



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 2000 Chicago, IL 60606-6995, (312) 899-0040 ext 5400.
<https://www.eatrightpro.org/acend>.

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Dear Dietetics Major:

Welcome to the Didactic Program in Dietetics (DPD) at Ohio State! We are happy to let you know that you have been admitted to the Dietetics major in the College of Education and Human Ecology. As you know, the DPD from the College of Education and Human Ecology prepares you to become a registered dietitian nutritionist. 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.

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) there are three steps required by the Academy of Nutrition and Dietetics. They are completion of:

- A **baccalaureate degree** and course work that meets the knowledge requirements specified by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Attainment of knowledge requirements is certified by a **Verification Statement**
- A supervised practice experience (**Dietetic Internship**), which meets the performance requirements established by the ACEND.
- A passing score on the **National Registration Examination**.

*In 2024, a graduate degree will replace a baccalaureate degree as the minimum degree required to be eligible to sit for the National Registration Exam. All other requirements remain the same.

When a student completes the DPD, he/she typically applies 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 from the 2017 and 2018 classes 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 Foodbank, internship with an 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 or other nutrition-related organizations, undergraduate research experience, leadership role in collegiate athletics).

For students who are not eligible for or are not accepted in a Dietetic Internship, the program's foundation in food, nutrition, foodservice management, and the life sciences provides the background appropriate for graduate school in the health sciences and for several careers, including foodservice management within institutions and restaurants; food and pharmaceutical sales; consumer relations; nutrition education; and extension.

Making regular visits with your academic advisor to plan your program, develop your goals, and evaluate your progress will enhance your success. Please make an appointment with your assigned advisor before scheduling for the next term. As the Director and Coordinator of the DPD, we are very happy to meet with you and discuss your professional development. 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 <http://ehe.osu.edu/human-sciences/human-nutrition/dietetics/bs>.

Sincerely,

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

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Dietetics Program Coordinator

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://policies.osu.edu/find-policies-by/category.html#student-life>

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 Undergraduate Student Services (UGSS) (<https://ehe.osu.edu/ugss>) 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? Current EHE students interested in switching their major to Human Nutrition - Dietetics can call the Undergraduate Student Services Office at 614-292-9261 to schedule an appointment. Non-EHE students who are interested in changing their major to Human Nutrition - Dietetics must complete an information session prior to meeting with an academic advisor. Complete the Human Nutrition - Dietetics information session [here](#).

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 completed 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 **mission** of the Department of Human Sciences is to advance and improve the human experience by integrating academics, research, and outreach in the areas of nutrition, human development and family science, consumer science, and kinesiology. We work to identify and promote healthy physical and social behaviors through effective intervention and prevention strategies.

Mission Statement: Didactic Program in Dietetics

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.

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 DPD mission statement is congruent with the Ohio State, College and Department missions, providing accessible, high-quality education for qualified students who are able to benefit from the scholarly environment within the Department of Human Sciences in which research inspires and informs teaching. The Program faculty shares a strong commitment to excellence in teaching, research and outreach.

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 2012 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, preceptors and graduates.

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

1. The program will prepare graduates 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).
 - Target: Over a 5-year period, at least 80% of program students complete program/degree requirements within 3 years (150% of program length).
- Objective b: Percentage of DPD graduates applying to supervised practice within 12 months of graduation.
 - Target: Over a 5-year period, 70% of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation.
- Objective c: Percentage of students applying to supervised practice programs within twelve months of graduation will be accepted.
 - Target: Over a 5-year period, 50% of program graduates are admitted to a supervised practice program within 12 months of graduation.
- Objective d: Percentage of total applicants are admitted to a supervised practice program.
 - Target: Over a 5-year period, 75% of DI applicants will be matched in dietetic internship programs.

- Objective e: Percentage of graduates who pass the registration exam within one year of first attempt.
 - o Target: Over a 5-year period, 80% of program graduates will pass the CDR credentialing exam for dietitian nutritionists within one year of first attempt.
- Objective f: Percentage of graduates obtaining nutrition-related employment.
 - o Target: Over a 5-year period, 70% of graduates who respond to survey will obtain nutrition-related employment.

2. The program will prepare graduates 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: Percentage of graduates scoring at least “satisfactory” on preparedness for rotations in surveys of DI Directors and Graduate Program Directors.
 - o Target: Over a 5-year period, 90% of graduates in DIs will be rated at least “satisfactory” on preparedness for rotations in the areas of medical nutrition therapy, public health nutrition and foodservice systems and management by DI Directors and/or Graduate Program Directors who respond to survey.
- Objective: Percentage of graduates indicating at least “satisfactory” on perceived preparedness for evidence-based practice on graduate surveys.
 - o Target: Over a 5-year period, 90% of DPD graduates who respond to survey will indicate at least “satisfactory” on perceived preparedness for evidence-based practice in the areas of medical nutrition therapy, foodservice systems and management and public health nutrition.
- Objective: Percentage of DPD students that participate in undergraduate research.
 - o Target: Over a 5-year period, at least 30% of DPD students will participate in nutrition research contributing to knowledge underlying evidence-based practice.

