



# **SOUTH DAKOTA STATE UNIVERSITY**

## Didactic Program in Dietetics Policy and Procedures Handbook for Students, Faculty and Staff

### Nutrition and Dietetics

2020-2021

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# Introduction

Welcome to South Dakota State University (SDSU) and the Didactic Program in Dietetics (DPD). Students interested in earning a BS degree in Nutrition and Dietetics will be accepted into the Health and Nutritional Sciences Department and assigned a departmental academic advisor. This handbook outlines the DPD at SDSU and career path to obtaining the RDN credential. This handbook is not a contract for the SDSU DPD. It serves to provide information about the program as well as the policies and procedures governing the program. The information, policies, and procedures in this handbook are intended to be supportive and are subject to all South Dakota Board of Regents (SDBOR) and SDSU policies and procedures. Students are expected to also review and follow the policies in the [SDSU Undergraduate Catalog](#) and [Student Conduct Code](#). The DPD Handbook will be revised annually. The DPD Handbook is also available on the SDSU Health and Nutritional Sciences Department website under the undergraduate major of Nutrition and Dietetics.

Program outcomes data are available on request by contacting the DPD Director, Dr. Lacey McCormack ([lacey.mccormack@sdstate.edu](mailto:lacey.mccormack@sdstate.edu)).

## Equal Opportunity and Affirmative Action

SDSU has a well-established commitment to maintaining an environment free from discrimination and harassment, in accordance with federal and state law and SDBOR and University policy. The University offers equal opportunities in employment and for access to and participation in education, extension, and other services at the University to all persons qualified by academic preparation, experience, and ability for the various levels of employment or academic program or other University service, without discrimination based on sex, race, color, creed, national origin, ancestry, citizenship, gender, gender identification, transgender, sexual orientation, religion, age, disability, genetic information, veteran status, or any other status that may become protected under law against discrimination. Retaliation for making a report is strictly prohibited.

*SDSU and SDBOR policies* related to equal opportunity, non-discrimination, affirmative action and harassment are posted on the [SDSU website](#).

Students, staff and other individuals are encouraged to contact the Title IX/EEO Coordinator with any questions and concerns:

**Michelle Johnson, Ed.D.**

Title IX/EEO Coordinator, Affirmative Action Officer

South Dakota State University

Administration Building Room 100

Brookings, SD 57007

Phone: 605.688.4128

[Michelle.johnson@sdstate.edu](mailto:Michelle.johnson@sdstate.edu)

An online reporting system is also [available](#).

## Accreditation Status

The South Dakota State University Didactic Program in Dietetics had been granted accreditation by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics:

Accreditation Council for Education in Nutrition and Dietetics of the  
Academy of Nutrition and Dietetics  
120 South Riverside Plaza, Suite 2190  
Chicago, IL 60606-6995  
(312) 899-0040 ext. 5400  
<http://www.eatrightPRO.org/ACEND>

## Pathway to Becoming an RD/RDN

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 registered dietitian nutritionist (RDN). In addition, CDR requires that individuals complete coursework and supervised practice (dietetic internship) in program(s) accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). In South Dakota, graduates also must obtain licensure to practice. Graduates who successfully complete the ACEND-accredited DPD at SDSU are eligible to apply to an ACEND-accredited supervised practice program. For more information about educational pathways to become an RDN please visit <https://www.eatrightpro.org/acend/students-and-advancing-education/students-and-advancing-education-intro>.

South Dakota is among 46 states that have enacted legislation regulating the practice of dietetics. State licensure and state certification are separate from the registration exam by CDR. Information on state licensure which may be required before an RDN can practice in several states is provided on the [CDR website](#).

The SD codified law and administrative rules regarding dietetics and nutrition and the state licensure process are found [here](#). Application information for the SD Licensed Nutritionist process is available on the [SD Board of Medical & Osteopathic Examiners site](#).

For additional information on the educational and professional requirements for RDNs, view: [5 Steps to Become a Registered Dietitian Nutritionist](#) and [ACEND resources](#).

## Future Education Model Program in Nutrition and Dietetics

South Dakota State University has applied to the Accreditation Council for Education in Nutrition and Dietetics (ACEND) to open a new and innovative program in Fall 2022 to prepare Registered Dietitian Nutritionists.

ACEND released the *Future Education Model Accreditation Standards* for programs in nutrition and dietetics (see [https://www.eatrightpro.org/acend/accreditation-standards-fees-and-policies/future-education-model-standards-and-templates?rdType=url\\_edit](https://www.eatrightpro.org/acend/accreditation-standards-fees-and-policies/future-education-model-standards-and-templates?rdType=url_edit)). These accreditation standards integrate didactic coursework with supervised experiential learning in a competency-based curriculum designed to prepare nutrition and dietetics practitioners for future practice.

The ACEND Board has approved our phase 1 application and will make a final accreditation decision on the program in 2021 after review of our phase 2 report.

If successful, following the phase 2 report review by the ACEND Board, we will begin recruiting students for our Fall 2022 class.

Contact Lacey A. McCormack, PhD, MPH, RD ([lacey.mccormack@state.edu](mailto:lacey.mccormack@state.edu)) for more information.

# General Program Information

## Admission Requirements to Didactic Program in Dietetics (DPD)

Students interested in earning a BS degree in Nutrition and Dietetics will be accepted into the Health and Nutritional Sciences Department and assigned a departmental academic advisor. New students need to apply through South Dakota State University (SDSU) admissions and declare Nutrition and Dietetics as their major. Current students who decide to change majors need to notify their current advisor of their desire to change majors and then need to schedule an academic advising appointment with the professional advisor, Chanda Walter, 688-6103 [chanda.walter@sdstate.edu](mailto:chanda.walter@sdstate.edu) for a transcript evaluation. Chanda will work with you and develop a program plan.

