



Western Michigan University
Family and Consumer Sciences



DIDACTIC PROGRAM IN NUTRITION AND DIETETICS

STUDENT HANDBOOK

2022-2023

Western Michigan University

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Introduction

This handbook was developed to serve as a guide and resource for students considering enrollment in, or already enrolled in the Nutrition and Dietetics Program at Western Michigan University (WMU). This document should be considered as a companion to the WMU Code of Honor and General, Administrative and Student Policies and Procedures Manual, which can be accessed via <http://catalog.wmich.edu/content.php?catoid=16&navoid=549> and is available in all university offices.

The information, policies, and procedures included in this document are meant to be helpful and supportive. Students are expected to review and follow the policies relating to the WMU DPD and regarding university wide student conduct. This handbook is revised annually, and each new edition fully replaces previously published versions. All students are encouraged to review the policies and procedures relating to the DPD including example curriculum plans, pre-dietetics requirements, requirements for application to the WMU Nutrition and Dietetics Program, scholarship opportunities, faculty information, procedure for applying to post-graduate internships, and program expenses, among others.

This handbook includes the WMU DPD's mission, goals, and objectives used to assess achievement of goals as submitted to the Accreditation Council for Education in Nutrition and Dietetics (ACEND), as a part of the 2022 program re-accreditation report. Reaccreditation of the WMU DPD occurs every seven years. Accreditation requirements are available on the ACEND Website at <https://www.eatrightpro.org/acend>. ACEND can be contacted at 120 South Riverside Plaza, Suite 2190, Chicago, Illinois, 60606-6995 or by calling 1-800-877-1600 (ext. 5400). A copy of the Self-Study reaccreditation document is kept in the DPD Director's office.

The Dietetics Program

The WMU Dietetics program has a long history at Western Michigan University. It was established in 1974 and was granted accreditation in 2002. Currently, it is one of three accredited DPD programs in west and southwest Michigan. Since its inception, the Dietetics program has been housed in the Department of Family and Consumer Sciences (FCS). Administratively, the Dietetics program director reports to Dr. Suzan Smith-Ayers, Chair of the Department of Family and Consumer Sciences, who reports to the Dean of College of Education and Human Development, where the FCS Department is housed.

Program Faculty

William R. Barrett

Degree	Institution	Major
A.A.	Kalamazoo Valley Community College	Sustainable Food Systems & Brewing

Professional Certification:

- MDARD Certified Wild Mushroom Expert-MC-00872
- ServSafe® Food Protection Manager
- ServSafe® Allergens

Professional Associations:

- Eat Drink Give
- Chefs Against Hunger

Teaches:

- FCS 1650 Culinary Skills

Employment:

National Flavors Quality Assurance Technician, Chef KVCC, Millennium Restaurant
Group Chef, Latitude 42 Brewing Co. Chef

Interests:

Child/Young Adult/Adult Culinary Education, Organic Farming, Edible
Mushroom Cultivation, Sustainable Food Systems, Foraged Foods/Traditional
Harvest and Preservation Methods, Homebrewing.

Office: Available by appointment only

Phone: 269-501-3707

Email: William.Barrett@wmich.edu

Bonnie Farmer

Degree	Institution	Major
M.S.	Eastern Michigan University	Human Nutrition
B.S.	Kansas State University	Food Science

Professional Certification:

Registered Dietitian (RD) with the Academy of Nutrition and Dietetics

Professional Associations:

- Academy of Nutrition and Dietetics
- Vegetarian Nutrition Dietetic Practice Group
- American Society for Nutrition
- American College of Lifestyle Medicine

Teaches:

- FCS 4680 Advanced and Experimental Foods

Dietetics Employment:

Kellogg Company, Retired Senior Scientist

Interests:

Vegetarian nutrition, whole foods nutrition, lifestyle medicine, Ayurveda, food science

Office: Available by appointment only

Email: bonnie.j.farmer@wmich.edu

Judy Gipper

Degree	Institution	Major
M.S.	Case Western Reserve University	Nutrition
B.S.	Michigan State University	Dietetics

Professional Certification

Registered Dietitian (RD) with the Academy of Nutrition and Dietetics

Professional Associations:

- American Dietetic Association
- Michigan Dietetic Association
- Southwest Michigan District Dietetic Association
- National Association of College and University Food Service

Teaches:

- FCS 4660 Institutional Management

Dietetics Employment:

Former director of WMU Dining services

Interests:

Building sustainability into food service operations, effective management of large food service facilities

Office: Available by appointment only

Email: judy.gipper@wmich.edu

Kathy Greaves

Degree	Institution	Major
Postdoc	Wake Forest University	Pathology
PhD	University of Arizona	Nutritional Sciences
MS	The Ohio State University	Exercise Physiology
BA	Hiram College	Psychology

Professional Certification:

American Red Cross – CPR: BLS and AED; First Aid

Professional Associations:

- American Society for Nutrition
- American College of Sports Medicine

Teaching Experience:

- FCS 3650 Understanding Research in Dietetics
- FCS 7100 Independent Research

Current Employment:

Part-time faculty member at WMU

Interests:

Sports Nutrition, Nutrition and Aging, Diabetes, Nutrition in Women's Health, Protein Benefits beyond Adequacy, Glycemic Response, Weight Management and Body Composition, Research Methods and Design

Office: Available by appointment

Phone: 269-387-3704 (FCS Department)

Email: kathryn.greaves@wmich.edu

Emily Hazel

Degree	Institution	Major
B.S.	Saint Louis University	Nutrition and Dietetics
M.S.	Michigan State University	Nutrition and Dietetics

Professional Certification:

- Registered Dietitian Nutritionist
- ServSafe Food Production Manager
- ServSafe Instructor/Proctor

Professional Associations:

- Academy of Nutrition and Dietetics

Teaches:

- FCS 3680 Quantity Foods

Employment:

Western Michigan University Dining Services, Nutrition Services Specialist

Interests:

Food systems and sustainability and social justice issues

Office: **Available by appointment only**

Phone: **269-387-4888**

Email: **Emily.v.hazel@wmich.edu**

Gretchen Kauth

Degree	Institution	Major
M.S.	Bowling Green State University	Exercise Science
B.S.	University of Minnesota	Nutrition/Dietetics

Professional Certification:

- Registered Dietitian (RD) with the Academy of Nutrition and Dietetics
- American Red Cross – CPR: BLS and AED

Professional Associations:

- Academy of Nutrition and Dietetics
- Michigan Dietetic Association
- Dietetic Practice Groups
- Sports, Cardiovascular and Wellness Nutrition

Teaches:

- FCS 3460 Nutrition Education and Counseling
- FYS 2100 Freshman Seminar

Interests:

Sports nutrition, eating disorders

Dietetics Employment:

- Sindecuse Health Center, Clinical Dietitian
- Kalamazoo College Student Health Center, Clinical Dietitian
- WMU Department of Intercollegiate Athletics, Sports Dietitian
- Sindecuse Health Center, Nutrition Services Coordinator

Office: Available by appointment only

Email: Gretchen.kauth@wmich.edu

Rebecca Larson

Degree	Institution	Major
DrPH	Georgia Southern University Jiann-Ping Hsu College of Public Health	Public Health, Community Health Behavior & Education
MS	Eastern Michigan University	Nutrition
BS	Utah State University	Nutrition & Food Sciences, Coordinated Program in Dietetics

Professional Certifications:

- Registered Dietitian (RD), Commission on Dietetic Registration (CDR)
- ServSafe Food Protection Manager, National Restaurant Association Educational Foundation

Teaches:

- FCS 4620 Community Nutrition

Employment:

Director of Nutrition Services Fort Wayne Community Schools, Fort Wayne, Indiana

Interests:

Public health, food access and insecurity, nutrition education for individuals with intellectual and developmental disabilities, visiting national parks, studying geography, hiking, reading, baking, painting, playing piano

Office: Available by appointment

Email: Rebecca.larson@wmich.edu

Andrea Noud

Degree	Institution	Major
M.S.	Grand Valley State University	Clinical Dietetics
B.S.	Western Michigan University	Dietetics

Professional Certification:

- Registered Dietitian Nutritionist (RDN) with the Academy of Nutrition and Dietetics

Professional Associations:

- Academy of Nutrition and Dietetics

Teaches:

- FCS 2660 Personal Nutrition
- FCS 3600 Lifespan Nutrition

Employment:

Bronson Methodist Hospital: Outpatient Diabetes Educator

Interests:

Healthy at Every Size (HAES) and intuitive eating, diabetes management, sports nutrition

Office: Available by appointment only

Email: andrea.p.noud@wmich.edu

Ping Ouyang

Degree	Institution	Major
Ph.D.	Kansas State University	Human Nutrition
Master	Kansas State University	Genetics
B.S.	China Agriculture University	Agronomy

Professional Certification:

- Registered Dietitian (RD) with the Academy of Nutrition and Dietetics

Professional Association:

- Academy of Nutrition and Dietetics
- American Society for Nutritional Sciences

Teaches:

- FCS 3650 Understanding Research in Dietetics
- FCS 4670 Professional Issues of Dietetics
- FCS 4690 Nutrient Metabolism
- FCS 6140 Nutrient Metabolism I
- FCS 6150 Nutrient Metabolism II

Employment:

- Assistant Professor, Western Michigan University

Interests:

Research interests include school-based interventions to prevent/control overweight/obesity as well as bone protective effects of dried fruits in postmenopausal women.

