# 2013-2014 Didactic Program in Nutrition and Dietetics Handbook

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1. INTRODUCTION

DIETETICS (DP) STUDENT HANDBOOK

This Handbook has been developed for undergraduate students in the dietetics major. This information is intended to supplement other College Publications that contain official policies and procedures. Students should read and become thoroughly familiar with the content of the current editions of all pertinent College publications such as:

Undergraduate Catalog
Undergraduate Advisement Handbook
Undergraduate Student Handbook
Policies of the Board of Trustees - State University of New York
Schedule of Classes
Key Dates and Deadlines

It is up-to-date as of July 2013. The College reserves the right to revise policies and programs.

SUNY College at Oneonta Mission and Vision, 2010

Mission
The SUNY College at Oneonta unites excellence in teaching, scholarship, civic engagement, and stewardship to create a student-centered learning community.

Vision
Our College strives to be a leader in

- Teaching with distinction and innovation through diverse academic programs grounded in the liberal arts and enhanced by technology, scholarship, and service;
- Engaging students in exceptional learning experiences, within and beyond the classroom;
- Nurturing the development of individuals who contribute to local and global communities;
- Building an increasingly diverse, welcoming, and inclusive campus community; and
- Operating sustainably for the well-being of our College, community, and planet.

Human Ecology Department Mission

Human Ecology Department’s mission is to:

- Prepare competent human ecology professionals capable of developing solutions to complex individual, family, consumer, and community issues as they relate to their area of specialization.
- Promote the understanding of the interrelatedness of social, economic, political, technological, cultural, and physical elements that affect the well-being of individuals, families, society, and the world.
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- Integrate knowledge, theory, research, and application in courses and programs which further the understanding of human ecology.

- Utilize scholarship and life-long learning as a means for improving the quality of life at the micro and macro levels of society.

- Foster creativity, personal growth, critical thinking, civic engagement, and professional ethics.

**Didactic Program in Dietetics Mission**

The mission of Oneonta’s Didactic Program in Dietetics is to provide a high-quality Didactic Program in Dietetics designed to support the development of each student to his or her full potential; enable students to meet the Knowledge Requirements for Dietitians (KRDs), as specified by the Accreditation Council for Education in Nutrition and Dietetics; and prepare students to succeed in a variety of technologically, culturally, and competitively changing fields in Foods and Nutrition. (2012)

**Didactic Program in Dietetics Goals and Objectives**

Program Goals and Objectives for the Didactic Program in Nutrition and Dietetics at SUNY Oneonta (2013):

Program Goal: 1. To provide a high quality Didactic Program in Dietetics (DP).

  Objective 1: At least 80% of alumni report satisfaction with the quality of program instruction.

  Objective 2: Students evaluate quality of DPD course instruction as being good to excellent (an average rating of at least 3 on the current College instrument).

  Objective 3: At least 80% alumni evaluate the overall quality of the program as good to excellent.

Program Goal: 2. To prepare DPD students for dietetic internships, graduate schools and/or entry level professional positions requiring foods and/or nutrition expertise.

  Objective 1: Over a five-year period, at least 60% of DPD graduates will apply to supervised practice programs within 12 months of graduation.

  Objective 2: Over a five-year period, 60% of those applying to a supervised practice program will be accepted.

  Objective 3: Over a five-year period, at least 80% of DPD graduates who do not enter a supervised practice program will enter graduate schools and/or entry level professional positions within a year of graduation.
Objective 4: At least 80% of alumni who take the RD exam pass the first time.

Objective 5: At least 80% of students enrolled in third year professional courses as defined by the 4 year program of study will complete the program/degree requirements within 3 years.

Objective 6: Over a five year period, at least 85% of dietetic internship directors will rate alumni as meeting preparation expectations with no major deficiencies.

Program information and outcomes achievement information, such as match rates and RD exam pass rates, are available from the Program Director - MaryAnn.Dowdell@oneonta.edu.

Accreditation

Middle States Association

The State University of New York College at Oneonta is fully accredited by the Middle States Association of Colleges and Secondary Schools.

American Association of Family and Consumer Sciences

The American Association of Family and Consumer Sciences (AAFCS) accredits the Department of Human Ecology. As part of the requirements for accreditation, all students who graduate with degrees from the Human Ecology Department must complete a common core of 10 semester hours. Through this core, composed of Nutrition, Family in Perspective, Consumer Resource Management, and Programs and Issues in Human Ecology, students gain historical, scientific and scholarly perspectives of the family as a system. Additionally, students study the interactions of individuals and families with their environment and the interrelatedness of the family with other societal systems. Students in each of the majors within Human Ecology learn about the interrelatedness of specialty areas, e.g. child and family and nutrition, and the family as individuals and consumers. The courses listed below compose the Human Ecology Core.

Program and Issues in Human Ecology (HUEC 200) presents an overview of the field and stresses the role professionals plan in improving the quality of life for individuals and families and solving current issues facing society. (1 credit hour)

Family in Perspective (FAMS 160) analyzes family living as a product of culture, philosophy, and time. (3 credit hours)

Consumer Resource Management (CONS 150) stresses family resource management and management theory and applications. (3 credit hours)

Nutrition (NUTR 140) or Nutrition in Everyday Life (NUTR 142) teaches students to use basic principles of human nutrition to improve the quality of life. (3 credit hours)
The Accreditation Council for Education in Nutrition and Dietetics

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) accredits dietetics education programs. Graduates of Oneonta’s accredited undergraduate program are eligible to apply for ACEND accredited supervised practice programs (dietetic internships). After successfully completing an accredited supervised practice program, students are eligible to sit for the national Registration Examination for Dietitians. Those who pass earn the designation of Registered Dietitian (RD).

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) can be reached at:
120 South Riverside Plaza, Suite 2000  Chicago, IL  60606-6995  Phone: 1-800-877-1600 ext. 5400.

History of Dietetics at Oneonta

The College at Oneonta, located in central New York between Albany and Binghamton, was founded in 1889 as a state normal school. The College became a charter member of the State University of New York (SUNY) system in 1948. That same year Oneonta became one of four institutions in the SUNY system with the unique mission of providing professional preparation in Home Economics - including nutrition and dietetics. It is currently one of three SUNY institutions that offer a Didactic Programs in Dietetics.

