

Keene State College Health Sciences Nutrition and Dietetics Option: Didactic Program in Dietetics Student Handbook

**Health Sciences Department
Keene, NH**

TABLE OF CONTENTS

SIGNATURE PAGE: Important Please Read.....	4
INTRODUCTION	5
Program Faculty and Academic Leadership, Health Sciences – Nutrition and Dietetics option	5
NUTRITION AND DIETETICS OPTION MISSION STATEMENT (7.3b)	6
HEALTH SCIENCES/NUTRITION AND DIETETICS OPTION AND BECOMING A NUTRITION PROFESSIONAL (7.3d).....	6
State Licensure (7.3d)	6
Nutrition Dietetic Technician Registered (7.3d).....	6
Students not interested in pursuing work as a Registered Dietitian or Diet Technician Registered (7.3d) .	7
Admission into the Nutrition and Dietetics Option (7.3f).....	7
ACCREDITATION STATUS (7.3a)	7
DPD PROGRAM GOALS AND PROGRAM OUTCOME MEASURES (7.3b, 7.3c)	8
ASSESSMENT OF OUTCOMES.....	9
THE KSC HEALTH SCIENCES NUTRITION AND DIETETICS OPTION DPD CURRICULUM (7.3H).....	9
ACEND REQUIRED KNOWLEDGE REQUIREMENTS AND VERIFICATION STATEMENT INFORMATION.....	10
Learning activities.....	10
Core Knowledge for DPD Programs (KRDN).....	10
Core Knowledge for DPD Programs with Assessment Activity (KRDN).....	11
COMPLETION OF REQUIRED COURSEWORK FOR VERIFICATION STATEMENT.....	13
Other KSC Requirements to Earn a Verification Statement.....	13
Obtaining copies of your Verification Statement (8.2n)	13
Health Science Nutrition and Dietetics Option Course Advising Plan.....	14
PROGRAM COSTS (7.3e)	15
Keene State College Tuition & Fees.....	15
Additional Dietetic Program Expenses	15
Technology Requirements.....	16
Use of Online Technology in DPD Courses and Verification of Identity (8.2o and 7.3j).....	16
Financial Aid.....	16
Scholarships (7.3i):.....	16
Insurance While Participating in Practicum Placements	17
Withdrawal and Refund of Tuition and Fees (8.2p)	17
ACADEMIC ADVISOR.....	17
CAMPUS-BASED ORGANIZATIONS.....	18
ACADEMY OF NUTRITION AND DIETETICS: STUDENT MEMBERSHIP	18
PROGRAM POLICIES AND EXPECTATIONS.....	19
Declaring your Major in Health Sciences Nutrition and Dietetics option.....	19
Evaluation of Prior Learning (7.3l/8.2i)	19
Requirements for Graduation and Completion of the Program (8.2m).....	21
Issuing of Verification Statements.....	21
Academic Calendar and Leave of absence (8.2q & 7.3g).....	21
Monitoring of Student’s Performance (8.1a and 8.1j).....	21
Student Remediation and Retention (8.1b)	22
Access to Student Records (8.2s)	23
Access To Student Support Services (8.2k, 8.2t).....	23
Academic Probation, Suspension and Readmission (8.2l).....	23
Protection Of Privacy of Student Information and Access to Student Records (8.2r, 8.2s)	24

<u>Student Conduct.....</u>	<u>24</u>
<u>Discrimination and Discriminatory Harassment Policy (8.1d).....</u>	<u>24</u>
<u>Grievances and Complaints (8.2g, 8.2h).....</u>	<u>25</u>
<u>Code of Ethics of the Dietetics Profession</u>	<u>26</u>
<u>Dress Code for Practical and Field Experiences</u>	<u>26</u>
<u>Tests and Immunizations.....</u>	<u>26</u>
<u>Background Checks and Drug Testing.....</u>	<u>26</u>
<u>POST-GRADUATION PLANS</u>	<u>27</u>
<u>Employment Opportunities in Food and Nutrition.....</u>	<u>27</u>
<u>DIETETIC TECHNICIAN REGISTERED</u>	<u>27</u>
<u>Instructions for Applying to take the Dietetic Technician Registered Exam</u>	<u>27</u>
<u>BECOMING A REGISTERED DIETITIAN</u>	<u>29</u>
<u>Requirements to Become a Registered Dietitian</u>	<u>29</u>

SIGNATURE PAGE: Important Please Read

The Health Sciences/Nutrition and Dietetics option Didactic Program in Dietetics Student Handbook contains valuable information regarding the major, requirements, advising, policies and procedures.

Make sure you have read *The Health Sciences/Nutrition and Dietetics option Didactic Program in Dietetics Student Handbook*.

Make sure you understand that you need to make an advising appointment every semester to assure that my courses are taken on time and in sequence for graduation in 8 semesters.

Make sure you understand that a dietetic internship/master's degree will not be provided as part of my Health Sciences/Nutrition and Dietetics option degree.

Make sure you understand that acceptance into a dietetic internship/master's degree programs is competitive and not guaranteed.

- Typically, a 3.0 is a minimum GPA (Grade Point Average) for acceptance into dietetic internship/master's degree programs but much higher GPA's will be needed for highly competitive programs

Make sure you understand that attendance at a dietetic internship/master's degree program or to take the Dietetic Technician Registered Exam requires a DPD Verification statement in addition the baccalaureate degree in HLSC Nutrition and Dietetics option.

To obtain the Verification Statement

- a. You must have completed a minimum of a BS degree and DPD required courses.
- b. You must successfully complete all assignments that measure knowledge requirements in your DPD required courses.
- c. You must pass the Verification Statement Exam administered after the completion of all coursework. This exam is free and can be taken as many times as needed until a passing grade is earned.

Make sure you understand that a dietetic internship/master's degree program will add an additional 1-2 years of costs and each program has a different fee structure.

Make sure you understand that beginning in January 2024 you will need to have a master's degree or attend a dietetic internship/master's degree program to take the Registration Exam for Dietitians

INTRODUCTION

This Student Handbook is a guide to help answer your questions about the Health Sciences/Nutrition and Dietetics option undergraduate Didactic Program in Dietetics (DPD). The handbook includes information on the program and its specific policies and procedures. This handbook is intended as a supplement to the information found in the Keene State College (KSC) Catalog and KSC Student Handbook.

Please consult your faculty advisor should you need further clarification or have additional questions on any of the areas in this handbook.

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NUTRITION AND DIETETICS OPTION MISSION STATEMENT (7.3b)

The Keene State College Health Sciences/Nutrition and Dietetics Option provides an engaging and supportive learning environment that prepares students to pursue academic excellence and meaningful work in the field of nutrition, dietetics, and health.