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 DPD 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.
- Acceptance and rejection letters will be 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 ranked according to their academic record, completion of program pre requisites, nutrition-related work and volunteer experience, a written essay 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 and given approximately two weeks to accept or decline the position.

Evaluation of Applicants

- Applicants are encouraged to meet with an academic advisor and the DPD Director or Dietetics Program 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.
- 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 pre-major must attend an online information session where they can indicate the desire to switch to the Human Nutrition Major or Pre-Major, Dietetics Option.

Information sessions can be accessed at

https://osu.az1.qualtrics.com/jfe/form/SV_1RZSiHV7uLXk3SR.

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.

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). 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
- Personal Statement between 500 – 750 words and including
 - Reason for applying to Dietetics
 - Work, 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/campustoolshighered/start.do>.

Find the application link on our website. The application is only “live” in the month preceding the start of the semester. **Please consult with an EHE academic advisor prior to beginning the application process. You do NOT need to purchase an account to submit an admissions application.** Once you have created your account with log-in credentials, you can complete your application. To start the admissions process, create a username and password by selecting this [link](#).

An Advising Report (print from Buckeyelink; Enrollment and Academic History; Advising Report) printed or available for reference when filling out the application will be helpful in providing needed 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 ranked 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 and career goals as discussed in the Personal 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 dietetic internship. 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 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.

The Didactic Program in Dietetics will provide a Verification Statement of a student meeting Didactic Program in Dietetics (DPD) requirements based on the program 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. 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 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. Five signed originals of the Verification Statement are given to each graduate. An original Verification Statement is kept in the DPD files for each graduate. For graduates completing the DPD requirements after completion of another bachelor's degree, Verification Statements are available the week following completion of the DPD requirements. In order to receive their Verification Statements, graduates must submit to the DPD Director, an official transcript that includes degree completion, as well as the completed DPD Student Exit Survey.

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](#) 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

Major Probation

Major probation applies to students who are in the Human Nutrition pre-major. Students can be placed on major probation 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.
- Submitting a list of specific courses and course sections to an advisor by email so that the advisor can add these classes to the student's schedule. The student is encouraged to include alternative sections or courses in the event any of the courses on the list are full.

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 can be placed on Special Action Probation, Probation, or Dismissal from the University. At the conclusion of each semester, the status of students in academic difficulty is reviewed by the Assistant Director and Assistant Dean in Undergraduate Student Services. 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 Special 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 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 special 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 Assistant Director and Assistant Dean in Undergraduate Student Services, before the semester ends.

Academic Dismissal: Academic Dismissal decisions are made by the **Assistant Director and Assistant Dean in Undergraduate Student Services**, 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 Special Probation to be subject to Academic Dismissal from the university.

Reinstatement: A student may be reinstated after a lapse of three semesters following academic dismissal, provided the current university procedures permit this. The student must submit a petition for Reinstatement to the **Assistant Director, Undergraduate Student Services** prior to the semester per Reinstatement deadlines for consideration. If reinstated, a student will be given a set of conditions that must be met in order not to be dismissed again.

Dismissal Appeal Procedure: Formal appeals must be submitted in writing and will be reviewed by the Dean or designee, the Assistant Dean, Undergraduate Programs and Services, and Academic Program Coordinator within 7 working days of its submission.

Upon request, the student may also present the case in person. If desired, the student may be accompanied by a university staff member who will provide counsel and support. The student shall be notified by phone, if possible, and in writing within 14 calendar days of the date of the appeal review. 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 **Undergraduate Student Services, 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 **Assistant Director and Assistant Dean, Undergraduate Student Services**. 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 Assistant Dean, Undergraduate Student Services.

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/>.

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/index.php?q=rules/university-rules/chapter-3335-8-instruction.html>.

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 <http://www.eatright.org/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 2000, Chicago, IL 60606-6995 or by calling 1-800-877-1600.

