also encouraged to become student members of **The Academy of Nutrition and Dietetics (AND)** and the **Columbus Dietetic Association (CDA)**. All current Academy student members receive many benefits and opportunities such as mentoring resources, participation in the Student Advisory Committee, becoming a Student Liaison and much more. Membership in the Academy also provides eligibility for Academy Foundation scholarships that can be used to support your undergraduate dietetic education or your dietetic internship. Join the Academy at <https://www.eatrightpro.org/membership/membership-types-and-criteria/student-member>.

Student membership is \$58/year (membership year runs June 1 – May 31)

Columbus Dietetic Association

Student membership in CDA is available for \$10.00/year. Additional information about membership can be found here:

<https://www.eatrightohio.org/aws/OAND/pt/sp/districts>. Benefits to CDA

membership include advocacy for its members, a source for Continuing Professional Education (6 per year), networking opportunities, guidance to influence legislation involving nutrition issues, skill-building, and community citizenship. Membership is from July 1st - June 30th.

The dietetic faculty from the Department, as well as students from other dietetic programs in Central Ohio, regularly attend CDA meetings. The CDA student scholarship awards are held in the Spring with an application deadline in April.

Membership and active participation in these professional dietetic associations is an excellent way to demonstrate your commitment to the profession and your leadership potential, characteristics looked for on Dietetic Internship applications.

STUDENT WORK & VOLUNTEER OPPORTUNITIES IN DIETETICS

Work or volunteer experience in a clinical nutrition environment is strongly encouraged for students applying to dietetic internships. Dietetics students familiar with daily operations within clinical foodservice and nutrition operations tend to be some of the most competitive applicants for dietetic internships.

Evidence of well-rounded work and volunteer experience is strongly encouraged as well as involvement in university and extracurricular activities. Examples of high quality experiences include, but are not limited to: membership and leadership in student nutrition organizations, undergraduate research, community nutrition organizations, working as a nutrition aide in a clinical setting, volunteering at a food bank and food service. Dietetics students displaying a variety of unique and high quality experiences particularly demonstrating leadership ability/potential, critical thinking skills and strong communication skills tend to be some of the most competitive applicants for dietetic internships.

Food Service & Clinical Positions:

Dietary/Nutrition Aide	Tray prep & delivery; assist patient w/ menu selections (etc)
Dietary Clerk	Check menu w/ diet prescriptions; computer analysis of menus, inventory (etc)
Supervisor/Manager	Supervise food prep staff
Dietetic Technician, Registered	Assists dietitian (requires 2 or 4 yr degree in dietetics)

Hospitals in the Columbus Area:

OSU Wexner Medical Center	<p>*Students should apply online (https://wexnermedical.osu.edu/careers) to any "Student Assistant" position within Nutrition Services.</p> <p><u>General Contact Information:</u> https://wexnermedical.osu.edu/careers (for medical center employment opportunities) 614-293-6294 (for all medical center college student volunteer opportunities)</p>
OSU Hospital East	<p>Chris.Basmagy@osumc.edu (Chris Basmagy; Asst Director Patient Food Service)</p> <p><u>General Information:</u> 257-3989 (Dietary Dept)</p>
Arthur G. James Cancer Hospital	<p>293-4663 (volunteer)</p> <p>https://cancer.osu.edu/giving-back/volunteering/volunteer-opportunities</p>
OSU Ross Heart Hospital	<p>*Use <u>Contact Information</u> for OSU Wexner Med Center listed above for employment & volunteer opportunities</p>