HEALTH SCIENCES/NUTRITION AND DIETETICS OPTION AND BECOMING A NUTRITION PROFESSIONAL (7.3d)

The Health Sciences/Nutrition and Dietetics option program is a Registered Dietitian preparation curriculum, also called a Didactic Program in Dietetics (DPD). A DPD program is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). The Didactic Program in Dietetics (DPD) provides the classroom component of dietetics education, culminating in a B.S. degree.

After completing the degree additional education is needed to become a Registered Dietitian. The student must apply, be accepted, and complete an (unpaid) accredited, post-baccalaureate supervised practice experience (dietetic internship) and a master's degree. Many of the dietetic internship programs combine supervised practice experience (internship) with a master's degree. The last step to becoming an RD is to pass the Registration Examination for Dietitians administered by the Commission on Dietetics Registration.

Completion of the Health Sciences/Nutrition and Dietetics option DPD coursework does not guarantee acceptance into post baccalaureate supervised practice dietetic internships or master's degree programs. If a student wishes to *become a Registered Dietitian Nutritionist (RDN)* they need to work closely with their advisor, throughout all their academic years at KSC, so the advisor can assist them in developing an academic and professional resume that is competitive.

State Licensure (7.3d)

Most states also require RDN's to also hold a license from that state to practice as a dietitian in that state. The State of New Hampshire requires that Registered Dietitians be licensed, and information related to the requirements can be found here: <https://www.oplc.nh.gov/board-licensed-dietitians>. The individual dietitian is responsible for determining if licensure is required in the state they wish to practice. The Commission on Dietetics Registration has general information on State licensure found here: <https://www.cdrnet.org/licensure>

Nutrition Dietetic Technician Registered (7.3d)

Graduates of the Health Sciences Nutrition and Dietetics DPD program who have successfully completed all requirements for the DPD Verification Statement can become credentialed nationally by the Commission on Dietetics Registration (CDR) as a Nutrition Dietetic Technician Registered (NDTR). To become an NDTR the graduate must pass the Registration Exam for Diet Technicians.

An information session is offered every April to students interested in learning more about the credential and the process for gaining approval to take the exam. Students that graduate in December are encouraged to either attend the DTR information session the prior April or set up an appointment with the Program Director. Once a student emails the Program Director with their request to take the exam and sends a copy of their

official transcript with the degree conferred, the Program Director will initiate the process of approval through CDR within two weeks.

Nutrition and Dietetics Technicians Registered (DTR/NDTR) work independently or as a team member supervised by registered dietitians in various employment settings. These settings may include health care, business and industry, community/Health Services, foodservice, and research. Learn more about the NDTR credential and employment here: <https://www.cdrnet.org/NDTR>.

Students not interested in pursuing work as a Registered Dietitian or Diet Technician Registered (7.3d)

Students not wishing to pursue work as a Registered Dietitian or Diet Technician Registered credentials are not required to take the KSC Nutrition and Dietetics option Verification Statement Exam unless they want to. If in the future, after graduation, the graduate wishes to pursue the RDN/RD or NDTR/DTR credential they must contact the program director to discuss taking the KSC Nutrition and Dietetics option Verification Statement Exam if they had not done so at the time of graduation.

Many of our graduates that do not wish to become RDN/RD's or NDTR/DTR's pursue employment that does not require the NDTR or RDN credential including government programs such as WIC (Women, Infants, and Children), community health, gyms, weight loss centers, food banks, schools, food service management, insurance companies etc. Others choose to complete their education in another professional medical career such as nursing, chiropractic, physician assistants, and naturopathic physicians.

Admission into the Nutrition and Dietetics Option and Program Length (7.3f)

To be declared as a Health Sciences Nutrition and Dietetics Option major the student must contact the Chair of Health Sciences of the DPD Program Director to be assigned an advisor. This advisor will complete the necessary forms with the student to declare the major. If students wish to declare a minor or study abroad it is the student's responsibility to discuss this with their nutrition advisor

DPD Program Length

The KSC DPD courses with ACEND Knowledge Requirements begin in the second year (3rd semester) of the Health Science Nutrition and Dietetics baccalaureate program with enrollment in IIHLSC 216 Food Culture in Communities course. Subsequent completion of all other DPD Knowledge Requirements over six semesters/3 academic years. Student completion of Knowledge Requirements is monitored by the Program Director beginning with IIHLSC 216 Food Culture in Communities and is utilized to determine eligibility for a DPD Verification Statement.

ACCREDITATION STATUS (7.3a)

The Keene State College Health Sciences/Nutrition and Dietetics option is currently accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995. Telephone 800-877-1600, ext. 5400 or visit <https://www.eatrightpro.org/acend>

DPD PROGRAM GOALS AND PROGRAM OUTCOME MEASURES (7.3b, 7.3c)

The Health Sciences/Nutrition and Dietetics option has established program goals and program outcome measures used to monitor the program's effectiveness. Results of all outcome measures are available upon request.

Program Goals and their Program Objective Measures

Goal 1 – Program graduates will be prepared for supervised practice/dietetic internship experiences with advanced degrees

1. At least 80% of students complete the program requirements within 4.5 years (150% of planned program length)
2. At least 35% percent of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation
3. Of program graduates who apply to a supervised practice program, at least 50% percent are admitted within 12 months of graduation
4. 80% or more of dietetic internship directors will rate our graduates as “prepared” or “better prepared” for their internship experience compared to their peers; as measured by the Program Director survey
5. 80% or more of graduates in supervised practice will rate themselves as “prepared” or “better prepared” for their supervised practice program compared to their peers
6. The program’s one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR (Commission on Dietetics Registration) credentialing exam for dietitian nutritionists is at least 80%

Goal 2 – Program graduates, not attending supervised practice, will obtain employment or further their education in food, nutrition, or health.

60% or more of our graduates, not attending supervised practice programs within 12 months of graduation, will have furthered their education, or obtained work in nutrition, food, health-related profession, or organizations as indicated by LinkedIn/email data.

ASSESSMENT OF OUTCOMES

The Health Sciences faculty complete outcome assessments annually and are available upon request. Data is compiled, reviewed in Nutrition and Dietetics option meetings, and reported to the Nutrition and Dietetics option Advisory Committee annually.

THE KSC HEALTH SCIENCES NUTRITION AND DIETETICS OPTION DPD CURRICULUM (7.3H)

The DPD curriculum combines courses in health promotion, community health, science, addictions, chemistry, biological and social sciences, and management with courses in foods and nutrition.

Given the sequential nature of the course work, it is essential to plan your program carefully. The suggested sequence of required courses can be found in this handbook and used as a reference but NOT as a substitute for advising meetings with your academic advisor every semester.

