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GENERAL INFORMATION

Equal Opportunity

Kansas State University and the Didactic Program in Dietetics (DPD) are committed to nondiscrimination on the basis of race, color, ethnic or national origin, sex, sexual orientation, gender identity, religion, age, ancestry, disability, military status, veteran status, or other nonmerit reasons, in admissions, educational programs or activities and employment (including employment of disabled veterans and veterans of the Vietnam Era), as required by applicable laws and regulations. Responsibility for coordination of compliance efforts and receipt of inquiries concerning Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans With Disabilities Act of 1990, has been delegated to:

Director of Office of Institutional Equity
Kansas State University
103 Edwards Hall
Manhattan, KS 66506-0124
(Phone) 785-532-6220; (TTY) 785-532-4807

SPECIAL INFORMATION FOR STUDENTS REGARDING THE ONLINE DIETETICS PROGRAM

Please check with the coordinator for the online dietetics program, Karla Girard, at 785-532-5664 or kgirard@k-state.edu if you have questions regarding the applicability of these policies and procedures to your situation.

Before you can be formally admitted to the online dietetics major (either as a degree-seeking student or a non-degree-seeking student), you must complete the following:

30 credits of college coursework which includes:
- Chemistry I
- Chemistry II
- Principles of Biology
- General Microbiology
- Human Anatomy and Physiology I
- Human Anatomy and Physiology II
You must receive a grade of B or higher in each of the above courses.

Chemistry II (or a higher level chemistry course), General Microbiology, and Human Anatomy & Physiology II must have been completed no more than five (5) years prior to formal admission to the online program. Students with recent work experience where content from these courses has been utilized on the job may request an exception to the five year recency requirement. These requests will be evaluated on a case-by-case basis.

Students must be admitted to the online dietetics major before enrolling in any professional courses (Hospitality Management and Dietetics OR Human Nutrition courses). The exceptions to this rule are:

- HMD 130 Careers in Nutrition and Dietetics
- HN 132 Basic Nutrition
- HN 400 Human Nutrition

Students may enroll in the above classes before being formally admitted as a dietetics student.

After you have been formally admitted to the online program in dietetics, you will then be granted access to the K-State Online (KSOL) HMD 000 Online Dietetics Program Information website which will be your primary source of information about the online program.
THE PROFESSION OF DIETETICS

Public interest in nutrition and wellness is growing rapidly. The discerning consumer needs guidance in applying basic nutrition principles to lifestyle management. The Registered Dietitian (RD) is uniquely qualified to distinguish between nutrition facts and fallacies. RDs are nutrition experts recognized by the medical profession and the public as credible sources of information.

As specialists in nutrition and foodservice management, RDs offer expertise to individuals and groups desiring to maintain, improve, or restore health. These services are provided in a variety of settings ranging from hospitals to wellness programs to corporate foodservice operations. Opportunities also exist in diverse areas such as journalism, sports medicine, consulting, information specialties, sales, and research and development. The broad range of opportunities for practice within dietetics provides RDs with maximum flexibility as they move through their professional careers.

REQUIREMENTS TO BECOME A REGISTERED DIETITIAN (RD)

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics sets the guidelines for how one becomes a RD. There are three steps in the process.

1. You must complete a minimum of a baccalaureate degree which meets the Core Knowledge Requirements for entry-level practice in dietetics. This degree program is called a Didactic Program in Dietetics or DPD. If you major in dietetics at Kansas State University, your degree program meets these requirements. If you already have a degree in some other area, we will evaluate your transcripts to ascertain the “gaps” in your coursework and outline for you the other courses you will need to take to meet ACEND’s academic requirements. Completion of these academic requirements must be verified by the director of an ACEND-accredited program in dietetics who issues an official Verification Statement showing you have meet the Core Knowledge requirements.

2. You must complete a supervised practice experience in an ACEND-accredited program which meets the Core Performance Requirements of the Academy. The supervised practice experience must be 1200 hours in length and provide opportunities for hands-on experience in clinical nutrition, community nutrition, and foodservice management. This experience is completed after graduation from the didactic program in dietetics through a dietetic internship.

K-State does not offer a post-baccalaureate dietetic internship. Students must compete nationally for placement in an internship through a computer-matching process. The DPD program director will provide information on this process during the student’s final year in the academic program. A full listing of ACEND-accredited dietetic internships may be found on the Academy of Nutrition and Dietetics website at http://www.eatrightacend.org/ACEND/content.aspx?id=6442485424.

K-State’s Didactic Program in Dietetics does an excellent job of preparing students to apply for post baccalaureate dietetic internships and is fully accredited by ACEND. Upon completion of supervised practice experience (internship), the student is issued another official Verification Statement, indicating successful completion of the required 1200 hour experience meeting the ACEND Core Performance requirements.
3. After completion of both the academic and supervised practice components, graduates are eligible to sit for the national Registration Examination for Dietitians, administered by the Commission on Dietetic Registration (CDR). Successful completion of this exam allows the individual to use the initials RD or RDN after his/her name, indicating that they are credentialed as a Registered Dietitian/Registered Dietitian Nutritionist. The RD exam is a computer-based test which is available year-round from ACT. Graduates receive information about how to prepare for and sign up for the registration exam from the CDR shortly after completion of supervised practice. Your internship director will provide you with an exit packet of forms to complete for CDR prior to completion of the internship.

**Fulfilling Requirements to become a Registered Dietitian Along with a K-State Graduate Degree**

The checklist of courses required by ACEND can be obtained from the DPD director. Most of these courses are at the undergraduate level and thus will not count toward fulfillment of graduate degree requirements. Therefore, if you intend to complete ACEND academic requirements while working on your graduate degree at K-State, you will take longer to complete your graduate program. You must plan your program of study jointly with your major professor and the DPD director.

**Accreditation Status**

The DPD program is fully accredited by the Accreditation Council for Education in Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606, 1-800-877-1600, ext. 4872.

**Opportunity and Procedure to File Complaints with ACEND**

ACEND will review complaints that relate to a program’s compliance with the accreditation/approval standards. ACEND is interested in the sustained quality and continued improvement of dietetics education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students.

A copy of the accreditation standards and or ACEND’s policy and procedure for submission of complaints may be obtained by contacting the Education and Accreditation staff at The Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, Illinois 60606-6995 or by calling 1-800-877-1600, ext. 4872.