Nationwide Children's Hospital	614-722-1519 (Kathy Grover; Food Service Director) 614-722-3635 or Volunteering@NationwideChildrens.org (volunteer) For more information: http://www.nationwidechildrens.org/college-volunteers
Riverside Methodist Hospital	Employment: https://www.ohiohealth.com/careers/ 614-566-5313 (volunteer) VolunteerRMH@OhioHealth.com
Grant Medical Center	614-566-8716 (volunteer) VolunteerGMC@OhioHealth.com *Use link for Riverside Methodist Hospital listed above for employment opportunities
Doctors Hospital	614-544-2584 (volunteer) VolunteerDHW@OhioHealth.com *Use link for Riverside Methodist Hospital listed above for employment opportunities
Grady Memorial Hospital	740-615-1335 (volunteer) https://www.ohiohealth.com/volunteer/grady-memorial-volunteer/ *Use link for Riverside Methodist Hospital listed above for employment opportunities
Mt. Carmel East	614-234-6655 (volunteer) https://www.mountcarmelhealth.com/for-patients/after-your-visit/volunteer/ Employment: https://www.mountcarmelhealth.com/careers-and-resources/working-with-us/job-search
Mt. Carmel St. Ann's	614-898-4090 (employment) 614-898-4097 (volunteer) *Use link for Mount Carmel East listed above for employment opportunities
Mt. Carmel West	614-234-2108 (employment) 614-234-5260 (volunteer) *Use link for Mount Carmel East listed above for employment opportunities

Nursing Homes/Long-Term Care Facilities in the Columbus Area:

First Community Village	614-487-3990 (Ask for Human Resources)
Forum at Knightsbridge	614-451-6793
Friendship Village of Dublin	614-764-1600
Heinzerling Development Center	272-8888
Solivita of Summit's Trace	614-252-4987
Wesley Ridge Retirement Community	614-396-4824
Whetstone Gardens & Care Center	614-457-1100 ext. 1123

For information concerning available part- or full-time positions, as well as volunteer opportunities, contact these facilities or the individuals listed. In addition, be sure to look at the facilities' websites for online job postings, as the majority of employers require applications be completed electronically. If you call a facility without a contact person, ask for the Dietary Department or Human Resources. The following is an example of how to introduce yourself and ask about positions when you call or email:

"My name is _____ and I am currently a nutrition/dietetic student at The Ohio State University. I am emailing/calling to inquire if there are any positions available for students in the dietary department at this time. Could you help me with this or direct me to someone that would know about available positions? Thank you for your help."

"My name is _____ and I am currently a nutrition/dietetic student at The Ohio State University hoping to gain more practical experience within a clinical nutrition and foodservice setting. I am emailing/calling to let you know that I submitted my application for the dietary/nutrition aide position posted online. I look forward to hearing back from you about the position."

Community Nutrition Organizations:

Local Matters	Internship opportunities are updated as they become available http://www.local-matters.org/jobs-internships/ . Volunteer: http://www.local-matters.org/volunteer/
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Mid-Ohio Foodbank	Volunteer: https://mofc.org/volunteer/ There are a variety of volunteer centers or tasks: urban farms, community gardens, South Side Roots Café
Children's Hunger Alliance	Volunteer: https://www.childrenshungeralliance.org/get-involved-volunteer-advocate/volunteer/
LifeCare Alliance	Volunteer: https://www.lifecarealliance.org/volunteer/ LifeCare Alliance provides many services such as: Meals on Wheels, Senior Farmers Markets, senior dining centers, Groceries-to-Go

Appendix A



Department of Human Sciences
325 Campbell Hall
1787 Neil Avenue
Columbus, OH 43210-1295
Phone (614) 292-0715
Fax (614) 292-8880
Web ehe.osu.edu

Dear Dietetics Major,

Welcome to the Didactic Program in Dietetics (DPD) at Ohio State! We are happy to notify you of your admission into the Dietetics major in the College of Education and Human Ecology. As you know, your Bachelor of Science degree with a major in Dietetics from the College of Education and Human Ecology prepares you to become a Registered Dietitian Nutritionist (RDN). The curriculum is science-based. It is important that you do well in chemistry, biochemistry, anatomy, physiology, and microbiology, as well as the nutrition and food courses, to succeed in this program and be competitive for a Dietetic Internship. If you have not done so already, **please confirm your acceptance to the DPD by email within 14 days by responding to Danielle Musick at musick.52@osu.edu.**

The following are important things you need to know about your dietetic education and training:

For a student who wishes to become a registered dietitian nutritionist (RDN) the following steps are required by the Academy of Nutrition and Dietetics. They are completion of:

1. An accredited Didactic Program in Dietetics (DPD)
 2. An accredited Dietetic Internship program + master's degree
- OR
3. An accredited coordinated graduate program in Dietetics
 4. Sit for and pass the national registration exam