All students who have earned a minimum of a bachelor's degree, have completed all DPD course requirements, successfully met all knowledge requirements and wish to receive a DPD Verification Statement from our program must also pass the KSC Nutrition and Dietetics option Verification Statement Exam. This is a multiple-choice exam administered on set dates throughout the year on campus. Graduates may take the exam as many times as they want and there is no charge. It is **strongly recommended** that this exam be taken immediately after completing your bachelor's degree at the end of your last semester.

All courses in the Nutrition and Dietetic DPD program curriculum teach knowledge and skills you will **use** in dietetics employment, as well as cover areas that are evaluated on the Registration Exam for Dietitians. The DPD Program is based on research data related to what dietitians do in their jobs at entry-level and beyond entry-level. Required courses are designed to teach the knowledge and skills needed for entry-level employment. All accredited DPD program curriculums meet the same knowledge requirements.

ACEND REQUIRED KNOWLEDGE REQUIREMENTS AND VERIFICATION STATEMENT INFORMATION

The Nutrition and Dietetics option students must meet knowledge requirements and learning activities required by ACEND for the graduate to earn the DPD Verification Statement needed to attend a Dietetic Internship (supervised practice) or a combined dietetic internship master's degree program (MSDI).

Listed below are an overview of learning activities and current knowledge requirements that will be met throughout the program.

Learning activities

- Learning activities prepare students for professional practice with patients/clients with various conditions including but not limited to overweight and obesity, endocrine disorders, cancer, malnutrition, cardiovascular disease, gastrointestinal disease, and renal disease.
- Learning activities must prepare students to implement the Nutrition Care Process with various populations and diverse cultures.
- Learning activities must address and build competency in diversity, equity and inclusion ensuring that students have skills to recognize biases in self and others as well as embrace the diversity of the human experience.

Core Knowledge for DPD Programs (KRDN)

Core Knowledge requirements must be demonstrated to attain a DPD Verification Statement and are assessed in specific courses. Core knowledge assessments can be remediated as needed to meet the knowledge requirement. The program tracks the attainment of these knowledge requirements by student and the records are retained after the student graduates. The specific learning activities/assignments that assess the core knowledge are listed in the table below.

Core Knowledge for DPD Programs with Assessment Activity (KRDN)

Below is a table that lists the knowledge requirements that students must demonstrate, what course they are assessed in and what assignment is required.

Core Knowledge Statement	Course	Assignment
Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.		
KRDN 1.1 Demonstrate how to locate, interpret, evaluate, and use professional literature to make ethical, evidence-based practice decisions.	HLSC380	Compulsive Behavior Project
KRDN 1.2 Select and use appropriate current information technologies to locate and apply evidence-based guidelines and protocols.	HLSC 416	EAL Assignment
KRDN 1.3 Apply critical thinking skills.	HLSC 318	Case Study: Warfarin and Vitamin K
Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the nutrition and dietetics practitioner level of practice.		
KRDN 2.1 Demonstrate effective and professional oral and written communication and documentation.	HLSC 482	Community Wellness Edu Project: Part 7 Final Presentation
KRDN 2.2 Describe the governance of nutrition and dietetics practice, such as the Scope of Practice for the Registered Dietitian Nutritionist and the Code of Ethics for the Profession of Nutrition and Dietetics.	HLSC 225	Governance/Scope of Practice group activity: Scavenger Hunt Question #8 Complete Scope of Practice Training from AND; upload certificate #9
KRDN 2.3 Assess the impact of a public policy position on nutrition and dietetics practice.	HLSC 216	Thrifty Menu Project Part 3
KRDN 2.4 Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.	HLSC 414	Discussion Board: Health Care Professionals and Health Care in Today's Society
KRDN 2.5 Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates.	HLSC 414	Discussion Board: Health Care Professionals and Health Care in Today's Society
KRDN 2.6 Demonstrate cultural humility, awareness of personal biases and an understanding of cultural differences as they contribute to diversity, equity, and inclusion.	HLSC 216	Cultural Competency self-reflection with written summary Native American in class activity
KRDN 2.7 Describe contributing factors to health inequity in nutrition and dietetics including structural bias, social inequities, health disparities and discrimination.	ISHLSC 285	Food Access Assignment
KRDN 2.8 Participate in a nutrition and dietetics professional organization and explain the significant role of the organization.	HLSC 225	Scavenger Hunt Question 10: Watch and listen to AND Podcast and Complete Reflection Questions Question #8: Define and explain the role of each organization
KRDN 2.9 Defend a position on issues impacting the nutrition and dietetics profession.	HLSC 225	Defend a Dietetics Position activity
Domain 3. Clinical and Client Services: Development and delivery of information, products, and services to individuals, groups, and populations.		
KRDN 3.1 Use the Nutrition Care Process and clinical workflow elements to assess nutritional parameters, diagnose nutrition related problems, determine appropriate nutrition interventions, and develop plans to monitor the effectiveness of these interventions.	HLSC 416	Community Partner Project: Formal Case Study
KRDN 3.2 Develop an educational session or program/educational strategy for a target population.	HLSC 482	Wellness Community Ed Project Part 5
KRDN 3.3 Demonstrate counseling and education methods to facilitate behavior change and enhance wellness for diverse individuals and groups.	HLSC 482	MI (Motivational Interviewing) Training Role Play and Wellness Community Education Project

KRDN 3.4 Practice routine health screening assessments, including measuring blood pressure, and conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol).	HLSC414 416	Health Screen Skills Activity and Checklist
KRDN 3.5 Describe concepts of nutritional genomics and how they relate to medical nutrition therapy, health, and disease.	HLSC 215	Genetics, Genomics homework assignment
KRDN 3.6 Develop nutritionally sound meals, menus and meal plans that promote health and disease management and meet client's/patient's needs.	HLSC 313	Menu Modification grp project
Domain 4. Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations.		
KRDN 4.1 Apply management theories to the development of programs or services.	HLSC 313	Exam questions
KRDN 4.2 Evaluate a budget/financial management plan and interpret financial data.	HLSC 313	Excel Assignment
KRDN 4.3 Demonstrate an understanding of the regulation system related to billing and coding, what services are reimbursable by third party payers, and how reimbursement may be obtained.	HLSC 414 416	CPT/ICD 9-10 codes in the Community Partner Project Formal Case Study
KRDN 4.4 Apply the principles of human resource management to different situations.	HLSC 313	Exam Questions
KRDN 4.5 Apply safety and sanitation principles related to food, personnel, and consumers.	HLSC 313	ServSafe
KRDN 4.6 Explain the processes involved in delivering quality food and nutrition services.	HLSC 313	D/C Project
KRDN 4.7 Evaluate data to be used in decision-making for continuous quality improvement.	HLSC 313	Lean 6 Sigma White Belt Training Certification
Domain 5. Leadership and Career Management: skills, strengths, knowledge, and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.		
KRDN 5.1 Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.	HLSC 225 HLSC 216	Self-Evaluations: Personality, Learning and Leadership-Making Connections (225) Bias Assessment and Reflection (216)
KRDN 5.2 Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals.	HLSC 473 HLSC494 pr	473: Resume 494: Resume
KRDN 5.3 Practice how to self-advocate for opportunities in a variety of settings (such as asking for needed support, presenting an elevator pitch).	HLSC 473 HLSC 494	473: Standout Practice Interview (HLSC 473) Health Promotion Project advocate for your grant project (HLSC 494)
KRDN 5.4 Practice resolving differences or dealing with conflict.	HLSC 494 HLSC 473	494: Health Promotion Project HLSC 473: Conflict Case Study
KRDN 5.5 Promote team involvement and recognize the skills of each member.	HLSC 216	Thrifty Menu Plan Team Evaluation
KRDN 5.6 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.	HLSC 473 HLSC 494	473: Preceptor Worksheet HLSC 494: Health Promotion Project