Written complaints should be mailed to the Chair, Accreditation Council for Education in Nutrition and Dietetics at the above address.
PROGRAM DESCRIPTION
Philosophy, Mission and Goals for the Didactic Program

The K-State dietetics programs are based on the belief that dietitians are especially qualified to provide the most up-to-date information and guidance in nutrition, encompassing health promotion, clinical nutrition and foodservice systems management.

The DPD program at K-State strives to prepare graduates to become successful dietetic practitioners. Every effort is made to prepare students for professional practice in our service-oriented, information-based society. The importance of quality and service is emphasized because client needs and expectations must be the central focus of innovative dietetics practice. RDs must demonstrate lifelong learning, on-going self-evaluation, and adherence to a personal and professional code of ethics.

To this end, the DPD program seeks to achieve the following measurable goals:

DPD MISSION STATEMENT
"The mission of the Didactic Program in Dietetics is to instill in dietetic graduates an appreciation for lifelong learning, to prepare them for dietetic internships and to deliver food and nutrition services for the people of Kansas and beyond."

DPD PROGRAM GOALS WITH OUTCOME MEASURES

DPD Program Goal #1: The Didactic Program will prepare students with the knowledge and skills to be successful when completing dietetic internships, for beginning entry-level practice, or entering postsecondary educational programs.

Outcome measures for Program Goal #1:
1. Of those students admitted to the DPD program, 80% will complete the program within three years.
2. Over a five year period, 70% of DPD graduates will apply to supervised practice programs the academic year they complete the DPD.
3. Over a five year period, 80% of those who apply to supervised practice programs the academic year they complete the DPD program will be accepted.
4. Over a five year period, 80% of those who did not apply to supervised practice programs will have entered post-secondary educational programs or have been employed in a food or nutrition related position.
5. The mean rating by DPD graduates (after one year) on KSU’s preparation for their supervised practice will be 3.0 or above on a five-point scale.
6. The mean rating by supervised practice directors/graduate program directors (as needed) on preparation of KSU’s DPD graduates will be 3.0 or above on a five-point scale.

DPD Program Goal #2: The Didactic Program will prepare students to deliver professional food and nutrition services to their communities and beyond.

Outcome Measures for Program Goal #2:
1. Over a five year period, the pass rate for DPD graduates taking the Registration Examination for Dietitians for the first time will be at least 80%.
2. Of those seeking positions in dietetics, 75% will be employed in dietetics within six months of supervised program completion.
3. Over a five year period, of those international students who seek employment, graduate school or supervised practice experience, 80% will be employed, enter graduate school or enter a supervised practice experience upon completion of the DPD online program.
4. The mean rating by employers on the preparation of graduates for dietetic practice will be a 3.0 or above on a five-point scale.

DPD Program Goal #3: The Didactic Program will instill in students an appreciation for life-long learning.

Outcome Measures for Program Goal #3:
1. Seventy percent of DPD graduates will participate in continuing educational activities within one year of supervised practice program completion.
2. Ten percent of KSU DPD graduates will serve in at least one professional leadership position within five years of graduation.
3. DPD seniors’ mean rating of their recognition for the need of life-long learning will be 3.0 on a five point scale.

DPD Program Goal #4: The Didactic Program will ensure that students are satisfied with their academic coursework and academic advising

Outcome Measures for Program Goal #4 include:
1. The mean rating by students of their KSU academic advising will be a 3.0 or above on a five-point scale.
2. The mean rating for program/education satisfaction by DPD seniors will be 3.0 or above on a five-point scale.
3. The mean rating by students about their interaction with instructors will be a 3.0 or above on a five-point scale.
PROGRESSION THROUGH THE DPD PROGRAM

- For students seeking their first baccalaureate degree OR
- For students who may already have a baccalaureate degree in any area but who have NOT completed a graduate degree OR
- For students completing ACEND Core Performance Requirements along with a KSU graduate degree

**Step One:** Apply and be admitted to K-State as a degree-seeking undergraduate student, declaring dietetics as your major. (For students who are simultaneously obtaining a K-State graduate degree, your declaration will be your graduate program major, not dietetics). **Online students should refer to the admission requirements found on page 3 of this handbook.**

**Step Two:** Upon notification of your admission by the K-State Office of Admissions, the College of Human Ecology Dean’s Office will assign you an academic advisor. For on-campus program students, if you are only seeking a degree in dietetics, your advisor will be in HMD. If you are an online program student, your advisor will be Karla Girard, Online Program Coordinator, in HMD. For graduate students, your advisor will be your major professor who will work in concert with the DPD director.

**NOTE:**
- If you are a Human Nutrition major (in Nutrition and Health, Nutritional Sciences, or Nutrition and Kinesiology) and are also seeking a degree in dietetics, notify the Dean’s office to declare a dual major. You will then be assigned an advisor in HMD and an advisor in HN.
- If you are a HN major NOT seeking a degree in dietetics, but only taking the additional courses that you need to meet the ACEND academic requirements, please notify the DPD director in HMD who will act as your advisor regarding dietetics issues and assistance with DPD admission and internship application procedures.

You will be given access to the dietetics advising website by the DPD director or your dietetics advisor. Begin completing the course requirements for admission to the DPD.

**Step Three:** **Apply for admission to the DPD program the semester immediately following completion of the following courses:**

- BIOL 198 Principles of Biology
- BIOL 340 Human Body
  OR
  KIN 360 Anatomy & Physiology
- HMD 220 Environmental Issues in Hospitality
  OR
  BIOL 455 General Microbiology
- CHM 210 Chemistry I
  OR
- CHM 230 Chemistry II
- BIOCH 265 Introduction to Organic and Biochemistry
  OR
- CHM 350 General Organic Chemistry
- HN 132 Basic Nutrition
- HN 400 Human Nutrition
- HMD 341 Principles of Food Production Management
Grade requirements:

1. Students admitted to the dietetics major beginning Summer 2015 must have an overall GPA of 3.0 or above. This includes all coursework taken at any time in the individual’s undergraduate or graduate education career prior to applying for DPD admission.
2. No grade lower than B in natural science or professional courses.
3. No grade lower than C in all other required dietetics curriculum foundation courses.

Applications from students not meeting grade requirements will not be accepted for review.