***Of note: The process for becoming a Registered Dietitian Nutrition (RDN) will advance to requiring a master's degree granted by a US regionally accredited college/university (or foreign equivalent), effective January 1, 2024.**

Ohio State is excited to offer a new coordinated graduate program, Master of Dietetics and Nutrition (MDN) degree, which combines supervised practice (i.e. a dietetic internship) with a master's degree to prepare students to become Registered Dietitian Nutritionists (RDNs). A streamlined option has been approved for OSU DPD students to complete the entire MDN degree program in just four semesters or 16 months. You can visit go.osu.edu/mdn or contact [Danielle Musick](mailto:Danielle.Musick).

When a student completes the DPD, he/she should be applying to a Dietetic Internship. The Dietetic Internship application process occurs twice a year (February and September). Most students apply in February during the spring semester prior to graduation or upon completion of program requirements. A review of former students who have been successful in obtaining Dietetic Internship appointments in the last five years reveals that the successful applicant usually has achieved the following:

- GPA of 3.0 or better (Successful applicants in the last two years had an average GPA of 3.5)
- High quality work and volunteer experience in the dietetics area preferred (e.g., Dietary or Nutrition Aide in hospital or nursing home, volunteer with community nutrition organizations such as Local Matters or Mid-Ohio Food bank,

internship with RDN, culinary training)

· Evidence of well-rounded involvement in university and extracurricular activities, particularly showing leadership ability/potential (e.g., membership and leadership in Food and Nutrition Forum, Student Dietetic Association, undergraduate research or other nutrition-related organizations)

Student, your determination to earn the RDN dietetics credential is admirable. Your academic performance at Ohio State has been impressive thus far and we expect to see you continue earning above-average grades, *specifically A's and B's in the Human Nutrition and science courses required for the DPD here at Ohio State*. We know it is a challenge to receive A's in all of your courses, but we would also like to see your recognition on the Dean's List as well. Earning a semester GPA of 3.5 leads to the Dean's List recognition. The average GPA for students admitted to the dietetic program over the past two years is a 3.6. GPA is one of the most important criteria for acceptance into a Dietetic Internship, so keep working hard to improve your GPA!

Your extracurricular activities are extremely important in terms of being competitive for a dietetic internship. We also recommend that you become a member of student nutrition organizations such as Food and Nutrition Forum or Student Dietetic Association if you are not already. We know your time is precious, so please consider volunteer positions if you cannot commit to paid positions. Hopefully you are already a student member of the [Academy of Nutrition and Dietetics](#). If not, we expect you to join.

We realize gaining relevant nutrition experience in times of the COVID-19 pandemic poses many challenges for students. Involvement with student and professional organizations may allow you to increase your professional network and potential for student opportunities. Consider joining the [Academy of Nutrition and Dietetics](#) and one of their many dietetic practice groups (or DPGs) as well as our local dietetic association, Columbus Dietetic Association. Oftentimes these agencies offer excellent student opportunities and scholarships. Many healthcare and community organizations still need healthcare workers and volunteers especially during these unprecedented times. Consider looking into volunteering at local foodbanks or food pantries, positions in food service or as a nutrition/dietary aide in a hospital or nursing home.

Our expectation is that all graduates of the DPD will complete a dietetic internship. For students who are not accepted into a dietetic internship, the program's foundation in food, nutrition, foodservice management, and the life sciences provides the background appropriate for several careers, including foodservice management within institutions and restaurants; food and pharmaceutical sales; consumer relations; education; and extension as well as graduate studies in several professional areas.

Making regular visits with your advisor to plan your program, develop your goals, and evaluate your progress will enhance your success. Your assigned EHE academic advisor is XXXXX. Please make an appointment with him/her by calling 614-292-9261 before scheduling for Autumn or Spring semester, or utilize Express Advising on Tuesdays.

