

# Missouri State<sup>®</sup>

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## **BACHELOR *of*** **SCIENCE IN NUTRITION** **AND DIETETICS**

Missouri State Didactic Program in Dietetics (DPD)

**2023-2024 Student Handbook**

# Missouri State™

U N I V E R S I T Y

Fall 2023

To our Missouri State University (MSU) Didactic Program in Dietetics (DPD) Students:

Welcome! As a recipient of this handbook, you have chosen the field of dietetics as your undergraduate major course of study at Missouri State University. We are glad you chose us to help you prepare for your future career and look forward to helping you over the next few years.

Please refer to this handbook regularly and utilize this handbook as a resource to answer any questions you might initially have. It contains procedures for applying to the program, academic advisement, program policies, information regarding curriculum, accreditation policies, among other useful information. Read through the handbook carefully before contacting us if you have any questions. This handbook is updated each year and is available on the Missouri State Nutrition & Dietetics website.

The public interest in nutrition and wellness continues to grow rapidly and more consumers need guidance in applying basic nutrition principles to their lives. The registered dietitian (RD)/registered dietitian nutritionist (RDN) is the expert in nutritional science and uniquely qualified to distinguish between nutrition facts and fallacies. The “RD/RDN” credential is recognized by the medical profession and the public as a credible source of nutrition information. Obtaining this credential will greatly increase your opportunities for an exciting and successful career!

As experts in nutrition and food related services, RD/RDNs offer expertise to individuals and groups desiring to maintain, improve, or restore health through nutrition. These services are provided in a variety of settings ranging from hospitals to wellness programs to corporate foodservice and food technology operations. We are excited to help you prepare for this fascinating career field! Feel free to contact any of our faculty members with any questions you may have.

Sincerely,

*Sarah Murray PhD, RDN, LD*

Sarah Murray, PhD, RDN, LD  
MSU Nutrition & Dietetics Program Director

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## Terminology and Definitions

- **ACEND** – Accreditation Council for Education in Nutrition and Dietetics (ACEND) – The accreditation agency for all programs that educate nutrition and dietetic professionals.
- **AND** – The Academy of Nutrition & Dietetics (AND) – The professional organization that oversees the nutrition and dietetics profession. This organization offers sound, evidence-based resources for students and dietetic professionals, as well as the public.
- **BMS** – Biomedical Sciences (BMS) – This course prefix is used for those courses taken under the Biomedical Sciences program.
- **CDR** – Commission on Dietetic Registration (CDR) – The credentialing organization for RDN professionals. Commission on Dietetic Registration oversees and maintains the professional credentials including RD/RDN, DTR/NDTR, recertification status and the Code of Ethics for the nutrition and dietetics profession.
- **D&D Digital** – D&D Digital is the platform used to match students to internships in which they apply. When students apply to a dietetic internship the semester before they graduate, they will submit that information to D&D Digital in order to be matched (aka “accepted”) into an internship program.
- **DI/Supervised Practice** – Dietetic Internship (DI) – A dietetic internship, also referred to as supervised practice, is a post-baccalaureate internship that requires completion of a didactic program in dietetics (DPD) and a minimum of a bachelor’s degree. A dietetic internship consists of a minimum of 1,000 supervised practice hours and is offered in conjunction with a graduate degree. Completion of a dietetic internship provides eligibility to sit for the national credentialing exam.
- **DICAS** – Dietetic Internship Centralized Application Services (DICAS) – This is the application system students will use to apply to dietetic internship program. This system only houses the application and D&D Digital is used to determine where those applications are sent per the student’s internship selections.
- **DPD** – Didactic Program in Dietetics (DPD) – This program type is often completed at the bachelor of science level and includes specific nutrition and dietetics coursework. Didactic coursework must be completed prior to a dietetic internship.
- **DTN** – This course prefix is used for those courses taken under the Nutrition & Dietetics program.
- **KRDN** – Core knowledge requirements determined by ACEND and must be evident in the curriculum for didactic nutrition and dietetics programs. KRDNs must be measured by a learning activity determined by the program and must be measured annually to assess if programs are meeting the established target measures. All DTN courses will have KRDNs listed on the syllabus to identify which KRDNs are being address in each specific course.
- **MCHHS** – McQueary College of Health and Human Services (MCHHS) – The nutrition & dietetics programs at Missouri State University are housed within this college. The university has 8 colleges that house various departments, which house programs.
- **MoAND** – Missouri Academy of Nutrition & Dietetics (MoAND) – This is the state affiliated professional organization that offers resources and events for nutrition & dietetic professionals residing and/or practicing in the state of Missouri. The state is divided into regions to offer more

specific resources and events for those professionals living in different parts of the state. Missouri State University is most directly related to the Southwest Region of MoAND.

- **PHSM** – Public Health & Sports Medicine – The nutrition & dietetics programs at Missouri State University operate in the Department of Public Health & Sports Medicine.
- **Public Affairs** – A mission that defines how education is delivered at Missouri State University. The public affairs mission focuses on ethical leadership, cultural competence, and community engagement.
- **RD/RDN** – Registered Dietitian (RD)/Registered Dietitian Nutritionist (RDN) – A food and nutrition expert who has met the criteria to earn the RD/RDN credential set forth by CDR.
- **SDA** – Student Dietetic Association (SDA) – The student organization at Missouri State University that offers resources and events for enrolled students who are interested in nutrition and dietetics.
- **VS** – Verification Statement (VS) – Students who complete the program requirements will receive a verification statement stating that they completed all requirements set forth by ACEND. A verification statement is a required document needed to proceed to a dietetic internship and eligibility for the credentialing exam.



## Introduction

The Didactic Program in Dietetics (DPD) at Missouri State is accredited by the Accreditation Council for Education in Nutrition and Dietetics ([ACEND](#)) of The Academy of Nutrition and Dietetics (AND), 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995. The next accreditation review and site visit will be held in 2029. ACEND may be contacted by phone at 800/877-1600, extension 5400. Questions regarding dietetics education may be e-mailed [here](#).

Grievances and complaints related to noncompliance with ACEND accreditation standards should only be submitted to ACEND after all other options with the program and institution have been exhausted. The procedure for complaints against a program may be found [here](#). As the [ACEND website](#) states, “*the ACEND board does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion or dismissal of faculty or students. It acts only upon a signed allegation that the program may not be in compliance with the accreditation standards or policies. The complaint must be signed by the complainant. Anonymous complaints are not considered*”.

## The Registered Dietitian/Registered Dietitian Nutritionist

According to the AND web site, in order to become a registered dietitian one must do the following:

- **Complete a minimum of a bachelor’s degree** at a US regionally accredited university or college and course work accredited or approved by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND).
- **Complete an ACEND-accredited supervised practice program** at a health-care facility, community agency, or a foodservice corporation or combined with undergraduate or graduate studies. Typically, a practice program will run nine to twenty-four months in length and include a master’s degree.
- **Pass a national examination** administered by the Commission on Dietetic Registration (CDR). For more information regarding the examination, refer to CDR’s [website](#).
- **Obtain licensure** if required by the state in which you practice. Most states have regulatory laws for dietitians and nutrition practitioners are often met through the same education and training required to become an RD/RDN. Licensure for RD/RDNs in Missouri has been required since August 2004. Visit the [CDR website](#) to determine which states require licensure. See below for more information about licensure.
- **Complete continuing professional educational requirements** to maintain registration.

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 order to be approved for registration examination eligibility with a bachelor’s degree, an individual must meet all eligibility requirements and be submitted into CDR’s Registration Eligibility Processing System (REPS) before 12:00 midnight Central Time, December 31, 2023. For more information about this requirement visit [CDR’s website](#). In addition, CDR requires that individuals complete coursework and supervised practice in program(s) accredited by the Accreditation Council for

Education in Nutrition and Dietetics (ACEND). Graduates who successfully complete the ACEND-accredited DPD program at Missouri State University are eligible to apply to an ACEND-accredited supervised practice program.

Additional certifications in specialized areas of practice, such as pediatrics, weight management, renal nutrition, nutrition support, oncology, sports, diabetes education, and others are available for RD/RDNs. These certifications are awarded through CDR, the credentialing agency for AND, and/or other medical and nutrition organizations recognized within the profession but are not required. To learn more about these specialized certifications click [here](#).

## Licensure

Many states, including Missouri, require dietitians to be licensed. Once you complete your internship and pass the registration exam, you apply for licensure if necessary. Missouri has required licensure since 2004. Further information on licensure in the state of Missouri may be found at <http://pr.mo.gov/dietitians.asp>. Should you plan to practice dietetics in a different state, it is important that you contact a state regulatory agency prior to practicing dietetics. For a complete listing of states that require licensure/certification visit CDR's website at: <https://www.cdrnet.org/state-licensure-agency-list>.