To apply to the DPD program, students must submit:
1. DPD application form. (See Appendix to this handbook as well as the DPD Application Portal in K-State Online Canvas.
2. Current DARS report generated through KSIS.
3. Academic career plan showing when remaining courses will be completed.
4. Grade calculation spreadsheets showing calculations for overall GPA, science course GPA, and professional course GPA.
5. Current 1-page resume which includes:
   - Education with location and inclusive dates
   - Paid work experience (dietetics or non-dietetics related) with locations and inclusive dates
   - Volunteer experience (dietetics or non-dietetics related) with locations and inclusive dates
   - Significant honors/awards
6. A personal statement (maximum of 1000 words) outlining interest in dietetics, professional goals, why the DPD was chosen, strengths, and areas for improvement.

Applications must be submitted in the DPD Application Portal in Canvas. Applicants will also participate in an interview, conducted via videoconferencing (or telephone), with the admission committee. The phone interviews will be scheduled once the application materials are submitted. DPD application evaluation criteria are available in the Appendix of this handbook. For access to the portal, on-campus students need to contact Dr. Jennifer Hanson at jhanson2@k-state.edu and online students should contact Karla Girard at kgirard@k-state.edu at least two weeks prior to the deadline.

Applications are due by February 15 for spring semester review and by September 25 for fall semester review. If the deadline falls on a weekend, the applications are due the Monday immediately following by 5:00 p.m. Central Time.

NOTE: You must be admitted to either the Didactic Program in Dietetics or to the Coordinated Program in Dietetics at K-State to obtain a degree in dietetics from KSU. (For graduate students, you must be admitted to the Didactic Program in Dietetics in order to receive the required Verification Statement indicating you have met the ACEND Core Knowledge Requirements).

Step Four: Complete didactic coursework to meet graduation and/or ACEND requirements.

Progression in the program will require continued maintenance of at least a 3.0 GPA with no grade less than a B in the science or professional courses. A required course may be repeated only once in order to raise a grade to B or better. The course to be repeated must be retaken the next time that course is offered. If a B or better is
not obtained in the repeated course, the student will be dismissed from the DPD and must seek a different major.

**Step Five:** Apply for ACEND-accredited post-baccalaureate dietetic supervised practice/internship placement your last semester. You will submit application materials to the Dietetic Internship Centralized Application System (DICAS). The DPD director will provide assistance as needed.

**Step Six:** Graduate from K-State. You must hold at least a baccalaureate degree in order to qualify for dietetic internship placement. After K-State graduation is confirmed, you will receive a Verification Statement that you have completed the ACEND Core Knowledge Requirements.

**Step Seven:** If you have matched with an internship for placement, you will then complete your supervised practice of at least 1200 hours in an ACEND-accredited post-baccalaureate dietetic internship.

Upon completion of your internship requirements, you will receive a second Verification Statement from the dietetic internship indicating that the 1200 hours of supervised practice have been completed and the ACEND Core Performance Requirements have been met. Your two Verification Statements must be submitted along with your application to the Commission on Dietetic Registration to take the Registration Exam for Dietitians. All signed and dated Core Knowledge Requirements Verification Statements will be maintained on file by the DPD program director.

**Step Eight:** Sit for the national Registration Examination for Dietitians of the Commission for Dietetic Registration, administered by ACT.
PROGRESSION THROUGH THE DPD

➢ For students who hold the minimum of a Master's degree in any area or are finishing a Master's degree through another university and are seeking to meet academic requirements to apply to an ACEND-accredited dietetic internship. You may complete these requirements as a non-degree-seeking undergraduate student at Kansas State University.

Step One for on-campus non-degree students:

Contact Dr. Jennifer Hanson, DPD director, at jhanson2@k-state.edu or 785-532-2212 to request an evaluation of your transcripts.

Step One for online non-degree students:

Submit the application to the online non-degree dietetics program at http://www.k-state.edu/humanecology/dietetics/non-degree-app/instructions/ and have official transcripts sent directly from each college you have attended to:

Karla Girard
Online Undergraduate Program Coordinator
Dept. of Hospitality Management and Dietetics
152 Justin Hall
Manhattan KS  66506-1404

You will also need to send Karla Girard your resume and course descriptions for any nutrition and dietetics courses you have completed.

Step Two: Upon receipt of the evaluation, you will need to confirm your intent to complete the non-degree Didactic Program in Dietetics:

➢ Be admitted to K-State as a non-degree-seeking undergraduate student.
➢ Be assigned a dietetics advisor.
➢ Advisor or DPD director grants access to the dietetics advising website.
➢ Begin completing the course requirements for the DPD program.

Step Three: Apply for admission to the DPD program the semester immediately following completion of the following courses:

- BIOL 198 Principles of Biology
- BIOL 340 Human Body
  OR
  KIN 360 Anatomy & Physiology
- HMD 220 Environmental Issues in Hospitality
  OR
  BIOL 455 General Microbiology
- CHM 210 Chemistry I
- CHM 230 Chemistry II
- BIOCH 265 Introduction to Organic and Biochemistry
  OR
  CHM 350 General Organic Chemistry
- HN 132 Basic Nutrition
- HN 400 Human Nutrition
- HMD 341 Principles of Food Production Management
Grade requirements:

1. Students admitted to the dietetics major beginning Summer 2015 must have an overall GPA of 3.0 or above. This includes all coursework taken at any time in the individual’s undergraduate or graduate education career prior to applying for DPD admission.
2. No grade lower than B in natural science or professional courses.
3. No grade lower than C in all other required dietetics curriculum foundation courses.

Applications from students not meeting grade requirements will not be accepted for review.

To apply to the DPD program, students must submit:

1. DPD application form. (See Appendix to this handbook as well as the DPD Application Portal in K-State Online Canvas.)
2. DPD Current academic history report generated through KSIS.
3. Academic career plan showing when remaining courses will be completed.
4. Grade calculation spreadsheets showing calculations for overall GPA, science course GPA, and professional course GPA.
5. Current 1-page resume which includes:
   - Education with location and inclusive dates
   - Paid work experience (dietetics or non-dietetics related) with locations and inclusive dates
   - Volunteer experience (dietetics or non-dietetics related) with locations and inclusive dates
   - Significant honors/awards
6. A personal statement (maximum of 1000 words) outlining interest in dietetics, professional goals, why the DPD was chosen, strengths, and areas for improvement.