In 1972, the Food and Nutrition Area of the Home Economics Department (known as the Human Ecology Department since 1993) began an American Dietetic Association (now The Academy of Nutrition and Dietetics) approved Didactic Program in Dietetics (DPD Plan III) for the preparation of undergraduate dietetic students. In 1978 (Plan IV) and 1989 (Plan V), the College’s DPD was re-approved by the Commission for Accreditation/Approval of Dietetics Education (now the Accreditation Council for Education in Nutrition and Dietetics). In 2004 the DPD was granted initial accreditation after a self-study and site visit in 2003. Additional recognition of the program occurred in 1997 when the New York State Education Department (SED) approved Oneonta’s Didactic Program in Dietetics (DPD) as a certification program for the State’s credential of Certified Dietitian/Nutritionist (CDN). Consequently, Oneonta’s DPD graduates who complete further practice experience and examination requirements after graduation can apply for the CDN designation.

In 2001, the Human Ecology Department offered a developmentally accredited Graduate Dietetic Internship for the first time. This unique online internship was expanded and offered for the first time as an accredited combined Masters in Nutrition and Dietetics - Dietetic Internship program in 2008-2009. The first class received their Masters in Nutrition and Dietetics in May 2009. An early pre-select option for Oneonta DPD seniors was initiated in November 2011 for the June 2012 MS class.
II. BECOMING A REGISTERED DIETITIAN (RD)

There are three requirements to becoming a Registered Dietitian:

**Step 1:** Bachelor’s degree from an Accreditation Council for Education in Nutrition and Dietetics (ACEND) accredited Didactic Program in Dietetics (DP).

SUNY College at Oneonta is accredited to provide a DP. Oneonta's DP is based upon completing a B.S. in Dietetics that includes numerous specified courses and student learning outcomes. Students who graduate from the College and meet all DP requirements will receive a Verification Statement from the program director. Individuals who hold a BA/BS in another field may also apply to complete the DP courses and/or earn a second degree in dietetics and earn a DP Verification Statement.

Students pursuing a career as a dietitian acquire ACEND-specified knowledge and skills through a series of prescribed courses which include the study of chemistry and biological sciences, behavioral and social sciences, nutrition, food science, and food service systems management. Depending on the student's area of interest and career goals, courses in health promotion and wellness, chemistry, management, marketing, journalism or a foreign language may be advised. Certain careers (e.g., food service director, teacher specialist or nutrition research scientist) require additional course work or advanced degrees. Talk with your faculty adviser about the options you are considering.

**ACEND Knowledge Requirements for Dietitians – 2012 ACEND Standards**

1. Scientific and Evidence Base of Practice: integration of scientific information and research into practice
   **KRD 1.1** The curriculum must reflect the scientific basis of the dietetics profession and must include research methodology, interpretation of the literature and integration of research principles into evidence based practice.

2. Professional Practice Expectations: beliefs, values, attitudes and behaviors for the professional dietitian level of practice.
   **KRD 2.1** The curriculum must include opportunities to develop a variety of communication skills sufficient for entry into pre-professional practice.  
   *(Students must be able to demonstrate effective and professional oral and written communication and documentation.)*  
   **KRD 2.2** The curriculum must provide principles and techniques of effective counseling methods.  
   *(Students must be able to demonstrate counseling techniques to facilitate behavior change.)*  
   **KRD 2.3** The curriculum must include opportunities to understand governance of dietetics practice, such as the Scope of Dietetics Practice and the Code of Ethics for the Profession of Dietetics, and interdisciplinary relationships in various practice settings.
3. Clinical and Customer Services: development and delivery of information, products and services to individuals, groups and populations

**KRD 3.1** The curriculum must reflect the principles of Medical Nutrition Therapy and the practice of the nutrition care process, including principles and methods of assessment, diagnosis, identification and implementation of interventions and strategies for monitoring and evaluation.

*(Students must be able to use the nutrition care process to make decisions, to identify nutrition-related problems and determine and evaluate nutrition interventions.)*

**KRD 3.2** The curriculum must include the role of environment, food, nutrition and lifestyle choices in health promotion and disease prevention.

*(Students must be able to develop interventions to affect change and enhance wellness in diverse individuals and groups.)*

**KRD 3.3** The curriculum must include education and behavior change theories and techniques.

*(Students must be able to develop an educational session or program/educational strategy for a target population.)*

4. Practice Management and Use of Resources: strategic application of principles of management and systems in the provision of services to individuals and organizations

**KRD 4.1** The curriculum must include management and business theories and principles required to deliver programs and services.

**KRD 4.2** The curriculum must include content related to quality management of food and nutrition services.

**KRD 4.3** The curriculum must include the fundamentals of public policy, including the legislative and regulatory basis of dietetics practice.

*(Students must be able to explain the impact of a public policy position on dietetics practice.)*

**KRD 4.4** The curriculum must include content related to health care systems.

*(Students must be able to explain the impact of health care policy and different health care delivery systems on food and nutrition services.)*

**KRD 4.5** The curriculum must include content related to coding and billing of dietetics/nutrition services to obtain reimbursement for services from public or private insurers.

5. Support Knowledge: knowledge underlying the requirements specified above.

**KRD 5.1** The food and food systems foundation of the dietetics profession must be evident in the curriculum. Course content must include the principles of food science and food systems, techniques of food preparation and application to the development, modification and evaluation of recipes, menus and food products acceptable to diverse groups.

**KRD 5.2** The physical and biological science foundation of the dietetics profession must be evident in the curriculum. Course content must include organic chemistry, biochemistry, physiology, genetics, microbiology, pharmacology, statistics, nutrient metabolism and nutrition across the lifespan.
Oneonta’s Didactic Program in Nutrition and Dietetics (DP)

Curriculum

Oneonta’s dietetics curriculum is designed to meet the ACEND Knowledge Requirements for Dietitians.

Advisement

Students receive an academic advisor who is an RD member of the nutrition faculty when they declare the dietetics major. This advisor will help guide them in their curriculum path as well as discuss their career goals, assist them in selecting elective courses and/or a minor, and counsel them on how to best prepare themselves for the next steps in their education.