## Employment Opportunities for RD/RDNs

Registered dietitians work in a wide variety of employment settings including health care, business and industry, public health, education, research, and private practice. Examples of employment opportunities include: Clinical nutritionist as part of a hospital or other health care team, Food Service Systems Manager, Sports Nutrition or Wellness Program Coordinator, Food and Nutrition Consumer Affairs Spokesperson, Community or Public Health Nutritionist, Nutrition Research Coordinator, Food and Nutrition Program Development, Food Science and Technology, culinary arts, and many more!

Some students will choose the dietetics major to prepare them for other health related occupations such as physical therapy and physician assistant. The strong science base provided in the curriculum is excellent preparation for these post-graduate programs and offers students the ability to use their nutrition knowledge to work in other fields.

Please visit the [AND web site](#) for further information on careers in dietetics.

# Introduction to the Missouri State University Didactic Program in Nutrition & Dietetics (DPD)

The Missouri State DPD provides the academic curriculum that meets standards for dietetics education as required by ACEND. Upon successful completion of the DPD curriculum, a student is eligible to apply for an internship that is accredited by ACEND. Graduates of a DPD must complete a minimum of 1000 hours of supervised practice to be eligible to sit for the national registration examination for dietitians. For a list of those programs, visit the ACEND [website](#).

## Mission, Goals, and Objectives of the Missouri State Didactic Program in Dietetics

**Mission:** The mission of the Missouri State University DPD program is to prepare graduates committed to fostering ethical leadership, community engagement, cultural competence, and lifelong learning for acceptance into an accredited supervised practice program or professional program leading to a career in nutrition and dietetics.

**Program Goal 1:** Program graduates will be prepared for an accredited supervised practice program and careers in nutrition and dietetics.

### *Program Objectives for Goal 1:*

1.1: At least 65% of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation.

1.2: Of program graduates who apply to a supervised practice program, at least 80% are admitted within 12 months of graduation.

1.3: For those students who were not accepted into a supervised practice program or who did not apply, at least 75% will be accepted into a post-graduate professional program or obtain employment related to nutrition and dietetics within 12 months of graduation.

**Program Goal 2:** Program graduates will obtain a scientific foundation for expertise in the translation of food, nutrition, and medical science while promoting health and nutritional well-being.

### *Program Objectives for Goal 2:*

2.1: 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%.

2.2: At least 80% of program students complete program requirements within three years (150% of the program length). Program completion rate is calculated by tracking students from the beginning of program admission.

2.3: Following successful completion of a supervised practice program, 80% of dietetic internship directors will rate graduates' performance in the internship as satisfactory or more than satisfactory on an online survey.

2.4: At least 80% of responding program graduates will report their preparation for the internship as satisfactory or more than satisfactory on an online survey.

**Program Goal 3:** Program graduates will demonstrate commitment to community engagement, lifelong learning, and ethical practice.

*Program Objectives for Goal 3:*

3.1: At least 75% of program graduates will report they have voluntarily contributed to their community on an online survey.

3.2: At least 75% of responding program graduates will report that they have participated in life-long learning on an online survey.

3.3: Following successful completion of a supervised practice program, 75% of dietetic internship directors will rate graduates' performance in ethical practice as satisfactory or more than satisfactory on an online survey.

*Program outcomes data is available upon request.*

## University's Inclusivity Principles

The [Office of Inclusive Engagement](#) at Missouri State University strives to enhance the institutional culture of our campus and general community. We seek to build a community that values the inclusion of diversity in accordance with MSU's long-range plan and annual action plans. There are four areas of emphasis including:

- Access, success and equity
- Learning and development
- Campus climate
- Institutional leadership and commitment.

The [Inclusivity Principles](#) is a guide for the University to actively and intentionally engage with the diversity in people, the curriculum, and in communities.

## Pursuing and Obtaining a Dietetic Internship

Students must consider the highly competitive scenario in acquiring acceptance into an ACEND accredited dietetic internship program. Successful completion of the DPD is necessary for acceptance into a supervised practice/dietetic internship. Students are encouraged to maintain a GPA of at least a 3.0 and to seek dietetics related work and volunteer experiences prior to application in order to be competitive for an internship. Entry-level registration eligibility education requirements for dietitians

will change, beginning in 2024, from a baccalaureate degree to a minimum of a graduate degree. Dietetic internships that have a graduate program, may offer a variety of graduate degrees that are appropriate for RD/RDNs, which may include (but not limited to) Clinical Nutrition, Nutrition Education, Public Health, Food Science, Business Administration, and other related areas. Students who graduate from the MSU DPD program and receive a verification statement are also eligible to sit for the Nutrition and Dietetic Technician, Registered (NDTR)/ (DTR) Exam and the Certified Dietary Manager (CDM) Exam. Please see [this link](#) for more information on the DTR option and [here](#) for the CDM option.

Students are encouraged to explore internship possibilities early in their studies (included in DTN 305: Introduction to Dietetics coursework) and continue this exploration throughout their coursework. In the senior year, students choose the internships to which they will apply. The fall semester prior to graduation, students will take DTN 539: Senior Seminar. In this course, students will prepare application materials for dietetic internships, post graduate professional programs, graduate school, or jobs. The importance of work experience, GPA, volunteer experience, leadership experiences, and references cannot be stressed enough in the application process for dietetic internships. Each year, the Applicant Guide to Supervised Practice is purchased and made available to dietetics majors in courses such as DTN 305 and DTN 539, or by requesting a copy from the program director. This resources, along with the ACEND Program Directory, among others are key in applying to internships that are a good fit for each student. Other resources such as [All Access Internships](#) may also be utilized by students.

## Dietetic Internship Application and Matching Process

During DTN 539: Senior Seminar, students receive additional information on the application process for dietetic internships. There are two main websites used for the dietetic internship matching process: DICAS and D&D Digital. Most programs use Dietetic Internship Central Application Service ([DICAS](#)) online for the internship application process. This site is used to create and house the application. In addition, students register with D & D Digital in order to participate in the computer matching process. This site is used to match internships top choices with the student's top choices. The student must rank the internships in order of preference and will do this through D&D Digital. Currently, there is a \$50 fee for the matching process. The fees to applicants for use of DICAS will be \$50 to submit the first application and \$25 for each additional application. Postmark dates are in February (Spring match) and September (Fall match) and notification is made in April (Spring match) and November (Fall match), respectively. Students will receive their match via the D&D website on the date of the match. If the student is matched with an internship, the student **must** contact the internship director within 24 hours to accept the position. If the student is not matched, the student can go to the [D & D Digital](#) website two days after the matching date to view a list of internships that still have space available. Students who are not matched are also encouraged to seek the assistance of the program director immediately. Both websites provide more information on the process. The program director will assist you in your choices and in the matching/application process, but ultimately, it is up to the student to research programs and determine where to apply and accept dietetic internships.

## Dietetic Internship Acceptance Statistics

Following are the internship acceptance rates from the Missouri State University Program for the past five years:

Academic Year	Graduates & VS Recipients	% Applied	Received Internship first application year	Applied, Did not Receive	Reapplied and received later	% Receiving Internship
2018-2019	26	88%	22	1	2	95%
2019-2020	19	89%	16	1	0	94%
2020-2021	13	100%	13	0	n/a	100%
2021-2022	23	86%	20	0	n/a	100%
2022-2023	14	100%	14	0	n/a	100%
<b>Total</b>	<b>N = 95</b>	<b>93%</b>	<b>85</b>	<b>2</b>	<b>2</b>	<b>97.8%</b>

### Internship Acceptance Rate Disclosure

There are 566 active accredited/approved programs as of August 2021 according to ACEND. They are as follows:

Didactic Programs in Dietetics	213
Coordinated Programs in Dietetics	59
Dietetic Internship	260
Dietetic Technician Programs	22
Future Education Model Programs	6
International Programs	6
<b>Total Number of Accredited Programs</b>	<b>566</b>

### Registration Exam Statistics

After a student graduates from the Missouri State Didactic Program in Dietetics, they must obtain and successfully complete an ACEND accredited dietetic internship and graduate program to be eligible to sit for the national credentialing exam, commonly referred to as the RD exam.

### National Registration Exam Pass Rate Statistics

It is required by ACEND for all programs to publicize the RD exam pass rate information for the prior 3 years. Below is the RD exam pass rate for graduates of the Missouri State University Dietetics Program (DPD).