Office: 3222 Kohrman Hall

Office Hours: Thursday 1:30 – 3:30 pm or by appointment

Phone: 269-387-3734 (FCS Department)

Email: ping.ouyang@wmich.edu

Sarah Price

Degree	Institution	Major
MS	Central Michigan University	Nutrition and Dietetics
BS	Western Michigan University	Major in Dietetics; Minor in Biological Sciences

Professional Certification:

- Registered Dietitian Nutritionist (RDN) with the Academy of Nutrition and Dietetics

Professional Associations:

- Academy of Nutrition and Dietetics

Teaches:

- FCS 4630 Medical Nutrition Therapy Lab I
- FCS 4640 Medical Nutrition Therapy Lab II

Dietetics Employment:

Bronson Methodist Hospital, adult clinical dietitian

Publications:

“Body Composition Impacts Hematopoietic Stem Cell Transplant Outcomes in Both Autologous and Allogeneic Transplants: A Systematic Review” (*Nutrition and Cancer: An International Journal*, Dec. 2021)

Interests: Clinical nutrition, oncology, nutrition support, sports nutrition

Office: Available by appointment

Email: sarah.k.price@wmich.edu

Arezoo Rojhani

Degree	Institution	Major
Ph.D.	University of Nebraska-Lincoln	Nutrition
M.S.	University of Nebraska-Lincoln	Nutrition and Foodservice Administration
B.S.	University of Maine at Presque-Isle	Life Sciences

Professional Certification:

Registered Dietitian (RD) with the Academy of Nutrition and Dietetics

Professional Associations:

- American Dietetic Association
- American Institute of Nutrition
- Michigan Dietetic Association
- Dietetic Educators of Professionals (Area II) DPG
- Society for Nutrition Education and Behavior

Teaches:

- FCS 1000 Career Seminar in Dietetics
- FCS 2600 Nutrition
- FCS 2660 Personal Nutrition
- FCS 3680 Quantity Foods
- FCS 4680 Advanced and Experimental Foods

Program Director:

Director of Didactic Program in Nutrition and Dietetics

Interests:

Teaching excellence; chemical and physical properties of foods; control and prevention of iron deficiency anemia in childhood and pregnancy; dietary quality and nutrition assessment in high risk populations; fitness

Office: 3320 Kahrman Hall.

Phone: 269-387-3729

Email: arezoo.rojhani@wmich.edu

Caroline Webber

Degree	Institution	Major
Ph.D.	Cornell University	Community Nutrition
M.P.H	University of Minnesota	Public Health Nutrition
B.S.	University of California-Berkley	Coordinated Program in Dietetics

Professional Certification

- Registered Dietitian (RD) with the Academy of Nutrition and dietetics

Professional Associations:

- American Dietetic Association
- Michigan Dietetic Association
- Southwest Michigan District Dietetic Association
- Society for Nutrition Education
- Dietetic Educators of Professionals (Area II) DPG
- Hunger and Environmental Nutrition DPG

Teaches:

- FCS 5220 Climate Change and Nutrition

Interests:

Medical nutrition therapy; community nutrition and public health; food access and availability in rural communities; sustainable food systems

Office: 3216 Kahrman Hall

Email: caroline.webber@wmich.edu

Meghan Wilkinson

Degree	Institution	Major
M. S	The State University of New York at Buffalo	Clinical Nutrition
B. S	Michigan State University	Dietetics

Professional Certification:

- Registered Dietitian Nutritionist (RDN) with the Academy of Nutrition and Dietetics
- Certified Nutrition Support Specialist (CNSC) with the National Board of Nutrition Support Certification
- HACCP Certified

Professional Associations:

- Academy of Nutrition and Dietetics
 - Current Dietetics Practice Groups
 - Dietitians in Nutrition Support
 - Sports, Cardiovascular, and Wellness Nutrition
- Michigan Academy of Nutrition and Dietetics
- Southwest District Dietetics Association- President 2016-17
- American Society of Enteral and Parenteral Nutrition

Teaches:

- FCS 4600 Medical Nutrition Therapy I
- FCS 4610 Medical Nutrition Therapy II

Program Coordinator:

- Program coordinator for the dietetic internship program

Dietetics Employment:

Bronson Battle Creek Hospital: Clinical Dietitian

Office: Available by appointment only

Email: meghan.wilkinson@wmich.edu

**DEPARTMENT OF FAMILY AND CONSUMER SCIENCES
WESTERN MICHIGAN UNIVERSITY
BACHELOR OF SCIENCE: NUTRITION AND DIETETICS**

Program Overview

Western Michigan University's Didactic Program in Nutrition and Dietetics (DPD) leads to a Bachelor of Science degree and is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics. The Nutrition and Dietetics Program meets ACEND's standards of education and graduates are eligible to apply to accredited internship programs. Students apply for admission to internships during the last semester of their senior year or after graduation. Appointment to internships is competitive. Students are selected based on a variety of criteria including grade point average (GPA), work and volunteer experiences, and recommendation letters. Most internships require that applicants have a GPA of at least 3.0. After completing the dietetic internship, students must sit for the Registration Examination for Dietitians offered by the Commission for Dietetic Registration (CDR), to obtain Registered Dietitian Nutritionist (RDN) credential. Effective January 1, 2024, the Commission on Dietetic Registration (CDR) will require a minimum of a master's degree to be eligible to take the credentialing exam to become a RDN.

Degree Granted:

Bachelor of Science in Dietetics

Becoming a Registered Dietitian:

The path to become a registered dietitian nutritionist includes:

1. Earn a bachelor's degree and complete the required course work to meet ACEND's education standards for undergraduate programs.
2. Apply to and complete an ACEND-accredited dietetic internship program

Graduates of the WMU DPD are qualified to apply for positions in accredited internship programs that lead to dietetic registration. Placement into post-baccalaureate internship programs is competitive and all qualified students may not receive appointments. Based on data available through the ACEND, the accrediting agency for the Academy of Nutrition and Dietetics the nation-wide appointment rates to dietetic internship programs for the years 2018, 2019, 2020, and 2021 were 61%, 65%, 70% and 71%, respectively. The data for 2022 has not been published yet. Appointment rates for graduates of the WMU nutrition and dietetics program for the same four-year period were 80%, 88%, 86%, 86%, respectively. In 2022, 100% of WMU graduating seniors who applied to post-graduate internship programs were appointed.

3. Pass the Commission on Dietetic Registration's Registered Dietitian Nutritionist exam.
4. Obtain licensure if required in your state of practice.

Note: Beginning Jan. 1, 2024, a graduate degree will be required to be eligible to take the Registered Dietitian Nutritionist credentialing exam

Accreditation Status:

Western Michigan University's Didactic Program in Nutrition and Dietetics is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) through 2023. Students graduating from the Dietetics Program will have met the Knowledge Requirements set forth by ACEND for Didactic Programs in Dietetics.

PROGRAM MISSION AND GOALS

Program Mission:

The mission of the Didactic Program in Nutrition and Dietetics is to provide graduates with foundational knowledge in dietetics and related disciplines, and the opportunity to develop professional skills and attitudes that will prepare them for post-graduate internships, advanced degree programs, and entry-level employment in dietetics related fields. The program prepares graduates who can address the food and nutrition needs of diverse individuals, families and communities.

Program Goals:

1. The program will prepare graduates who are competent for entry into dietetic internship programs, and first professional employment in dietetics related fields.
2. The program will prepare graduates who participate in professional development and lifelong learning and contribute to the pool of allied health and food and nutrition professionals in Michigan and beyond its borders.
3. The program will train graduates that value professional development and lifelong learning.

Objectives and Expected Outcomes of Goal 1:

1. Over a three-year period, at least 80% of students complete program requirements within 3 years of admission to the nutrition and dietetics program (150% of the program length).
2. Over a three-year period, mean overall GPA of graduates will be 3.0 or higher.
3. Over a three-year period, at least 60% of graduates apply for admission to supervised practice programs prior to or within twelve months of graduation.
4. Over a three-year period, at least 70% of program graduates who apply to supervised programs are admitted within twelve months of graduation.
5. Over a three-year period, the program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.

6. Over a three-year period, at least 85% of program graduates will receive a mean rating of 3 or better (out of 5) on all measures evaluated by their supervised practice program directors.
7. Over a five-year period, at least 85% of first employers rate graduates competent or better on all measures (3 out of 5). Over a three-year period, at least 80% of graduates rate the various voluntary activities as “useful” in preparing for dietetic internships or first professional employment in dietetics related fields.
8. Over a three-year period, at least 80% of graduates who participated in DCSP report that their DCSP experience was “useful” in preparing them for dietetic internships or first professional employment in dietetics related fields.
9. Over a three-year period, at least 85% of senior exit survey respondents rate the quality of their education at WMU nutrition and dietetics program as “satisfactory” or better.
10. Over a three-year period, at least 85% of alumni survey respondents rate the quality of their education at WMU nutrition and dietetics program as “satisfactory” or better

Objectives and expected outcomes for goal 2:

1. Over a three-year period, at least 80% of follow-up alumni survey respondents accepted into supervised practice programs who sought employment are employed in an entry level dietetics related position within twelve months of completing their internship program.
2. Over a three-year period, at least 60% of follow-up alumni survey respondents who did not apply or were not accepted into supervised practice programs and did not enroll in graduate school full-time and sought employment are employed in a dietetics related profession within twelve months of graduation.
3. Over a three-year period, of those graduates who found employment within 12 months of graduation, at least 60% are employed in Michigan.

Objectives and expected outcomes for goal 3:

1. Over a three-year period, at least 50% of follow-up alumni survey respondents are actively enrolled in or have completed a master’s degree or professional credential or certification.
2. Over a three-year period, At least, 30% of follow-up alumni survey respondents report active participation in professional activities, such as one or more of the following:
 - Served as a dietetic intern preceptor
 - Spoke at a professional conference
 - Coordinated a community food or nutrition initiative
 - Attended at least one state or national-level program sponsored by a professional dietetic, food service, or health related association
 - Participated in activities in district dietetic association

- Held professional office or appointed to committee for local, state or national group
 - Wrote an article or letter to the editor or legislator on a dietetics-related topic
 - Created and maintain social media account for the purpose of using professional nutrition or dietetics-related knowledge to communicate with professional or lay audience
 - Spoke to lay or student audience about health, nutrition-related topic
- **Program outcomes data are available on request.