Step 2: The Dietetic Internship – Supervised Practice Experience

Students complete a practical or applied education phase. By completing an ACEND accredited supervised practice program (1200 hours), commonly called a Dietetic Internship, students master expected competencies and demonstrate skill in applying what they have learned. There are a limited number of appointments to supervised practice programs available each year and the programs are competitive nationally.

Faculty will guide students through the application process. However, faculty do not control the final decision since it is made by each program. Detailed information about applying to supervised practice programs is provided in NUTR 300 Dietetics Professional Seminar.

Guidelines for Application

There are two components to the application process.

The application:

Students need to apply to each Dietetic Internship (DI) they are interested in. Almost all dietetic internships use the online Dietetic Internship Centralized Application System (DICAS). DICAS allows applicants to apply to any number of participating DI programs by completing a single online application. To participate, you must establish a DICAS profile, and then complete the application and all required forms at DICAS.org. Then, using DICAS you can submit the application materials to each DI that you are applying to. Note: You will need to submit any application fees directly to the DIs to which you apply. You will also need to submit application materials directly to any dietetic internship that does not participate in DICAS. Your academic advisor and Program Director will provide guidance through this process.

The matching:

The second component is the computer matching process. D&D Digital Systems is the company that handles the computer matching process for the Academy of Nutrition and Dietetics. In order to be actually be accepted by (matched with) one of the Dietetic Internships (DI) applicants must
register with D&D Digital Systems (D & D) at their website http://www.dnddigital.com. Here you will list each internship to which you sent applications in priority order. Applicants are notified through the D & D’s website of their internship match.

Frequently Asked Questions

How Many Programs Can I Apply To?

Students may apply to as many programs as they wish. They will need to rank all programs applied to in order of preference on D&D. The computer uses this information to match applicants to a program.

Who Decides Which Individuals are Accepted to a Program?

Each supervised practice program reviews its own applications and submits a priority listing of acceptable applicants to D&D, along with the number of positions to be filled. Computer matching does not change the applicant's or program's selection process. You will not be matched to a program whose name does not appear on your priority listing.

What Process is Used for the Matching?

Before matching begins, the applicant priority lists and the supervised practice program lists are "cleaned." If a program does not rank an applicant, that program is removed from the applicant's list. If an applicant does not rank a program, the applicant is removed from the program's list. Then, the matching occurs using the applicant's prioritized list and the programs' prioritized lists until all possible matches are complete. The process is explained in detail in the "Instructions to Applicants" provided by D&D Digital Systems.

Will I Receive More Than One Match?

No. Each student is given only one match (their highest priority choice for which a match with a program occurs).

If I Submit my List and Fee for the Computerized Match Process, but Change My Plans, What Should I Do?

You must notify D&D Digital Systems prior to the drop deadline if you decide to withdraw from the matching process. The fee will not be refunded.

Will the Applicants or Programs Know How They Have Been Ranked by the Other?

No. Programs and applicants are not told how they were ranked by each other. All information submitted to D&D is kept confidential. Only the applicants are given the final results of their applications. Each supervised practice program is provided with the names of the applicants it obtains in the match.
Who is Responsible for Notifying Applicants of Their Acceptance or Rejection?

Students are given a password to log into D&D for the results of the matching process. It also provides each program director with a list of applicants matched to its program. Applicants who receive a match are required to notify the program via a certified letter to the program director to confirm the acceptance or rejection of the computer match.

What If I Do Not Get a Match?

D&D posts a listing of unmatched applicants who have agreed to release their names for programs following the matching. It will also post a list of DI Programs that did not fill for applicants to see. DIs may contact unmatched applicants to fill positions after appointment day has occurred. Unmatched applicants can also contact DIs with openings to apply for an opening.

Who Pays for Computer Matching?

All costs are borne by the applicant. Applicants must pay a fee when submitting their rank-ordered lists to D&D Digital Systems.

Can a Program Require Acceptance into a Graduate Program in Conjunction with Their Program?

Yes. Applicants should be advised to submit the application to graduate school at the same time the supervised practice application is submitted. The program's list of preferred applicants will include those who also meet the graduate school requirements.

What are the Responsibilities of Applicants in the Computer Matching Process?

Applicants are responsible for obtaining current application materials from the Dietetic Internships (DI).

Obtain current application materials from selected DIs at least 6 months prior to the computer match in April and November annually. Please note that DI application forms are not available on the Academy of Nutrition and Dietetics website or from Academy staff. You must get all required application information from the DI programs.

- Discuss application materials with your Didactic Program Director, in NUTR 300.
- If required, apply to take Graduate Record Examination (GRE).
- Obtain the Declaration of Intent to Complete form or a Verification Statement from your Didactic Program Director. One of these standardized forms is provided by the Didactic Program Director and is required as part of the DI application materials.
- Request references from advisor/faculty/employers and order official transcripts as needed for each DI application.
- Complete each DI application according to instructions provided with the application and submit the materials to the DI director by the designated deadline date. Questions about
completing applications should be referred to the DI Director or your DPD Director, not Academy staff.

- Provide telephone number(s) with applications where you can be reached on Appointment Day.
- Request DICAS application materials be sent to the Dietetic Internships of your choice. Pay the DICAS fee and the DI Program application fees.
- For paper applications, send all materials before the postmark deadline and by receipted mail for proof of mailing date and delivery. Enclose a self-addressed stamped postcard if you want to be notified of receipt of the DI application from the program.
- Applicants must register on the D&D Digital website, pay the computer matching fee with a credit card and submit their prioritized list of selected dietetic internships online to D&D Digital before the designated deadline. Applicants should call D&D Digital prior to the deadline if they do not receive an e-mail with login information.

- Applicants are responsible for notifying D&D D, in writing, of a decision to withdraw from the matching process if circumstances will prevent them from accepting a match that may occur.
- Applicants are responsible for telephoning D&D if they cannot access the D&D Internet site to view their personal matching results on Notification Day.

- Applicants who receive a computer match DI appointment are responsible for accepting or rejecting the match by telephone or fax by 5:00 pm (of the program’s time zone) on Appointment Day.
  - Applicants who submitted a Declaration of Intent to Complete form with their DI applications must obtain a signed DPD Verification Statement from their DPD Program.