*Table 1. First Time Test Takers and Pass Rate*

	Total Group	First Timers			First Time Repeaters	
		Total Taken	Total Passing	Percent Passing	Total Taken	Total Passing
2018	27	24	21	87.50%	3	1
2019	17	14	11	78.57%	3	1
2020	26	23	18	78.26%	3	2
2021	16	14	13	92.86%	2	2
2022	15	13	10	76.92%	2	2
		88	73	82.95%		

This table indicates the number of students who graduated from the MSU DPD program who passed the RD exam on the first attempt.

*Table 2. One-Year Pass Rate After First Attempt*

**Ending Year Of First Attempt	Testers Within One Year of First Attempt					
	Institutional			National		
	Examinees	Passed	Percent Passed	Examinees	Passed	Percent Passed
2020	14	12	85.71%	3,745	3,334	89.03%
2021	23	22	95.65%	3,621	3,244	89.59%
2022	14	14	100.00%	3,469	3,047	87.84%
<b>Total</b>	<b>51</b>	<b>48</b>	<b>94.12%</b>	<b>10,835</b>	<b>9,625</b>	<b>88.83%</b>

This table indicates the number of students who graduated from the MSU DPD program who passed the RD exam within one calendar year of the first attempt. This data captures those who passed the exam the first time and those who took multiple attempts but did pass the exam within one calendar year. This is the data that is required by ACEND for accreditation purposes and is reflected in the MSU DPD Program Goals & Objectives.

## Requirements for Verification Statement upon Completion of Didactic Program in Dietetics (DPD)

Requirements for students graduating from MSU DPD program to receive a verification statement include: 1) a cumulative and institutional GPA of 2.9; 2) a “C” grade or higher in all DTN courses required for the major; and 3) a “C-” grade or higher in all other program requirements outlined in the course catalogue (i.e. BMS 110/111, 307, 308, CHM 116/117, 200, 352, MTH, PSY, BIO, ect.). Any academic integrity issues must be resolved prior to the verification statement being issued. Students who have an “XF” on their transcript will not be eligible for the verification statement until the XF is removed.

Upon successful completion of the DPD requirements, the program director will issue to the student a verification statement indicating that the student has completed all coursework requirements for a didactic degree in dietetics as dictated by the ACEND accrediting body. Students will complete a verification statement request form and submit it to the program director in order for the verification statement to be issued to the student. The verification statement is completed based on the information provided on the request form. A copy of this form and post-graduation transcripts verifying

an awarded degree are required for the verification statement to be issued to the student. Post-graduation transcripts may take 4-6 weeks to be posted. Verification statements will be emailed to students using the official MSU email address along with a personal email address provided by the student on the verification statement request form. Some form of email receipt verification will be used to ensure delivery to all recipients. Students are notified through their MSU Email account when verification statements are e-mailed and instructed to contact the program director if they are not received or if the information on the verification statement is inaccurate. All nutrition and dietetic programs are required by ACEND to maintain verification statement documentation for life. Should a student misplace their verification statement, they should contact the program director to receive an issued copy.

*\*Copies of the verification statement with the original/authenticated electronic signature of the program director are used for dietetic internship applications, to the Academy of Nutrition and Dietetics (or other professional organizations) to achieve active membership status, state licensure, and may be requested by employers or graduate school programs in the future.*

For students who apply for a dietetic internship prior to coursework completion, an *Academic Program's Verification of Internship Eligibility and Readiness* form will be provided to students by the program director. This form serves as a verification that the student is currently enrolled in coursework that will fulfill didactic program requirements and that they are anticipated to complete prior to the start date of the internship. Students will send a request to the program director through DICAS during the student's dietetic internship application process. A final verification statement will be awarded as previously described.

## Students with a Prior Degree Seeking a Verification Statement

Students with a bachelor's degree will provide the program director (and the university, as part of the admissions process) with an official transcript of all courses completed at an accredited university to begin the transcript evaluation process. Students are responsible for obtaining and/or providing any syllabi that might be required for further evaluation to accurately determine course content. Transcripts and syllabi are evaluated on an individual basis by the program director to determine how the 2022 Standards required by ACEND for all didactic students are met. Courses or individualized work needed to meet these requirements will then be discussed with the student. Required courses from an unaccredited university or dietetics courses not part of an ACEND approved program may not meet accreditation standards and therefore will need to be included in the student's program of study at MSU. A written agreement between the Public Health Sports Medicine Department, Missouri State Dietetics Program, and the student regarding requirements for receiving the verification statement without obtaining a BS in Nutrition & Dietetics from Missouri State will be signed and kept on file in the student's advisement folder.

*\*A returning MSU student may be asked to refresh skills, meet recency of education requirements (see recency policy below), or demonstrate competence at the level to which they are re-entering.*

Students with a previous degree may receive a verification statement from the Missouri State DPD program without earning a second degree in nutrition & dietetics. Students not seeking a second degree must:



- Complete a minimum of 18 credit hours of upper-level dietetics (DTN) courses at Missouri State that must include DTN 532, DTN 536, and DTN 546 as part of those hours.
- Have completed a minimum of a 300-level anatomy and physiology course(s) within the past 5 years.
- Maintain a cumulative and institutional GPA of 2.9 or above.
- Have a C or better in all required DTN courses and a C- or better in all other program required courses.
- Meet all course requirements necessary to demonstrate completion of all KRDNS as required by the 2022 ACEND Accreditation Standards to be determined upon transcript review and meeting with the program director.

### *Recency of Education Requirements*

Missouri State DPD program's policy states that all students graduating from the DPD program (or receiving a verification statement) meet the most recent standards set forth by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Therefore, dietetic (DTN) required courses not taken within the last five years that have not met the most recent accreditation standards, must be retaken. Significant professional work experience or graduate work in a closely related field may be considered in meeting current requirements for all or part of courses that have been previously taken outside of the five-year recency requirement. This will be determined by transcript review and discussion between the student and program director. A written agreement between the Public Health Sports Medicine Department, Missouri State Dietetics Program, and the student outlining the requirements for meeting recency of education will be signed and kept on file in the student's advisement folder.

*\*Life experiences will not be considered for course waiver or meeting standards.*

### **International Students with a Foreign Degree or Foreign College Credit**

An international student with a foreign degree or credit, who seeks either a verification statement from Missouri State or completion of a degree, will request that their transcript be evaluated by a Foreign Degree Evaluation Agency and then submitted to the university. [International Student Services](#) at Missouri State University accepts foreign degrees and uses an in-house processing system to convert the foreign GPA to a US equivalent degree. Students with a foreign degree equivalent to a nutrition and dietetics BS degree from an accredited institution of higher education in the United States will be interviewed by the program director as to experience and course content in their previous programs. ACEND's "[International Students](#)" policy and resources will be discussed with individual students. Based on the information obtained, discussion with the student, and evaluation of the course information, a determination will be made by the program director as to what courses must be taken in order to complete the degree or to receive the verification statement from the MSU DPD program. Courses to ensure a student's success in a graduate program/dietetic internship will include, but are not limited to: DTN 335, DTN 340, DTN 445, DTN 536, DTN 538, DTN 546, DTN 550, with an option to take DTN 539 OR 305 to prepare for the internship application process. In the case of verification statements, the minimum requirement of completed courses as stated previously must be met. The student seeking the verification statement will be admitted as a non-degree seeking student to take courses within the dietetics program.

# Undergraduate Degree Requirements

To graduate with a Bachelor of Science (B.S.) degree in Nutrition & Dietetics, students must complete all coursework as set forth in their filed degree program and as outlined in the [University Undergraduate course catalog](#). Students with a previous degree may only need to complete the DPD program requirements but will meet with the Program Director to discuss options.

## **Degree completion requirements include:**

- Complete all general education course requirements as outlined by the University
- Complete all program requirements, courses outlined in the undergraduate catalog (also found in this handbook).
- Complete a total of at least 120 semester hours of credit, including 40 upper division credit. (The B.S. in Nutrition & Dietetics includes 121 total credit hours.)
- Attain at least a 2.00 MSU cumulative and/or combined (MSU and transfer) GPA in all general education requirements and all courses required in the major.\*
- Complete a University Exit survey prior to graduation and upon the completion of 102 or more credit hours.

\*Please note that an MSU cumulative and/or combined GPA must be above a 2.9 in order to receive a verification statement from the DPD. See further details on verification statements in this handbook.