COMPLETION OF REQUIRED COURSEWORK FOR VERIFICATION STATEMENT

Attainment of the DPD Verification Statement is dependent on the successful completion of knowledge requirements/KRDNs established by the Accreditation Council on Education for Nutrition and Dietetics. These knowledge requirements/KRDNs are reviewed and revised every five years with curriculum adjusted accordingly. Students must complete all DPD requirements within six years of declaring their major as a Health Sciences Nutrition and Dietetics option student to ensure all knowledge requirements are met. If a student does not complete Nutrition and Dietetics option requirements within six years, they will be required to change to the most current catalog year for all major requirements.

Other KSC Requirements to Earn a Verification Statement

Verification Statement Exam

All students who have earned a minimum of a bachelor's degree, have completed all DPD course requirements as assessed by the program director, met all the KRDN knowledge requirements (KRDNs) and learning activities and wish to receive a DPD Verification Statement to qualify for a dietetic internship/MSDI programs must pass the KSC Nutrition and Dietetics option Verification Statement Exam. The exam's intention is to better prepare students for their supervised practice master's degree program or support the studying for the Dietetic Technician Registered exam.

The KSC Verification Statement exam requires students to review content learned throughout their undergraduate coursework and is aligned to content typically found on the Registered Exam for Dietitians although at the knowledge level of an undergraduate rather than the practice level.

This is a multiple-choice exam administered by the KSC Health Sciences Nutrition Department with dates throughout the year. It is administered on campus using Canvas and graduates may take the exam as many times as they want and there is no charge. Please contact the program director or your advisor for the test administration schedule.

Obtaining copies of your Verification Statement (8.2n)

Students who successfully complete the Nutrition and Dietetics option DPD courses, met required knowledge requirements and pass the **KSC Health Sciences Verification Statement Exam*** will be awarded a *Verification Statement either* after their degree is conferred or after successful completion of the exam depending on order of completion. This document is needed for entrance into a Supervised Practice Program/MSDI programs. The Verification Statement confirms that all requirements of the Didactic Program in Dietetics (DPD) have been met.

To receive a paper copy of the Verification Statement, the student must obtain and complete the Verification Statement Request Form available on the Nutrition and Dietetics option Canvas site. The form should be submitted to the DPD Program Director by December 1st for December graduation, May 1st for May graduation and August 1st for August graduation. Students will receive hard copies Verification Statements mailed to them within a month of successfully both the Keene State College Verification Statement Exam* and degree conferral. They may request additional copies if needed from the DPD Director. In addition, one copy will be retained on site.

** Exam is free and can be repeated as needed until successful.*

**HEALTH SCIENCE NUTRITION AND DIETETICS OPTION
COURSE ADVISING PLAN**

Semester 1	Semester 2
ISHLSC 101: Health and Wellness	ISP1 (IS, IA or IH*)
INHLSLSC 175: Essentials of Nutrition Science	BIO 230: Anatomy and Physiology I
INCHEM 111: General Chemistry I	ITW or MATH 141: Introduction to Statistics
ITW or Math 141: Introduction to Statistics	ISP-2 (IH or IA or IS)
<i>Credits: 16</i>	<i>Credits: 16</i>
Semester 3	Semester 4
Chem 221: Org Chem I	BIO 332: Anatomy and Physiology II
IHLSC 216: Food Culture in Communities	HLSC 245: Research Methods
ISHLSC 285: Health in Society	HLSC 215: Nutrition Science and Application
HLSC 225: Nutrition Profession	ISP-3
<i>Credits 14</i>	<i>Credits 16</i>
Semester 5	Semester 6
HLSC 318: Nutrition through the Lifespan	HLSC 380: Addictions and Behavior Change
HLSC 313: Food Service Management	HLSC 310: Food Science
HLSC 415: Nutritional Biochemistry	ISP-4
	Elective-1
<i>Credits 12</i>	<i>Credits: 16</i>
Semester 7	Semester 8
HLSC 482: Counseling and Education Skills	HLSC 414: Medical Nutrition Therapy I
Elect 2: HLSC 494: Capstone or other	HLSC 416: Medical Nutrition Therapy II\
HLSC 240: Microbiology for Health Professions	HLSC 473: Practicum or Elective
Elective 3	Elective 4
<i>Credits 16</i>	<i>Credits 14</i>

PROGRAM COSTS (7.3e)

Keene State College Tuition & Fees

A detailed description of costs related to tuition and fees, plus residence hall room and board are posted on the KSC website at:

<https://www.keene.edu/admissions/tuition/>

Since costs vary each year, students should refer to this site for the most up-to-date information related to costs.

Enrolling in more than 20 credits per semester will result in additional costs.

Cost of textbooks and required course materials vary each semester. The Keene State College net price calculator estimates \$900.00 per academic year.

The calculator can be found: [KSC Net Price Calculator](#)

Additional Dietetic Program Expenses

Expenses for individual course materials, i.e., presentation poster materials, copying costs, computer file storage etc., should be expected.

Below are estimates of costs beyond classroom supplies and books.

They include transportation and supply expenses for field trips, service-learning experiences and projects.