Nutrition and Dietetics Program Information Policies and Procedures

Admissions Requirements

Western Michigan University Admission Criteria

All students wanting to pursue a B.S. in nutrition and dietetics at Western Michigan University (WMU) must be first admitted to the University.

Freshmen

WMU's admission requirements promote student success by assessing student preparedness and academic potential in the unique context of each student's personal experience. Admission assessment will consider all achievements, both academic and non-academic, to enroll students with a broad range of characteristics and perspectives. Thus, admission to the University is decided on an individual basis. The average WMU freshman has a 3.4 high school GPA and a 23 ACT or 1070 old SAT/1140 redesigned SAT composite score, but these numbers should not be viewed as minimum or cutoff points since students both above and below these averages are considered for admission. Your application is reviewed using a combination of these key factors: grade point average, SAT score, number and type of college prep courses, and trend of grades.

The admissions process consists of a fair and comprehensive review of all applicants to determine potential success at WMU. It is crucial for applicants to carefully complete the application process by providing thorough information. Estimating the likelihood of admission is very difficult without considering the complete application file.

Current and detailed information about admission requirements for students can be found via WMU's Home Page at <http://www.wmich.edu/admissions/>

Transfer students

All applicants must have an official college transcript sent from each institution attended. Applicants with at least a 2.00 (C) grade point average (as computed by WMU) in transferable course credits will be considered for admission. If you have earned fewer than 26 semester hours (39 quarter/term hours) at the time of application, you must also submit either:

- An official high school transcript, and
- ACT or SAT scores
- An official GED score

Nutrition and Dietetics Program Admission Requirements

All students starting their program of study in nutrition and dietetics are initially admitted to the pre-nutrition and dietetics program (first two years of the program). Upon meeting the following admission requirements, they apply for admission to the professional component of the program (years 3 and 4):

1. Attainment of a cumulative GPA of 3.0 or above on a 4.0 scale.
2. Completion of required courses or the equivalent listed under pre-dietetics with no grade lower than a C in any of the following courses: ENGL 1050, BIOS 1120, CHEM 1100/1110, FCS 2600, CHEM 1120/1130, BIOS 2400, BIOS 2320, CHEM 3700/3710.
3. Completion of a majority (70%) of WMU general education requirements is strongly suggested prior to applying to the dietetics program.
4. Completion of a letter of application stating reasons for selecting dietetics as a career and short- and long-term professional goals.

Application Process

Students may only apply to the Didactic Program in Nutrition and Dietetics (DPD) once a year in the fall semester. The application deadline is October 15 of every academic year. Applicants must complete the DPD application and write a Personal Statement (letter of application). To be officially admitted to the dietetics program students must successfully complete all pre-dietetic courses. All applications are reviewed, and admission determined by the DPD selection committee. Final admission notifications will be e-mailed to students in late December. Application forms can be accessed on the nutrition and dietetics program web page at <https://wmich.edu/familyconsumer/academics/dietetics-bachelors>

Application should include the following:

1. A completed DPD application form.
2. A word-processed letter of application (maximum length 1-1/2 pages in font size 12 and double spaced) stating reasons for selecting dietetics as a career and short- and long-term professional goals.
3. A non-refundable application fee of \$20.00 (submitted online).

All application materials, including the application fee **should be submitted online** following instructions provided on the undergraduate program website at <https://wmich.edu/familyconsumer/academics/dietetics-bachelors>

If you already have a bachelor's degree in another discipline, it is not necessary to complete the equivalent of a second bachelor's degree in dietetics. However, you are required to complete the courses that appear on the Nutrition and Dietetics Major Program Guide. The Program Guide is available on the dietetics Webpage at <http://wmich.edu/familyconsumer/academics/dietetics-bachelors>. The number of courses a student with a prior bachelor's degree will need to complete depends on their prior degree, as they may have already completed some of the required courses. Generally, those students that completed degrees in biological sciences or chemistry have fewer courses to take to complete program requirements.

Assessment of Prior Learning

No credit is granted for prior learning in the WMU DPD. The Office of Admissions will evaluate all course credits considered for transfer credit. Admitted students will receive a credit evaluation. This important document is the essential first step before you meet with an academic adviser at WMU. The credit evaluation will show how your courses transfer for university credit.

Western Michigan University participates in the Advanced Placement Program (AP) of the College Board and College Level Examination Program (CLEP). DPD students may take advantage of these programs. For more information see the WMU Undergraduate Catalog at <https://wmich.edu/admissions/transfer-clep>.

Academic Advising:

Pre-nutrition and dietetics and nutrition and dietetics students are strongly encouraged to work closely with their CEHD Academic Advisor. WMU Course catalogs can be accessed online at <http://catalog.wmich.edu/>. We require that students first meet with their academic advisors on matters relating to academic planning and to ensure they are progressing in their plan of study as desired. Most required professional courses are offered only once per year. Planning course sequences with the assistance of the Academic Advisors in the CEHD Admissions and Advising Office is critical to the successful completion of program within the four-year time period.

Academic Advisor

College of Education and Human Development Admissions and Advising Office
2421 Sangren Hall, 269-387-3474. See link below for more information on advising:
<http://www.wmich.edu/registrar/students/advising>

The academic advisor can provide assistance on many issues including:

- ◆ Registration
- ◆ Suggestions for electives, minors, and essential studies courses
- ◆ Courses offered at other area Colleges and Universities that transfer to WMU as equivalent to the WMU courses
- ◆ Graduation check audit

Program Director

Dr. Arezoo Rojhani
3220 Kohrman Hall, 269-387-3729

The program director can assist on matters regarding

- ◆ All course offerings in the dietetics program
- ◆ Procedures for applying to post-graduate dietetic internships
- ◆ Obtaining the “Declaration of Intent to Complete Program” form
- ◆ Obtaining the “Verification of Program Completion” statement
- ◆ Career advising/planning
- ◆ Scholarship opportunities

Standards of Academic Honesty

The Nutrition and Dietetics Program follows WMU policies and procedures regarding academic dishonesty. Students are responsible for making themselves aware of and understanding the policies and procedures in the Undergraduate Catalog that pertain to Academic Honesty. These policies include cheating, fabrication, falsification and forgery, multiple submission, plagiarism, complicity, and computer misuse. The policies can be found at <http://catalog.wmich.edu> under Academic Policies, Student Rights and Responsibilities. If there is reason to believe you have been involved in academic dishonesty, you will be referred to the Office of Student Conduct. You will be given the opportunity to review the charge(s). If you believe you are not responsible, you will have the opportunity for a hearing. You should consult with your instructors if you are uncertain about an issue of academic honesty prior to the submission of an assignment or test.

Policies on Online Testing

Online tests administered in core nutrition and dietetics courses utilize the Respondus Lockdown Browser ® with a Webcam. Students are required to download and install the browser using the link and instructions provided by their instructors. You are required to have your cameras on during the entire exam session. The Respondus has the capability to hold recordings of exam sessions for later viewing and provides downloads of recordings when there are suspicions of academic dishonesty.

Disciplinary / Termination Procedures

Students may face disciplinary or termination procedures for violating the policies as outlined in the student Code at <https://wmich.edu/conduct/code> including academic and personal misconduct.

Student Performance Monitoring

Formal assessment of student learning is conducted as part of each course in the DPD program. Grades on individual assignments, projects, quizzes and exams, and end of course letter grade in core nutrition and dietetics courses provide an assessment of the student's understanding of the ACEND RDN Core Knowledge for undergraduate programs in dietetics. Students will be assigned a grade at completion of each course. Progress through the curriculum is monitored through Degree Works and individual academic advising. The DPD director is available for additional guidance as needed.

DPD Remediation and Retention

DPD students who are facing academic difficulty have access to tutoring through the Student Success Services (<https://wmich.edu/studentsservices/success>). Several options are available for course assistance and peer coaching. In addition, assistance with any writing assignments is available through the writing center (<https://wmich.edu/writingcenter>). A student with an overall grade point average below 2.0 will be placed on probation and may be subject to suspension.

See Probation and Suspension website for more information at <https://wmich.edu/registrar/policies/standards>.

The College of Education and Human Development has a Student Success Advisor. Pre-nutrition and dietetics majors that are not meeting the GPA requirement for admission to year 3 of the program or begin a semester on probation work with the College's Student Success Advisor who meets with them one-on-one. Prior to the meeting, students fill out a Needs Assessment describing areas of growth they wish to address in the current semester. They then schedule a meeting on Bookings. The advisor and student review the Needs Assessment using a student-centered coaching approach. Before the meeting ends an action plan is created. Students are also contacted when a professor fills out an academic concern form.

Students who have minimal chances of success in the DPD program as evidenced by poor performance in freshman and sophomore level science courses are referred to the Career and Student Employment Services for career advising.

Filing and Handling Complaints / Grievances

Course Grade and Program Dismissal Appeals

WMU encourages the resolution of grievances through informal means and discussion in keeping with the collegial atmosphere of a university. WMU is also committed to a formal procedure for consideration of grievances that are not resolved through informal processes. Students are encouraged to work with their professors to resolve academic issues and complaints. If direct communication does not resolve the issue, the student can follow the formal grievance procedure described below.

The guidelines for appealing an unfair and/or capricious final grade are clearly outlined in the undergraduate catalog available at <https://wmich.edu/registrar/catalogs/>. Students wanting to appeal a final course grade that has been recorded by the registrar on their academic records or to appeal a decision to dismiss the student from an academic program for reasons other than charges of violation of academic honesty can seek assistance from the University Ombudsman. The Ombudsman is available to students for assistance on procedures and clarification of their rights. Visit <http://www.wmich.edu/ombudsman/> for procedural details of the appeal process. It is recommended that students who wish to appeal a final course grade first seek a resolution of the issue informally with the faculty member. If an informal resolution cannot be reached, the student may appeal the grade formally, beginning with the faculty member and, if necessary, proceeding, at the request of the student or of the faculty member, through the levels of appeal listed below.