Applications must be submitted in the DPD Application Portal in Canvas. Applicants will also participate in an interview, conducted via videoconferencing (or telephone), with the admission committee. The phone interviews will be scheduled once the application materials are submitted. DPD application evaluation criteria are available in the Appendix of this handbook. For access to the portal, on-campus students need to contact Dr. Jennifer Hanson at jhanson2@k-state.edu and online students should contact Karla Girard at kgirard@k-state.edu at least two weeks prior to the deadline.

Applications are due by February 15 for spring semester review and by September 25 for fall semester review. If the deadline falls on a weekend, the applications are due the Monday immediately following by 5:00 p.m. Central Time.

NOTE: You must be admitted to the Didactic Program in Dietetics in order to receive the required Verification Statement indicating you have met the ACEND Core Knowledge Requirements.

Step Four: Complete required didactic coursework.

Progression in the program will require continued maintenance of at least a 3.0 GPA with no grade less than a B in the science or professional courses. A required course may be repeated only once in order to raise a grade to B or better. The course to be repeated must be retaken the next time that course is offered. If a B or better is not obtained in the repeated course, the student will be dismissed from the DPD and must seek a different major.
Step Five: Apply for ACEND-accredited dietetic internships during your last semester of coursework. You will submit application materials online via the Dietetic Internship Centralized Application System (DICAS). The DPD director will provide assistance as needed.

Step Six: If you have matched with an internship for placement, you will then complete your supervised practice of at least 1200 hours in an ACEND-accredited post-baccalaureate dietetic internship.

Upon completion of your internship requirements, you will receive a second Verification Statement from the dietetic internship indicating that the 1200 hours of supervised practice have been completed and the ACEND Core Performance Requirements have been met. Your two Verification Statements must be submitted along with your application to the Commission on Dietetic Registration to take the Registration Exam for Dietitians. All signed and dated Core Knowledge Requirements Verification Statements will be maintained on file by the DPD program director.

Step Seven: Sit for the national Registration Examination for Dietitians of the Commission on Dietetic Registration, administered by ACT.
DIETETICS CURRICULUM INFORMATION

120 credit hours are required to earn the Bachelor of Science in Dietetics through the Didactic Program. A listing of all dietetics courses required can be found at the dietetics advising website and the HMD website. Course offerings, semesters offered, and course prerequisites for each course are included in the university catalog and course schedule. Students should utilize this when completing their academic plan with their advisor. Prerequisites listed for each course must be met. KSIS, the enrollment system, will block enrollment if prerequisites are incomplete. Concurrent enrollment in a course and its prerequisites is not allowed unless specifically indicated. Students must be aware that some courses are only offered once a year. Because of this, planning one’s full academic program with the student’s academic advisor is vitally important. Students who elect to drop a course run the risk of lengthening the time required to achieve their academic degree.

The following information regarding specific dietetics curriculum requirements can be found on the HMD DPD website at [http://www.he.k-state.edu/hmd/ugrad/dietetics/dpd.html](http://www.he.k-state.edu/hmd/ugrad/dietetics/dpd.html). Look under “Course Requirements” to see links to the Dietetics Program Required Courses and “Suggested Course Sequence” for on-campus students.

Dietetics students are required to meet with their advisor prior to enrollment each semester to review their curriculum plan. Online students need to email their academic career plans to Karla Girard.

Most students complete degree requirements within 4 ½ to 5 academic years. If you elect to interrupt your academic program, you will have to meet new degree requirements if a curriculum change occurs during your absence.

Once admitted to the University on a particular curriculum plan (see the Fall [year] date in the lower right hand corner of the dietetics option sheet in effect when you were admitted to the University), you may continue on that plan. If curriculum changes are made while you are working toward a degree, you may elect to change to the new updated curriculum by filling out a Request to Change Degree Program Requirement Term form in the Dean’s Office. The credits you have taken up until that point will then be re-evaluated against the new curriculum. You may have to take additional courses or find that something you took earlier may become an elective instead of meeting a requirement when your courses are compared to the new option sheet.

Students in Majors in the Department of Human Nutrition (HN)
Degree options in the Department of Human Nutrition (Nutrition and Health, Nutritional Sciences, or Nutrition and Kinesiology) do not automatically meet the academic requirements of ACEND. Thus, HN students must take additional coursework to meet dietetics requirements.

As soon as an HN major decides he/she would like to become a registered dietitian, they should contact Dr. Hanson (JU 148A), the DPD director, at 785-532-2212 or e-mail at jhanson2@k-state.edu. The DPD application process and the post-baccalaureate supervised practice program application procedures will be explained. While the DPD director is not the student’s official academic advisor, it is crucial that the student communicate with Dr. Hanson to ensure all requirements are met. Once you are admitted to the DPD program, Dr. Hanson will become your advisor in the Department of Hospitality Management and Dietetics for completion of the DPD requirements.
Additional Courses Required of Human Nutrition Majors

In addition to the courses listed on their respective option sheets, HN majors in Nutrition and Health, Nutrition and Kinesiology or Nutritional Sciences (Pre-Med) need to take the following additional courses to meet the academic requirements of the ACEND and to receive a Verification Statement from K-State’s Didactic Program in Dietetics:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 231</td>
<td>Accounting for Business Operations</td>
<td>3</td>
</tr>
<tr>
<td>HMD 130</td>
<td>Careers in Nutrition and Dietetics</td>
<td>1</td>
</tr>
<tr>
<td>HMD 341</td>
<td>Principles of Food Production Management</td>
<td>3</td>
</tr>
<tr>
<td>HMD 342</td>
<td>Food Production Management</td>
<td>4</td>
</tr>
<tr>
<td>HMD 426</td>
<td>Financial Management in Dietetics</td>
<td>3</td>
</tr>
<tr>
<td>HMD 515</td>
<td>Counseling Strategies in Dietetics Practice</td>
<td>3</td>
</tr>
<tr>
<td>HMD 560</td>
<td>Management in Dietetics</td>
<td>3</td>
</tr>
<tr>
<td>HMD 570</td>
<td>Intro to Research in Dietetics</td>
<td>1</td>
</tr>
</tbody>
</table>

**TOTAL ADDITIONAL CREDITS** 21 credits

Transferring Courses from Other Schools to K-State

If you are considering taking a required course from another school, check the K-State Admission’s Office “Transfer Equivalency Page” at [https://go.k-state.edu/transfer.php](https://go.k-state.edu/transfer.php).