It is important to remember that completing the BS degree is the first step in becoming a Registered Dietitian Nutritionist (RDN). To become an RDN, you need to receive a verification statement from our accredited Didactic Program in Dietetics (DPD) and then apply, be accepted to, and complete a supervised practice (dietetic internship) after graduation. The supervised practices are competitive and many have minimum GPA requirements. **Therefore, it is important that you maintain a competitive GPA of least a 3.0 or better.** Upon completion of the supervised practice you must pass the national registration examination administered by the Commission on Dietetics Registration (CDR). **In 2024, in addition to the supervised practice, you must also obtain a graduate degree for eligibility for the examination.** More information on the registration process can be obtained from [CDR's website](#).

Once you obtain your RDN credential, check the licensure requirements in your state of residence. In the state of South Dakota, to practice medical nutrition therapy one must also be a licensed nutritionist (LN). More information on obtaining licensure is available from the [South Dakota Board of Medical and Osteopathic Examiners](#).

## Educational Requirements for the BS in Nutrition and Dietetics (DPD Requirements)

The DPD is accredited by ACEND at the undergraduate level. The academic advising guide sheet with the required classes can be obtained [here](#) and program information can be found [here](#). Students must complete all program requirements for the BS in Nutrition and Dietetics, including academic requirements, to receive the verification statement.

The DPD follows the University calendar for classes. Students are expected to be in class during the regularly scheduled classes. The University calendar is available [here](#).

Additional program information, including graduation and program completion requirements, can be found in the latest [Undergraduate Catalog](#).

## Professional Association Membership

Students will be using Academy of Nutrition and Dietetics (AND) resources in the Medical Nutrition Therapy (MNT) courses. It is the requirement of the course that MNT students be a member of the Academy of Nutrition and Dietetics.

## Photo Identification

All junior dietetics will receive an SDSU student photo identification card. This identification card is to be worn at all times during experiential learning experiences (i.e. community nutrition) unless the facility requires the student to wear a facility required id card or badge.

## Travel

Travel off campus for required experiential learning experiences will be managed through the [student travel policy](#). Students driving state vehicles will be submitted as a volunteer and are required to have a driver's license and automobile insurance. If the student has not been submitted as a volunteer through the system or they are traveling in their own vehicle or the vehicle of other student, the university is not responsible for their safety as they travel to and from assigned classes.

## **Injury or Illness While in Facility for Experiential Learning**

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The student needs to notify the appropriate instructor immediately of any injury sustained while at the experiential learning facility. Injury procedures are followed according to the guidelines established at each specific facility. In the event of a major injury, the DPD Director shall be contacted.

It is required that students have their own health insurance so that if they are injured while at an experiential learning experience location, they will have medical coverage. SDSU is not liable for injuries or health incidents that arise from the student spending time at experiential learning sites.

## **Experiential Learning Experiences and Compensation**

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If there is a situation where a student is employed by the health care facility that provides an experiential experience for a laboratory component, the required laboratory experiences will during the assigned laboratory times and not occur during paid hours of employment. Students doing experiential learning must not be used to replace employees.

## **Academic Calendar**

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Students in the SDSU DPD will observe the SDSU academic calendar for term start/end dates and holidays. The SDSU academic calendar is updated yearly and can be downloaded [here](#).

# Verification Statement

## **Eligibility to Apply to a Supervised Practice (Dietetic Internship)**

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A verification statement is proof of completion of the DPD and is the method used by AND to ensure that stipulated qualifications for supervised practice applications, or eligibility for the Registration Exam for Dietetics have been met.

**All students successfully graduating from SDSU with a B.S. degree in Nutrition and Dietetics and the courses required to receive a verification statement must have a “B” or better in NUTR 315 Human Nutrition and “C” or better in all major (course with NUTR prefix) coursework to receive the verification statement.**

## **How to Obtain**

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To receive your Verification Statement from the DPD Director, you will complete the survey sent to you near the end of your final semester querying for your contact information and the address to which you want your Verification Statements mailed. This address should be where you will receive your mail 2-4 weeks after graduation. The DPD Director will issue a minimum of six "Verification Statements" with original signatures to the student after the registrar has confirmed that you have graduated. An original will be filed in your permanent file in the in Health and Nutritional Sciences (HNS) Department office.

# Supervised Practice (Dietetic Internship) Application Process

It is helpful to begin looking for supervised practice experiences as early as possible, but no later than your junior year. This allows time to visit or contact any locations you may be interested in. Programs are located across the country and may have specific concentrations or be paired with a Master's degree. All supervised practice experiences will provide you with the core set of knowledge, skills and abilities to sit for the registration exam. A list of programs can be found on the ACEND website here: [Dietetic Internships](#)

The most important thing you can do when applying to an internship program is to read the instructions provided on the program's website. The information provided below is general, but programs may have additional requirements.

For internship programs participating in Academy of Nutrition and Dietetics Internship Matching, two elements are required:

- 1) Submitting an application to a program through DICAS
- 2) Ranking the program for matching through D&D Digital

Information about the computer matching process is also available on the [ACEND website](#). Review the information on this website for instructions on how to complete the internship application through DICAS and the ranking through D&D Digital. The internship application process through DICAS and the ranking process through D&D Digital can require fees. Additionally, some programs require their own application processing fees. Remember to budget for fees.

## DICAS

The [online dietetic internship centralized application process \(DICAS\)](#) is the system where you fill out your application. Internship application occurs two times per year for those internships participating in the computer match process. Deadlines are usually September 25<sup>th</sup> for the spring program start date and February 15<sup>th</sup> for the fall program start date, however check individual programs for specific due date requirements. The due dates can be obtained from the [ACEND website](#).