How Do You Decide Where to Apply?

Students should carefully consider all aspects of each supervised practice program to which they are applying. Consider the length of program, when the program begins, tuition or fees charged, stipends, graduate credits, housing and availability of financial aid.

If you need time to assimilate information, select programs that are twelve months or more in length rather than shorter programs. All ACEND supervised practice programs must have a minimum number of 1200 clock hours of experience. Shorter programs typically feature faster paced experiences, more on-duty hours per week and little or no vacation time.

If your financial resources are severely limited, give preference to programs that provide some compensation in the form of a stipend or room and board rather than those that charge substantial fees or tuition. Some programs may require only 20 hours of training per week, thus allowing students to obtain outside employment.
How to Improve Your Chances

If you want to improve your chances of receiving a supervised practice program appointment, consider the following suggestions:

- Select programs that are in less popular geographic locations.

Historically locations on both coasts receive proportionately more applicants than others. It can be beneficial if you apply to locations other than New York and New England.

- Select programs that provide only a small stipend or that charge fees.

Everyone would like to receive a large stipend while completing an experience program.

- Select programs where you will be the only Oneonta graduate applying.

Compare notes with your friends. Supervised practice programs are strengthened by diversity—that is, accepting students from a variety of colleges and universities. When you and your best friend apply to the same place you are competing against each other. Rarely does a program accept two students from the same school for the same supervised practice class.

After you have identified programs you wish to consider, check their website or, if necessary, write a brief letter to the program director requesting current application materials. As soon as you receive application materials, read all parts very carefully. Identify everything that must be done and when it must be accomplished. Allow yourself and others ample time to do a totally professional job of preparing the application. These materials are usually your only opportunity to sell yourself to the program faculty. A poorly prepared application can negate four years of hard work.

Attending open-houses or participating in on-site interviews is very valuable and should be done if at all possible. There will be additional expenses associated with these opportunities. Three or four thoughtfully selected, well-prepared applications may make your chances of selection better than if you submit nine or ten in haste.

Give careful thought to your letter of application and resume. Discuss your interest in dietetics, goals, and what you have gained from courses, work experience, community campus involvement, etc. Add to, rather than duplicate, other information the reviewers will read in your application. Answer all questions and include all information requested in appropriate detail.

The content of the letter of application is to be your work. Do not ask anyone else to write it for you. The best letter is one you compose to introduce yourself in your own way. However, the letter must be well organized, informative, grammatically correct and professional in content and appearance. All applicants must seek assistance from the Writing Center.
Characteristics of Successful Applicants:

Students who have been through the application process for a supervised practice program report they wish they had known the following prior to the application process:

- Supervised practice is REQUIRED for the RD
- Acceptance to a supervised practice program is very competitive
- Good grades are essential
- Relevant work experience is important
- Involvement in volunteer activities is important

Being a successful applicant to a supervised practice program starts long before you fill out the application forms. The characteristics of successful applicants have been identified as follows:

- Grade point average
  - Over 3.2 for all courses
  - Over 3.2 for food, nutrition and management courses
  - Over 3.0 for biological and physical science courses

- Work experience
  - More than one year of paid work experience (cumulative)
  - Had dietetics-related volunteer experience
  - Worked with a registered dietitian

- What other characteristics do supervised practice program directors look for in applicants?
  - A challenging course load/ minor
  - Demonstrated leadership experience
  - Good interview skills and poise

- How can you improve your chances of being admitted to a supervised practice program?
  - Investigate programs early to identify their admission criteria
  - Maintain a grade point average over 3.0 or demonstrate improvement
  - Select electives/ minor with care
  - Get dietetics-related work or volunteer experience
  - Participate in activities that demonstrate leadership
  - Be an active member and hold office in the Food & Nutrition Association
  - Become an Affiliate member of The Academy of Nutrition and Dietetics
  - Apply to more than one program (successful applicants applied to an average of three to four programs)
  - Be flexible and willing to relocate, if necessary
  - Work to strengthen your interpersonal skills
  - Organize requests for and provide information needed by those writing letters of recommendation
MS-DI Pre-Selection Option

Ordinarily, a senior DPD student has to wait until mid-February to apply, participate in the D&D computer match, and wait until April to find out if they received a match. Oneonta has available a limited number of Pre-Select Option seats in the Online Combined Master’s Degree and Dietetic Internship for Oneonta seniors.

In the Pre-Select Option, a senior DPD student at SUNY College at Oneonta will apply for the Online Combined Master’s Degree and Dietetic Internship in the fall of senior year. The same selection process and criteria will be utilized to evaluate the Pre-Select Option candidates as is normally used; however, students will not need to participate in the D&D match as part of the Pre-Select Option.

To become eligible to apply to the Online Combined Master’s Degree and Dietetic Internship Program, you must be completing the DPD program and anticipate receiving your Verification Statement after graduation in the spring. You will need to submit a complete application packet by the deadline in the fall semester.

Students will be notified as to whether they have been accepted by February 1st. Those students not selected are still eligible to apply to other programs through DICAS and through D&D. Students who are selected do not need to submit or pay for anything through DICAS or D & D.

There are a limited number of Pre-Select Option seats available so if you think that you might be interested in learning more, we would like to invite you to attend an information session being offered on

Step 3: The RD Exam

Eligibility and Application

The third step required to become a RD is to pass the National Registration Examination for Dietitians. The Registration Exam is administered by the Commission on Dietetic Registration (CDR) for those who have successfully completed the first two steps. Considerable information about the RD exam is available from the CDR website.

The National Registration Examination is administered via computer based testing (CBT). CBT offers the advantage of being individualized for each examinee. Although each examination conforms to the content outline, examinees may or may not receive the same number or the same questions. A computerized examination administers the minimum number of questions required to determine whether or not the examinee is competent to practice at entry-level. If enough information has been acquired about the examinee's competence to make a reliable pass/fail decision, the test will stop. If a clear decision regarding the examinee's competence cannot be made, the examination will continue until:

- a clear decision regarding the examinee's competence level can be made,
- the maximum number of items have been administered, or
- the two and one-half hour testing time expires.
CBT provides a greater degree of measurement precision than a paper-and-pencil examination because only items that provide the most information about an examinee's competence are administered. CBT also provides a greater level of test security since every examinee receives a unique examination.