Start typing the name of the school and select it from the list that appears. Then click on the Next button. If you know the course number for the class you are considering, select the course and then click on the Show Results button. Or to make it easier to find a course equivalent to a K-State course, choose the “Select by K-State Course Number” tab and choose the K-State course number before clicking on Show Results.

If you find that the school has a course listed that is equivalent to the K-State course, then you are able to take that course, and it will transfer to KSU without question. The syllabi of courses that are listed on this site already have been evaluated by K-State and the courses have been deemed equivalent. You may take the class and then make sure to have the transcript with your final grade sent to the K-State Registrar’s Office so it can be officially recorded on your transcript.

If the school you are interested in has a specific course you wish to take and substitute but that course has NOT been pre-approved by K-State, you need to obtain a copy of the course description from the other school’s catalog and, if possible, a copy of the course syllabus. Take this information to your advisor. You and your advisor can fill out a “Course Substitution Request”. Attach the course description and/or syllabus. This form is signed by your advisor and is then forwarded to the College of Human Ecology Dean’s Office. If the Dean’s Office agrees that the course is equivalent, they will also sign the form and send you a copy. This pre-approves you to take the course at the other university.

Students may transfer from an accredited community college up to one-half of the K-State requirements for graduation or 60 credit hours. All students must complete at least 30 K-State credits to be considered for a degree. Further, the student must complete 20 of the last 30 hours of resident undergraduate credit through K-State.

Students wishing to transfer credit for courses previously taken from other institutions should consult their dietetics program director and the College of Human Ecology Dean’s Office as soon as possible to facilitate the transfer process.
**Student Learning Assessment**  
The didactic program participates in student learning assessment under the guidance of the Human Ecology College Assessment Review Committee and the Associate Dean for Academic Affairs. The didactic program has an assessment plan designed to measure student learning outcomes for each of the 2012 ACEND Core Knowledge Requirements over a five year period. The assessment plan incorporates outcome measures from the Human Nutrition Department and the Hospitality Management and Dietetics Department since both departments teach required dietetics curriculum.

The DPD assessment plans can be found in the dietetics section of the HMD website.

**GRADUATION AND/OR PROGRAM COMPLETION REQUIREMENTS**

**Program Completion and DPD Verification Requirements:**  
Students completing the DPD must have earned a “B” or better in each science course required by the program as well as in each Hospitality Management and Dietetics and Human Nutrition “professional course”. The Verification Statement verifies compliance with the required components of an ACEND-accredited DPD.

Multiple copies of the official signed Verification Statements will be mailed to each student once the K-State Registrar’s Office has acknowledged conferral of the degree on the student’s transcript or, for non-degree seeking students, when the DPD director confirms completion of all DPD requirements.

**For degree-seeking students: Application for Graduation Clearance**  
In your final semester, an application for graduation clearance must be completed online using KSIS.

The student is responsible for verification that all transcripts of college credits from institutions other than K-State are on file in the Office of the University Registrar before the end of the semester in which graduation is intended.
APPLYING FOR DIETETIC INTERNSHIPS

The Internship Application Timing

Application for supervised practice experience/dietetic internships should be completed during the last semester of coursework. For December graduates, internship applications must be submitted by September 25 of that semester. For May or August graduates, the deadline is February 15 during the spring semester. However, students should start the internship application process several months before applications are due.

Dietetic internships may range in length from 6 to 24 months depending on whether the program is full-time, part-time, or if the program requires completion of a graduate degree along with the internship. Appointments to dietetic internships are awarded on a competitive basis through a national computer matching process. Currently, the national match rate is approximately 50%, meaning that only about ½ of the students who apply to internships get matched on their first attempt.

To be competitive when applying for an ACEND-accredited internship, students must have at least a 3.0 grade point average. Since GPA is one of the few objective criteria on which internship selection committees make their decisions, it is likely that the higher your GPA, the better. Because many internships are affiliated with universities, interns may be required to take some graduate coursework along with their supervised practice experience. Thus, you also may need to submit an application to the program’s Graduate School. The program’s application information will contain further information for you if Graduate School application is required.

The Graduate Records Examination (GRE) also may be required as part of the internship application process. Time must be allowed to schedule and study for this examination, and to have scores sent to the intended program. It is recommended that you take the GRE during your final year in the DPD so that you will be ready to apply to any internship which might require completion of this entrance exam.

See the following Web site for GRE information: https://www.ets.org/gre.

A few dietetic internship programs do not participate in computer matching because they accept applications only from individuals enrolled in the university which sponsors that particular internship. This may also be the case for some internships which are sponsored by a particular organization such as a public health department. Such internships may accept applications only from individuals employed by that organization. The U.S. Military Dietetic Consortium is also another example of a program that does not participate in computer matching. If you are interested in the military dietetic internship, you must first contact a recruiter from the military branch of service in which you are interested.

Prospective applicants should contact the program directors of the internships in which they are interested to ask for current application information, including application deadlines. Programs will provide application forms and detailed information on program requirements, tuition, and financial aid information. The most up-to-date information will be found on the internship’s own website. A listing of accredited dietetic internships, along with contact information, may be found at http://www.eatrightacend.org/ACEND/content.aspx?id=6442485424.
Advance steps to take before applying to Dietetic Internships

• Consider your primary area of interest in dietetics practice (clinical, management, public health, sports nutrition, etc.).

• Consider your preferred geographic location for a dietetic internship.

• Consider the start date of the dietetic internship in relation to your graduation date from the Didactic Program in Dietetics.

• Log on to the Academy of Nutrition and Dietetics website and review the list of dietetic internships, which is available at http://www.eatrightacend.org/ACEND/content.aspx?id=6442845424.

• Also, visit the K-State Online Dietetics Advising Website to locate a digital copy of the “Applicant Guide to Supervised Practice”. This guide lists supervised practice programs and provides more in-depth information than can be obtained from the Academy website. Contact the programs that you are interested in to obtain additional information and information regarding their specific application materials.

• Narrow your choices to 10 to 12 specific internships. Remember, the more internships you apply for, the greater your chances of being matched to one.

• Ensure that you have all coursework needed to complete Kansas State University’s Didactic Program in Dietetics.

• Consider taking the GRE and sign up for a review course if needed. http://www.takethegre.com/

The Application Process for Dietetic Supervised Practice Program/Internships

1. Once you have been formally admitted to the DPD, you will have access to the DPD 400 K-State Online site. Please refer to this for application materials and other helpful information about applying for internships.