The application process is very competitive and can be time consuming to complete. Therefore, do not wait until the last minute to complete the application. Starting the semester before you plan to apply is helpful and gives you time to enter all the required information and seek out external letters of reference. Please note that if the internship states that they require all documents in DICAS, make sure that you complete ALL the documents in DICAS, even those that are marked as optional!

The DICAS application requires a significant amount of information. You should develop a portfolio type of system and begin documenting your volunteer, work, and leadership experiences early in your academic career. Information needed includes:

- Coursework
  - DPD Course List found in DPD Handbook on SDSU website
- DPD information
  - DPD Director
  - Declaration of Intent if coursework is still in progress
- Work and Volunteer Experience
  - Paid or unpaid, taken for credit
- Awards
- Personal Statements
  - Check program requirements
- Resume
  - Career Services Center
- References
  - Give 1-2 months lead time and deadline – follow-up if needed
- Transcripts
  - <https://www.sdstate.edu/records-registration/transcripts>

## **D&D Digital**

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D&D Digital is the system where you fill out and submit your ranking of the internships to which you applied. The application process is not complete without the D&D Digital ranking. Essentially, you rank the programs you apply to, and programs rank students who apply. You are 'matched' with the highest ranked program that offers you a spot. When matched, you typically must accept or decline the spot within a short amount of time.

## **What happens if I don't match?**

If you don't match during the first round, you still have options, even right away. The following are a list of options that you can pursue and/or discuss further with the DPD Director as needed.

### **Second Round Match**

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If you don't initially match to a program after you apply, there is still an opportunity for 'Second Round Match'.

Within a few days of finding out you didn't match you'll be able to see via D&D Digital which programs have open spots. Individual program websites will have instructions on how to apply for the second round -- the process varies by program and can be via DICAS or via email, for example. The second round match process moves quickly so be sure to check for programs as soon as possible and get your application materials in by the requested deadline.

### **Next Application Cycle**

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You can apply during the next cycle (Fall or Spring). You can apply to any programs again and you can apply to new programs as well. Make sure to update your application materials to include any new or additional experiences you have gained and ensure these are reflected in your personal statement. Although some things can be transferred over from previous applications, ensure that information like transcripts, references and GPA are updated and correct.

### **Individualized Supervised Practice Pathway (ISPP)**

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The Individualized Supervised Practice Pathway (ISPP) option exists for graduates who did not match to an internship but who do possess a DPD verification statement. There is more information about these programs on the [ACEND website](#). You can also search for ISPP programs on ACEND's [Dietetic Internships website](#).

### **Obtaining the DTR Credential**

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Regardless of whether or not you complete an internship, upon completion of your BS degree in Nutrition and Dietetics you are eligible to take the Dietetic Technician, Registered (DTR) exam and obtain the DTR credential. If you are interested in obtaining this credential, please notify Dr. McCormack before you graduate. You are eligible to become a DTR through Pathway III. The instructions and forms can be obtained from the CDR [website](#). You must read the instructions, follow the steps to complete the form, familiarize with the Ethics policy, and provide Dr. McCormack with the completed eligibility form, a signed DTR misuse form, a verification statement, and a transcript that indicates that you received a degree. Dr. McCormack will then process the application and submit to CDR.

Obtaining the DTR credential can help increase chances of successful internship application in the future, as it looks good to be able to pass a national credentialing exam. It can also be useful to have while pursuing the RDN credential.

# Suggestions for a Successful Internship Application

Acceptance into accredited internships is very competitive. Nationally, only ~50% are selected into internships. It is important that you prepare yourself for a successful application.

The first step is to review the internships and select 5-6 that match your strengths and goals. You can review the accredited internships on the [ACEND website](#).

You need to develop a well written and compelling personal statement. You will obtain some information on how to submit a competitive packet in NUTR 487 Transition to the Profession. Additionally, assistance in writing a compelling cover letter and resume can be obtained from Student Services in the Union. Completing and submitting an internship application is a personal responsibility and needs to be taken seriously. **The faculty and advisors can provide advice; however, the application process is the sole responsibility of the student.** Make sure that you read ALL the directions for each internship and that you submit ALL the required documents.

Successful students have maintained competitive cumulative GPAs of 3.2 or better, science GPAs of 3.0 or higher and major GPA of 3.4 or higher. Also, students should strive for having “C” or better in all courses. Grades of “D” on your transcripts detract from your overall application and can make you less competitive.

In addition to competitive GPA, a successful applicant also has demonstrated leadership activity. This is often through activity in in student clubs or other community support activities and takes a leadership role in these activities.

Successful candidates usually have **200-300 hours of volunteer experiences** during their college career either through their club activities or other volunteer activities. It is important that you demonstrate how you can interact with people and work in teams. This is often through the Nutrition and Health Sciences Club and volunteer activities.

Successful applicants also have work experiences in a health-related field such as dietary aide, nursing assistant, or cooking for quantity foods in a health care institution. If you do not have health-related experiences, then pursue jobs that require good communication skills, detail-oriented, managerial experiences with responsibility and accountability. If you do not have work experiences in these areas, then you should pursue volunteer opportunities to demonstrate that you understand the scope of practice for a registered dietitian nutritionist.

Scholarships and/or awards should also be noted on applications.

In addition to academic achievements and health-related work and volunteer experience, gaining experience in research may also set you apart from your peers when applying for internships. This could include volunteering for a research study so you learn more about the research process, or working as an undergraduate research assistant for a faculty member. You can learn more about faculty research interests/projects by visiting the HNS Department website and contacting faculty members about opportunities that may exist in their labs.