Approximate additional costs by course:

- HLSC 313: Food Service Management: \$10-20.00
- HLSC 482: Introduction to Counseling Skills: \$15-20.00
- HLSC 414/416: Medical Nutrition Therapy I and II: \$20-25.00
- HLSC 473: Practicum: \$30-50.00

Optional participation in the following would incur additional expenses:

- Professional meeting attendance: Transportation, meal costs, and registration fees should be expected if the student selects to attend. Costs will vary.
- Membership to The Academy of Nutrition and Dietetics is recommended but not required. Cost: \$58.00 per year.
- Applications for dietetic internships and graduate programs. Most dietetic internships and graduate programs charge an application fee. The fees will vary but are typically between \$50 and \$100. These fees must be sent directly to the internship.
- Additional costs when applying for internships or Masters/Internship programs
- If the internship is participating in the Dietetic Internship Centralized Application system, there is a fee of \$50.00 for the first application and \$25.00 for each additional application. Visit: <https://portal.dicas.org/> for more information.
- It will cost \$55.00 to participate in the computer matching process via D & D Digital, a necessary step for internship acceptance.
Visit: <https://www.dndigital.com/> for more information.

Technology Requirements

Students must have access to a basic computer or laptop to access Canvas, find resources on the internet and communicate via email. Courses typically utilize Canvas for course materials, post grades and to submit some assignments. Computer stations are also available free for student use in the library. Keene State College provides students with Office 365, OneDrive for storage and antivirus software.

KSC does not have minimum requirements for student computers. Any relatively new Mac or PC should be able to access KSC resources easily. If you are in doubt, do not hesitate to contact the HelpDesk for assistance.

Use of Online Technology in DPD Courses and Verification of Identity (8.2o and 7.3j)

None of the DPD required courses are offered fully online except for allied courses students self-select during the summer. DPD courses do utilize online testing options within Canvas, ZOOM if weather or other events occur and some other independent assignments. When participating in online courses verification of your identity occurs through a SecureAuth application provided at KSC and connected to Canvas. Student user accounts and authentication are managed by KSC, adhering to the same protocols and policies in place for all other KSC students and programs. Enrolled students are required to abide by and are subject to the terms and conditions of the [KSC Acceptable Use Policy](#) for computing and networking resources. This allows the College to provide quality services and maximize productivity while protecting the rights of all members of the community. Some courses may also require you to utilize Respondus Lockdown Browser when taking an online exam. Instructions will be provided by the course instructor.

Financial Aid

To apply for financial aid, the student must communicate with the Student Financial Aid Office in Elliot Hall. Financial aid is usually based on need (family income), which is determined after review of one's family financial form. Financial aid comes in many forms. Some financial aid must be paid back (loans) while other aid does not (grants). Answers to all your financial aid questions can be found at: <https://www.keene.edu/admissions/aid/>

Scholarships (7.3i):

KSC Scholarship information can be found at: <https://www.keene.edu/admissions/aid/grants/>

The KSC Nutrition and Dietetics option awards two scholarships for juniors who meet GPA requirements and demonstrate a commitment to community services. Students in their junior year will be notified of available scholarships and application guidelines' availability. Nutrition and Dietetics option faculty determine the award recipients. (Scholarships may not be available every year)

- The Kalich Family Outstanding Nutrition Student Award Endowment
- Community Service Nutrition Scholarship

Insurance While Participating in Practicum Placements

Nutrition and Dietetics option students are covered by a blanket professional liability insurance policy paid for by the University System of New Hampshire when participating in supervised field placement activities.

Health Insurance: The student is responsible for obtaining their own personal health insurance.

Liability/Travel/Injuries: Travel either as part of the DPD Program or commuting time to field experience agencies is not covered by Keene State College and is to be covered by personal auto insurance.

Withdrawal and Refund of Tuition and Fees (8.2p)

Policies and procedures for tuition and refunds can be found at:

<https://www.keene.edu/life/services/accounts/resources/refunds/>

ACADEMIC ADVISOR

The Nutrition and Dietetics option is strongly committed to academic advising. Every student in the Nutrition and Dietetics option is assigned an advisor at the time they declare their major. It is the student's responsibility to meet with their advisor every semester during course selection to discuss their progress toward program completion. Faculty utilize email to schedule appointments or guidance, course planning and support. Advisors are helpful in guiding curriculum choices, assisting students in exploring their interests, planning for internship applications, and navigating through academic life. Students should feel free to meet with their advisor anytime during the semester, not only during course selection. Additionally, students have unlimited access through their MyKSC account where they can track their progress toward graduation.

During course selection weeks, advisors will email advisees with information on scheduling advising appointments. It is the student's responsibility to sign up for a course advising appointment. All students are **STRONGLY** encouraged to work with their advisor on course selection to ensure proper course sequencing and timely program completion.

It is important for students to feel comfortable with their advisor. Your advisor will aid with:

- Planning a schedule of required courses
- Providing feedback to the student on their progression through the program and requirements for program completion
- Discussing academic successes and challenges
- Connecting students to academic supports
- Providing information about scholarships, student organizations, professional organizations, and job openings
- Making plans for future endeavors and post-graduation employment
- Providing support for dietetic internship and graduate school applications
- Identifying and marketing individual students' strengths
- Communicating pre-professional and professional expectations
- Nurturing professional growth and development

CAMPUS-BASED ORGANIZATIONS

Health Sciences/Nutrition and Dietetics option students are encouraged to participate in campus-based organizations to broaden and enrich their academic experience. Below is a list of suggested student organizations; contact information for these and all student organizations can be found at:

<https://www.keene.edu/life/si/programs/student-organizations/listing/>.

The Hungry Owl

The Hungry Owl is an on-campus resource that provides free food and personal care items to students, faculty and staff through a food pantry, satellite pantry locations and other projects. All KSC students are encouraged to utilize the Hungry Owl. Health Sciences students are encouraged to volunteer in this community service organization as it provides an opportunity for work that has real impact in the KSC community. Options for volunteers include working in the pantry, assisting with tabling at special events, completing grants, asking for donations from local community organizations, etc. and may be tailored to the student's desire for a specific experience.

Eta Sigma Gamma

All Health Sciences juniors with a minimum 3.4 grade point average are invited to join this organization. Eta Sigma Gamma, the national honorary for Health Education, has a rich history of serving students in the profession through teaching, service, and research.

Health Sciences Club

All students from the KSC community are eligible to join the Health Sciences Club. The organization's purpose is to support and assist in the development of health promotion and wellness programs on campus. The goal is to increase awareness of the importance of developing and maintaining physical, emotional, and mental health among students, faculty, and staff.

ACADEMY OF NUTRITION AND DIETETICS: STUDENT MEMBERSHIP

The Academy of Nutrition and Dietetics (The Academy) and its state affiliates such as the New Hampshire Academy of Nutrition and Dietetics are the only associations that represent registered dietitians. They exist to foster the highest of standards in dietetics practice and to promote the registered dietitian as being the most qualified food and nutrition professional.

Membership in The Academy entitles one to receive the *Journal of the Academy of Nutrition and Dietetics*, as well as other supplemental publications. It also entitles members to benefits such as reduced rates at conferences and materials sold in The Academy's [EatRight Store](#). The individual also becomes a member of the state affiliate. Student members also receive an e-newsletter called *Student Scoop*.