2. Read all application materials carefully. Complete the application form and other materials as instructed by the Internship. Most internships will use Dietetic Internship Centralized Application Services (DICAS). The DICAS website is https://portal.dicas.org/.

3. Develop a succinct statement of short and long term goals, strengths and weaknesses, and what you intend to gain from each internship program. Refer to application guidelines of each internship for specific requirements about these “personal statements”. These are extremely important in the application process so allow yourself plenty of time to work on and review your statement. See examples of letters and goal statements on the DPD 400 site at K-State Online.

4. Take the Graduate Record Examination (GRE) if required by the internship programs. Contact KSU Testing Services at 785-532-6492 for GRE application procedures. The GRE website is: https://www.ets.org/gre.

5. Request completion of recommendation forms from employers or professors at least six to eight weeks in advance of due dates for your completed application packet. Individuals who have known you longer than one semester should be asked to complete these forms.

6. Ask for the reference in person, not by e-mail. If you are off-campus, a personal telephone call would be appropriate.
If the person agrees to act as a reference for you, please provide them a packet which would include:

- An updated resume which has been modified for application to an internship (not a job-seeking resume).
- An updated list of your professionals goals and objectives or a copy of the personal statement which you are including with your internship application
- Any specific requests by an internship program that the recommendation writer needs to know
- Some recommendation writers may want you to provide them with a copy of your completed application materials. Ask them if they prefer this.

You will notify DICAS of the names and email addresses of those individuals who have agreed to complete a recommendation for you. The DICAS system will generate an email message to that person, asking them to fill out an online recommendation form.

7. Obtain copies of the signed academic Verification Statement (if you have already completed the DPD) or an Intent to Complete form (if you are still enrolled in courses for the DPD) from the DPD director, Dr. Jennifer Hanson. When asked in DICAS for the email address of your DPD director, on-campus students should use the email address jhanson2@k-state.edu and online students should use the address jhanson2@ksu.edu.

8. Rank-order your dietetic supervised practice programs/internship preferences on the D & D Digital website at http://www.dnddigital.com/. You must enter your choices by 11:59 p.m. on the due date usually February 15 for Spring Matches and September 25 for Fall Matches and pay $50.00 by credit card. You will have until March 25 to make changes in your rank order preferences. No changes can be made in the internship choices, just in the order in which you have prioritized them.

9. Submit all application materials to DICAS by the appropriate deadline. See the DICAS Portal Info at https://portal.dicas.org/.

10. You will be notified by email regarding a specific date and time to check the D&D website to find out if you have been matched to an internship and what your next steps should be.

11. You must obtain multiple copies of the signed academic Verification Statement from your DPD Program Director prior to beginning the internship. You cannot start your supervised practice program/internship without a signed Verification Statement. You should keep several copies of this verification for your own files.

12. Students who do NOT match to an internship will receive a list by e-mail of internships that did not fill their classes. You should receive this email a couple of days after the initial match day. Students who did not match in the first round may apply for admission to the programs that have openings. This application process happens very quickly after matches are announced, so you must keep in close contact with the DPD director who will assist you in the second round application process.
The Registration Examination for Dietitians

The Registration Examination for Dietitians is administered by computer through arrangements with the American College Testing (ACT) organization.

Once you have completed your internship, your internship director will work with you to complete the appropriate paperwork to be submitted to the Commission on Dietetic Registration. CDR will then send you an “Authorization to Test” document which is your “admission ticket” for the exam. This Authorization to Test document expires after the test has been taken or one (1) year after authorization, whichever comes first.

CDR will also provide you a list of the 225 participating ACT testing sites. You should contact an ACT testing site nearest you and schedule a time to take the exam (after you have studied for the test!). Cost for the Registration Examination for Dietitians is $200.

The examination is variable in length. Each test-taker will be given a minimum of 125 questions; 100 of these are scored questions and 25 of these are questions that are being pre-tested for use on subsequent examinations and are unscored. The maximum number of questions possible is 145; 120 are scored questions and 25 are unscored pretest questions.

You should practice taking a computerized test if you have never done so. On the computerized examination, the test taker is not allowed to change answers, skip questions or review their responses. Other information about the exam may be found on the CDR website at https://www.cdrnet.org/vault/2459/web/files/CBTFACT2014.pdf.

PROFESSIONAL ACTIVITIES / HONORS PROGRAM

Student Professional Activities

K-State offers students in dietetics several on-campus student organizations that provide the opportunity to associate with fellow students and professionals in dietetics and hospitality management. The KSU Student Dietetic Association, the Human Nutrition Health and Nutrition Society, and the KSU Hospitality Management Society have monthly or bimonthly meetings. Announcements about meeting dates, times and locations are posted on the dietetic student distribution list via e-mail or on the dietetics bulletin board, across the hall from Justin Hall 150. Any student interested in dietetics, foods and nutrition, or hotel/restaurant management may participate in these organizations. Speakers, field trips and social events are some of the activities offered regularly.

The annual Grace M. Shugart Lecture series is held every spring. Outstanding leaders in dietetics and the hospitality field are brought to campus for a formal presentation, panel discussions and class presentations. Students are expected to attend the formal lecture presentation and are encouraged to participate in other events associated with the lecture. The lecture will be recorded and posted so that online students may also hear/see the speaker.

You are encouraged to participate in meetings of your state dietetic association and other professional groups. Announcements of the local meeting dates, times and locations are provided by e-mail or posted on the dietetics bulletin board. Information about the national meeting is available from any dietetics faculty member or on the Academy website at http://www.eatright.org.
Honors Program
See the following website for information about the University Honors Program: http://www.k-state.edu/ksuhonors/. Dietetic students who qualify are highly encouraged to participate in this experience.

TUITION, FEES AND ADDITIONAL EXPENSES

Tuition and Other Campus Fees
The cost of ON-CAMPUS tuition depends on your residency. The latest and most up-to-date information about tuition and fees is found on the K-State Admissions Office website at http://www.k-state.edu/admissions/finaid/ Tuition and fees for online students follow a different fee structure than on-campus students. Online students do not pay out-of-state tuition and online courses are priced slightly differently per credit hour than for on-campus courses. More information can be found on the K-State Global Campus website at http://global.k-state.edu/courses/registration/fees-tuition.

Financial aid information for all students can be found at http://www.k-state.edu/sfa/.

You may wish to call the Admissions Office to verify the latest figures at 785-532-6250.