As Coordinator and Director of the DPD, we are very happy to meet with you and discuss your professional development. Other DPD faculty will be able to answer questions about the dietetics and nutrition profession and career roles. All of the faculty in the department participate in the undergraduate program in some way, and are committed to helping you succeed in your academic endeavors. Do not hesitate to seek our guidance. More information about the DPD is available on our website, <https://ehe.osu.edu/human-sciences/human-nutrition/dietetics/bs/> and through the College of Education and Human Ecology <http://ehe.osu.edu/academics/programs/>.

Sincerely,

Tonya Orchard, PhD, MS, RD, LD
Director, Didactic Program in Dietetics

Associate Professor
Department of Human Nutrition
Campbell Hall, Rm 343E
1787 Neil Avenue
Columbus, OH 43210

Danielle Musick, MS, RDN, LD
Dietetics Program Coordinator, Human Nutrition
Campbell Hall, Rm 343D
1787 Neil Avenue
Columbus, OH 43210
614-292-0714 Office
musick.52@osu.edu

Appendix B

SAMPLE CURRICULUM PLAN

Human Nutrition: Dietetics

This is not an individualized degree plan.

Please work with your academic advisor for specific planning for your degree. All degrees require 120 total hours

AUTUMN _Year 1_	HRS
EHE 1100	1
MATH 1148 or higher or Placement M or L	0-4
GE Writing & Information Literacy (ENGL 1110.01 recommended)	3
PSYCH 1100 (can overlap with GE Social & Behavioral Sciences)	3
GE Literary, Visual & Performing Arts	3
Electives	1-5
TOTAL HOURS	15

SPRING __Year 1__	HRS
Launch Seminar	1
BIOL 1113 (can overlap with GE Natural Science)	4
CHEM 1210	5
SOCIOL 1101 or ANTHROP 1100 (ANTHROP can overlap with GE Historical & Cultural Studies)	3
HUMNNTR 2295*	1
Electives	1
TOTAL HOURS	15

SUMMER _____	HRS
TOTAL HOURS	

AUTUMN _Year 2_	HRS
EEOB 2520	3
CHEM 1220	5
HUMNNTR 2450*	1
BIOPHRM 3311*	3
GE Thematic Pathway: Citizenship for a Diverse & Just World	3-4
TOTAL HOURS	15-16

SPRING _Year 2_	HRS
ANATOMY 2300.04	4
HUMNNTR 2410	4
STAT 1350 or 1450 (can overlap with GE Math & Quantitative Reasoning or Data Analysis)	3
BIOPHRM 3312*	3
GE Thematic Pathway: Citizenship for a Diverse & Just World	3-4
TOTAL HOURS	17-18

SUMMER _____	HRS
TOTAL HOURS	

NOTES: *Course only offered once per academic year

A grade of C- or higher is required in all Human Nutrition courses to be eligible to receive a Verification Statement for the Didactic Program in Dietetics (DPD)

Must be in full major to enroll

AUTUMN _Year 3_	HRS
MICRBIO 4000.01	4
HUMNNTR 3506	3
GE Race, Ethnic & Gender Diversity	3
HUMNNTR 3704*	2
HUMNNTR 2314*	3
TOTAL HOURS	15

SPRING _Year 3_	HRS
HUMNNTR 4609	3
CSHSPMG 3700	3
HUMNNTR 3313*	2
HUMNNTR 3415*	2
<i>HUMNNTR 4504*</i>	3
HTHRHS 2500	3
TOTAL HOURS	16

SUMMER ____	HRS
TOTAL HOURS	

AUTUMN _Year 4_	HRS
HUMNNTR 4610	3
<i>HUMNNTR 5611*</i>	3
<i>HUMNNTR 5622*</i>	1
<i>MEDDIET 4900*</i>	3
<i>HUMNNTR 4596*</i>	1
GE Thematic Pathway choice	3-4
TOTAL HOURS	14-15

SPRING _Year 4_	HRS
Reflection Seminar	1
<i>HUMNNTR 5612*</i>	3
<i>HUMNNTR 5623*</i>	1
CSHSPMG 3720	3
CSHSPMG 3730	1
GE Thematic Pathway choice	3-4
GE Historical & Cultural Studies (if ANTHROP 1100 was not taken)	0-3
TOTAL HOURS	12-16

SUMMER ____	HRS
TOTAL HOURS	

TOTAL HOURS	15-16
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TOTAL HOURS	17-18
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TOTAL HOURS	
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NOTES: *Course only offered once per academic year
 A grade of C- or higher is required in all Human Nutrition courses to be eligible to receive a Verification Statement for the Didactic Program in Dietetics (DPD)
 Must be in full major to enroll

This is not an approved plan for graduation. You are responsible for developing your own plan for coursework. Because course availability is subject to change, this worksheet only serves as a guide to aid in your planning.