1. Faculty member
2. Department chair
3. Grade and Program Dismissal Appeal Committee (GAPDAC) through Ombudsman Office

At each stage of the appeal, the student must provide a written justification for the appeal. Reviewers at any stage of the appeal may request appropriate additional documentation from any party to the appeal. The decision of the GAPDAC is final and not subject to appeal.

For program dismissal appeals that are not related to issues of conduct or academic integrity, the appeal process consists of two steps, discussion with Department Chair and appeal to the GAPDAC committee. Again, the decision of the GAPDAC is final and not subject to appeal.

Complaints about the Didactic Program in Nutrition and Dietetics

The WMU DPD Strives to uphold the ACEND Accreditation Standards. If a student believes that there has been a violation of the ACEND accreditation standards, he or she should first make an appointment with the DPD Director to discuss the complaint. If the issue is not resolved to the satisfaction of the student, the next point of contact should be the Chair of the Family and Consumer Sciences Department. If the student remains unsatisfied with resolution of the issue, he or she may contact the Dean of the College of Education and Human Development. When the aforementioned options for resolution of complaint about the DPD have been exhausted, complaints related specifically to program noncompliance with accreditation standards can be filed directly with ACEND in accordance with procedures outlined on [their website](#). Records of program complaints including resolution of the complaints are maintained in the DPD directors' office for a period of seven years. Retaliation against students for filing a complaint will not be permitted.

Compensation Paid to Students

WMU DPD students are not paid compensation as part of the academic and extra-curricular activities of the program, including participation in service projects of the SDA.

Student Privacy

The Nutrition and Dietetics Program honors the student rights and privacy about academic records that are protected by the University policy on basic student rights, available from the Office of Student Conduct's website at <https://wmich.edu/conduct>. This policy protects against improper disclosure of, and access to, education records as provided for in the Family Education Rights and Privacy Act (FERPA) of 1974.

Access to Personal Files

Students have the right to access their personal records and other University files as provided for under the Michigan Freedom of Information Act (<https://wmich.edu/conduct/student-rights>) They have access to their personal student information, academic records, and advising notes through Degree Works.

WMU Non-Discriminatory Policy

The University's non-discriminatory policy (<https://wmich.edu/policies/non-discrimination>) is fully adhered to by the Nutrition and Dietetics Program. The policy prohibits discrimination or harassment which violates the law, or which constitutes inappropriate or unprofessional

limitation of employment, University facility access, or participation in university activities, based on socioeconomic status, race, color, religion, national origin, sex, sexual orientation, gender identity, age, protected disability, veteran status, height, weight, or marital status.

Student Support Services

Western Michigan University offers students several resources for academic support and physical and psychological health. The table below outlines many of these resources and provides access information for students.

Campus Resource	Description	Web address for further information
Office of Student Engagement	The SALP office works to inspire excellence in student leadership development, and to engage students in programs outside the classroom. Staff members provide support and services to students, and to student organizations to enhance student learning and personal development.	https://wmich.edu/studentengagement
Student Recreation Center (SRC)	A thirty-two-million-dollar center that offers quality facilities and fitness programs for students and staff.	http://www.wmich.edu/rec
Sindecuse Health Center	Sindecuse Health Center provides high-quality university health services to enhance the health of students, employees, and the greater community through education, compassionate care, leadership, and the coordination of resources.	https://wmich.edu/healthcenter
Personal and Career Counseling Services	Counseling Services help students effectively deal with personal concerns that inhibit emotional well-being, academic performance, and success.	https://wmich.edu/healthcenter/counseling
Center for Academic Success Programs (CASP)	CASP offers free academic tutoring in content areas to students, a writing center for writing assistance, exploratory advising, and advocacy for transfer and veteran students.	Academic Assistance Hub: https://wmich.edu/academicssuccess Writing Center: https://wmich.edu/writingcenter
Financial Aid	The financial aid office assists students with making payments, applying for financial aid, checking balances, and provides general registration information.	https://wmich.edu/finaid

LBGT Services	The office of LBGT Student Services offers support to students related to gender identity and sexual orientation. Their goal is to promote inclusion, acceptance, respect, and empowerment.	https://wmich.edu/lbgt
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Program Expenses

The cost of an undergraduate education in dietetics includes the standard expenses of tuition, fees, room and board. The amount charged for tuition, fees, and University room and board is determined by the Board of Trustees and is subject to change. Additional expenses for dietetics students will include fees for laboratory classes. These fees cover the cost of materials used in laboratories and, for some classes liability insurance. The following table offers an estimate of the major costs associated with attending pre-dietetics and dietetics program at WMU for one academic year (Fall and Spring semesters).

Item	Lower-level undergraduate resident	Lower-level undergraduate non-resident	Upper-level undergraduate resident	Upper-level undergraduate non-resident
2022-2023 flat rate tuition cost per academic year (12-15 credits per semester)	\$6,925.00 +\$557.08 for each credit hour over 15	\$8,656.25 +\$721.35 for each credit hour over 15	\$7,598.00 +\$633.17 for each credit hour over 15	\$9,497.50 +\$791.46 for each credit hour over 15
2021-2022 required fees per academic year	5-credit hours and up			
Student Assessment Fee	\$ 42.00			
Sustainability Fee	\$ 8.00			
Room and Board	\$11,156 (15 meal per week, double occupancy room)			
Estimated cost of attendance (includes tuition, room and board, books, and personal expenses) *	Undergraduate Resident: \$28,725 per academic year (Fall and Spring) Undergraduate Non-Resident: \$32,561 per academic year (Fall and Spring)			
DPD course fees	Lower-level undergraduates: \$100 (Resident and non-resident)		Upper-level undergraduates: \$70 (Resident and non-resident)	
Liability insurance	Dietetic Community Service Program participants: \$5 (Resident and non-resident)			

*Estimated cost of attendance according to the WMU Registrar's Office

Withdrawal and Refund of Tuition and Fees

Information on withdrawal from courses and refund of tuition and fees can be accessed on the Registrar's Office website at <http://www.wmich.edu/registrar/> under students tab.

Financial Aid and Scholarships

Financial Aid

To apply for financial aid, students must visit the Student Financial Aid Office website at <http://www.wmich.edu/finaid> or e-mail the office at finaid-info@wmich.edu or call the office at 269-387-6000. Financial Aid is usually based on need (family income), which is determined after review of the family financial information. Financial aid comes in many forms. Some financial aid must be paid back (loans) while other aid does not have to be repaid (grants).

WMU Scholarships

WMU offers a variety of scholarships to students. For details about scholarships available at the University, College, and Department-level please log into <https://wmich.edu/familyconsumer/scholarships>. To apply for scholarships, please access WMU's Scholarship Universe system. To be considered for scholarships with financial need criteria, you must have submitted a FAFSA application for the upcoming academic year. The federal school code for Western Michigan University is 002330. If you do not complete the FAFSA, you are still eligible to apply for scholarships without financial need criteria. Students should be aware that receipt of a scholarship might impact their financial aid package. Most department-level scholarships require that students have a minimum of junior standing in the program and a GPA of 3.0 or higher.

Academy of Nutrition and Dietetics Foundation Scholarships

The Academy of Nutrition and Dietetics, through its many practice groups, offers a variety of scholarships and educational stipends to individuals pursuing undergraduate and advanced degrees in dietetics or food and nutrition related areas. General scholarship information from the Academy Foundation, and the dietetic practice groups can be accessed from the respective group's information listed at <https://www.eatrightpro.org/membership/student-member-center/scholarships-and-financial-aid>

Applications for the Academy Foundation Scholarships are accepted the year before the scholarship is applicable. The application can be downloaded from the Academy website from September to March of each academic year. Applications open on **February 15, 2022**, and are due on **April 23, 2022**. Please see <https://www.eatrightfoundation.org> for eligibility criteria and submission details. Click on down arrow in front of "Apply for Funding" from the tool bar on top of the page, then select "Scholarships" from the drop down menu.

Michigan Academy of Nutrition and Dietetics Institute Scholarships

Several scholarships are available to undergraduate nutrition and dietetics majors through the Michigan Academy of Nutrition and Dietetics Institute every year. To qualify for these scholarships, you need to have at the minimum junior standing in the program. The instructions and applications can be accessed at <https://eatrightmich.org/students/mndi-scholarships/> .

Academic Calendar and Vacations/Holidays

The WMU DPD follows the academic calendar and the vacation / holiday schedule of Western Michigan University. This information is available on the Western Michigan University website at <https://wmich.edu/registrar/calendars/academic>

Graduation and Program Completion Requirements

To receive the BS Degree in Nutrition and Dietetics the following requirements must be met:

1. Completion of all courses required for BS in Nutrition and Dietetics degree, including essential studies courses, with no incomplete (I) grades (see current degree requirements at https://catalog.wmich.edu/preview_program.php?catoid=38&poid=11905&returnto=1698)
2. Students admitted to the pre-dietetics program need to officially apply for admission to the professional component (years 3 and 4) of DPD and be admitted. See admission requirements and application procedures (pg. 22-23 of the handbook).
3. Completion of at least 122 semester hours of credit, of which at least 60 semester hours must be credit from four-year baccalaureate degree granting institutions and at least 30 semester hours must be credit from WMU.
4. Attainment of a minimum of 2.0 grade point average in the Major and cumulatively.
5. All courses on the Dietetics Program Guide must be completed with a minimum letter grade of “C”.
6. Student must complete all graduation-related paperwork including graduation audit.

Maximum Time to Complete the Program Requirements to Earn a Verification Statement

Students have five years from the date they declared the Nutrition and Dietetics major (typically in the 5th semester) to complete all DPD requirements to earn a Verification Statement (see the Verification Statement Policy above). Exceptions are made in situations where the student needs to take a leave of absence from the university or other unusual circumstances that may affect their progression through the program. These situations will be handled on a case-by-case basis at the discretion of the DPD director.