## **Program completion requirements for the DPD include:**

- Completing all program requirement courses with a C or better.
  - Courses included in program requirements include: BMS 110/111, 307, 308; BIO 212/213; CHM 116/117, 201, 352; ENG 321; MTH 134 (or higher); PSY 121; Statistics Requirement (select one from the following: MTH 340, 545, PSY 200, QBA 327, or SOC 220); DTN 240, 305, 306, 330, 331, 332, 333, 335, 340, 345, 430, 437, 445, 532, 536, 538, 539, 546, 550, 595.
- Successfully completing all KRDN assessments with a 70% or higher.
  - Courses where each KRDN is assessed will indicate the specific assignment and matrix for successful completion in the course syllabus. See Remediation Policy for more details.
- Earning a B.S. degree

The maximum time to complete the degree is 8 years per the university's [time limit policy](#), credit for courses completed in the major more than eight years before the student's date of graduation may be disallowed by the major department.

If a student elects to interrupt their academic program for more than one year and has been admitted into the dietetics program, they will be required to meet current program requirements if a curriculum change occurs during their absence. Returning students will meet with the Program Director to determine program requirements that may need to be addressed to meet current education requirements.

A listing of all dietetics courses, the semesters those courses are offered, and prerequisites for each course are included in this handbook. Students should utilize this when working on their academic plan with their advisor. Prerequisites listed for each course must be met.

Students must be aware that some courses are only offered once a year and some offered twice a year, providing there is sufficient demand. Because of this, regular contact with your advisor and planning one's full academic program with the student's academic advisor is vitally important. Students who elect to drop a course run the risk of lengthening the time required to achieve their academic degree.

## Curriculum

At Missouri State, the 121- hour curriculum leads to the Bachelor of Science (BS) degree in Nutrition & Dietetics and a minor in Biomedical Sciences. The 121 credit hours are spread out over eight semesters (4 years) and includes 47 credit hours of general education, 23 credit hours of professional science courses (i.e. BMS, CHM, MTH, Statistics, etc.), and 51 credit hours of dietetic courses. The dietetics curriculum at MSU values a strong science and evidence-based foundation. The curriculum is sequenced in a way that promotes scaffolding of information to ensure that a depth and breadth of knowledge is obtained, skills are gained at the novice level and continue to a more advanced level, and that prerequisites are met.

The sequencing of the curriculum has some flexibility for students who choose to enroll part-time or seek a major/minor in other degree programs at the university (i.e. 2<sup>nd</sup> major, minors, certificates, preprofessional prerequisites, etc.). Therefore, the sequencing of classes, especially the 300-level nutrition and dietetic classes, may be taken in a different order outlined on the published 4-year plan for nutrition and dietetics majors. However, prerequisite requirements must be followed to ensure success. A sample 4-year plan may be viewed online at:

<https://phsm.missouristate.edu/NutritionDietetics/FourYear.htm> or in Appendix A of this handbook.

Courses outlined for the 7<sup>th</sup> and 8<sup>th</sup> semesters are purposely designed for students to take the last fall and last spring prior to graduation. These courses are intended to ensure required core knowledge (KRDNs) are achieved and serve as preparation courses for dietetic internships as well as the credentialing exam. Students should meet with their academic advisors to ensure prerequisites are met and progression through all courses are appropriate.

Students must be aware that some courses are only offered once a year and some are offered twice a year, providing there is sufficient demand. Because of this, regular contact with your advisor and planning one's full academic program with the student's academic advisor is vitally important. Students who elect to drop a course run the risk of lengthening the time required to achieve their academic degree.

## Program Requirements

Following are the requirements for the BS in Nutrition and Dietetics, these requirements are divided into general education, major requirements and other related requirements. A sample 4-year plan including all requirements is available in Appendix A and on the [Nutrition & Dietetics website](#).

### General Education Requirements

All students at MSU seeking a 4-year degree must fulfill the [General Education Requirements](#). Some of the general education courses also meet Nutrition & Dietetic program requirements and therefore must be taken to receive a verification statement from the program. The general education courses that also meet program requirements are indicated below in **BOLD** type.

#### Foundations (14 - 18 hours) (GEC 101 through 105)

GEP 101	First Year Foundations	2 hours
ENG 110	Writing I	3 hours
COM 115	Public Speaking	3 hours
<b>MTH 134 or higher</b>	<b>MTH 134 Algebraic Reasoning &amp; Modeling or higher is required for Dietetics</b>	<b>3 hours</b>
<b>ENG 321</b>	<b>Writing II (ENG 321: Technical Writing is required for Dietetics)</b>	<b>3 hours</b>

#### Natural World (GEC 106, 107, 108, 109)

Nutrition & Dietetics majors will select 1 course from the Life Sciences (BMS 110/111) and 1 course from Physical Sciences (CHM 116/117) (OR CHM 160, 161\*\*).

<b>BMS 110*</b>	<b>Concepts in the Biomedical Sciences</b>	<b>4 hours</b>
<b>CHM 116/117</b>	<b>Fundamentals of Chemistry</b>	<b>5 hours</b>

\* If a student has taken BIO 121 with a "C-" or better (or the transfer equivalent), it will be substituted for BMS 110.

\*\*If a student takes CHM 160, then he/she will need to take CHM 161, 170 and 171 to complete the general chemistry requirement. The chemistry requirements for dietetics may be satisfied with CHM 116/117.

#### Human Cultures (GEC 110, 111, 112)

\*Students will take 4 courses in this section - Note that all courses in the Human Cultures section of the general education program must have different course codes (i.e. PSY, AGR, REL, ENG), taking two ENG courses or two ART classes even though they are from different categories will not fulfill the gen. ed. requirements.

#### SOCIAL & BEHAVIORAL SCIENCES (6 hours) (GEC 110)

<b>PSY 121</b>	<b>Introductory Psychology</b>	<b>3 hours</b>
	Select one additional course from this section for a total of 6 hours. Recommended courses for dietetic students or those who are pursuing other healthcare fields include AGR 100, CFD 155, DTN 130, SOC 150 – these are only suggestions and are NOT required for dietetic majors.	<b>3 hours</b>

#### HUMANITIES PERSPECTIVE (Select ANY 1 course from GEC 111)

#### THE ARTS (Select ANY 1 course from GEC 112)

#### Public Affairs

\*Students will take 4 courses in this section - Note that all courses in the Public Affairs section of the general education program must have different course codes (i.e. HST, PLS, IDS, PHI), taking two ENG courses even though they are from different categories will not fulfill the gen. ed. requirements.

**US & MO CONSTITUTIONS/AMERICAN HISTORY (6 hours) (GEC 113 & 114)**

HST 121 <b>OR</b> HST 122	Survey of the History of the United States to 1877 <b>OR</b> Survey of the History of the United States since 1877	3 hours
<b>AND</b>		
PLS 101*	American Democracy & Citizenship	3 hours

**CULTURAL COMPETENCE (Select ANY 1 course from GEC 115)**

*IDS 297	International Culture & Study Abroad	3 hours
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\*Students who plan to do a FULL SEMESTER study abroad should save this course for their study abroad semester. This course is NOT REQUIRED, only recommended.

**PUBLIC ISSUES (Select ANY 1 course from GEC 116)***Major Requirements and Prerequisites*

The following is a list of all DTN courses that are required for Nutrition & Dietetic majors. Each of the DTN courses have prerequisites that must be followed in order to promote depth of knowledge and maintain student success in each course. Appropriate sequencing of these courses are outlined in the sample 4-year plan, which is available in Appendix A and on the [Nutrition & Dietetics website](#).

<b>Course Number</b>	<b>Title</b>	<b>Hours</b>	<b>Prerequisites</b>	<b>Semester Offered</b>
DTN 240	Introduction to Nutrition	3	CHM 116/117 or CHM 160 or concurrent enrollment	F,S, SU
DTN 305	Introduction to Nutrition and Dietetics	1 (0-2)	DTN 240 or concurrent enrollment	F,S
DTN 306	Computer Applications in Nutrition and Dietetics	1 (0-2)	DTN 240 or concurrent enrollment	F,S
DTN 330	Food Selection & Preparation for Health	2 (1-2)	DTN 240 or concurrent enrollment	F,S
DTN 331	Food Science	3 (2-3)	DTN 240, DTN 330 and CHM 200 or 201	Spring only
DTN 332	Food and Culture	3	DTN 240 or concurrent enrollment	F, S
DTN 333	Nutrition throughout the Life Span	3	DTN 240	F,S
DTN 335	Nutritional Assessment	3 (2-2)	DTN 240	Spring only
DTN 340	Nutrition Education & Communications	2 (1-2)	DTN 240 and DTN 330 or concurrent enrollment, PSY 121	Fall only
DTN 430	Sports Nutrition	3	DTN 240 and BMS 308 or DTN 335	Fall only
DTN 437	Quantity Foods in Healthcare and School Food Service	3 (1-4)	DTN 240, DTN 330	F,S
DTN 538	Administrative Dietetics	4 (3-2)	DTN 240, DTN 306, DTN 330, and DTN 437; BIO 212/213	Fall only