Any student interested in becoming a member of the Academy can explore the benefits and sign up online at <https://www.eatrightpro.org/member-types-and-benefits>

PROGRAM POLICIES AND EXPECTATIONS

Declaring your Major in Health Sciences Nutrition and Dietetics option

Currently enrolled Keene State College students declare their Health Sciences Nutrition and Dietetics option major by scheduling an appointment with one of the Nutrition and Dietetics option faculty members. Prior to completing the declaration of major form, the faculty advisor will discuss the major and student's interest in becoming a registered dietitian. Post graduate requirements for becoming a dietitian and the role their academic advisor can have supporting preparation for or this step if they choose to take it. The faculty advisor and the student will then complete a declaration of major form and the student will be enrolled in the Health Sciences Nutrition and Dietetics Canvas course.

Evaluation of Prior Learning (7.31/8.2i)

Purpose of the Policy: To ensure consistent review of prior learning for prospective students interested in the Nutrition and Dietetics option at Keene State College.

Prospective students include:

- a. A transfer student who has completed college course work at another institution and is looking to transfer coursework toward a baccalaureate degree in Health Sciences with an option in Nutrition.
- b. A baccalaureate and/or master's degree in another area of study, with interest in pursuing nutrition to obtain a verification statement (i.e., either obtaining a baccalaureate degree in Health Sciences/Nutrition and Dietetics option from Keene State or completing required coursework for a verification statement).
- c. A baccalaureate and/or master's degree in nutrition from another country, with interest in pursuing nutrition to obtain a verification statement (i.e., either obtaining a baccalaureate degree in Health Sciences with an option in Nutrition from Keene State or completing required coursework for a verification statement).

All prospective students must meet all major and college graduation requirements from transferable coursework.

All prospective students intending to pursue the Registered Dietitian Nutritionist or Diet Technician credential are also required to complete the requirements for a DPD Verification Statement. They include:

- A minimum of a baccalaureate degree
- Successful completion of all KRDN knowledge requirement activities at KSC
- Successful completion of the KSC Verification Statement Exam

Person Responsible for the Policy: The Program Director oversees policy; all Nutrition and Dietetics option faculty are responsible for implementing the policy.

Procedure Details:

1. All prospective students interested in the Health Sciences Nutrition and Dietetics option will contact the Program Director for a preliminary discussion of requirements to complete the program and Verification Statement
2. Interested students will apply to KSC and after acceptance submit their transcripts to the registrar's office. KSC's policy for accepting transfer credits can be found here: <https://www.keene.edu/administration/policy/detail/credit-transfer/>

3. Newly accepted students will meet with Student Academic Support Services to review the ISP (liberal education) program requirements and transferred courses.
4. The student will then contact the Nutrition and Dietetics program director who will assign the student a faculty advisor.
5. The faculty advisor will meet with the student to review.
 - a. Accepted transfer courses toward major requirements.
 - b. Discuss estimated time for completion of all requirements.
 - c. Create a timeline for course completion.
 - d. Identify any transferred courses that impact required knowledge requirement assessments (KRDNs) for the DPD Verification Statement.
 - e. Create a plan and timeline for completion of KSC's KRDN knowledge requirement assessments related to transferred courses.

Requirements for Graduation and Completion of the Program (8.2m)

KSC Health Sciences Nutrition and Dietetics option students must complete 120 credits including 40 Integrated Studies credits and nutrition specific major courses to be eligible to graduate. At the end of their junior year students will complete a request to *Apply to Graduate* through MyKSC for an academic audit. The Registrar's office will complete an audit of the student's records to verify that all requirements for graduation are met. Information as to deadlines and specifics concerning graduation can be found on the KSC website at: <https://www.keene.edu/administration/policy/detail/graduation-requirements/>

Issuing of Verification Statements

Students who successfully complete the Nutrition and Dietetics option DPD courses, met required knowledge requirements and pass the **KSC Health Sciences Verification Statement Exam*** will be awarded a *Verification Statement* either after their degree is conferred or after successful completion of the exam depending on order of completion. Copies of the Verification Statements will be mailed to the student's home address.

Academic Calendar and Leave of absence (8.2q & 7.3g)

The Nutrition and Dietetics option follows the Keene State College academic calendar and can be found at: <https://www.keene.edu/news/events/categories/academic/>.

Policy related to taking a leave of absence can be found here: <https://www.keene.edu/administration/policy/detail/leave/>

Monitoring of Student's Performance (8.1a and 8.1j)

Course syllabi for all Health Sciences Nutrition and Dietetics option required courses include the evaluation method used in the specific course. Evaluation methods may include exams, case studies, presentations, individual and team projects, etc. Students receive a letter grade for the course. Students can self-monitor their progress in a particular course through the course Canvas page and overall progression toward the Nutrition and Dietetics option degree requirements in their MyKSC Self Service Degree Progress webpage. Dietetics faculty and program director will monitor academic progress of dietetic students regularly through academic advising meetings and assessment results of core knowledge requirement. Discussion in advising meetings will include but are not limited to:

- Grades in currently enrolled courses.
- Need for course retake.
- Overall GPA and goal of a 3.0 or higher for post-graduation internships and master's degrees.
- Any KRDN core knowledge requirements that still need remediation and plans to complete them.
- Access to academic supports such as tutoring, writing center, math center, testing support and disability services as needed.
- Access to mental health supports as needed.
- Current post graduate interests and referral to Career Advising as needed.

Student Remediation and Retention (8.1b)

Students struggling in a course can be referred by any faculty member to KSC CARES. The CARES website provides more information about the program <https://www.keene.edu/administration/student-affairs/dean-of-students-office/ksc-cares/>

The mission of CARES is to promote the academic engagement, success, and retention of students through a residence-based strategy. With the goal of establishing a culture of academic and personal success and well-being. If a Nutrition and Dietetics option student is referred to CARES by any instructing faculty member because of academic struggles the student's Nutrition and Dietetics option advisor is informed.

The Nutrition and Dietetics option advisor will reach out to the student to check in on how they are doing and if there are any supports the advisor can connect them too. If a student fails a course a discussion on retaking courses and what is needed for success is conducted and the student's schedule is adjusted.

Remediation and Retention and ACEND Knowledge Requirements: Students failing to successfully meet an ACEND Knowledge Requirement assignments, within a course, will be provided multiple opportunities to meet the requirement. Remediation strategies for ACEND Knowledge Requirements vary from course to course and are outlined in the syllabus of each course and communicated to the students on the course syllabus. For example, a student may resubmit a revised version of the same assignment or a different assignment may be required.