WMU Nutrition and Dietetics Program (DPD) Verification Statement Policy

A Verification Statement is an official document that signifies that the student has met all academic and professional requirements dictated by ACEND of the Academy of Nutrition and Dietetics for Western Michigan University DPD program. Verification statements are required by Dietetic Internships and for eligibility to take the Nutrition and Dietetics Technician Registered (NDTR) exam. Students must meet the criteria below to have a Verification Statement issued to them.

1. Meet the degree requirements for the Nutrition and Dietetics.
2. Earn a letter grade of C (72%) or higher on assignments tied to the ACEND KRDN student learning outcomes included in selected DPD courses in the curriculum.

Issuing Verification Statements

DPD Verification statements, per ACEND requirements, will be issued after the Nutrition and Dietetics B.S. degree is conferred and documented as such on the official transcript and the DPD director has confirmed all KRDN Student Learning Outcomes meet the minimum requirements stated above.

A digitally signed electronic copy of the Verification Statement will be sent to each student to their Bronco e-mail address. Students have the option to request a paper version of their Verification Statement.

Information for Transfer Students:

Courses taken at another institution may be transferred to WMU but must be approved through the WMU Admissions office transfer course equivalency process. Any DPD required nutrition and dietetics course must be evaluated for content by the DPD director to determine equivalency and approval. It is recommended that the student do this prior to taking the course.

Students who transfer from other ACEND Accredited DPD programs may request to have their DPD courses evaluated by the DPD director to evaluate the course and KRDN Student Learning Outcome (SLO) equivalency to meet the DPD Verification Statement criteria. Students must provide a copy of the course syllabus and graded assignments from the course that met the KRDN SLO. The determination of equivalency by the DPD director will occur on the case-by-case basis as needed.

Students are required to complete at least 22 credits of nutrition and dietetics courses to earn the Verification Statement from the WMU DPD program. These courses include:

- FCS 3460 Nutrition Education and Counseling (3 credits)
- FCS 4600 Medical Nutrition Therapy I (4 credits)
- FCS 4610 Medical Nutrition Therapy II (4 credits)
- FCS 4620 Community Nutrition (3 credits)
- FCS 4630 Medical Nutrition Therapy Lab I (1 credit)
- FCS 4640 Medical Nutrition Therapy Lab II (1 credit)
- FCS 4660 Foodservice Management (4 credits)
- FCS 4670 Professional Issues in Dietetics (2 credits)
- FCS 4680 Advanced and Experimental Foods (4 credits)

Curriculum and Program Schedules

The required courses in the nutrition and dietetics curriculum fulfill ACEND's Core Knowledge for the RDN in a Didactic Program and are divided into three broad categories: **Foundation Courses, Professional Courses, and Communication Courses**. See the table on page 33 (Classification of Courses in the Dietetics Curriculum) for the list of required courses that are found in each of these categories. The Foundation Courses are those in the life sciences and social sciences. Nearly all these courses are prerequisites to professional courses; they are the foundation for developing the knowledge, skills, and attitudes needed by the entry-level dietitian. Most courses in this category are numbered at the 1000 or 2000 level to indicate that they should be taken during the first two years of the college program, well before the advanced-level professional courses. The Professional Courses are divided into two groups: Nutrition and Food Service Management. These courses are further categorized into introductory and advanced level courses, with the introductory ones serving as prerequisites for the higher-level ones. In the Professional Courses, students acquire the knowledge and skills essential for entry into a post-

baccalaureate level internship program and then into an entry-level position as a Registered Dietitian Nutritionist. The Communication Courses include not only those on written and interpersonal communications, but also on technology usage, mathematics, statistics, and counseling.

Program course selection is based on certain assumptions about Dietetics and the skills required for dietetic practice. First, Dietetics is an applied field based on the life and social sciences; a broad area of study encompassing nutrition, food science, and management; a broad area of practice that includes medical nutrition therapy, community nutrition, and food service management; and a continuously evolving area of study and practice. Secondly, it is assumed that skills such as interpersonal communication, problem solving, technology, research, and writing are essential for the practice of dietetics.

A typical sequence of courses leading to graduation in four years is shown on page 34.

CLASSIFICATION OF COURSES IN THE NUTRITION AND DIETETICS CURRICULUM

Foundation Courses

Life Sciences		Social Sciences	
BIOS 1120	Principles of Biology	PSY 1000	General Psychology
BIOS 2320	Microbiology and Infectious Diseases	SOC 2000	Principles of Sociology
BIOS 2400	Human Physiology	FCS 3150	Global Ecology of the Family
CHEM 1100/1110	General Chemistry I / Lab		
CHEM 1120/1130	General Chemistry II / Lab		
CHEM 3700/3710	Introduction to Organic Chemistry / Lab		
CHEM 3550	Introduction to Biochemistry		

Professional Courses

Nutrition		Food Service Management	
FCS 1000	Career Seminar-DI/FSA	FCS 1650	Culinary Skills
FCS 2600	Nutrition		
FCS 3600	Life Span Nutrition	FCS 3680	Quantity Foods
FCS 3650	Understanding Res in Dietetics	FCS 4660	Institutional Management
FCS 4600/4630	Medical Nutrition Therapy/Lab		
FCS 4610/4640	Medical Nutrition Therapy II/Lab	FCS 4680	Advanced & Expt. Foods
FCS 4620	Community Nutrition		
FCS 4670	Professional Issues in Dietetics		
FCS 4690	Nutrient Metabolism		
PHI 3340	Biomedical Ethics		

Communication Courses

Math 1110	Algebra II (Math 1180 – Pre-calculus I recommended)
STAT 3660	Data Analysis for Biosciences
ENGL 1050	Thought and Writing
FCS 2250	Computer Applications or CIS 1020
COM 1700	Interpersonal Communication
FCS 3460	Nutrition Education and Counseling

NUTRITION AND DIETETICS CURRICULLUM RECOMMENDED COURSE SEQUENCE

Fall semester			Spring semester		
MATH 1110	Algebra II	3	COM 1700	Interpersonal Communications (Essential Studies Level 2: Personal Wellness Category)	3
FCS 1000	Career Seminar in Dietetics	1	PSY 1000	General Psychology (Essential Studies Level 2: Science and Technology Category)	3
*ENGL 1050	English – Thought and Writing (Proficiency 1)	4	*CHEM 1100/1110	General Chemistry 1 / Lab	4
*BIOS 1120	Principles of Biology	3	SOC 2000	Principles of Sociology (Essential Studies Level 1: Inquiry and Engagement: Critical Thinking in the Arts and Humanities Category)	3
General Education		4	FCS 1650	Culinary Skills	3
Total Credit Hours		15			16

First Year Pre-Nutrition and Dietetics (courses listed by semester):

Fall semester			Spring semester		
FCS 2250 or CS 1020 (Essential Studies Level 1: Quantitative Literacy Category)	Computer Applications	3	*BIOS 2320	Microbiology of Infectious Diseases	4
*CHEM 1120/1130	General Chemistry II / Lab	4	*FCS 2600	Nutrition for Health Sciences	3
*BIOS 2400	Human Physiology	4	*CHEM 3700/3710	Intro to Organic Chem. / Lab	4
WMU Essential Studies		3	WMU Essential Studies		4
Total Credit Hours		14			15

Second Year Pre-Nutrition and Dietetics (courses listed by semester):

Fall semester			Spring semester		
CHEM 3550	Introduction to Biochemistry	3	FCS 3460	Nutrition Education and Counseling	3
PHIL 3340	Biomedical Ethics (Essential Studies Level 2: Science and Technology Category)	4	FCS 3650	Understanding Research in Dietetics	3
FCS 3150	Global Ecology of Family (Essential Studies Level 3: Global Perspectives Category)	3	FCS 3680	Quantity Foods	4
STAT 3660	Data Analysis for Bioscience (Essential Studies Level 2: Science and Technology Category)	4	FCS 3600	Lifespan Nutrition	3
WMU Essential Studies		3	Elective		3
Total Credit Hours		17			16

Third Year Nutrition and Dietetics (courses listed by semester):

Fall semester			Spring semester		
FCS 4600	Medical Nutrition Therapy I	4	FCS 4610	Medical Nutrition Therapy II	4
FCS 4630	Medical Nutrition Therapy Lab I	1	FCS 4640	Medical Nutrition Therapy Lab II	1
FCS 4620	Community Nutrition	3	FCS 4660	Foodservice Management	4
FCS 4680	Advanced and Experimental Foods	4	FCS 4690	Nutrient Metabolism	3
FCS 4670	Professional Issues in Dietetics	2	Elective		3
Total Credit Hours		14			15

Fourth Year Nutrition and Dietetics (courses listed by semester):

*** A minimum grade of C is required in this course to be considered for admission to nutrition and dietetics program (years 3 and 4).**

Curriculum Guide for Nutrition and Dietetics Major

1. Required Core Courses (46 hours)

<u>Course Number</u>	<u>Title</u>	<u>Credit Hours</u>	<u>Prerequisites</u>
FCS 1000	Career Seminar	1	
FCS 1650	Culinary Skills	3	
FCS 2600	Nutrition for Health Sciences	3	CHEM 1120/1130 OR 1530/1540; BIOS 2400
FCS 3460	Nutrition Education and Counseling	3	FCS 2600; FCS 3150
FCS 3600	Lifespan Nutrition	3	FCS 2600
FCS 3650	Understanding Research in Dietetics	3.....	FCS 2600; STAT 3660
FCS 3680	Quantity Foods	4.....	FCS 1650; FCS 2600
FCS 4600	Medical Nutrition Therapy I	4.....	FCS 3600; FCS 3650; BIOS 2400. CHEM 3550
FCS 4630	MNT I Laboratory	1.....	Must be taken with FCS 4600
FCS 4610	Medical Nutrition Therapy II	4.....	FCS 4600
FCS 4640	MNT II Laboratory	1.....	Must be taken with FCS 4610
FCS 4620	Community Nutrition	3.....	FCS 2600; FCS 3600
FCS 4660	Foodservice Management	4.....	FCS 2600; FCS 3680
FCS 4670	Professional Issues in Dietetics	2.....	PHIL 3340; FCS 3600; FCS 3650
FCS 4680	Advanced and Experimental Foods	4.....	FCS 1650; FCS 2600; FCS 3650. CHEM 3700/3710
FCS 4690	Nutrient Metabolism	3.....	FCS 3600; CHEM 3550