III. The Dietetic Technician Registered (DTR)– an alternative option

Graduates of Oneonta’s DPD program are eligible to sit for the Dietetic Technician Registration Exam. To be eligible, one must graduate with the B.S. in Dietetics, complete the Request for Verification of Eligibility and the Commission on Dietetics Registration (CDR) application materials. These must be submitted to the DPD Director for verification and submission to the CDR.

What is a DTR?

Dietetic technicians, registered (DTRs), are trained in food and nutrition and are an integral part of the health-care and food service management teams. DTRs work independently as team members under the supervision of registered dietitians in a variety of employment settings, including health care, business and industry, community/public health, foodservice and research. Many work environments require that an individual be credentialed as a DTR.

DTR Eligibility and Application

DPD graduates who wish to pursue the DTR credential must complete: Oneonta’s DTR Exam Eligibility Review Request Form, CDR’s DTR Pathway 3 Application form, the CDR online survey, the DTRE Mis-Use Form, the Transcript Degree/Confirmation Release Form and provide a copy of their DPD Verification Form, Academy of Nutrition and Dietetics membership card and driver’s license with an accurate address.

This entire application packet should be mailed to Oneonta’s DPD Director. Each form must have your original signature in BLUE INK. A check made out to State University College at Oneonta for the appropriate verification review fees should also be included. The DPD Director will confirm the accuracy and completeness of the packet, the BS degree and DPD completion status and submit the completed information to CDR. CDR will process the application and notify the applicant and the testing company of their eligibility.

Characteristics of Successful Test Takers

- Register to take the exam while their didactic coursework is fresh in their minds.
- Review and study the exam preparation manual thoroughly.
- Get some practical experience in clinical and/or foodservice before taking the exam.
IV. **Dietetics Career Options**

There are many career options available to the registered dietitian. The list below provides some such options, but is not all inclusive.

<table>
<thead>
<tr>
<th>Developmental or Psychiatric Disorders</th>
<th>Administrative Dietetics</th>
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<tbody>
<tr>
<td>Diabetes Care and Education</td>
<td>Consumer Education</td>
</tr>
<tr>
<td>Education-Dietetics, Medical and Dental, Community</td>
<td>Critical Health Care</td>
</tr>
<tr>
<td>Employee Wellness and Health Programs</td>
<td>Pediatric Nutrition</td>
</tr>
<tr>
<td>Health Care Team - Hospitals and Residential Facilities</td>
<td>Public Health Agencies</td>
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<tr>
<td>Physical Medicine and Rehabilitation</td>
<td>Renal Disorders</td>
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<tr>
<td>Preventive Health Care for Individuals or Groups</td>
<td>Community Nutrition Programs</td>
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<tr>
<td>Sports and Cardiovascular Nutrition</td>
<td>Cooperative Extension</td>
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<tr>
<td>Computer Science Applications for Food and Nutrition</td>
<td>Foodservice Management</td>
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<tr>
<td>Consultation e.g. to major food companies</td>
<td>Human Service Agencies</td>
</tr>
<tr>
<td>Food/Food Equipment Companies</td>
<td>Mass Media - Publications, TV, Radio, Video</td>
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<tr>
<td>Nutrition Education</td>
<td>Military Service - Food Service and Nutrition</td>
</tr>
<tr>
<td>Private Practice</td>
<td>School Food Service and Nutrition Education</td>
</tr>
<tr>
<td>College and University Food Service</td>
<td>Dietetics in Business and Industry</td>
</tr>
<tr>
<td>Commercial Hotels and Restaurants</td>
<td>Research - Nutrition Science or Food Technology or Foodservice Management</td>
</tr>
<tr>
<td></td>
<td>Sales - Food, Equipment, Nutritional Products, or Pharmaceuticals</td>
</tr>
</tbody>
</table>

V. **Opportunities at Oneonta**

Internships, Teaching Assistantships, Independent Study, Study Abroad and Research

The College at Oneonta offers many opportunities to personalize your program of study with volunteerism, internships, teaching assistantships, independent study, study abroad, and research.

- Students are encouraged to be actively involved in the campus community, the local community and their home communities. Numerous volunteer and course related service learning projects are available to student through the campus Center for Social Responsibility and Community. Students are also encouraged to get major related experience over the summers at home through volunteering, job shadowing, and/or paid work experience.
Student internships offer student the opportunity to earn academic credit through field experiences related to their major or minor area of study. Internships include an academic component such as written papers, journals, portfolios, etc., to augment the field experiences.

Study Abroad opportunities are offered through the Office of International Education and faculty-led trips. Students also have access to the SUNY-wide system of study abroad and exchange programs. Students typically pay their home campus tuition and associated costs while studying abroad and programs frequently allow transfer credit back to the College. Programs do carry academic standing and eligibility requirements.

Teaching assistantship opportunities are available to junior and senior students who meet the eligibility requirements. These assistantships are learning experiences where a student works with a course instructor to research topics, develop class materials, hold study sessions for course students, and/or teach a class session or lab.

A student may work under the guidance of a faculty member to pursue projects that do not fit within the framework of regular course offerings or to do a more in-depth study on a topic introduced in the curriculum that is of particular interest.

Research opportunities are available through course assignments, the Student Research Grant program for individual or group research projects, and through faculty-student research collaborations.

Scholarships
The College awards the following scholarships to those who meet the requirements for each.

Presidential Scholarship
Presidential Diversity Scholarship
Deans Scholarship
Catskill Scholarship
Alice and Haverly Moyer '32 Scholarship
Percy L. Bugbee Scholarship for Excellence

There are also many scholarships available which are designated for students majoring in particular fields of study. Specialized scholarships may also be available for:

Dietetics majors
Family and Consumer Science Education majors
Foodservice and Restaurant Administration majors
Members of Phi Epsilon Omicron Honorary Society

The Human Ecology Department offers the following scholarships:

Human Ecology
Oneida County Scholarship
Sextilla Dunker and Francis K. Todd Scholarships
Tobey Scholarship
Student Organizations

The Human Ecology Department sponsors the following student organizations:
Food and Nutrition Association
Human Ecology Club
Phi Upsilon Omicron
Student Fashion Society

There are also numerous campus sponsored student organizations that students may participate in.