Appendix C

DPD Course List

Directions to DPD Program Director: Complete this form listing the program requirements for the catalog year on which the applicant's degree is evaluated by categorizing the courses as either DPD Professional Courses or DPD Science Courses. Provide a copy of the completed form to the applicant. They must use it to correctly enter all of their completed or in-progress DPD courses in the Coursework section of the application as either DPD Professional or DPD Science courses. The form should NOT be specific to the exact courses an individual applicant has completed; it should only list requirements in place for the catalog year on which the applicant's degree is evaluated.

Directions to the Applicant: Obtain this completed form from your DPD Program Director. This completed form **MUST** be uploaded to the "DPD Course List Form" section of your DICAS application before the application can be submitted; it should not be amended or changed. Before uploading the form, it must be used to correctly enter your completed or in-progress DPD courses as either DPD Professional or DPD Science courses into the Coursework section of your application. If you completed an alternate or substitute course or you transferred in a course from a different institution to fulfill one or more of your course requirements, enter the alternate course into the Coursework section of the application.

DPD Program Institution:	The Ohio State University (For students admitted Autumn 2022 - present)
DPD Director Name:	Tonya Orchard, PhD, MS, RD
Catalog Year for Applicant:	
Website for Course Catalog:	https://buckeyelink.osu.edu/

DPD Professional Courses	DPD Science Courses
HUMN NTR 2295 Nutrition & Dietetic Careers (1)	CHEM 1210 General Chemistry I (5)
HUMN NTR 2314 Fundamentals of Food (3)	CHEM 1220 General Chemistry II (5)
HUMN NTR 2410 Science of Human Nutrition (4)	BIOL 1113 Biological Sciences: Energy Transfer & Dev (4)
HUMN NTR 2450 Foodservice Sanitation & Safety (1)	MICRO 4000 Basic and Practical Microbiology (4)
HUMN NTR 3313 Food in Different Cultures (2)	BIOPHARM 3311 Medical Biochemistry I (3) or CHEM 2510 (4)
HUMN NTR 3415 Global Nutrition Issues (2)	BIOPHARM 3312 Medical Biochemistry II (3) or BIOCHEM 4511 (4)
HUMN NTR 3506 Nutrition Across the Life Span (3)	ANAT 2300.04 Human Anatomy (4) or equivalent
HUMN NTR 3704 Public Health Nutrition (2)	EEOB 2520 Introductory Physiology (3)
HUMN NTR 4504 Nutrition Education (3)	MATH 1148 College Algebra (4) or equivalent
HUMN NTR 4596 Dietetics Seminar (1)	STAT 1350 Elementary Statistics or STAT 1450 Introduction to the Practice of Statistics (can overlap with GE Math & Quantitative Reasoning or Data Analysis)
HUMN NTR 4609 Macronutrients (3)	
HUMN NTR 4610 Micronutrients and Phytochemicals (3)	
HUMN NTR 5611 Medical Nutrition Therapy 1 (3)	
HUMN NTR 5612 Medical Nutrition Therapy 2 (3)	
HUMN NTR 5622 Medical Nutrition Therapy 1 Lab (1)	
HUMN NTR 5623 Medical Nutrition Therapy 2 Lab (1)	
CSHSPMG 3720 Food Service Management (2)	
CSHSPMG 3730 Food Service Management Practicum (2)	
CSHSPMG 3700 Food, Bev, labor costs (3)	
MED DIET 4900 Nutrition Assessment (3)	
HTHRHS 2500 Medical Terminology (3)	
ENG 1110 First-year English Composition (3)	
PSYCH 1100 Introduction to Psychology (3)	
SOC 1101 Intro Sociology (3) or ANTHROP 1100 (3) Intro to Anthropology	