2. Required Related Courses (29 hours)

<u>Course Number</u>	<u>Title</u>	<u>Credit Hours</u>	<u>Prerequisites</u>
Math 1110	Algebra II	3.....	MATH 1100 or placement
ENGL 1050	Thought & Writing	4.....	Satisfactory ACT English score, placement essay, or ENGL 1000
FCS 2250 or CS 1000	Computer Applications	3	
FCS 3150	Global Ecology of Family	3	
COM 1700	Interpersonal Communication	3	
PSY 1000	General Psychology	3	
SOC 2000	Principles of Sociology	3	
STAT 3630	Data Analysis for Bioscience	3.....	MATH 1100/ MATH 1110
PHIL 3340		4	Biomedical Ethics & Society

3. Required Science Courses (26 hours)

<u>Course Number</u>	<u>Title</u>	<u>Credit Hours</u>	<u>Prerequisites</u>
CHEM 1100/1110	General Chemistry I/Lab	4.....	MATH 1110
BIOS 1120	Principles of Biology	3	
CHEM 1120/1130	General Chemistry II/Lab	4.....	CHEM 1100/1110
BIOS 2320	Microbiology & Infectious Diseases	4	
BIOS 2400	Human Physiology	4.....	BIOS 1910 or BIOS 2110
CHEM 3700/3710	Intro to Organic Chem/Lab	4.....	CHEM 1120/1130
CHEM 3550	Intro to Biochemistry	3.....	CHEM 3700/3710

4. Electives - as needed for graduation total of 12

ADDITIONAL STUDY OPPORTUNITIES

Independent Study: FCS 5980 Independent Study allows students to explore interests in a particular area outside of a normal classroom setting. Independent study is not a substitute for regular courses, but an enrichment opportunity. A person who chooses to complete an independent study will study under the supervision and guidance of a consenting faculty member.

Field Experience: FCS 2020 Field experience is an opportunity to obtain academic credit for selected work experiences. These need to be work experiences that provide you with a substantial opportunity to develop professional skills. If you are interested in this option, see Dr. Rojhani for information on how to get started.

CAREER OPPORTUNITIES

Career Opportunities for an RDN

A dietitian (RDN) is a health professional who assists people of any age to achieve optimal nutrition status. Dietitians are trained mainly in foods and nutrition, but also in social sciences, education, business and management. This diverse background prepares a dietitian to apply both the science and art of human nutrition to those from diverse cultures, with varying nutrition needs. There are many different specialties within the field of dietetics, and dietitians often pursue more than one over the course of their career. Some of the major areas for career opportunities include:

- **Business and Industry.** Work in a variety of fields including sales/promotion (marketing), worksite wellness programs, product development, and social media.
- **Clinical Dietitian.** Assess nutritional needs, develop individual dietary plans, educate and counsel patients and work with the health care team to improve patient health. Clinical dietitians may work in hospitals, nursing homes, or outpatient settings.
- **Sports Dietitian.** Work with athletes at the individual, collegiate, or professional levels on proper nutrition for peak performance.
- **Community Nutrition.** Assess nutritional needs of population groups. Plan and coordinate nutritional aspects of programs aimed at improving health and preventing disease in the community.
- **Food Service Management.** As part of the management team these dietitians plan, organize, direct and evaluate food service systems. Budgeting, employee training, personnel management, recipe development, establishing and maintaining policies and standards, etc. Employers include schools, senior centers, healthcare facilities, hotels or restaurants.
- **Private Practice.** For this field prior work experience in dietetics is often necessary. These entrepreneurial dietitians are usually self-employed and provide advice on services in nutritional care, food service management or consumer education.
- **Education/Academia.** Plan, implement, and evaluate educational experiences for dietetic or other health students in college, as well as nutrition classes for preschool and K-12 students. Employers include universities, acute care facilities or community programs. Advanced education in nutrition and education is generally required (master's and/or doctoral degree).

- **Research.** This field requires advanced education in research techniques and, often, an advanced degree. Typically a research dietitian would work closely with the other investigators in planning and implementing projects that investigate nutrient needs, functions, interactions, etc. in humans or animals. Research activities may be incorporated in all areas of dietetics. Employers can include universities and industries.

EMPLOYMENT TRENDS

According to the US Bureau of Labor Statistics, employment of dietitians is projected to grow by 11% from 2020 to 2030. This is much faster than the average growth for all occupations at 8%. More positions in dietetics will be available because of the role diet has in preventing and treating chronic disease, such as diabetes and cardiovascular disease. Other factors that are thought to increase the demand for Registered Dietitian Nutritionists (RDNs) are an aging population, interest in preventative care especially in medical settings, and public interest in nutrition and health.

SALARIES

According to the Academy of Nutrition and Dietetics 2021 Compensation and Benefits Survey of the Dietetics Profession, the median salary for all *Registered* Dietitian Nutritionists (RDNs) working full-time in all positions is \$72,000 per year (median hourly wage of \$33.65/hour). The median salary range for RDNs based on survey results is \$52,000 – \$114,300. As in prior surveys, these results are significantly higher than the Dietitian and Nutritionist wage estimates published by the Bureau of Labor Statistics (BLS). BLS estimated the 2019 median pay for RDNs to be ~\$61,650 per year or \$29.64 per hour. However, BLS does not restrict its estimates to just RDNs, it includes non-credentialed “nutritionists” as well.

Factors showing the strongest association with compensation levels for RDNs include number of years of experience, level of supervisory responsibility, budget responsibility, and practice area: clinical and community positions tend to pay less, whereas business, management, education, and research positions pay more. There are also differences by geography, with RDNs in the Pacific, New England, and Middle Atlantic states having higher median salaries.

Compensation by Position:

Positions showing the greatest percentage gains in median wage since 2015, all greater than inflation, were:

- Public Health Nutritionist
- Clinical Dietitian, Specialist - Diabetes
- Clinical Dietitian, Specialist - Renal
- Clinical Nutrition Manager
- Outpatient Dietitian, Specialist - Diabetes
- Clinical Dietitian, Long Term Care

DIETETICS

STUDENT & PROFESSIONAL ORGANIZATIONS

Students are encouraged to get involved with the dietetic associations at the university, district, state, and national level. For more information on membership in dietetics associations, contact the undergraduate program director, Dr. A. Rojhani by e-mail arezoo.rojhani@wmich.edu .

Student Organization

Student Dietetic Association (SDA) is the active student group in which nutrition and dietetics majors participate. Membership in SDA is the steppingstone for involvement in the profession. SDA provides the students with the opportunity to:

- *interact with fellow dietetics majors.*
- *refine leadership skills.*
- *stay informed about events hosted by district dietetic association.*
- *find out about scholarships/fellowships provided through the state and national dietetic associations as well as other organizations.*
- *provide service to the community.*

Monthly meetings provide a vehicle for planning and coordinating the associations' activities.

Professional Organizations

The Academy of Nutrition and Dietetics: The Academy is the nation's largest professional organization for dietitians (See Appendix F and visit the Academy's website at www.eatrightpro.org). As a student enrolled in a dietetics program in an accredited university, you have the opportunity to become an affiliate member of the organization. Benefits of membership include:

- The American Dietetic Association Journal
- ADA Courier - a monthly newsletter regarding professional activities
- Continuing education programs and materials
- Professional publications
- Member discounts on publications and merchandise
 - Annual Meeting
 - Dietetic practice groups
 - Membership in state association
 - Job announcements

To become a member, visit the Academy's website at <http://www.eatrightpro.org/resources/membership/membership-types-and-criteria/student-member>. Currently membership dues for students are \$58.00.

The Michigan Academy of Nutrition and Dietetics: The Michigan Academy of Nutrition and Dietetics is the Michigan's professional organization for dietitians. Students who are Academy members automatically are members of the state association. Some of the advantages include:

- Newsletters and publications
- Fall Conference

- Spring Annual Meeting
- Professional Development Programs
- Dietetic practice groups for practitioners and educators
- Networking and more....

By becoming a member of the Michigan Academy one can improve his/her marketability through networking and getting to know dietitians in one's own area. Visit the <https://eatrightmich.org/> for more information about the state dietetic association.

Dietitians of West Michigan: Dietitians of West Michigan is a professional organization for dietitians and dietetic students who live in the following counties: Ionia, Kent, Lake, Mason, Mecosta, Montcalm, Muskegon, Newago, Oceana, Osceola, and Ottawa. Members of this organization work in community nutrition, foodservice, clinical dietetics, administration, outpatient clinics, as consultants, and in education. The association provides opportunities to network, to learn from experts in the field, and much more. Student membership is \$15 and students must be a member of the AND to join.

Applying for Internships: Things You Need to Know and Do

Applying for internship programs is a key step in achieving the RDN credential. Below are answers to some of the most frequently asked questions about the application and credentialing processes. They should give you a good start in understanding the terms and procedures involved. For more information, see the ACEND website at <https://www.eatrightpro.org/acend/students-and-advancing-education/information-for-students>

When I receive my B.S. degree in Dietetics from Western Michigan University, will I be a Registered Dietitian Nutritionist (RDN)?

No. Completion of an accredited undergraduate program ONLY meets one of the academic requirements for registration eligibility. Other eligibility requirements are: completing an accredited dietetic internship program and successfully passing the National Registration Examination for Dietitians.

What else do I have to do to become a Registered Dietitian Nutritionist?