VI. Policies and Procedures

College Policies and Procedures – from 2012-2013 Catalog and College Handbook

Diversity Statement – 2012-2013 Online Undergraduate Catalog

The College at Oneonta is an academic community that values diversity. Diversity at the College is an inclusive value that encompasses race and ethnicity, nationality, religion, gender, sexual orientation, sexual identity and gender expression, age, ability, socio-economic status, and other aspects of identity.

As a campus community, we believe that every individual is important in a unique way and contributes to the overall quality of the institution. We are committed to recruiting and retaining diverse faculty, staff, and students, and to fostering a learning environment which draws strength from, celebrates, and honors diversity. We strive to eliminate prejudice and discrimination; to respect the dignity of all persons; and to learn from differences in people, ideas, experiences and opinions.

Discrimination Policy – 2012-2013 Online Undergraduate Catalog

The State University of New York College at Oneonta completely subscribes to all Federal and State Civil Rights Laws prohibiting discrimination at institutions of higher education.

The State University of New York College at Oneonta aspires to provide an environment of inclusion for all its employees and students.

It is the policy of our College to provide equal employment and educational opportunities for all qualified people. The College shall not discriminate against any employee or applicant for employment or admission to the College because of race, color, gender, religion, age, pregnancy, national origin (including ancestry), disability, being a disabled veteran or veteran of the Vietnam era, sexual orientation, gender expression and gender identity, marital status, or any other protected category.
The College encourages the prompt reporting of any perceived violation of the Discrimination Policy to ensure that appropriate measures are in place to assure a working, living, and learning environment free of discrimination.

An act of discrimination shall be defined as violation of discrimination laws or the College’s discrimination policy. The State University of New York College at Oneonta takes violation of its discrimination policy seriously. The College will attempt to handle complaints and investigations with fairness to the rights of the individual perceiving discrimination and the rights of the individual being accused.

The College will maintain confidentiality throughout the process as appropriate and to the fullest extent allowed by law. All individuals involved are informed about the confidentiality and the consequences of retaliation, defamation or false accusation.

**Harassment and Sexual Harassment Policy – 2012-2013 Online Undergraduate Catalog**

It is the policy of the State University of New York College at Oneonta to provide an environment where employees and students are free from harassment, including sexual harassment. No member or group of the College community shall harass another member or group. Additionally, sexual harassment is an unlawful offense as defined by Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and the New York State Executive Law.

Within our College, a state of civility, trust, respect, and openness among members of the campus community is indispensable to full pursuit of the mission of the institution. Harassment, including sexual harassment, breaks the bonds of civility, trust, respect, and openness.

Harassment creates a hostile environment. Harassment can be created by verbal, written, graphic, or physical conduct that is severe, persistent and/or pervasive and interferes or limits the ability(ies) of a person or persons to work or learn.

Sexual harassment is usually defined as repeated unwelcome and unwanted sexual advances, or sexual allusions, unwarranted references to sexuality or sexual activities, requests for sexual favors, and other speech or conduct of a sexual nature. Sexual harassment can occur among peers, supervisors and supervisees, faculty/staff and students.

**Academic Grievances – 2012-2013 Online College Undergraduate Student Handbook**

The Subcommittee on Undergraduate Student Academic Grievances was founded to ensure fair, orderly and expeditious consideration for any students who feel they may have an individual grievance relating to such matters as grading practices, application of curriculum restrictions, nature or method of instruction or course content. A student’s dissatisfaction with an instructor’s grading judgment does not constitute a grievance.
The Subcommittee shall consist of two undergraduate students and two alternates (chosen in the same way as students on other College committees), two faculty members and two alternates elected by the faculty, and one administrator appointed by the Provost. The administrative appointee and the faculty members shall serve three-year terms, except that in the initial election, one faculty member will be elected for a two-year term. Students shall serve one-year terms.

The Subcommittee shall adjudicate each case according to common and accepted academic practices. It shall sustain grievances where instructors have not employed such practices and reject grievances where instructors have employed such practices.

Procedure
Students having academic grievances should adhere to the following procedure:
Step 1: Confer with the instructor involved in an attempt to solve the problem.
Step 2: If still unsatisfied, confer with the Student Academic Grievance Committee of the department involved in a second effort to achieve a resolution. A department should first determine if the matter brought to it is grievable under existing policies. If the matter is grievable, the departmental grievance committee should attempt to arbitrate differences. After its attempt to arbitrate the grievance, the departmental committee should inform the student whether or not it has secured a solution agreeable to both parties.
Step 3: If the arbitration fails, the student may carry the grievance to the Subcommittee on Student Academic Grievances, where it will be adjudicated. The departmental committee does not have the power to adjudicate.

Operating Guidelines for the Subcommittee on Undergraduate Student Academic Grievances
The Subcommittee will use its own judgment of common and accepted academic practices in reviewing the acceptability of particular academic practices and their applications to the grievances in question.

The Subcommittee will consult with the student(s) involved and other relevant parties in its effort to reach a decision. (The chairs of Elementary and Adolescence Education will be consulted in appeals involving student teaching for their respective areas.)

After considering a grievance, the Subcommittee shall designate a specific course of action or disposition. The Subcommittee shall give in writing to all direct parties of a grievance a statement of its disposition and a justification of its decision. The Subcommittee’s decisions shall be final and shall be justifiable according to accepted academic practices. Accepted academic practices may be defined by the faculty in meeting may define academic practices and the Committee on Instruction shall move for such a definition when requested to do so by any party to a grievance. Such definitions shall be binding upon the Subcommittee.

Granting of Two Baccalaureate Degrees – 2012-2013 Online College Undergraduate Student Handbook
Students wishing to receive a second baccalaureate degree from the College at Oneonta must meet all conditions in one of the following three options:
1. The student’s first degree was granted by Oneonta. The second degree program must be from an academic department different from the one in which the first degree was granted and a significant amount of additional course work (approximately 30 s.h.) must be completed in the new major field.