## Additional Resources

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- [Dietetic Internship list](#)
- [DICAS website](#)
- [D&D Digital website](#)
- [Academy resources for Computer Match](#)
- [Top 10 Questions about Computer Matching for Dietetic Internships](#)
- [Suggestions to Improve Your Chances at Getting a Dietetic Internship Position](#)
- [Computer Matching Applicant Responsibilities](#)
- [Availability of Dietetic Internship Positions](#)
- [How to Apply for a Dietetic Internship](#)

# General Student Information

## Student Performance and Monitoring

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SDSU has implemented a Student Success Model to assist students in the transition to college career and academic success. The SDSU [First Stop](#) webpage provides much of the information required by students.

As part of the Student Success Model, all freshmen are advised by first year advisors familiar with first-year academic hurdles. Students must meet with their academic advisor before registering for classes. Students are transitioned to their major advisors for the remaining academic career.

Furthermore, there are many services on campus offered through the [Wintrose Student Success Center](#). Students who are put on probation must meet with their academic advisor for a plan to improve academic performance.

As a dietetics student, it is important to maintain a competitive GPA for acceptance into Supervised Practice (Dietetic Internship). Students with GPA's below 3.0 rarely are accepted into the competitive dietetic internship programs.

It is also a requirement that the student obtain a "B" or higher in NUTR 315 Human Nutrition and "C" or higher in all the major courses (NUTR prefix) to obtain a verification statement from the DPD Director. If you do not have these minimum grades, you will not receive a verification statement and will not be eligible to apply to supervised practice (dietetic internship).

Students with less than a 3.0 cumulative GPA are encouraged by their professional advisor to pursue a different academic degree.

All faculty at SDSU are required to adhere to the [BOR policy for course syllabi](#) and include the evaluation procedures in the syllabus. Faculty must also submit grades at the end of the semester to allow timely dissemination of grades and GPA to the students. Students have access to unofficial transcripts through WebAdvisor.

The professional advisor has access to the student transcripts and checks at each of the academic advising visits.

Additionally, SDSU has implemented an early alert process for all 100 and 200 level classes through the Campus Labs system. All instructors of 100 and 200 level classes must record the midterm grades of students who have a "D" or less. This system automatically alerts the advisors of the performance. The Campus Labs system is available for instructors of 300 and 400 level classes if they desire to use.

## Credit for Prior Learning

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Credit for prior learning can be managed through the Testing Center at South Dakota State University. Students may receive credit for knowledge gained outside of the classrooms through the Testing Center established procedures. More information is available on the Testing Center [website](#) at or by contacting [sdsu.testing@sdsu.edu](mailto:sdsu.testing@sdsu.edu) or 605-688-6460.

## Student Conduct Code

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Dietetic students will be expected as members of the university community to abide by the SDSU and SDBOR Student Codes of Conduct which includes but is not limited to: academic misconduct, violence, discrimination, harassment, damage to property, possession and use of controlled substances, and theft. Violation of the student Conduct Code may result in sanctions up to and including expulsion from the program and the University. The policy and procedures of the Student Conduct Code will be followed in processing alleged violations thereof and these protocols should be reviewed by all students. Students may review this document [here](#).

Students have established student [accounts](#) with private log-in and passwords. Students should not share their log-in or passwords to these accounts.

All experiential experiences in institutions outside the campus have an MOU of agreement approved by the university administration. Any complaint from a practitioner about a student should be directed to the instructor of record for the course.

## **Your Permanent File, Student Records, & Privacy**

SDSU follows the policies of the Family Educational Rights and Privacy Act of 1974 (FERPA). Information regarding (FERPA) and release of student information is provided [here](#). Students have access to their files upon request.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

## **Discipline or Termination**

The DPD follows the university policies on discipline and termination. Discipline policies are outlined in the [Student Conduct Code Policy](#) and the [Student Academic Misconduct Policy](#). The [Satisfactory Performance for Financial Aid Policy](#) states the minimum standards to remain enrolled. Note this policy states that students must maintain a GPA of 2.0 to remain enrolled. To be competitive, students need to aspire to a 3.0 or higher.

## **Complaint Process**

In the event that a student or facility contact has a complaint regarding a required class or event of the experiential learning experience, or university faculty or staff, the student or facility contact may report the complaint to various people depending upon their comfort level regarding the complaint. If the student or facility contact feels comfortable taking the complaint to the DPD Director, the director would handle the complaint. If the complaint is regarding the DPD Director and the student or facility contact does not feel comfortable disclosing the complaint to the DPD Director, the complaint may be reported to the HNS Department Head. Students and facility contacts will not be retaliated against for reporting a complaint. If a complaint cannot be handled through these channels, the student may address the concern/complaint formally through the SDSU Academic Affairs office. Additional information about where an individual may file complaints is available in the [policy](#).

Academic Affairs  
South Dakota State University  
Administration (SAD) 230  
Brookings, SD 57007  
Phone: 605-688-4173  
[sdсу.office.academicaffairs@sdstate.edu](mailto:sdсу.office.academicaffairs@sdstate.edu)

The program will maintain a copy of the complaint and resolution on file in the Department office in a locked cabinet for seven years.

In the instance where the student does not consider the complaint to be satisfactorily resolved at the SDSU institutional level in accordance with the institution's complaint procedures as outlined in the DPD handbook, the student may choose to provide a written complaint to the Accreditation Council for Education in Nutrition and Dietetics (ACEND®). The procedures and required written complaint investigation form for ACEND® is found on the [ACEND website](#).