To be eligible to take the Registration Examination for Dietitians, one must complete a minimum number of supervised practice hours under the direction of Registered Dietitians through an accredited internship program. There are several routes available for completing the supervised practice hours:

- (1) Completion of an accredited dietetic internship (DI)
- (2) Enrolling in an accredited Coordinated Program (CP)
- (3) Enrolling in Individualized Supervised Practice Pathways or ISPPs ("ispeys")
- (4) Enrolling in Future Education Model (FEM)
- (5) Enrolling in FEM Graduate Program (GP)

What is a Dietetic Internship and how do I apply for one?

A Dietetic Internship is a supervised practice program accredited by ACEND /AND that allows you to get hands-on experience in a hospital, other clinical and foodservice facilities, and in community health agencies. Most internships are of 8-10 months in duration and include a minimum of 1000-hours of supervised work experience. Many offer graduate credits and some give you the option to study for a master's degree. To receive an internship appointment, a student should have a competitive GPA, be active in student professional organizations, and have dietetic-related work or volunteer experience. The general procedure is as follows:

*Internship Application Deadlines	February	September
*Internship Appointment Dates	April	November
*Internship Starts	August, or September	January or February

A student who plans to graduate in April or June will probably want to apply in February for a program that begins in August or September. If a student is graduating in December, he/she will probably apply in September to a program that begins in January or February. Majority of internships accept applications only once a year, in February.

The Program Director, Dr. Rojhani, assumes the primary role in the department for assisting students with the Dietetic Internship application process.

What is a Coordinated Program?

A Coordinated Program provides for the integration of academic requirements with supervised practice within an academic program. Each program is accredited by ACEND and culminates in a minimum of a Baccalaureate degree. These programs provide for the achievement of knowledge and skill requirements through an integrated approach. Some Coordinated Programs accept students who already have a baccalaureate degree into their program. There are also some coordinated programs available at graduate level.

What are Individualized Supervised Practice Pathways (ISPPs)?

In September 2011, the Academy announced the development of Individualized Supervised Practice Pathways or ISPPs which are intended to add supervised practice capacity through ACEND-accredited dietetics programs. All accredited DIs, CPs and DPDs are allowed to implement accredited ISPPs to prepare graduates with verification statements to sit for CDR's registration exam. You can find out more about ISPPs by logging into the ACEND website at <https://www.eatrightpro.org/acend/students-and-advancing-education/ispp-for-students>

What is a GP program in Nutrition and Dietetics?

GP programs prepare individuals to integrate and apply the principles ranging from the biomedical sciences, human behavior, and management to design, and to lead effective food, nutrition, health and wellness programs in a variety of settings. These programs are tailored to those that are already credentialed and seek to enhance their knowledge in a specific area of

dietetics practice or to retool for new career opportunities in dietetics practice. The prospective student must already have the RDN credential or have a verification statement from an ACEND accredited Didactic Program in Dietetics (DPD). This degree does not prepare one to become a credentialed RDN.

What is a Future Education Model (FEM) program in Nutrition and Dietetics?

FEM are competency- based programs that focus on building skills necessary for successful performance as an entry-level Registered Dietitian Nutritionist (RDN). These programs provide the required coursework and supervised experiential learning in one program to meet all the eligibility requirements to become a RDN. The difference between these and the Dietetic Internship (DI) programs is the FEM programs follow the ACEND's future education model programs standards, whereas the DI programs follow the 2022 education standards for the dietetic internship programs.

Where can I obtain more information about the supervised practice experience?

Detailed information about each internship program is available in the “Applicant Guide to Supervised Practice Experience”. Each listing provides the name and address of the Program Director. The WMU dietetics program will place an updated copy of this document on its webpage under the link Post-graduate Internship Program Information <http://www.wmich.edu/familyconsumer/academics/dietetics-bachelors>. Also, all internship programs have their program related information on their respective websites. Further, web links to the internship program websites organized by state are available through the Academy website at <https://www.eatrightpro.org/acend/accredited-programs/dietetic-internships>

How much does a supervised practice program cost?

Costs vary widely, so a student should check with each program about required expenses. All accredited internships that are associated with regionally accredited university graduate programs qualify for government-sponsored loans. Students should check the dietetic internship web page to find out if financial aid is available. There are scholarship opportunities available that can help defray the costs of internship. Do not rule out entering an internship program simply because of the cost; often the higher salary received by a RD/RDN justifies the financial sacrifice needed to get this experience.

What is the next step after completion of an internship program to meet requirements to become a Registered Dietitian?

One must apply to take the National Registration Examination for Dietitians. Commission on Dietetic Registration (CDR) uses a computer adaptive registration examination process. This allows examinees to schedule testing throughout the year. The cost of the test is \$200, each time you apply to take the exam. Re-testing is available six weeks following the previous test date. CDR's testing vendor, Pearson VUE administers the test at over 250 test sites nationwide. A list of current test sites is available through CDR. Upon successful completion of the exam, you are a Registered Dietitian Nutritionist (RDN).

**** Please note that as of January 2024 to be eligible to take the RDN credentialing exam, applicants must have completed a minimum of a master's degree in addition to meeting other eligibility requirements discussed above. The Master's degree does not have to be in**

food and nutrition sciences. However, most dietetic internship programs are offering the master's degree along with the internship.

What is a Licensed Dietitian?

Graduates who earn their RDN credential and want to practice as Dietitians may need to apply for licensure before they are eligible practice dietetics and provide nutrition counseling in states that require licensure. Licensure statutes include an explicitly defined scope of practice, and performance of the profession is illegal without first obtaining a license from the state. A list of the states that require licensure is available on the Commission on Dietetic Registration website at <https://www.cdrnet.org/state-licensure>. Licensure is not currently required for practice as a dietitian in the state of Michigan.

What does the dietetic internship selection committee look for when choosing applicants for their program?

The primary factors the selection committees review in the application are grade point average, work or volunteer experience, letters of recommendation, and the personal statement. Individuals who are still in their undergraduate dietetics program can concentrate on strengthening these areas before they apply for an internship.

One way to make a favorable impression in the review process is to have a complete and neat application. Your Personal Statement is important since it depicts traits such as maturity and communication skills. Some programs also assess a student's qualities by conducting personal or telephone interviews as part of the selection process. Applicants should prepare their internship application forms carefully. Selection committees look at the appearance, completeness, and absence of grammatical and typographical errors in the application as a reflection of the applicant.

How can students prepare their credentials to be competitive for a Dietetic Internship appointment?

Although a student has no guarantee of receiving a Dietetic Internship appointment, there are several areas that one can work on throughout the undergraduate years to be more competitive for an appointment. These areas are as follows:

Grades: A 3.0 GPA or better. Because many programs require a specific minimum grade point average (GPA), striving for good grades in your undergraduate dietetics and science courses is important. If you are applying to a dietetic internship that offers the option to complete a master's degree, you may also be required to submit your Graduate Record Examination (GRE) scores.

Work Experience: Paid and/or volunteer. Hospital dietary and other dietetic-related experiences such as college foodservice, camp foodservice, nursing home foodservice, and work in community nutrition programs, such as WIC and extension programs, are considered very good. Many other types of work experience can be valuable. The Dietetic Community Service Program (DCSP) offered through the Nutrition and Dietetics program provides students the opportunity to acquire the experience necessary for success in getting appointed to internship programs. For more information about DCSP contact Dr. Ping Ouyang (ping.ouyang@wmich.edu).

Letters of Recommendation: Most internship programs require three letters of recommendation. In general, two of these letters should be obtained from your professors (one in nutrition and one in foodservice management/food science) and one from a work supervisor (paid or volunteer), preferably a RD/RDN.

Requests for Letters of Recommendations:

The WMU Dietetics Program faculty will consider writing letters of recommendations ONLY for those students with an overall and DPD GPA of 3.0 or greater. Students are encouraged to get to know their dietetics faculty so that letters of recommendation can reflect more than individual's class performance. Students must allow at least a 3-week completion window for all recommendation letter requests. The latter applies to requests for recommendation letters for Graduate, Medical, Dental, Physician Assistants Schools, and scholarship applications.

In general, being able to relocate is an advantage with respect to receiving an appointment to dietetic internships. Applicants will have more choices if they are not locked into one geographic location. Individuals who apply to programs in heavily populated areas of the country also limit their chances for selection since a large number of applicants are competing for positions in these locations.

For additional information, please refer to the Student Guidance document available on-line at <https://www.eatrightpro.org/acend/students-and-advancing-education/information-for-students>

What can I do to be prepared for applying to internship programs?

If you plan to apply to internships, here is a list of what you should be doing to be prepared for the application due date. Keep in mind that most internship applications will be due about mid-February.

- ◆ Obtain information about internship programs that interest you. The best way to obtain up to date program related information is to visit the internship's website. The URLs for all dietetic internship programs in U.S. are available on the Academy Website at <https://www.eatrightpro.org/acend/accredited-programs/dietetic-internships>. Another useful document that is updated yearly and provides details about individual internship programs is the Applicant Guide to Supervised Practice Experience. A copy of this document will be available on-line at <http://www.wmich.edu/familyconsumer/academics/dietetics-bachelors> in late October. Begin working on documents that will be needed for the application process, these include:
- ◆ The application form, available on the Dietetic Internship Centralized Application Services [DICAS website](#). You need to first create an account on DICAS website.
- ◆ Official transcripts from all universities and colleges attended (need to be submitted to DICAS). Transcripts should be ordered from the Registrar's Office using the Transcript

Order Form available on DICAS website. It is important to verify that all incomplete grades have been converted to letter grades prior to ordering, as this will affect the GPA.

- ◆ Letters of recommendation are completed through the Dietetic Internship Centralized Application Services (DICAS) website by individuals you have asked to write letters for you. Most internships require three letters of recommendation: one from a nutrition professor, one from a food science or food management professor, and one from another professional, preferably a RD/RDN. A *Recommendation Waiver* is required when applying for dietetic internships that still use a paper application system. There are very few internship programs that still use the paper /hard copy applications. The waiver is available online at <http://www.wmich.edu/familyconsumer/academics/dietetics-bachelors> under the link Post-Graduate Internship Program Information, click on *Recommendations and Waiver Forms*. For students who do not sign the recommendation waiver it will be assumed that they will have access to the recommendation's content. Students are strongly encouraged to waive their right to review the recommendation, as most internships prefer confidential recommendation letters.