DTN 445	Community Nutrition	3 (2-2)	DTN 335 and PLS 101. Recommended: DTN 333	Spring only
DTN 532	Human Nutrition & Metabolism	3	DTN 240, BMS 308 and CHM 200 or 201 (or concurrent enrollment in CHM 200 or 201)	S, SU
DTN 536	Medical Nutrition Therapy I	4 (3-2)	Admission to the program, DTN 335 and DTN 532 and CHM 352 (or concurrent enrollment)	Fall only
DTN 539	Senior Seminar in Dietetics	1	Admission to Program, taken last fall before expected graduation	Fall only
DTN 546	Medical Nutrition Therapy II	4 (3-2)	Admission to Program, DTN 536	Spring only
DTN 550	Nutrition Counseling	2 (1-2)	DTN 340 and DTN 536 or concurrent enrollment	Spring only
DTN 595	Undergraduate Research in Dietetics	1 – 3	90 hours of including DTN 335, DTN 532, and statistics.	Fall only

### *Other Related Requirements*

The following is a list of all other courses that are required for Nutrition & Dietetic majors. Appropriate sequencing of these courses is outlined in the sample 4-year plan, which can assist you in planning the courses that are right for you. The sample 4-year plan is available in Appendix A and on the [Nutrition & Dietetics website](#).

<b>Course Number</b>	<b>Title</b>	<b>Hours</b>	<b>Prerequisites</b>	<b>Semester Offered</b>
BMS 110	Concepts in the Biomedical Sciences	4 (3-2)	Eligibility for both ENG 110	F,S, SU
BMS 230	Human Genetics	3	“C” grade or better in BMS 110/111 or BIO 121; and eligibility for MTH 134 or MTH 136.	F,S
BMS 307	Human Anatomy	4 (3-2)	“C” grade or better in BMS 110 and 111 <b>or</b> BIO 121, or B grade or better in BMS 207.	F,S
BMS 308	Human Physiology	4 (3-2)	“C” grade or better in BMS 307 or BIO 380 and “C” or better in CHM 116 or CHM 160.	F,S
BIO 212/213	Elements of Microbiology	3 (2-2)	CHM 116/117 or CHM 160 161 and 4 credit hours of BIO or BMS courses	F, S
CHM 116/117	Fundamentals of Chemistry	5 (4-2)	CHM 117 requires a C- grade or better in CHM 116 or concurrent enrollment	F, S
<b><u>OR</u></b>				
CHM 160/161 <b><u>AND</u></b>	General Chemistry I and lab	4 (3-2)	“C-” grade or better in MTH 101 or higher or concurrent enrollment	F, S

CHM 170/171	General Chemistry II and lab	3	"C-" grade or better in CHM 160; and C- grade or better in MTH 101 or higher	F, S
CHM 201	Essentials of Organic Chemistry	3	"C-" grade or better in CHM 116 or CHM 160	F,S
CHM 352	Introduction to Biochemistry	3	"C-" grade or better in either CHM 201 or CHM 342.	F, S
ENG 321	Technical Writing	3	ENG 110 or equivalent; 45 hours	F, S
MTH 134	Algebraic Reason. & Model.	3	"C" grade or better in MTH 101 or MTH 103, or an appropriate score on a mathematics departmental placement test	F,S
Select <b><u>ONE</u></b> Statistics Course from the Following				
MTH 340 <b><u>OR</u></b>	Statistical Methods	3	Completion of math gen ed requirements or placement score	F,S
MTH 545 <b><u>OR</u></b>	Applied Statistics	3	60 credit hours and completion of math gen ed requirements	F
PSY 200 <b><u>OR</u></b>	Psychological Statistical Methods	3	PSY 121; completion of math general education requirements	F
QBA 237 <b><u>OR</u></b>	Basic Business Statistics	3	C grade or better in MTH 134 or higher	F,S
SOC 220	Statistics for Social Research	3	None	F,S
PSY 121	Introductory Psychology	3	None	F,S

## Minors for the Nutrition & Dietetic Student

Nutrition & Dietetics is a comprehensive major and students do not need to complete a minor. However, a minor may be used to enhance preparation in a particular area of interest such as Psychology or Chemistry. Most students automatically will meet requirements for the Biomedical Sciences minor through the requirements of the program so it is advised to add the BMS minor to your program of study. Students who have chosen the CHM I and II route (CHM 160, 161, 170, 171) you almost have a Chemistry minor! Just add CHM 353 Intro to Biochemistry Lab (2) and CHM 202 Organic Chemistry lab (2) and you will meet the requirements for a Chemistry minor!

Popular minor choices among nutrition & dietetic students include chemistry, psychology, foreign language, exercise physiology, business, and marketing. Click [here](#), for a complete list of minors offered at the University. Students wishing to add a minor, should seek additional advisement in the department of their minor.

*\*Nutrition & Dietetic majors do not qualify for a nutrition minor.*

Following are the requirements for the Minor in Nutrition. Please note, that earning a minor in nutrition does not qualify a student for receiving a verification statement, obtaining a dietetic internship, or being eligible to sit for the national registration exam to become a registered dietitian nutritionist.

*Nutrition minor (non-dietetics majors only):*

The Nutrition Minor offered can be obtained with a Bachelor of Arts or Bachelor of Science degree.

<b>Required Core Courses (6 hours)</b>	<b>Course #</b>	<b>Credit Hours</b>
Intro to Nutrition	DTN 240	3
Nutrition Throughout the Life Span	DTN 333	3
<b>Choose from the elective courses below to bring total nutrition hours to 20</b>		
Social and Behavioral Applications of Human Nutrition	DTN 130	3
Service Learning (must be nutrition related)	DTN 300	Limit 3
Computer Applications in Nutrition & Dietetics	DTN 306	1
Food Selection and Preparation for Health	DTN 330	2
Food Science	DTN 331	3
Food and Culture	DTN 332	3
Introduction to Nutrition Assessment and Sports Nutrition	DTN 334	3
Nutrition Education and Communications	DTN 340	2
World Hunger	DTN 345	3
The Exchange System / Carbohydrate Counting	DTN 390	1-2
Home Food Preservation (series)	DTN 391	1-4
The Mediterranean Diet	DTN 392	1
Nutrition Intervention in Eating Disorders	DTN 395	1
Alcohol, Addiction, and Nutrition	DTN 396	1
Topics in Heart Healthy Cooking (series )	DTN 397	Limit 5
International Service Learning: Malnutrition in Developing Countries	DTN 400	1-3
Sports Nutrition	DTN 430	3
Quantity Foods	DTN 437	3
Topics in Nutrition & Dietetics	DTN 497	Limit 3 hr
Human Nutrition and Metabolism	DTN 532	3



International Service-Learning	BMS 400	1-3
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## Certificates offered by the Nutrition & Dietetics Program

Nutrition & Dietetic students may choose to add a nutrition certificate indicating they received specific instruction or gained experiences in a specific area. Adding a nutrition certificate to your program of study is not required but can enhance your learning in a particular area and looks great on resumes and/or graduate school applications.

There are currently THREE certificates offered by the program. Students may choose to seek all three if they wish. A student **DOES NOT** have to be a nutrition & dietetics major to earn one of the nutrition certificates. Please note, that earning any of the nutrition certificates does not qualify a student for receiving a verification statement from the program, obtaining a dietetic internship, or being eligible to sit for the national registration exam to become a registered dietitian nutritionist.

### *Foundations of Nutrition Certificate*

This certificate is designed for students interested in understanding general principles of food and nutrition, human nutritional needs, and how nutrition affects health. The following are the requirements for the Foundations of Nutrition Certificate.

Required Core Course (3 hours)	Course #	Credit Hrs
Intro to Nutrition* <i>OR</i>	DTN 240	3
Social and Behavioral Applications of Human Nutrition *	DTN 130	3
*Students must take at least ONE of these core courses towards the certificate. However, a student may choose to take both of these courses, whereas both may count toward the 12-hour requirement for the certificate.		
Choose from the elective courses below to bring total nutrition hours to 12		
Social and Behavioral Applications of Human Nutrition*	DTN 130	3
Introduction to Nutrition*	DTN 240	3
Service-Learning in Dietetics and Nutrition	DTN 300	Limit 3
Food Selection and Preparation for Health	DTN 330	2
Food and Culture	DTN 332	3
Nutrition Throughout the Life Span	DTN 333	3
Introduction to Nutrition Assessment and Sports Nutrition	DTN 334	3
World Hunger	DTN 345	3
Home Food Preservation (series)	DTN 391	1-4
Topics in Heart Healthy Cooking (series)	DTN 397	Limit 5

Topics in Nutrition & Dietetics	DTN 497	Limit 3 hr
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\*Other approved electives may be counted with approval from Public Health Sports Medicine Department.