## Student Services

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SDSU provides a variety of services to assist students.

- [Student Life](#)
- [Office of Career Development](#)
- [Tutoring support](#)
- [Writing Center](#)
- [Housing](#)
- [Campus Dining](#)
- [Multicultural Center](#)
- [Veterans Affairs](#)
- [American Indian Student Center](#)
- [Hilton M. Briggs Library](#) (campus and online services)
- [Counseling Services](#)
- [Student Health Clinic](#)

## Disability Accommodations

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Accommodations related to academic coursework should be directed to Disability Services. Information on reasonable accommodations and accessibility can be found [here](#).

## Safety and Security

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SDSU implements a campus alert system to notify students, faculty, and staff of any safety threats or severe weather emergencies. To register for this free service, click [here](#).

SDSU is committed to violence prevention and education. Information concerning prevention, warning signs and what to do in identifying and responding to a threat or concern are outlined on the [SDSU Violence Prevention and Education webpage](#).

**On- campus emergencies should be reported by dialing 1-1-1 for the SDSU Police Department or 911 for the Brookings Police Department.** For non-emergency assistance, the SDSU Police Department can be contacted at 605-688-5117 and is located on the east side of the Stadium on campus. The Annual Campus Security Report containing additional information regarding safety and security as well as statistics concerning criminal activity is available [here](#).

## Drug Free Environment

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The unlawful manufacture, distribution, dispensing, possession, or use of controlled substances by its employees and agents while on duty or while in any workplace controlled by the University, to include vehicles owned by the University is prohibited. In compliance with the Drug-Free Schools and Communities Act Amendments of 1989, the University strictly prohibits the unlawful possession, use, manufacture, or distribution of alcohol, marijuana or controlled substances by its students or employees while on University controlled property or while participating in any capacity in activities or employments sponsored by it. Any person violating the proscriptions outlined in SDBOR policies 4:27 and 3:4 shall be subject to appropriate disciplinary action as outlined in the [SDBOR and SDSU policies](#).

# Program Costs

## Overview

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Tuition and fees by major are available on the SDSU [website](#).

Costs in addition to the tuition and fees are student membership to the Academy of Nutrition and Dietetics (\$50/year) and purchase of subscription to eNCPT (\$25) during your senior year.

## Insurance

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A professional liability insurance of \$1,000,000/\$3,000,000 is purchased with a \$15 fee assessed on students enrolled in NUTR 322 and NUTR 423 to cover the junior and senior year laboratory experiences in the medical facilities. This insurance is required by the health care organizations with which we have memorandum of agreements.

## Financial Aid

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Students must be admitted as degree-seeking students. Student financial assistance programs are administered through the student Financial Aid Office in the Enrollment Services Center. They may be contacted at 605-688-4695 or via mail at [finaid@sdstate.edu](mailto:finaid@sdstate.edu) for more information. Graduate assistantships, fellowships, and traineeships are administered by the department or program involved. Students enrolled in SDSU certificate programs are not eligible for federal student financial aid. The non-federal alternative loan programs may be used for students meeting the lender criteria as found at [www.sdstate.edu](http://www.sdstate.edu) (alternative loans). Please contact the SDSU Financial Aid Office if you have any questions.

## Withdrawal/Refund of Tuition and Fees

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According to the withdrawal and refund policy at SDSU:

- When students withdraw from school, tuition and fees are assessed or credited, as appropriate, according to the date the student officially notifies SDSU of intent to withdraw by contacting the SDSU Registrar's Office. Room charges and meal plans are adjusted according to the residence hall and meal plan usage.
- The federal refund policy will be used for all students receiving federal aid. If you received loan money, the University will calculate the amount of your loan that was "earned" according to your date of withdrawal, following federal Title IV regulations. The unearned portion will be paid back to your lender by the University. This amount paid by the University to your lender will then be charged to your University account. If this amount is larger than the credits on your account following withdrawal, you will be required to pay the difference due. More information can be found [here](#).

## Mission, Goals and Objectives

The mission of the Didactic Program in Dietetics is to provide graduates with a rigorous, science-based, student-centered learning experience that provides the foundational knowledge and skills for eligibility for the Commission on Dietetic Registration (CDR) credentialing exam to become a registered dietitian nutritionist. The program cultivates graduates who are lifelong learners in professions that enhance human potential and well-being.

The DPD mission is compatible with the Department and University mission. The mission of the DPD encompasses the value of our institutional mission, which is that “*South Dakota State University offers a rich academic experience in an environment of inclusion and access through inspired, student-centered education, creative activities and research, innovation and engagement that improve the quality of life in South Dakota, the region, the nation and the world.*” Within the institution, the mission and values for the Department of HNS where the program is housed is as follows: “*We are dedicated to improving quality of life regionally, nationally, and globally by fostering lifelong learners, conducting innovative science, and delivering effective outreach in the areas of health and nutrition.*”

### Program Goals, Objectives and Outcomes

**Goal #1:** *The program will prepare graduates for success in completing the dietetic internship programs and in entry-level practice.*

- *Objective 1.1* At least 80% of program students complete program requirements within 3 years (150% of program length).
- *Objective 1.2* 70% of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation.
- *Objective 1.3* 80% of program graduates are admitted to a supervised practice program within 12 months of graduation.
- *Objective 1.4* 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%.
- *Objective 1.5* The dietetic internship directors will rate the preparation of program graduates as satisfactory (3 on a scale of 1 to 5)
- *Objective 1.6* Of those program graduates who do not apply to a supervised practice, 80% apply to graduate school or other professional schools or are working in health and nutritional science-related field.