Refund Policy
Information regarding tuition refund policy for on-campus students is located at the following website. http://courses.k-state.edu/catalog/undergraduate/tuition/

Information about refunds for online students can be found at the following website: http://global.k-state.edu/courses/registration/policies-withdrawal.

Cost of Books and Other Materials
Textbooks for your classes are available from the K-State Campus Store or Varney’s in Aggieville or from many online retailers. It is very difficult to estimate cost of textbooks and other course materials as the amount can vary greatly from one semester to the next. An estimate might be $300 - $500 per semester, depending on the number and selection of courses you are taking. You are encouraged to shop around for textbooks to obtain them at the lowest possible costs.

Housing
You can obtain information about on-campus housing from Housing and Dining Services at 785-532-6453 or toll-free in Kansas by calling 888-568-5027. The Housing and Dining Services website is http://housing.k-state.edu/.

Payment can be made at the beginning of the semester or on an installment plan of monthly payments. On-campus students may also elect to participate in the K-State Greek system. If a student joins a sorority or fraternity, housing is available in Greek houses near the campus. For more information, contact the Office of Greek Affairs at 785532-5546. Additional information is available at http://www.k-state.edu/greek/.
Estimated Additional Costs You May Incur throughout the time you are in the DPD Program:

<table>
<thead>
<tr>
<th>Cost Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nametag</td>
<td>$10.00</td>
</tr>
<tr>
<td>Student Membership in the Academy of Nutrition</td>
<td>$50.00 per year</td>
</tr>
<tr>
<td>and Dietetics</td>
<td></td>
</tr>
<tr>
<td>Attendance at professional meetings</td>
<td>$1000.00</td>
</tr>
</tbody>
</table>

For online students, the cost of having examinations proctored will also be an expense. Costs for proctoring vary widely depending on whether you utilize an online service or services of a local community college, a learning center, etc. Students have reported paying anywhere from $10 per exam to over $50 per exam. Currently, ProctorU (http://www.proctoru.com/portal/k-state) charges $22.50 for each two-hour exam.

GENERAL UNIVERSITY POLICIES
(Information also located on the K-State Web Site)

Academic Calendar
The dietetic programs follow the University academic calendar, as described in the University Handbook at http://catalog.k-state.edu/content.php?catoid=2&navoid=84

Assessment of Prior Learning
The K-State Office of Admissions maintains transfer equivalency guides for many US colleges and universities. The guides may be accessed at http://www.k-state.edu/admit/tran_info.html

For degree-seeking students; the College of Human Ecology Dean's Office will determine transferability of all courses not listed on the transfer equivalency guides, except for science and professional requirements. The Didactic Program director will decide whether or not to accept science and professional requirements.

In order for a transfer course to be considered as a substitute for a required science or professional requirement:
1. The student must submit the official course description from the college catalog that was in effect at the time the course was taken. Photocopies from the college catalog, printouts from an online catalog, or descriptions cut and pasted from an online catalog with the URLs included are acceptable.
2. The student must have earned a grade of at least B in all required science and professional courses.
3. Required science or professional courses must have been completed within five years prior to beginning the dietetics program.
4. Work experience will be considered when determining if a course taken more than five years ago can be substituted for a science or professional course. If a student has current work experience related to the course subject, the "old" course may be accepted. Work experience CANNOT be substituted for any courses required for the degree, and only rarely for a non-degree student.

To earn a BS in Dietetics from Kansas State University, at least 30 credit hours must be completed through K-State, and at least 20 of the last 30 credits must be taken through K-State. A maximum of 60 credit hours from a two-year institution may be applied toward the degree. A minimum of 45 credits must be at the 300 course level or above.
For non-degree students, at least 18 credit hours of professional courses must be completed through K-State to earn a verification statement.

**Formal Assessment of Student Learning**
Faculty throughout the DPD assess student learning through program exams, case studies, projects, presentations, group projects and others. Students must receive a “B” or better in all HMD and HN courses in order to complete their program and receive a Verification Statement.

**Grievance Procedures**
The DPD program follows K-State’s student grievance procedures which are located in the University Policies section of the Undergraduate Catalog. Please refer to the following web site for information.
http://courses.k-state.edu/catalog/undergraduate/2002-2004/regulations/policies.html

**Honor System**
Information on the University’s Honor System may be found in the University Handbook at the following website http://www.k-state.edu/honor/

**Student Conduct**
Information regarding student conduct is located at the following website.
http://www.k-state.edu/osas/code.html

**Student Records**
All information pertaining to student records can be found in the University Undergraduate Handbook at http://catalog.k-state.edu/content.php?catoid=2&navoid=93#stud_reco

The Program Director of the DPD program maintains a file on each student which may include a student’s application to the program, correspondence, etc. Students may view the contents of their own file at any time with the exception of those items for which right to review has been waived. Signed and dated verification statements will be maintained on file by the DPD program director for an indefinite time.

**Retention and Remediation Procedures**
If at any time the conduct of a student is judged to unfavorably affect the morale of other participants in the program, result in an unsatisfactory level of performance, or the health status of a student is a detriment to the student’s successful completion of the program, a conference will be held between the program director and other appropriate persons to determine remedial action. Students must receive a “B” or better in all HMD and HN courses in order to complete the program and receive a Verification Statement. Students may retake a course until a “B” is obtained. The student is not able to progress through the remaining courses if the course being retaken is a prerequisite for future courses.

**Disciplinary/Termination Procedures**
See above policy

**Withdrawal from the University**
Information regarding withdrawal from the University is found in the Undergraduate Catalog. Please refer to the following website for detailed information. http://courses.k-state.edu/catalog/undergraduate/enrollment/
STUDENT SUPPORT SERVICES

Academic Assistance Center (Holton Hall; 785-532-6492)
The Academic Assistance Center (AAC) provides a comprehensive and coordinated system for the identification, diagnosis, advisement, counseling, and referral of students to the various academic support services available at KSU. In addition, the AAC provides direct academic support through programs that include:

Tutorial Assistance
Free tutoring is available in a variety of introductory courses through the Educational Opportunity Fund (EOF) tutoring program. Students desiring assistance are assigned to small groups that meet on a weekly basis with a peer tutor who assists them with course content and learning strategies.

The University Experience
The AAC offers the course EDCEP 111 The University Experience to new students for 1-3 hours of credit. This course provides any new student with a general orientation to K-State and university life. Topics covered include study skills, effective use of campus resources, academic planning, career decision-making, and university policies and procedures.