- ◆ Personal statement
 - a. If you have not had dietetics-related volunteer or work experience, it is not too late to begin. Internship selection committees consider work experience very seriously in evaluating candidates. It need not be paid work; volunteer experience in hospitals, nursing homes, or other health care or food service organizations count, too. Participate in the Dietetic Community Service Program (WMU's voluntary field experience program for nutrition and dietetics students).

 - b. Decide on the internships to which you will apply. Most internship programs participate in an online Dietetic Internship Centralized Application System (DICAS) to receive your application. See <https://portal.dicas.org>. Applications to other internships should be sent to the DI program director or as directed on the DI program's Website.

 - c. Appointment to internships is done through a computer matching process, which is administered by D&D Digital Systems. Majority of internships participate in computer matching. You can access the computerized matching application form from the D&D Digital website at <http://www.dnndigital.com>. D&D Digital will only accept on-line submissions of computer matching information. Please also see the computer matching calendar and applicant responsibilities during computer matching process in Appendices C & D. The deadline for submission of computer matching information to D&D Digital for spring 2022 is February 15.

 - d. Set aside some money. Most internships charge a non-refundable application fee. In addition, you need to pay DICAS a fee for processing and submitting your application materials to internship programs (\$45.00 for the first internship and \$20.00 for each additional internship). The computerized matching fee is separate and is paid directly to D&D Digital.

How many programs can I apply to?

It is recommended that you apply to a minimum of 5-6 internships, although you may apply to as many programs as desired. However, it is important for individuals to apply to only the program(s) that they are interested in attending. If the applicant rejects an appointment, he/she has prevented someone else from being considered or selected for the appointment.

What do you do if you don't receive a Dietetic Internship appointment?

If a student does not receive an appointment, they should contact the program director, Dr. Rojhani, immediately so that she can suggest alternatives and can help the student think through the situation. Sometimes dietetic internship programs end up with unmatched positions after the initial appointment results are released by D&D Digital. This provides the students who did not initially receive a match an opportunity to apply for the unmatched positions. Several of the WMU students have been appointed to dietetic internships via this alternate route during the "second round of matching". The nutrition and dietetics faculty in the Department of Family and Consumer Sciences are interested in and concerned about students, and can be very helpful in providing support.

If you do not receive an appointment after going through the second round of matching discussed above, it is wise to begin to re-evaluate your credentials, identifying strengths and weaknesses (of which we all have) and begin to think about ways to better highlight strengths and to improve on areas that need strengthening. These individuals should review their previous application and see how they can improve their written communication on the next application(s). Letters of recommendation may be one area where improvement can be made. These letters should highlight strengths that are not evident in your general application form. Talking with the individuals(s) who will write your letter(s) of recommendation or providing them with a short autobiography may help them to identify or focus on your specific strengths. To summarize:

- ◆ Evaluate how you can improve your qualifications
- ◆ Look at additional Dietetic Internship programs
- ◆ Obtain a job in a dietetics-related area

Don't give up! "There is life after the Dietetic Internship application process" and there are alternatives. Persistent, qualified applicants nearly always find placement.

Becoming a Nutrition and Dietetic Technician, Registered (NDTR)

Another way to enhance your application and improve your chances of receiving an appointment to a dietetic internship is to obtain certifications and credentials that are related to your field, such as the Nutrition and Dietetics Technician Registered (NDTR). Changes in eligibility requirements for the Dietetic Technician Registered exam now allows DPD graduates to sit for the NDTR exam.

Students completing their DPD requirements and earning a Bachelor of Science degree who will not pursue a dietetic internship are able to earn the NDTR credential offered by Commission on Dietetic Registration (CDR). In 2009, CDR developed this third pathway so that students graduating with a BS and a verification statement from an accredited DPD program may sit for the NDTR exam without acquiring the practice hours required as part of the other two NDTR

pathways. Instructions for applying to take the NDTR exam can be found on the CDR website at <http://cdrnet.org/program-director/grad-info-dpd-pathway-iii>. The DPD director works closely with graduating students to complete and submit the required paperwork for NDTR exam eligibility.

In July 2013, the Academy's Board of Directors approved differentiation between degree levels to obtain the credential Nutrition and Dietetics Technician, Registered (PhD, MS, BS or AS-NDTR). This recommendation follows the nursing model (the RN examination is open to AS-, BS-, and MS-prepared individuals). Individuals who have previously earned the DTR credential could choose to retain this designation or adopt the NDTR; those with the four-year degree likewise could choose BS-DTR or BS-NDTR.

Appendix A

Declaration of Intent to Complete Degree

DECLARATION OF INTENT TO COMPLETE DEGREE AND/OR CADE MINIMUM ACADEMIC REQUIREMENTS



COMMISSION ON ACCREDITATION FOR DIETETICS EDUCATION

American Dietetic Association
216 West Jackson Boulevard
Chicago, IL 60606-6995

Based upon courses already completed, projected courses listed below, and completion of at least a baccalaureate degree, the following applicant will meet the minimum academic requirements for the Didactic Program in Dietetics accredited/approved by the Commission on Accreditation for Dietetics Education (CADE) of the American Dietetic Association.

**Applicant's
name:** _____

**College or University Didactic Program in
Dietetics:** _____

Degree granted or to be granted: _____

**Month/Year Degree completed or to be
completed:** _____

**College or University conferring Degree, if different from
above:** _____

Attach official transcript(s) for courses completed to date.

LIST COURSE(S) AND DATES(S) OF PROJECTED COMPLETION CADE Minimum Academic Requirements

Electives:

Didactic Program Director
Name: _____

Director's Signature: _____

Applicant's
Signature: _____

Date: _____

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8/00 AEPSO

APPENDIX B

Computer Matching Calendar

Dates for Computer Matching Process November 2021 through November 2022

The following deadline dates and appointment dates for computer matching Dietetic Internship appointments have been established in conjunction with D&D Digital.

Computer Matching Period	Deadline for Submitting Computer Matching Information Online	Applicant Notification Day	Applicant Appointment Day	Posting Date of Programs with Open Positions
November 2022	September 25, 2022	Sunday, November 6, 2022 beginning at 6:00 PM CDT	November 7, 2022	November 9, 2022
April 2023	February 15, 2023	Sunday, April 2, 2023 beginning at 6:00 PM CDT	April 3, 2022	April 4, 2022
November 2023	September 25, 2023	Sunday, November 5, 2023 beginning at 6:00 PM CDT	November 6, 2022	November 7, 2022

Please note: Students must notify the Dietetic Internship Program Director if they accept/reject the computer match by 6:00 pm on Appointment day according to the program's time zone.

Contact Information:

D&D Digital

The Sigler Companies
3100 S. Riverside
P.O. Box 887
Ames, Iowa 50010
Phone: 515-292-0490
Fax: 515-663-9427
E-Mail: dnd@sigler.com

DICAS Online

PO Box 9118
Watertown, MA 02471
Phone: 617-612-2855
Email: dicasinfo@dicas.org

APPENDIX C

Applicant Responsibility: Computer Matching Process

All complete computer matching information, including computer matching dates with Deadlines is available on the ACEND Website at <https://www.eatrightpro.org/acend/program-directors/application-process-for-program-directors#timelines>

APPLICATION PHASE

Applicants are responsible for obtaining current application materials from the Dietetic Internships (DI). The basic steps in this process are:

- Obtain current application materials from selected DIs at least 6 months prior to the computer match in April and November annually. Please note that DI application forms are not available on the Academy website or from the Academy staff. You must get all required application information from the DI programs. Most internship programs participate in an online Dietetic Internship Centralized Application System (DICAS) to receive your application. Applications to other Internships should be sent to the DI program director or as directed on the DI program's website.
- Discuss application materials with your Didactic Program Director, if available.
- If required, apply to take Graduate Record Examination (GRE).
- Obtain the Declaration of Intent to Complete form or a Verification Statement from your Didactic Program Director. One of these standardized forms is provided by the Didactic Program Director and is required as part of the DI application materials.
- Request references from advisor/faculty/employers and order official transcripts according to instructions provided by the DI programs.
- Complete each DI application according to instructions provided. Note that most internships participate in the online Dietetic Internship Centralized Application System (DICAS). Questions about completing applications should be referred to the DI Director or your DPD Director, not the Academy of Nutrition and Dietetics staff.
- Provide telephone number(s) with applications where you can be reached on Appointment Day.
- For internship programs not participating in DICAS, be sure to mail all materials before the postmark deadline and by receipted mail for proof of mailing date and delivery. Enclose a self-addressed stamped postcard if you want to be notified of receipt of the DI application from the program.
- Applicants must register on the D&D Digital Website, pay the \$55.00 computer matching fee with a credit card and submit their prioritized list of selected dietetic internships online to D&D Digital before the designated deadline dates (Refer to Dates for the Computer Matching Process for each appointment period). Applicants should call D&D Digital prior to the deadline if they do not receive an e-mail with login information.
- If you do not receive a match, you must register with D&D Digital for each Spring and Fall computer matching period.

COMPUTER MATCHING PHASE

- Applicants are responsible for notifying D&D Digital, in writing, of a decision to withdraw from the matching process if circumstances will prevent them from accepting a match that may occur.

- Applicants are responsible for telephoning D&D Digital if they cannot access the D&D Digital Internet site to view their personal matching results on Notification Day.

APPOINTMENT PHASE

- Applicants who receive a computer match DI appointment are responsible for accepting or rejecting the match by telephone or fax by 6:00 pm (of the program's time zone) on Appointment Day.
- Applicants who submitted a Declaration of Intent to Complete form with their DI applications must obtain a signed DPD Verification Statement from their DPD Program Director and official transcript documenting completion of the bachelor's degree before they may begin the DI.

IMPORTANT APPLICANT RESPONSIBILITIES

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

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