Human Nutrition: Dietetics Sample 4-Yr Plan					
<i>PreReq</i>	Autumn	hrs	<i>PreReq</i>	Spring	hrs
Year 1					
	Data Analysis	3		Literature	3
	MATH 1148	4	<i>MATH 1148</i>	CHEM 1210	5
	ENGLISH 1110.01	3		MATH 1149	3
	Art	3		PSYCH 1100	3
	EHE 1100	1		HUMN NTR 2295*	1
	Total Hours	14		Total Hours	15
Year 2					
	CHEM 1220	5	<i>CHEM 1220; BIO 1113</i>	HUMN NTR 2310	3
	HUMN NTR 2450*	1	<i>soph</i>	Second Writing	3
<i>w/CHEM 1210 or ></i>	BIOLOGY 1113	4	<i>Pre-Dietetics major</i>	ANATOMY 2300.04	4
<i>w/CHEM 1220</i>	BIOPHRM 3311*	3		BIOPHRM 3312*	3
				Cultures & Ideas/Hist	3
	Total Hours	13		Total Hours	16
Year 3					
<i>HN 2310</i>	HUMN NTR 2314*	3	<i>HN 2310; MOLBIOC 3312; EEOB 2520</i>	HUMN NTR 4609	3
	EEOB 2520	3	<i>Dietetics major or pre-major</i>	CSHSPMG 3700	3
<i>HN 2310</i>	HUMN NTR 3704*	2	<i>BIO 1113</i>	MICROBIO 4000	4
<i>HN 2310</i>	HUMN NTR 3506	3	<i>HN 2310</i>	HUMN NTR 3313*	2
	Historical Study	3	<i>HN 2310</i>	HUMN NTR 3415*	2
	HTHRHS 2500	3		POLITSC 1100 ¹	3
	Total Hours	17		Total Hours	17
Year 4					
<i>HN 4609</i>	HUMN NTR 5611*	3	<i>HN 5611</i>	HUMN NTR 5612*	3
<i>HN 2310 Dietetics major</i>	MED DIET 4900*	3		SOCIOL 1101	3
<i>HN 4609</i>	HUMN NTR 4610	3	<i>HN 2310</i>	HUMN NTR 4504*	3
<i>Sr Dietetics major</i>	HUMN NTR 4596*	1	<i>Concurrent w/ HN 5612</i>	HUMN NTR 5622*	1
	ECON 2001.01 ¹	3	<i>Dietetics major</i>	CSHSPMG 3720	3
	Elective (1)	0-1	<i>Dietetics major</i>	CSHSPMG 3730	1
	Total Hours	14		Total Hours	14
*Course offered only once per year					
Based on 2016-2017 Program Sheet for new OSU students.					
¹ May double-count with 1 Open Option GE rev 11/20/17					

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

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>.

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. Our quarterly district newsletter is mailed to members and available on-line. Members of The Columbus Dietetic Association support National Nutrition Month by producing a top-notch nutrition education video for local fire fighters and police officers. 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 competition is 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 Internships 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>*Contact Mike Folino (Mike.Folino@osumc.edu) if you are interested in nutrition and industry.</p> <p><u>General Contact Information:</u> https://wexnermedical.osu.edu/careers (for medical center employment opportunities) 614-293-6294 OR Liz Solomon (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	<p>614-722-1519 (Kathy Grover; Food Service Director) 614-722-3635 or Volunteering@NationwideChildrens.org (volunteer)</p> <p>For more information: http://www.nationwidechildrens.org/college-volunteers</p>
Riverside Methodist Hospital	<p>Employment: https://www.ohiohealth.com/careers/ 614-566-5313 (volunteer) VolunteerRMH@OhioHealth.com</p>
Grant Medical Center	<p>614-566-8716 (volunteer) VolunteerGMC@OhioHealth.com</p> <p>*Use link for Riverside Methodist Hospital listed above for employment opportunities</p>

Doctors Hospital	614-544-2584 (volunteer) VolunteerDHW@OhioHealth.com <i>*Use link for Riverside Methodist Hospital listed above for employment opportunities.</i>
Grady Memorial Hospital	740-615-1335 (volunteer) https://www.ohiohealth.com/volunteer/grady-memorial-volunteer/ <i>*Use link for Riverside Methodist Hospital listed above for employment opportunities</i>
Mt. Carmel East	614-234-6655 (volunteer) http://www.mountcarmelhealth.com/body.cfm?id=483&fr=true Employment: https://jobs.mountcarmelhealth.com/?utm_source=mountcarmelhealth.com&utm_campaign=corporate&utm_medium=referral
Mt. Carmel St. Ann's	614-898-4090 (employment) 614-898-4097 (volunteer) <i>*Use link for Mount Carmel East listed above for employment opportunities</i>
Mt. Carmel West	614-234-2108 (employment) 614-234-5260 (volunteer) <i>*Use link for Mount Carmel East listed above for employment opportunities</i>

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

Emerald Crossing	614-336-3677 (Charles Dickerson, manager)
First Community Village	614-487-3990 (Ask for Human Resources)
Forum at Knightsbridge	614-451-6793 (Chelsea Schaefer, RD, LD)
Friendship Village of Dublin	614-764-1600
Heinzerling Development Center	272-8888 (Midge Dunaway; Director of Volunteers)
Summit's Trace	614-252-4987
Wesley Ridge Retirement Community	614-396-4824 (Lisa Wolfe; lwolfe@thewesleyway.org)
Whetstone Gardens & Care Center	614-457-1100 ext. 1123 (Kathy Crabb, RD, LD, Director of Dining Services)

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:

"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/
Mid-Ohio Foodbank	Volunteer: https://www.midohiofoodbank.org/get_involved/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