### *Cultural Competence in International Nutrition Certificate*

This certificate is for students interested in developing international nutrition knowledge and skills as applied to the foods, health, and religious beliefs of different cultures worldwide. The certificate also provides study away opportunities to further assist in the development of culturally competent citizens.

Required Core Courses (6 hours)	Course #	Credit Hours
Intro to Nutrition <b>OR</b>	DTN 240	3
Social and Behavioral Applications of Human Nutrition	DTN 130	3
<b><i>AND</i></b>		
Food and Culture	DTN 332	3
<b>Choose from the elective courses below to bring total nutrition hours to 12</b>		
World Hunger	DTN 345	3
Cultural Competence in Health Care	IPE 376	3
Global Issues in Health Services	IPE 377	3
Up to 3-credit hours of study away electives including:		
International Culture and Study Abroad	IDS 297	3
Cooperative Education in Biomedical Sciences	BMS 380	1-3
The Mediterranean Diet	DTN 392	1-3
International Service Learning	BMS/DTN 400	1-3

\*Other approved electives may be counted with approval from Public Health Sports Medicine Department.

### *Sports Nutrition Certificate*

This certificate is designed for students interested in learning the role nutrition plays in an athlete's performance. Students will learn about hydration, nutrition requirements, ergogenic aids, and metabolism. Those completing this program will have an enhanced understanding of sports nutrition and its application for athletes of all abilities.

Required Core Courses (6 hours)	Course #	Credit Hours
Intro to Nutrition	DTN 240	3
Sports Nutrition	DTN 430	3

Physiology of Exercise Metabolism <b><u>OR</u></b>	BMS 567	4
Exercise Physiology	KIN 362	4
<b>Choose from the elective courses below to bring total nutrition hours to 12</b>		
Social and Behavioral Applications of Human Nutrition	DTN 130	3
Nutrition Intervention in Eating Disorders	DTN 395	1
Topics in Nutrition & Dietetics	DTN 497	1-3
Undergraduate Research	DTN 498	1-3
Human Nutrition and Metabolism	DTN 532	3

\*Other approved electives may be counted with approval from Public Health Sports Medicine Department.

Other undergraduate certificates offered at the University may also be of interest. Popular certificates include Sports Medicine, Health Sciences, Community Health, and Foundations of Interprofessional Education in Health Care. Click [here](#) for a complete list of certificates offered at the University.

Students seeking a nutrition minor and/or any of the nutrition certificates should meet with a dietetics faculty advisor PRIOR to the semester before graduation to ensure they are able to meet the requirements. Prerequisites for all DTN classes must be met; therefore, students may not be able to take all available classes for the minor if course sequencing is not followed.

## Transfer Student Resources & Information

Students who plan to transfer to Missouri State and major in nutrition & dietetics, should contact a dietetics advisor as soon as possible to ensure that courses selected for their Associates Degree will transfer to the university and meet the requirements of the program. It is recommended for coursework to include college algebra (or higher), psychology, human biology/biomedical sciences, chemistry (general chemistry and organic chemistry), and microbiology. Ideally, students should have an Introduction to Nutrition course (equivalent to DTN 240) that requires chemistry as a prerequisite AND Organic Chemistry (equivalent to CHM 201 or higher). Not having an Intro to Nutrition course or Organic Chemistry may result in an extended graduation date as these courses are prerequisites for many other courses in the program where progression must be followed.

General education requirements for the University will be met through the Associates Degree, however, requirements specifically for dietetics that are general education classes at Missouri State may not be met and still required to be taken. For example, a lower-level math class may meet general education requirements, but the dietetics degree requires college algebra. Therefore, if a student did not take college algebra as part of their general education, they will have to take a college algebra course (or higher) to meet program requirements. Additionally, 300-level courses and above rarely transfer equally to the university and are not generally accepted by the program. For example, students are required to take BMS 307: Human Anatomy, because this is a 300-level course, it is unlikely a 200-level anatomy

course from another institution will transfer appropriately. Bottomline, when planning to transfer any courses to Missouri State University, seek advisement as soon as possible.

For acceptance into the dietetics program students must have a combined **and** Missouri State GPA of 2.9 or higher and have completed DTN 240, DTN 305 with a C or better, BMS 308, and CHM 116/117 **or** CHM 160, 161, 170 and CHM 171 with a C- or better in each course. Note that Chemistry is a prerequisite for DTN 240, and DTN 240 is a prerequisite for DTN 305. BMS 110 is a prerequisite for BMS 307, and BMS 307 is a prerequisite for BMS 308. These courses are the main requirements for admission to the program and therefore, will take some time to progress through once students are enrolled in the program. To obtain a verification statement necessary to apply for an internship after graduation, students must have C's and above in all DTN courses and C- or above in all other program requirements regardless if those courses are taken at MSU or transferred from another university.

Depending on when a student transfers to Missouri State University and how many general education courses and science courses have been complete will determine how long it could take to complete the B.S. in Nutrition & Dietetics at MSU. See Appendix B for a 2-year sample schedule and Appendix C for a 3-year sample schedule. The 2-year sample schedule may be appropriate for a student who has completed multiple science courses (including Organic Chemistry) and an Introduction to Nutrition course. The 3-year sample schedule may be appropriate for a student who has not fully completed their general education requirements or has completed minimal science courses (such as chemistry or biology) and has not had an Introduction to Nutrition course. Sample schedules are offered only as suggestions and visual aids for transfer students, they do not replace a one-on-one meeting with an advisor. Seeking academic advisement early and often is recommended!

## Transferring Credits to MSU and Evaluation Process

Transfer credits will be evaluated by the Admissions Office upon admission to the University. If there are questions or concerns on transfer credit related to dietetics, those will be further evaluated by the nutrition & dietetics program director. Questions regarding General Education credits should also be directed to Admissions Office. More information about transferring credits may be found on this website: <https://www.missouristate.edu/Admissions/TransferringCreditoMSU.htm> Questions concerning courses in Biomedical Sciences or Chemistry, etc should be directed to the appropriate department. Transfer equivalency re-evaluation may be recommended; this does require a syllabus detailing the course in question, which is the student's responsibility to provide and complete the process.

## Common Transfer Course Issues

- **Introduction to Nutrition:** Students may have taken a nutrition course at a community college or another university. Key aspects of a transferred Intro to Nutrition class must include: a chemistry prerequisite, it must include the majority of topics outlined in the DTN 240 course syllabus (including metabolism), and must have included a diet analysis project. If a student believes the course they transferred meets this criteria, they can have the nutrition & dietetics program director evaluate that course for equivalency to DTN 240: Introduction to Nutrition. If it was not a chemistry level prerequisite or did not include nutrient metabolism or required a diet analysis project, it will not be accepted and students should enroll in DTN 240.

- **Chemistry:** The chemistry requirement for the MSU dietetics program is for a complete course with a lab. This may be met by a one semester general chemistry course with a lab (CHM 116/117), or by a two-semester Chemistry I and Chemistry II with labs. If Chemistry I is taken, Chemistry II must be taken; at Missouri State both labs must be taken. Labs for Organic Chemistry or Biochemistry are not required.
- **Anatomy and Physiology:** BMS 307: Human Anatomy and BMS 308: Human Physiology courses are not equivalent to those offered at the community college level. BMS 307 Anatomy labs utilize cadavers, and the physiology labs are designed for healthcare majors. Other college or university anatomy or physiology courses that utilize cadavers or are taught as part of a medical school or health sciences school may be considered with the approval of the nutrition & dietetics program director. Syllabi for anatomy and physiology courses taken outside of MSU must be provided and a “C-” grade or better in those courses are required. Combined A&P (Anatomy and Physiology) courses will not be accepted.
- **Technical Writing:** Courses that include technical writing as *part* of the curriculum will not be accepted as equivalent to the MSU ENG 321 Technical Writing course. Students who believe they have met the requirements for technical writing may choose to go through the University’s transfer credit re-evaluation process. If the course includes similar assignments to MSU’s ENG 321 course, it may be considered for acceptance after review of the course syllabi (provided by the student) by the nutrition & dietetics program director. The student must have completed the course in question with a “C-” grade or better and provide a course syllabus for evaluation.
- **Nutrition or Dietetics coursework outside of the MSU Accredited Program:** These courses will be evaluated on an individual basis. A syllabus from the course must be provided by the student to the nutrition and dietetics program director for evaluation. Credit may be given for prior courses if the course is similar in content and meets the 2022 standards that an MSU DTN course provides. If a course is similar in content but missing a required knowledge requirement (KRDN) outlined by ACEND’s current education standards, credit may be given for the completed work but additional individual study may be required to assure the 2022 standards are met. These courses must also meet the recency of education requirements.