When a student does not successfully meet an assignment with a Knowledge Requirement the following will occur:

- The instructor will complete the KRDN rubric in Canvas indicating the assignment did not meet the requirement.
- The instructor will also provide written feedback to the student on the assignment.
- The instructor will email the student to communicate that they were unsuccessful in meeting the Knowledge Requirement and to set up a meeting to review the assignment.
- The student and instructor will meet one on one to discuss the assignment and what is needed to successfully meet the Knowledge Requirement. Additional supports are identified if needed.
- A submission deadline for the remediation will be determined at that time.

Resubmissions will undergo the same process.

- If the Knowledge Requirement is met the KRDN objective rubric will be updated in Canvas and the student notified via email of successful completion.
- If the resubmission is not acceptable the instructor and student will meet again to discuss the assignment, the need for additional supports/alternative assignments and subsequent resubmission. If after multiple attempts the student is unsuccessful in remediating the assignment the Program Director will meet with the instructor to discuss and identify other assignments or supports that would assist the student in meeting the requirement and communicate them to the student.

Access to Student Records (8.2s)

Keene State College's policies on student records can be found at [KSC Student Records Policy](#). Academic and advising records are available to students through their MyKSC account at any time while enrolled.

Students may request additional copies of their DPD Verification Statement after graduation by contacting the Program Director.

Access To Student Support Services (8.2k, 8.2t)

Available support services for students are listed in the KSC Student Handbook <https://www.keene.edu/administration/policy/detail/handbook/support/>. Below is a list of some of these services and direct links to their websites.

Some examples of academic supports are:

- Through the Aspire program, the College offers an array of support services to students such as ongoing and individualized learning skills instruction in time management, note-taking, and test-taking. More information can be found at: <http://www.keene.edu/aspire/>
- Library Resources:
- Technology Resources: The Information Technology (IT) Group (*Second floor, Elliot Center*) provides a wide range of technology services and support for the students, staff, and faculty of Keene State College.
- Academic and career support is provided by Student Academic Support Services (SASS) Advising and information on their services is located at: <https://www.keene.edu/academics/aca/>

Health and Wellness Supports include:

- The Center for Health and Wellness provides a variety of health services. Information can be found at: <http://www.keene.edu/chw/>
- Support for emotional, personal, and social needs can be found at: <https://www.keene.edu/life/services/counseling/>

A full list of Campus Services & Resources can be found here: <https://www.keene.edu/administration/policy/detail/handbook/services/>

Academic Probation, Suspension and Readmission (8.2l)

To remain in the program the student must maintain a 2.0 average or higher to avoid academic probation and suspension as outlined in the KSC academic policies found at <https://www.keene.edu/administration/policy/detail/academic-probation/>

Other policies pertaining to student academic standing, termination, and re-admittance can be found at the following web pages: <https://www.keene.edu/administration/policy/detail/academic-standing/>
<https://www.keene.edu/admissions/apply/>

Protection Of Privacy of Student Information and Access to Student Records (8.2r, 8.2s)

Pursuant to the passage of the Family Educational Rights and Privacy Act of 1974 20

U.S.C. 1232g (the "Buckley Amendment") and subsequent amendments and clarifications by the U.S. Senate Joint Resolution No. 40, the Board of Trustees of the University System of New Hampshire adopted a policy which assures a student access to education records which pertain to matriculation within Keene State College. In general, the law provides that Student records are confidential, except predetermined public directory information.

The specifics of the policy can be found at: <https://www.keene.edu/administration/policy/detail/ferpa/>
And here: <https://www.keene.edu/administration/policy/detail/student-records/>

Faculty advisors use Self Service to course advise, program plan, and record pertinent information related to advising meetings. Students have access to Self Service through their MyKSC.

Student Conduct

The entire Student Conduct Code is found in the Student Handbook at: <https://www.keene.edu/administration/policy/detail/handbook/code/>. In brief, Keene State College regards students as adults and expects them to accept responsibility for their behavior, whether acting individually or in a group. Students are expected to be considerate of the rights of others and conduct themselves in a manner that is consistent with the values embraced by the College and reflected in its various policies, contracts, rules, and regulations.

The student's rights and responsibilities are also outlined in the Student Handbook and can be found at: <https://www.keene.edu/administration/policy/detail/handbook/rights/>.

Keene State College believes that with rights come responsibilities. Students have the right to expect the College to foster an environment which advances your intellectual and personal growth. As a member of the Keene State College community, you have a responsibility to assist in creating an atmosphere conducive to this growth.

Discrimination and Discriminatory Harassment Policy (8.1d)

Keene State College is committed to creating and maintaining a community in which students, faculty, and staff can work together in an environment free of all forms of discrimination and discriminatory harassment. Discrimination and Discriminatory Harassment (including sexual harassment) is antithetical to the standards, values, and mission of Keene State College and will not be tolerated. Such conduct interferes with the mission of the College by diminishing access to education and employment; compromising the free and open exchange of ideas; and impeding relationships among students, faculty, and staff.

All persons shall have equal access to the College's programs, facilities, and employment without regard to race, color, religion, sex, age, national origin, sexual orientation, gender identity, gender expression, marital status, veteran's status, disability, or other legally protected characteristic. No member of the campus

community may engage in behavior within the jurisdiction of the College that unjustly interferes with any individual's required tasks, career opportunities, learning, or participation in campus life. All members of the campus community share responsibility for preventing and reporting discrimination and harassment, cooperating in any investigation which might result, and maintaining confidentiality. The entire policy including reporting of harassment can be found in the KSC Student Handbook:

<https://www.keene.edu/administration/policy/detail/discrimination/>

Grievances and Complaints (8.2g, 8.2h)

The complaint policy for students in the Nutrition and Dietetics option include the following steps:

1. Students must first speak with the DPD program director, unless the issue is about the program director; then the student may go directly to the Chair of the Health Sciences Department.
2. If the complaint is not resolved by the DPD Program Director, the student can meet with the Health Sciences Department Chair.
3. If the complaint is not resolved by the Chair, then the student has the option to meet with the Dean of Sciences, Sustainability, & Health.
4. If the complaint is not resolved by the Dean, then the student has the option to meet with the Vice President of Academic Affairs (VPAA).
5. If the complaint is not resolved by the VPAA and the specific complaint relates to a program's compliance with the accreditation/approval standards, then the student may contact Accreditation Council for Education in Nutrition and Dietetics (ACEND) to submit a formal complaint:
<http://www.eatrightpro.org/resource/acend/accreditation-standards-fees-and-policies/filing-a-complaint/procedure-for-complaints-against-accredited-programs>

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

A copy of the accreditation/approval standards and/or the Council's policy and procedure may be obtained by contacting the Education staff at The Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606 or by calling 800/877-1600, ext. 4872. <https://www.eatrightpro.org/acend>

Information about filing complaints related to program noncompliance with ACEND accreditation standards can be found and submitted at <https://www.eatrightpro.org/acend/public-notice-and-announcements/filing-a-complaint>

Code of Ethics of the Dietetics Profession

Dietetics students should also become familiar with the Code of Ethics for the Nutrition and Dietetics Profession of which is available at:

<https://www.eatrightpro.org/practice/code-of-ethics/what-is-the-code-of-ethics>.