**Goal #2:** *The program will produce graduates who are life-long learners and pursue professional development.*

- *Objective 2.1* 100% of graduates who become credentialed will submit Learning Plan upon first becoming credentialed or no later than 120 days after first learning activity.

**Specific outcome data for each objective available upon request.**

## Program Director & Faculty HNS Department

Information about faculty can be obtained from the [Health and Nutritional Sciences Department Faculty & Staff](#) site.

**Dr. Lacey A. McCormack, PhD, MPH, RD, EP-C**

DPD Director and Associate Professor

[lacey.mccormack@sdstate.edu](mailto:lacey.mccormack@sdstate.edu)

**Christopher Comstock, MS, RD, LN**

Instructor

[Christopher.comstock@sdstate.edu](mailto:Christopher.comstock@sdstate.edu)

**Dr. Moul Dey, PhD**

Professor

[Moul.dey@sdstate.edu](mailto:Moul.dey@sdstate.edu)

**Dr. Elizabeth Droke, PhD, RDN**

Associate Professor

[elizabeth.droke@sdstate.edu](mailto:elizabeth.droke@sdstate.edu)

**Mary Gengler, MS**

Lecturer

[Mary.gengler@sdstate.edu](mailto:Mary.gengler@sdstate.edu)

**Becky Jensen, MS, RDN, LN**

NDI Program Director and Instructor

[becky.jensen@sdstate.edu](mailto:becky.jensen@sdstate.edu)

**Dr. Kendra Kattelmann, PhD, RDN**

Department Head and Distinguished Professor

[Kendra.kattelmann@sdstate.edu](mailto:Kendra.kattelmann@sdstate.edu)

**Dr. Igor Sergeev, PhD**

Professor

[Igor.sergeev@sdstate.edu](mailto:Igor.sergeev@sdstate.edu)

## Faculty in Consumer Sciences Department

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Information about the faculty can be obtained from the Health and Nutritional Sciences Department Faculty & Staff pages at <https://www.sdstate.edu/directory?name=&department=261696>.

### **Dr. Kunsoon Park, PhD**

Associate Professor

[Kunsoon.park@sdstate.edu](mailto:Kunsoon.park@sdstate.edu)

### **Dr. Xi Li, PhD**

Assistant Professor

[xi.li@sdstate.edu](mailto:xi.li@sdstate.edu)

### **Dr. Julie Tkach, PhD**

Lecturer

[Julie.tkach@sdstate.edu](mailto:Julie.tkach@sdstate.edu)

## Internal Advisory Committee

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Faculty/Staff on the previous pages serve as an internal advisory committee with the DPD Director to review curriculum, outcome measures and on-going improvement. The HNS Department Head, Kendra Kattelmann ([kendra.kattelmann@sdstate.edu](mailto:kendra.kattelmann@sdstate.edu)) also serves on this committee. This committee meets at least once per semester during the 9-month academic year.

## External Advisory Committee

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The external advisory committee is composed of faculty representatives and registered dietitians in the state of SD who work with the students and/or hire the graduates. This committee meets once annually to review the DPD.

# Curriculum and Learning Activities

## Core Knowledge

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Through the curriculum for BS in Nutrition and Dietetics, the DPD at SDSU will provide opportunities for students to accomplish the following **ACEND 2017 Competencies**:

### REQUIRED ELEMENTS:

- 5.1 The program's curriculum must be designed to ensure the breadth and depth of requisite knowledge needed for entry to supervised practice to become a registered dietitian nutritionist.
- a. The program's curriculum must include the following required components, including prerequisites:
1. Research methodology, interpretation of research literature and integration of research principles into evidence-based practice
  2. Communication skills sufficient for entry into professional practice
  3. Principles and techniques of effective education, counseling and behavior change theories and techniques
  4. Governance of nutrition and dietetics practice, such as the Scope of Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics; and inter-professional relationships in various practice settings
  5. Principles of medical nutrition therapy and the Nutrition Care Process
  6. Role of environment, food, nutrition and lifestyle choices in health promotion and disease prevention
  7. Management theories and business principles required to deliver programs and services
  8. Continuous quality management of food and nutrition services
  9. Fundamentals of public policy, including the legislative and regulatory basis of nutrition and dietetics practice
  10. Health care delivery systems (such as accountable care organizations, managed care, medical homes)
  11. Coding and billing of nutrition and dietetics services to obtain reimbursement for services from public or private payers, fee-for-service and value-based payment systems
  12. Food science and food systems, environmental sustainability, techniques of food preparation and development and modification and evaluation of recipes, menus and food products acceptable to diverse populations
  13. Organic chemistry, biochemistry, anatomy, physiology, genetics, microbiology, pharmacology, statistics, logic, nutrient metabolism, integrative and functional nutrition and nutrition across the lifespan
  14. Cultural competence and human variety; human behavior, psychology, sociology or anthropology
- b. The program's curriculum must prepare students with the following core knowledge:
1. Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.  
Knowledge  
Upon completion of the program, graduates are able to:  
KRDN 1.1 Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions.  
KRDN 1.2 Use current information technologies to locate and apply evidence-based guidelines and protocols.  
KRDN 1.3 Apply critical thinking skills.
  2. Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian nutritionist level of practice.  
Knowledge  
Upon completion of the program, graduates are able to:

- KRDN 2.1 Demonstrate effective and professional oral and written communication and documentation.
- KRDN 2.2 Describe the governance of nutrition and dietetics practice, such as the Scope of Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics; and describe interprofessional relationships in various practice settings.
- KRDN 2.3 Assess the impact of a public policy position on nutrition and dietetics practice.
- KRDN 2.4 Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.
- KRDN 2.5 Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates in the delivery of food and nutrition services.
- KRDN 2.6 Demonstrate an understanding of cultural competence/sensitivity.
- KRDN 2.7 Demonstrate identification with the nutrition and dietetics profession through activities such as participation in professional organizations and defending a position on issues impacting the nutrition and dietetics profession.
- KRDN 2.8 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.