Math Assistance
The AAC provides a math review class for students desiring basic review of pre-algebra mathematics before actually enrolling in a formal mathematics course. Assistance with Intermediate or College Algebra is available to students enrolling in The University Experience as part of that course. Students who are unsure of which math course to enroll in may take a 45-minute math placement exam. This assessment is available on a walk-in basis in the AAC.

PILOTS program
PILOTS is a cooperative, year-long program meant to provide structure and encourage academic discipline and critical reasoning for qualifying entering freshmen. Students enjoy smaller classes, a computer Reading/Writing Lab, a clustering of support courses, and free tutoring. Classes are geared to a diversity of learning styles.

Credit by Examination
K-State offers students a variety of quiz-out programs through which a student may earn academic credit in specific courses. The AAC is the campus service agency for the College-Level Examination Program (CLEP), the DANTES Program, and the American College Test Proficiency Examination Program (ACT-PEP). For more information, refer to the following website: [http://www.k-state.edu/aac/](http://www.k-state.edu/aac/)

Adult Student Services (201 Holton Hall; 785-532-6434)
Adult Student Services assists undergraduate and graduate students who are married, have children, are reentering the educational system after several years, or are 25 years of age or older. Staff members assist students with admission and enrollment and provide information or referrals for housing, child care, refresher and study skills courses, tutoring, financial aid, scholarships, insurance, public school enrollment, community family programs, emergency locator and commuter information. The staff may be able to assist the returning K-State student in advising about remedying past academic deficiencies. Staff also helps students with their
everyday challenges and special concerns before, during, and after their admission to KSU. For more information, please contact the website listed below.  
http://www.k-state.edu/adult/

**Student Access Center (202 Holton Hall; 785-532-6457; V/TT 785-532-6441)**
The Student Access Center works to meet the needs of students with documented disabilities by providing academic accommodations and related services. Staff will work as a liaison with students’ instructors. Writing assistance and study skills instruction may be of special interest to students with learning disabilities.

Other supportive services include readers, note takers, typing, and errand service on campus. Tutorial assistance is available for some classes. Assistance is provided in obtaining taped texts. Test taking accommodations, included extended time for test taking, oral examinations, and scribes, can be arranged through this office. Classes scheduled in inaccessible locations will be relocated for students with mobility impairments upon request. Individualized help with enrollment is available. Efforts will be made to provide interpreters for hearing impaired students when requested.

Special equipment available to students includes a talking calculator; FM Listening Systems, Arkenstone Reading Machine, variable-speed tape recorders, and TT (telephone for the hearing impaired). A shuttle van, equipped with a hydraulic lift, operates on campus between all buildings and is available to students with either temporary or permanent physical disabilities. Accessible housing is available.

For more information, please contact the website listed below. http://www.k-state.edu/accesscenter/
Appendix
Didactic Program in Dietetics Application

All information must be word-processed

This form is to be submitted by each student applying for the Didactic Program in Dietetics. Application is to be made the semester immediately following completion of BIOL 198, BIOL 340 or KIN 360, HMD 220 or BIOL 455, CHM 210, CHM 230, BIOCH 265 or CHM 350, HN 132, HN 400, and HMD 341.

Please submit with your application packet through the DPD Application Portal in K-State Online Canvas.

Application Due Dates: September 25th for fall semester admission or February 15th for spring semester admission. If the deadline falls on a weekend, applications are due the Monday immediately following by 5:00 p.m. Central Time. For access to the portal, on-campus students need to contact Dr. Jennifer Hanson at jhanson2@k-state.edu and online students should contact Karla Girard at kgirard@k-state.edu. The request for access should be submitted at least two weeks prior to the deadline.

Date: __________ Name: ____________________________

(Last) (First) (MI or Maiden)

Present Address:
(Street) (Apt#) (City) (State) (ZIP)

Permanent Address:
(Street) (Apt#) (City) (State) (ZIP)

Phone Number________________ E-mail Address________________

Name(s) of Academic Advisor(s)________________

Pursuing: ______________________ Non-Degree Program ______________________

(Highlight One) (Highlight One)

Grade Point Averages:
(From all post-secondary institutions attended) Overall Natural Science Professional (HN, HMD & ACCTG Courses)

Date Admitted to Dietetics Major: ______________________

Expected Date of Completion of DPD requirements: ______________________

Expected Internship Start Date: ______________________

For Reporting Purposes Only: (Optional)

Gender: Male Female (Highlight One)

Ethnicity: White, non Hispanic Black, non Hispanic Hispanic Asian or Pacific Islander American Indian, Alaskan Native, Hawaiian Native Other (Highlight One)
DPD Application Evaluation Criteria

Cover Letter and Application Packet- 5 points/100
1. Accuracy of GPA calculations
2. Followed directions for submitting application packet (See DPD Application Portal in K-State Online Canvas for specific details)
3. Cover letter is well constructed and grammatically correct

One-Page Resume – 15 points/100
1. General strength of employment experience (e.g., longevity of experience, level of responsibility, management, customer service)
2. Strength of dietetics-related employment and volunteer experience
3. Strength of involvement in student/university/community/ activities
4. Honors and awards
5. Professional appearance of resume

Personal Statement– 20 points/100
1. Described interest in dietetics, professional goals, and why the DPD was chosen.
2. Described the significance of employment and extracurricular experiences as well as how experiences selected have prepared him/her for the didactic program.
3. Addressed strengths and areas for improvement.

Overall GPA— 5 points/100
3.90 - 4.00 = 5
3.80 - 3.89 = 4.5
3.70 - 3.79 = 4
3.60 - 3.69 = 3.5
3.50 - 3.59 = 3
3.40 - 3.49 = 2.5

GPA in Professional Courses – 20 points/100
3.90 - 4.00 = 20
3.80 - 3.89 = 18
3.70 - 3.79 = 16
3.60 - 3.69 = 14
3.50 - 3.59 = 12
3.40 - 3.49 = 10

GPA in Sciences – 15 points/100
3.90 - 4.00 = 15
3.80 - 3.89 = 13.5
3.70 - 3.79 = 12
3.60 - 3.69 = 10.5
3.50 - 3.59 = 9
3.40 - 3.49 = 7.5

Phone Interview – 20 points/100

Total for applicant__________/100