All members of the Academy of Nutrition and Dietetics and registered dietitians are bound to abide by this code of ethics. Students should expect to follow the Code while enrolled in their didactic program and internships.

Dress Code for Practical and Field Experiences

- If a student is placed in a practicum or field experience, they are expected to dress in accordance with the standards of the facility in which they are working.
- The following are not considered professional attire and should not be worn: miniskirts, shorts, jeans, any clothing which would be worn in a gym or to a club, clothing with commercial graphics, flip-flops, tight clothing, low cut necklines, and any clothing that reveals the midsection of the body such as cropped tops or low-slung pants.
- Clothing should be clean, pressed, and professional.
- Jewelry should be simple and kept to a minimum.
- If your experience is in foodservice, you will be asked to wear a hair restraint of some sort and to keep your fingernails short and unpolished. You may also be asked to limit the jewelry you wear. Foodservice establishments typically require closed-toe, rubber-soled shoes. Please check prior to your experience to see what is allowed.
- Some facilities allow well-trimmed beards while others may require beard restraints if you work with food.

Tests and Immunizations

Some field experience or practicum facilities may require students to show proof of testing for tuberculosis and the completion of vaccinations. Some facilities may have other requirements, such as ServSafe certification, that students obtain in the HLSC 313 Foodservice Management course.

Background Checks and Drug Testing

Students working in facilities with youth or in hospital settings may be asked to complete a criminal background check or submit to drug testing. Most of the facilities utilized by KSC will conduct their own background checks and drug testing; however, in the event the student is required to obtain their own background check or drug testing, they will be responsible for any cost.

POST-GRADUATION PLANS

Employment Opportunities in Food and Nutrition

<p><u>Clinical Nutrition</u> Cardiac Rehabilitation Nutrition Support Clinical Counseling Pediatrics Geriatrics Eating Disorders Long-term care</p> <p><u>Community Nutrition</u> Sports and Fitness Nutrition Communications Nutrition Educator Prenatal and Lactation Nutrition Health Sciences Nutrition</p> <p><u>Government (FDA & USDA)</u> Inspection, Regulation, Foods and Nutrition Legislation</p>	<p><u>Food Industry</u> Food Service Management Food Product Development Sensory Evaluation Sensory Testing Laboratory Quality Control Food Packaging Recipe Development Food Processing</p> <p><u>Other Business/Industries</u> Pharmaceutical Industry Corporate Nutrition Research Drug Nutrient Interactions – Toxicology Nutrient and Food Supplements Private Practice Consulting Health and Nutrition Journalism Teaching</p>
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*Some of these opportunities require a Registered Dietitian and/or additional graduate course work

DIETETIC TECHNICIAN REGISTERED

Students wishing to take the Dietetic Technician Registered Exam must have earned a bachelor's degree in Health Sciences Nutrition and Dietetics option and completed requirements for the DPD Verification Statement. These requirements include successful completion of all KRDN knowledge requirement assessment assignments and passing the KSC Dietetics and Nutrition Verification Statement Exam. Graduates must then contact the DPD program director to complete paperwork necessary to obtain eligibility and complete paperwork needed to take the exam.

Instructions for Applying to take the Dietetic Technician Registered Exam

Application for the Dietetic Technician Registered Exam Instructions:

1. Provide the Program Director with a non-KSC email address.
2. Once your degree is conferred you must request an official copy of your transcript.
 - This must be sent directly to the Program Director in paper form—NOT electronic.
3. If you have received your copies of your Verification Statement, include one copy. If you have not received them yet, email Justine Gaskamp at (Justine.gaskamp@keene.edu) and ask her to hold a copy for the Program Director to use with the application.
4. Send all the above to the Program Director postmarked no later than **June 10th**. Any application sent after June 10th will be held until the semester begins in August.

The Nutrition and Dietetics option Program Director (Lisa Prospert) will begin the electronic approval process in REPS system of The Commission on Dietetics Registration by the end of the third week in June. You will be sent an email asking you to complete demographic information you must complete before final approval. Once this is completed, in 10 days to three weeks, the Commission on Dietetics Registration will notify you of your eligibility acceptance. You are then able to contact Pearson Vue to schedule the exam anytime within the next year.

Expect to study for several months for this exam. There are a few study materials available aside from DTR Study Buddy at <http://www.dtrstudybuddy.com/>. The Commission on Dietetics Registration also provides an overview of the exam in a booklet as well as a study guide found https://www.pathlms.com/cdr/courses?category_ids%5B%5D=6772

BECOMING A REGISTERED DIETITIAN

See your academic advisor for guidance on applying for dietetic internships or MSDI programs. Information meetings are held in the spring and fall to support students through the application process and will be announced through the Nutrition and Dietetic option Canvas course.

Requirements to Become a Registered Dietitian

- Completion of a minimum of a bachelor's degree in dietetics or a related field from an accredited college or university and a DPD Verification Statement.
- Completion indicates that the student has met all requirements of a given program and those of the Accreditation Council for Education in Nutrition and Dietetics (ACEND).
- The DPD Program at Keene State College is the first step to becoming a registered dietitian nutritionist (RD). The pathway consists of completing the DPD Program, earning a bachelor's degree and obtaining a DPD Verification Statement of Completion.
- After you have earned your degree and your DPD verification statement, you will then need to complete a supervised practice experience by completing an ACEND-accredited internship.
- Beginning January 1, 2024, an earned master's degree will also be required.
- You will then be eligible to take the Examination for Dietetic Registration to become credentialed as an RDN. Passing the exam will credential you as an RDN.
- Licensure is typically also required to practice and is state specific. The RDN is responsible for determining if state licensure is required. In the state of NH registered dietitians must also be licensed. The Commission on Dietetics Registration has some overview information that will help you explore licensure in your state. <https://www.cdrnet.org/licensure>

Important Notes

- Students must meet the DPD requirements for the catalog year in which they declared their major.
- Students readmitted into the college after an absence must meet the requirements of the plan in effect when they re-enter the program.
- **A career as a Registered Dietitian requires a total commitment of five-six years of education. This includes DPD course work, the post graduate internship, master's degree and passing the Registration Exam for Dietitians.**