## Seeking Course Credit for Prior Experience

Students who hold Certified Dietary Manager (CDM) certification and have dietary manager experience may discuss with the nutrition & dietetics program director, as well as faculty, the possibility of opting out of the following courses: DTN 330: Food Prep, DTN 437: Quantity Foods, and DTN 538: Administrative Dietetics. Credit will not necessarily be granted for these courses; however, they may be waived if appropriate. If waived, students will need to ensure they still meet the minimum credit hours to earn a B.S. degree from the University (120 hours).

If a student holds a prior ServSafe® certificate with work experience, this is acceptable providing that it is current for two years beyond graduation. In this instance, the requirement to successfully pass the exam will be waived. This may NOT be a Food Handlers card and must be the same ServSafe® Certification obtained in the curriculum. The ServSafe certificate is obtained in DTN 437: Quantity Foods, which may still need to be completed by the student. Students who are ServSafe certified will take the course, but will not be required to take the certification exam.

Work or life experiences will not be considered for dietetics course credit.

## Admission to the Dietetics Program

Students are eligible to apply for formal admission to the Nutrition & Dietetics Degree Program after completion of DTN 240: Introduction to Nutrition, DTN 305: Introduction to Dietetics, with a “C” or better, BMS 308: Human Physiology, and general chemistry (CHM 116/117 or CHM 160, 161, 170 and 171), with “C-” or better and with a cumulative and institutional GPAs of 2.9 or higher. Please note that in order to receive a verification statement, you must have a “C” or better in all DTN courses and a “C-” or better in all other required courses for the major at time of graduation.

Additional requirements for admission to the program are located in the online catalog [here](#) and include the following:

1. Provide a signed and dated copy of the Honor Code for the Dietetics Programs.
2. Verification that students have read the DPD student handbook and understand state licensure qualifications.

After meeting requirements for admission to the program, students will complete their application to the program (which can be found in this handbook or [here](#) on the Nutrition & Dietetics webpage) and meet with their academic advisor. Degree audits are reviewed, progress assessed, and the application form is completed when signed by the academic advisor and program director. Once the application and all supporting documents are submitted, the program director will verify the information is complete and submit it to the university for processing. The student must initiate the application process and should do so as soon as they are eligible. Students should not wait until completion of all the requirements for admission to the degree program to declare the nutrition & dietetics major.

### Admission by Exception

Admission by Exception may be granted in unusual cases and reviewed by program faculty on case-by-case basis. Admission exceptions will be limited to no more than 5% of the total number of students admitted to the program. Students must be aware that even though exceptions may be granted, this does not necessarily equate to earning a verification statement or securing a dietetic internship placement.

Students who may be good candidates to have an exception granted are as follows:

- Second degree seeking or nontraditional student who may have poorer grades from a previous admission, school, or degree program
  - May speak with the Dean about “academic renewal” if appropriate
- Students who have C’s or better in science courses
- Students who have B’s or better in their dietetics course work
- Traditional students who had a “bad” semester or two and are now back on track
- Students who demonstrate a positive attitude, good attendance, strong work ethic and would be recommended/highly recommended for acceptance into an internship program

Students who are not strong candidates for consideration of an exception include:

- Have not successfully completed BMS 308 with a “C-” or higher
- Students with D’s, F’s, or have repeated the required science courses several times
- Students with maturity issues that would impact a “recommend/highly recommend” recommendation for an internship program including but not limited to attendance, work ethic, ability to work well with others, etc.
- Students with a combined and institutional GPA of <2.75.

### *Procedures for Requesting an Admission Exception*

Students who wish to apply for admission by exception must do the following:

- Write a letter to the dietetics faculty detailing why you are a good candidate for admission to the program by exception and why you are currently not meeting requirements for the program. Review the information above regarding students who are good candidates for admission by exception.
- Submit the letter to the DPD Program Director using the following dates to be considered for the next semester:
  - Prior to **December 1** for spring semester
  - Prior to **August 1** for fall semester
  - Prior to **May 1** for summer semester*\*\*\*Late letters will not be accepted.*
- Submit documentation (i.e. unofficial transcript and current degree audit) to show that the student currently has a cumulative GPA of 2.75 or higher and an institutional and/or transfer GPA of 3.0 or higher in all dietetics courses (taught by dietetics faculty) and “C-” or higher in all science classes and other courses required by the program. Without this information, you will not be considered for an exception.
- Student must include a plan for improving GPA in the very near future, plan for path to graduation, work experience, career goals, and support from at least one dietetics faculty member. These key points may be addressed in the letter and/or supported by attaching a current resume.
- Meet all other program admission requirements.
- Meet with the program director to discuss the information and to ensure understanding of competitiveness of programs and potential options.

Once submitted, student letters and documentation will be reviewed by dietetics faculty following the letter date deadline. The dietetics faculty will make the final decision to grant an exception. Application for an exception does not guarantee acceptance into the program, nor does it override any prerequisites or coursework requirements.

The dietetics faculty will make one of the following decisions:

1. *Acceptance into the program.* The student should complete the appropriate forms and submit to the program director.
2. *Not accepted into the program.* The student should consult with the MCHHS Academic Advisement Center to determine another appropriate course of study.

3. *Permission to continue one more semester.* The faculty members will grant an override for the student to register for designated courses (not including 500 level classes that require program admission) for a probationary period where progress is reviewed at the end of the semester. This review will consist of course assignment grades, class attendance, and overall progression.

Students are notified by email of the faculty’s decision and will be responsible for meeting with the program director to finalize the plan. The program director will maintain documentation of the plan, which will be reviewed each semester as needed.

**Note:** Students who are accepted into the program by exception, regardless of the circumstance for why admission by exception was sought, must still meet all program requirements for obtaining a verification statement at the time of graduation. See Requirements for Verification Statement section in this handbook.

## Grading Policies for the Nutrition & Dietetics Program

\*Include the language from the catalogue that says all DTN courses have to be passed with a C or better, all other program requirements a C- or better, all courses that the student may have taken that is not a program requirement do not fall under this grading policy but may be subject to University policies for course completion. Add a link?

### Grading Scale

For 400 and 500 level dietetics (DTN) courses uses the +/- grading scale and is outlined as follows:

<b>Grading Scale: Final grades will be calculated using the following grading scale.</b>			
A = 93.5% & above	B+ = 86.5-89.9%	C+ = 76.5-79.9%	D+ = 65.5-69.9%
A- = 90.0-93.49%	B = 83.5 - 86.49%	C = 73.5- 76.49%	D = 60.0-65.49%
	B- = 80.0-83.49%	C- = 70.0-73.49%	F = 59.99% and below

Dietetics courses (those with a DTN course code) at the 300 level and below are graded as follows  
 A: 90 – 100%; B: 80 – 89%; C: 70 – 79%; D: 60 – 69%; F: </59%.

The University’s plus/minus grading system can be found at <http://www.missouristate.edu/registrar/catalog/grades.html>. Faculty have the choice to utilize either the standard grade policy or the plus/minus grading option for 300-level courses and below but are required to indicate their grading scale on their syllabus.

### P/NP Policy for Program Requirements

A “C” or better for all courses listed as “program requirements” is required before a verification statement can be issued. Therefore, a P/NP grade will not be accepted\* for those courses where a “C/C-” or better is required for admission to the program or to obtain a verification statement. Should a student have a P/NP (pass/not pass) grade in a program required course, the student will be required to take the course again for a grade and earn a “C/C-” or better.

**\*Note:** Should the University approve a temporary adjustment in the P/NP policy in an emergency situation that allows students to choose P/NP options for course completion that allows for classes



placed on P/NP to be eligible to meet general education, major, minor, and professional education requirements - this program policy will be adjusted as well in accordance with University policies.

Students should also note that courses changed to the P/NP option cannot be used to count toward a students' GPA requirements, and therefore cannot help them to meet specific GPA requirements for their program, nor will they count toward Dean's List requirements.

MSU cannot guarantee that a future school will accept P/NP courses as incoming transfer work nor how these courses/grades will be reviewed by future graduate programs. This should be carefully considered and discussed with an academic advisor before making the decision to switch a class to P/NP.