3. Domain 3. Clinical and Customer Services: Development and delivery of information, products and services to individuals, groups and populations.

Knowledge

Upon completion of the program, graduates are able to:

- KRDN 3.1 Use the Nutrition Care Process to make decisions, identify nutrition-related problems and determine and evaluate nutrition interventions.
- KRDN 3.2 Develop an educational session or program/educational strategy for a target population.
- KRDN 3.3 Demonstrate counseling and education methods to facilitate behavior change and enhance wellness for diverse individuals and groups.
- KRDN 3.4 Explain the processes involved in delivering quality food and nutrition services.
- KRDN 3.5 Describe basic concepts of nutritional genomics.

4. 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.

Knowledge

Upon completion of the program, graduates are able to:

- KRDN 4.1 Apply management theories to the development of programs or services.
- KRDN 4.2 Evaluate a budget and interpret financial data.
- KRDN 4.3 Describe the regulation system related to billing and coding, what services are reimbursable by third party payers, and how reimbursement may be obtained.
- KRDN 4.4 Apply the principles of human resource management to different situations.
- KRDN 4.5 Describe safety principles related to food, personnel and consumers.
- KRDN 4.6 Analyze data for assessment and evaluate data to be used in decision-making for continuous quality improvement.

5.2 A curriculum map must be developed that:

- a. Identifies didactic courses and experiential learning experiences, if used, which occur in various settings or practice areas that students will complete to meet the required curriculum components and core knowledge and
- b. Sequentially and logically organizes the progression of didactic courses from introductory to more advanced learning activities and builds on previous knowledge or experience to achieve the expected depth and breadth of knowledge by completion of the program.

## Curriculum Map and Student Learning Outcomes

Available upon request from DPD Director. Note, KRDNs that are taught by courses outside the department will not have the KRDN included in the syllabus.

# DPD Course List

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

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

**DPD Institution:** South Dakota State University

**DPD Director Name:** Lacey A. McCormack, PhD, MPH, RD, LN, EP-C

**Catalog Year for Applicant:** 2013-2014, 2014-2015, 2015-2016, 2016-2017

**Website for Course Catalog:** <https://catalog.sdstate.edu/index.php>

## DPD Professional Courses

HMGT 251 Foodservice Sanitation  
NUTR 141/141L Food Principles/Lab  
NUTR 315 Human Nutrition  
NUTR 322/322L Assessment Skills in Nutrition/Lab  
NUTR 323 Nutrition Across the Lifecycle  
NUTR 341/341L Food Science/Lab  
NUTR 380 Foodservice Operations & Purchasing  
NUTR 381/381L Quantity Food Production and Service/Lab  
NUTR 422 Advanced Human Nutrition and Metabolism  
NUTR 423/423L Medical Nutrition Therapy I/Lab  
NUTR 424/424L Community Nutrition/Lab  
NUTR 425/425L Medical Nutrition Therapy II/Lab  
BADM 460 Human Resource Management  
NUTR 487 Transition to the Professional World  
NUTR 490 Seminar  
NUTR 495 Professional Practicum  
SPCM 101 Fundamentals of Speech  
ENGL 101 Composition I  
ENGL 201 Composition II  
PSYC 101 General Psychology  
ACCT 210 Principles of Accounting I  
NURS 201 Medical Terminology

## DPD Science Courses

CHEM 112/112L General Chemistry I and Lab  
CHEM 114/114L General Chemistry II and Lab  
BIOL 151/151L General Biology I & Lab  
BIOL 221/221L Human Anatomy & Lab  
BIOL 325/325L Physiology & Lab  
CHEM 326/326L Organic Chemistry I & Lab  
CHEM 328/328L Organic Chemistry II & Lab  
CHEM 464 Biochemistry I  
MICR 231/231L General Microbiology & Lab  
STAT 281 Introduction to Statistics  
or HSC 445 Epidemiology  
MATH 102 College Algebra

## DPD Course List

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

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**DPD Institution:** South Dakota State University

**DPD Director Name:** Lacey A. McCormack, PhD, MPH, RD, LN, EP-C

**Catalog Year for Applicant:** 2017-2018

**Website for Course Catalog:** <https://catalog.sdstate.edu/index.php>

### DPD Professional Courses

HMGT 251 Foodservice Sanitation  
NUTR 141/L Food Principles/Lab  
NUTR 315 Human Nutrition  
NUTR 322/L Assessment Skills in Nutrition/Lab  
NUTR 323 Nutrition Across the Lifecycle  
NUTR 341/L Food Science for Nutrition & Dietetics/Lab  
NUTR 380 Foodservice Operations & Purchasing Management  
NUTR 381/381L Quantity Food Production and Service/Lab  
NUTR 422 Advanced Human Nutrition  
NUTR 423/423L Medical Nutrition Therapy I/Lab  
NUTR 424/424L Community Nutrition/Lab  
NUTR 425/425L Medical Nutrition Therapy II/Lab  
BADM 460 Human Resource Management  
NUTR 487 Transition to the Professional World  
HNS 490 Seminar  
NUTR 460 Nutrigenomics and Molecular Nutrition  
SPCM 101 Fundamentals of Speech  
ENGL 101 Composition I  
ENGL 201 Composition II  
PSYC 101 General Psychology  
ACCT 210 Principles of Accounting I  
NURS 201 Medical Terminology  
HDFS 210 Lifespan Development