2. The student’s first degree was granted by Oneonta. The second degree program may be from the same academic department as the one from which the first degree was granted if a significant amount of additional course work (at least 30 s.h.) is required in the new major field and the department has received approval for a second degree program from the Council of Deans and the Provost.

Graduates of the College at Oneonta who pursue a second degree must satisfy a 30 s.h. residency requirement and all minimum requirements for the degree in the second major. The student’s transcript will reflect all courses taken at Oneonta. GPA’s and credits for all undergraduate course work will be cumulative.

3. The student’s first degree was granted by a college other than Oneonta. The student must complete, at a minimum, all of the College’s residency requirements (at least 45 s.h.) and all minimum requirements for the second degree. The student’s GPA will reflect only those courses taken at Oneonta.


**Academic Grievances**

The Department Grievance committee shall be comprised of three faculty members and one student member. The committee shall assume the responsibility of following policies which will insure a fair, orderly and expeditious resolution of academic grievances. Responsibilities of the committee regarding student grievance procedures shall be congruent with SUCO Policies and Procedures.

The committee shall assume responsibility for informing faculty of the available services of the college ombudsman and on recommended procedures for student grievances. The recommended order of these procedures is:

1. The student shall confer with the instructor involved in an attempt to resolve the problem.
2. The student shall confer with the Department Chair in an effort to do the same.
3. The student shall confer with the grievance committee of the Human Ecology Department.
4. The student shall confer with the college subcommittee on student undergraduate academic grievances.
DP Policies and Procedures

Dietetics Major Retention in the Major Policies & Procedures:

In an effort to maintain high academic standards, the dietetics major has established the following retention in major standards.

Fall 2012 Dietetics Major Retention Policy

This policy applies to all students who enter the program in Fall 2012 and subsequent semesters.

Students may be dropped from the dietetics major if they receive two initial grades below a B- in courses required in the major or related work\(^1\). They may also be dropped from the major at the end of their sophomore year\(^2\) and successive semesters if they do not have an overall 3.0 GPA.

\(^1\) A course in the major or related work may be repeated no more than one time to achieve the required B- for retention in the program.

\(^2\) Transfer students must meet the 3.0 GPA standard by the end of their second semester in the program.

Dietetics Major Retention Review Procedure:

As part of our effort to give at-risk students early notice and advisement, student records will be reviewed when the end of semester grade report is available. This is typically a week after final exams are finished. Students who receive grades that put them at risk for dismissal from the major will be notified by the Dietetics (DPD) Director. The procedure will be:

- Written warnings will be sent by the DPD Director to the student with a copy to the student’s academic advisor. A copy will be retained in the student’s file by the advisor.
- The student will be expected to meet with his/her academic advisor to discuss options such as repeating courses, changing their major, academic support strategies, etc.

Dietetics Major Dismissal from the Major Procedure:

If upon review of the semester grade report, a student is found to have two or more initial grades below B- in major or related work courses, to have less than a B- in a repeated major or related work course, or a GPA below 3.0 at the end of their sophomore year or thereafter, the DPD director will bring a recommendation to the Food & Nutrition Area Faculty (Area). After consultation with the Area, the Director will send written notification to the student of the dismissal decision. This will typically occur within two weeks of the completion of final exams.

Dietetics Major Appeal of Dismissal from the Major Procedure:
A student dismissed from the major has the right of appeal and appeal instructions will be included with the dismissal letter. The DPD Director will present the student’s appeal to the Area which will decide whether to accept the appeal. The appeals process will typically take place before the start of the next semester. If the DPD Director and Area accept the appeal, the student will be reinstated in the major on a probationary basis. The Director will notify the student of this change of status and the terms of probation.

If the student does not appeal within a week of notification of dismissal or if the dismissal is upheld during the appeal process, the Director will send written notification to the student, the Department Chair, the Registrar and Academic Advisement of the dismissal decision. This will normally occur prior to the start of the next semester.

A dismissed student must file a change of major within three weeks or they will be changed to “undeclared major” status.

_Probationary Readmission to the Dietetics Major:_

Terms for readmission to the DIETETICS MAJOR will be that students will need to repeat the major/related work courses identified by the DPD Director in consultation with the student’s academic advisor. The student must meet the retention standards in all subsequent semesters to remain in the program.

Policy Approved July 2012
Procedure Approved September 2012

Fall 2008 DPD Retention in the Major Policy & Procedures:

These policy and procedures apply to all students who enter the program in between Fall 2008 and Fall 2012.

_Academic Dismissal:_

Students may be dropped from the DPD major if they receive three initial grades of ‘D+’, ‘D’, ‘D-’ or ‘E’ in courses required in the major or related work. They may also be dropped from the major at the end of their junior year if they do not have a 2.0 GPA in the major.

As part of our effort to give at-risk students earlier notice and advisement, the DPD director will request a print out of Dietetics majors with one of more grades below a C- in their major and related courses at the end of each semester.

Students who receive grades that put them at risk for dismissal from the major will be notified by the DPD Director. The procedure will be:

- Written warnings will be sent by the DPD Director to the student with a copy to the student’s academic advisor. A copy will be retained in the student’s file.
- The student will be expected to meet with his/her academic advisor to discuss options such as repeating courses, changing the major, academic support strategies, etc.
If a student has three initial grades below C- in major or related work courses or a major GPA below 2.0 at the end of their junior year, the DPD director will bring information and a recommendation to the Food & Nutrition Area. After consultation with the Area, the Director will send written notification to the student of the dismissal decision. If the student is dismissed s/he has the right of appeal and appeal instructions will be included with the dismissal letter. If the Director and Area agree to allow the student to remain in the major on a probationary basis the Director will notify the student of this status and the terms of probation.

Notification of dismissal of a student from the DPD (dietetics major) will be sent to the Department Chair, the Registrar and Academic Advisement.

**Academic Dismissal Appeal**

See Academic Dismissal Appeal instruction sheet below.
The Food & Nutrition Area will meet to consider all appeals to academic dismissal. The decision will be communicated as above for the original dismissal.