### DPD Science Courses

CHEM 112/L General Chemistry I and Lab  
CHEM 114/L General Chemistry II and Lab  
BIOL 221/221L Human Anatomy/Lab  
BIOL 325/325L Physiology/Lab  
CHEM 326/326L Organic Chemistry I/Lab  
CHEM 328/328L Organic Chemistry II/Lab  
CHEM 464 Biochemistry I  
MICR 231/231L General Microbiology/Lab  
STAT 281 Introduction to Statistics  
or HSC 445 Epidemiology  
MATH 201 College Algebra

## DPD Course List

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

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**DPD Institution:** South Dakota State University

**DPD Director Name:** Lacey A. McCormack, PhD, MPH, RD, LN, EP-C

**Catalog Year for Applicant:** 2018-2019

**Website for Course Catalog:** <https://catalog.sdstate.edu/index.php>

### DPD Professional Courses

ACCT 210 Principles of Accounting I  
HMGT 251 Foodservice Sanitation  
HNS 490 Seminar  
BADM 460 Human Resource Management  
NURS 201 Medical Terminology  
NUTR 141/L Food Principles/Lab  
NUTR 315 Human Nutrition  
NUTR 322/L Assessment and Counseling Skills in Nutrition/Lab  
NUTR 323 Nutrition Across the Lifecycle  
NUTR 341/L Food Science for Nutrition & Dietetics/Lab  
NUTR 380 Foodservice Operations & Purchasing Management  
NUTR 381/L Quantity Food Production and Service/Lab  
NUTR 422 Advanced Human Nutrition  
NUTR 423/L Medical Nutrition Therapy I/Lab  
NUTR 424/L Community Nutrition/Lab  
NUTR 425/L Medical Nutrition Therapy II/Lab  
NUTR 460 Nutrigenomics and Molecular Nutrition  
NUTR 487 Transition to the Professional World  
ENGL 101 Composition I  
ENGL 201 Composition II  
SPCM 101 Fundamentals of Speech  
PSYC 101 General Psychology  
HDFS 210 Lifespan Development

### DPD Science Courses

BIOL 221/221L Human Anatomy/Lab  
BIOL 325/325L Physiology/Lab  
CHEM 326/326L Organic Chemistry I/Lab  
CHEM 328/328L Organic Chemistry II/Lab  
CHEM 464 Biochemistry I  
MICR 231/231L General Microbiology/Lab  
STAT 281 Introduction to Statistics  
or HSC 445 Epidemiology  
CHEM 112/L General Chemistry I/Lab  
CHEM 114/L General Chemistry II/Lab  
MATH 102 College Algebra

## DPD Course List

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

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**DPD Institution:** South Dakota State University

**DPD Director Name:** Lacey A. McCormack, PhD, MPH, RD, LN, EP-C

**Catalog Year for Applicant:** 2019-2020, 2020-2021

**Website for Course Catalog:** <https://catalog.sdstate.edu/index.php>

### DPD Professional Courses

CHRD 475 Motivational Interviewing and Wellness Counseling  
HLTH 100/L Wellness for Life/Lab  
HMGT 251 Foodservice Sanitation  
HRM 460 Human Resource Management  
MGT 360 Organization and Management  
NURS 201 Medical Terminology  
NUTR 141/L Food Principles/Lab  
NUTR 315 Human Nutrition  
NUTR 322 Nutrition Assessment  
NUTR 323 Nutrition Across the Lifecycle  
NUTR 341/L Food Science for Nutrition & Dietetics/Lab  
NUTR 380 Foodservice Operations & Purchasing Management  
NUTR 381/L Quantity Food Production and Service/Lab  
NUTR 422 Advanced Human Nutrition  
NUTR 423/L Medical Nutrition Therapy I/Lab  
NUTR 424/L Community Nutrition/Lab  
NUTR 425/L Medical Nutrition Therapy II/Lab  
NUTR 460 Nutrigenomics and Molecular Nutrition  
NUTR 487 Transition to the Professional World

### DPD Science Courses

BIOL 221/221L Human Anatomy/Lab  
BIOL 325/325L Physiology/Lab  
CHEM 112/L General Chemistry I/Lab  
CHEM 114/L General Chemistry II/Lab  
CHEM 326/326L Organic Chemistry I/Lab  
CHEM 328/328L Organic Chemistry II/Lab  
CHEM 464 Biochemistry I  
MICR 231/231L General Microbiology/Lab  
STAT 281 Introduction to Statistics  
or HSC 445 Epidemiology

## Acknowledgement of Receipt of Policy Handbook

I acknowledge that I have received the South Dakota State University Didactic Program in Dietetics Handbook containing the policies and procedures for students, faculty and staff of the Didactic Program in Dietetics.

I acknowledge that I am responsible for knowing, understanding and following the policies and procedures governing the Didactic Program in Dietetics in the Health and Nutritional Sciences Department at South Dakota State University, as well as South Dakota Board of Regents and South Dakota State University policies and procedures.

I acknowledge that I will not be provided with a verification statement for eligibility to apply for supervised practice or take the examination for dietitians if the following are not completed:

- Completion of the BS degree in Nutrition and Dietetics
- Grade of 'B' or higher in NUTR 315 Human Nutrition and a 'C' or higher in all other major courses (NUTR prefix)

I acknowledge that I understand that in addition to the South Dakota State University Didactic Program in Dietetics, the pathway to becoming a Registered Dietitian Nutritionist involves completing a supervised practice (dietetic internship) and that by the year 2024 will also require a master's degree.

I acknowledge that the supervised practice (dietetic internship) program application process is my sole responsibility and not that of the faculty, staff or advisors at South Dakota State University.

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Signature of the Student

Date