**Readmission** to the DPD following academic dismissal from the major:

Terms for readmission to the DPD will be that, at a minimum, students will need to repeat or take major/related work courses identified by the DPD Director in consultation with the student’s academic advisor. The student must achieve a minimum grade of ‘B-’ (2.67) in those courses and a major GPA of at least 2.0.

Approved October 2008

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**APPEAL TO DISMISSAL FROM DIETETICS MAJOR INSTRUCTIONS**

(This is to be used under both the 2008 and 2012 Policies)

NOTE: Dismissed students have the right to appeal their dismissal. Appealing a dismissal does not guarantee reinstatement in the major. The appeal must be filed with the Director of the Dietetics Program within a week of notification of dismissal. This form and materials should be faxed to the Director at 607-436-2141 and an email sent to the Director to notify her that the materials have been faxed.

<table>
<thead>
<tr>
<th>Name</th>
<th>Student ID Number</th>
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<tbody>
<tr>
<td>Local Address</td>
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<tr>
<td>Permanent Address</td>
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<tr>
<td>Email address</td>
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</table>

The following checklist items are **REQUIRED** in your typed appeal.
Explanation of your poor performance. (Address those circumstances that had significant impact on your academic performance, e.g. medical problems, personal or family crises, etc.)

Documentation of any extenuating circumstances that are identified in your appeal. (It is your responsibility to obtain and submit this documentation. The Committee will not contact offices or individuals for information.)

Evidence that the circumstances are sufficiently resolved. (Describe the steps you have taken to resolve the circumstances that negatively affected your academic performance.)

Describe your plan for academic success. What steps will you take to remedy your academic situation?

Challenge credit, AP credit and IB credit Policy

Since dietetics majors must achieve at least a B- in each required major and related work course to graduate, guidance is needed in granting credit for courses in the major curriculum in courses with special/unique grades.

Challenge credit for major and/or related work courses may not be used to meet the graduation requirements in dietetics.

AP credit for major and/or related work courses may be used to meet the graduation requirements in dietetics if the student earned a 4 or 5 on the AP exam*.

IB credit for major and/or related work courses may be used to meet the graduation requirements in dietetics if the student earned an 80 or above on the IB exam*.

* Students need to notify the Program Director that they would like their AP or IB credits applied to their major requirements. The Program Director will verify the grade(s) earned on the exam(s) and notify the Registrar/Academic Advisement when the credits may be applied to the major.

Second Baccalaureate Degree For Those Who Have Earned a Prior B.A./B.S. from SUNY Oneonta

Second Degree students, defined as those individuals who have previously earned a B.S. from Oneonta, must complete all major and related work (DPD) requirements for the B.S. in Dietetics. If a student has previously completed one or more of the courses in the major, the student, in consultation with the academic advisor, may complete another appropriate course in order to meet the College’s expectation that second degree students complete 30 s.h. of non-duplicative courses.
Didactic Program in Dietetics (DP) Complaint Policy & Procedure

Dietetics students are encouraged to voice their concerns about problems encountered during the DP without fear of reprisal. It is program policy to attend to all such concerns, complaints or problems according to College and Department policies and procedures. It is the responsibility of the DP Director to will insure a fair, orderly and expeditious resolution of academic grievances.

*Academic Concerns or Complaints*

DP students are encouraged to discuss course related complaints and questions with their course instructor to resolve their concern or problem.

If the issue is not resolved satisfactorily, the student should contact the DP Director. The director will work with the student and other personnel as appropriate to resolve the issue.

If a satisfactory solution is not reached, the student and/or DP Director will bring the problem to the Departmental Grievance Committee (see Departmental Grievance Policy above.)

*Programmatic Concerns or Complaints*

DP students are encouraged to discuss program related complaints and questions, such as curriculum issues, course availability, advisement, etc., with the DP Director. The Director will work with the student, other personnel, and/or appropriate office to resolve the issue. The Director will keep the student apprised of progress made in resolving the issue. When a resolution is reached, it will be explained to the student and appropriate parties.

*Complaints Related to ACEND Accreditation Standards*

Students should bring complaints and concerns to the DP Director or Department Chair for resolution, see the policy and procedures above. Students should direct complaints and concerns to ACEND only after all other options with the program and college have been exhausted.

Procedures for complaints about the DP program related to the Accreditation Council for Education in Nutrition and Dietetics' (ACEND) standards, policies, or procedures may be viewed at the ACEND web site.

http://www.eatright.org/ACEND/content.aspx?id=7975&terms=procedure+for+complaints.html

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) is a specialized accrediting body recognized by the Commission on Recognition of Post-secondary Accreditation and the United States Department of Education. ACEND can be contacted as follows:

ACEND (Accreditation Council for Education in Nutrition and Dietetics)
120 South Riverside Plaza, Suite 2000
Chicago, IL 60606-6995
Phone - 800-877-1600

Approved February 26, 2013
Policy for providing ACEND “Verification Statements”

In order for students to prove eligibility for an ACEND accredited Dietetic Internship and for taking the Registration Exam, students need verification that they have completed the requirements of a Didactic Program in Dietetics (DPD). Plan III and IV do not meet ACEND requirements. SUNY Oneonta’s policy is as follows.

Oneonta graduates with a B.S. in Dietetics (DPD): All students graduating from OSC with a B.S. in Dietetics (Plan V - DPD) are eligible to be verified. Verification Statements will be issued upon request. Students are expected to complete the “ACEND Verification Review Form.” There is no charge for the verification review when it is requested within two months of graduation.

Bachelor degree holders who have not completed Oneonta’s DPD are eligible to be verified only if they:

1) Complete or have completed all requirements for the current DPD, B.S. in Dietetics and

2) Have shown currency of knowledge in major didactic courses taken more than seven years ago and

3) Complete a minimum of 12 semester hours at Oneonta described as 4 courses from the list below:

   NUTR 245 Medical Nutrition Therapy I
   NUTR 330 Community Nutrition
   NUTR 340 Advanced Nutrition I
   NUTR 341 Medical Nutrition Therapy II
   NUTR 342 Advanced Nutrition II
   FOOD 331 Food Service Systems Management

1 Note: All courses have prerequisites which need to be satisfactorily completed prior to enrollment.

Revised March 2012