The University's standard policy for the Pass/Not Pass Grading Option can be viewed in the Academic Policies and Procedures section of the Undergraduate Catalog:

<https://www.missouristate.edu/registrar/catalog/passnot.html>

## Remediation Policy

Students must satisfactorily complete all assignments and/or experiences that are used to assess the Knowledge Requirements (KRDN) for dietetics education. Satisfactorily completing the assignment and/or experience is defined by receiving a "C" or better on the assessment. Failure to complete an assessment assignment/experience will result in an "Incomplete" for the course until the assessment is submitted. The DPD Program will then follow the "[Incomplete](#)" [grade protocol](#) outlined by the University.

Faculty members are responsible for assessing all assignments/experiences related to KRDN assessment. If an assignment/experience is not satisfactorily completed, the faculty member will provide remedial instruction for the student until a satisfactory grade is achieved. At the end of each semester, faculty members will report individual student completion of the KRDNs to the program director.

## Evaluation of Student Progress

In addition to the awarding of grades in each class as specified by the instructor, and final course grades at the end of the semester, evaluation of student progress will be discussed between the student and their academic advisor each semester during their individual advising session prior to registration. The purpose of the advising session is to assist the student in developing as a professional person and to ensure progression towards the goal of successfully completing the program. Academic advisors will identify students with poor progress in the program (i.e. consistent pattern of course withdraws, consistent pattern of failing courses, etc) and those students with a GPA lower than 2.9, and counsel them appropriately. This counsel may include retaking courses to improve their GPA, referrals to the DPD program director and/or to the MCHHS Academic Advisement Center. A note will be made in the Academic Advisement folder at the time of advisement, stating action steps for students and indicators of academic progression to monitor progress.

# Academic Advisement for the Nutrition & Dietetic Student

## The Advising Process

To declare a major and/or add any minors or certificates you wish to pursue, students should contact the Academic Advisement Center in University Hall, Room 109 or the McQueary College of Health and

Human Services (MCHHS) Academic Advisement Center to have the major/minor/certificates added to your program of study.

Students will be assigned an academic advisor by the MCHHS Academic Advisement Center or they should reach out to the department as soon as possible to request an advisor in the program. It is important to begin working with an academic advisor as soon as possible on the dietetics schedule as sequencing of courses is important. The advisor will help plan an individual course schedule designed to meet the program requirements and take into consideration ACT scores and high school preparation. Students should come to their scheduled meeting with their advisor with the following items:

- A current degree audit (obtained from My Missouri State)
- A general schedule of courses they would like to take for the next semester
- A draft of their 4-year plan they have developed\*.

Each semester students will meet with their advisor prior to registration to discuss courses, progression in the program, and obtain an “advisor release” until they have been admitted into their academic program. After admission to the program and completion of 75 hours or more, advisor signatures are not required, but students are STRONGLY encouraged to discuss their registration each semester with their advisor to avoid unforeseen problems and discuss their progression in the program.

**\*Note:** Advisors are not responsible for schedule planning or registering students, only approving schedules. Students are responsible for assuring prerequisites are met for classes they intend to register for understanding that they will not be allowed to register without them.

Missouri State University follows a [Registration Sequence](#) each semester based on the number of credit hours completed (i.e. the more credit hours you complete the sooner you register within the sequence). Your earliest date of registration can be found on “My Missouri State” under Registration Status. Students should register as early as they are allowed to as many classes will fill. If students have any holds on their account, this may block students from registering until the issues are resolved. Any clearance forms needed for registration should be obtained prior to students’ registration time to allow for timely online registration.

## Advising Procedures for Students who do not Meet the Requirements for Program Admission

Students who have completed more than 75 credit hours and do not yet meet the requirements for admission to the program will have a DG hold and must obtain a “Clearance to Register” to remove the registration hold prior to registering for the next semester. “Clearance to Register” must be submitted by the academic advisor and PHSM Department Head and will be provided to those students making satisfactory progress towards admission to the program. If a student has completed more than 90 credit hours and is not admitted to the program, they will have a DX hold and must seek the signature of the Dean of the McQueary College of Health and Human Sciences prior to registration. Once students have met with their academic advisor, a “Clearance to Register” must be submitted by the academic advisor, the PHSM Department Head, and the Dean of MCHHS allowing those students who are making satisfactory progress towards admission to the program permission to register. Requests for DG/DX removals will be discussed with the academic advisor and the student at the time of their advising

meeting. It is recommended to schedule advising appointments early to avoid delays at the time of registration.

*If the student has not yet completed 75 credit hours and has a GPA of less than 2.9, the advisor will:*

- Continue to advise the student into appropriate classes.
- Discuss ways in which to raise their GPA to the minimum requirement (2.9) for admission into the program. Please note the following:
  - Declaring dietetics as a major does NOT guarantee admission into the program.
  - Admission to the program is required to receive a degree in dietetics.
  - Admission to the program does NOT guarantee acceptance into an internship.
- Recommend repeating any classes with D or F grades to improve GPA.
- Provide resources that can help in developing study habits, specific course tutoring, etc.
- Document student progression and action steps for success in the Advising Notes on “MyMissouriState”.

*If a student meets the 75-hour requirement and does not have a GPA of 2.9 or above the advisor will:*

- Continue to advise the student into appropriate classes while monitoring prerequisite completion for higher-level courses.
- Discuss potential issues that may be affecting/causing a lower GPA and counsel students appropriately.
- Discuss ways in which to improve GPA (i.e. retaking courses with a D or F, connect students to campus resources that provide tutoring, academic support, etc.)
- In some cases, faculty may choose to not complete the “Clearance to Register” form, which removes any DG/DX holds and refer the student to the MCHHS Academic Advisement Center.
- At this point, students may “undeclare” dietetics as their major and the advisor can give clearance to register.
- Explain that as “undeclared” there are two options:
  - Choose another major but consider seeking a nutrition minor or one of the nutrition certificates.
  - Remain “undeclared” and continue to enroll in dietetics courses while working to increase the GPA to the minimum 2.9 requirement.
    - Once GPA improves and students show progress in GPA and progression within the program, the “Clearance to Register” form will be submitted.
- In some cases, students may be encouraged to apply for an exception for admission to the program for a low GPA. See policies for Admission by Exception in this handbook.

If the student does not request or is not granted an exception and the GPA remains <2.9 for more than students will not be granted “Clearance to Register” and referred to the MCHHS Academic Advisement Center to explore options.

Note: Students who are accepted into the program, regardless of GPA at time of acceptance, must graduate with a GPA of 2.9 or higher (cumulative and institution GPA), as well as “C” or higher in all DTN required courses and “C-” or higher in all program required courses to receive a verification statement after graduation (verification statements are required for admission to dietetic internship/graduate programs and eligibility to sit for the credentialing exam). If a student’s GPA drops below the 2.9 near the time of graduation, the academic advisor may recommended for a student to delay graduation until the GPA has increased to 2.9 or higher. If the student still wishes to graduate, they will not receive a verification statement with a GPA less that 2.9.

For further questions, please consult with your academic advisor.

## Academic Advisement Resources

The Nutrition & Dietetics faculty offices are located in the Ann Kampeter health Sciences Hall (KMPT) on the 4<sup>th</sup> floor, in Suite 400. It is recommended to contact faculty via email or phone call to their office if you need to schedule an advisement appointment. If you need to meet with an academic advisor in the MCHHS Academic Advisement Center, you can visit their website [here](#) to schedule an appointment. Please note that advisor/faculty schedules fill quickly, especially during registration season, so it is recommended to schedule advising meetings early.

Resources/Tools that may be helpful for you as you prepare for an appointment with your academic advisor are included in the Appendices of this handbook. These resources/tools include the following:

- A Sample 4-year plan for Nutrition & Dietetics (Appendix A, also available [here](#) on the website)
- A “My 4-Year Plan” Template that you can print, re-print, and construct with your advisor’s help. (Appendix D)
- A Sample Semester Advisement Checklist (Appendix E)
- An Application to the Program Sample (Appendix F), also found on the [website](#).

# Nutrition & Dietetic Program Resources

## Learning Spaces/Resources

The dietetics offices and labs are located in the Ann Kampeter Health Sciences Hall (KMPT) on the 4<sup>th</sup> Floor. The program faculty offices are located in the Ann Kampeter Health Sciences Hall, Suite 400.

- **Dietetics Resource Room** - A Dietetics Resource Room is available on the 4<sup>th</sup> floor of KMPT for students to use to access learning resources and equipment for demonstrations and presentations in classes or in the community. The Resource Room contains anatomical models, food models, nutrition education resources, books, pamphlets, lesson plans, among other resources students can use. Students are required to check these resources out with a faculty member’s knowledge and indicate their name, their M number, date, expected return date, and items borrowed.
- **Body Composition Lab** - The Dietetics Program operates a Body Composition and Analysis lab which is supervised by an individual trained on the iDEXA and metabolic cart which is overseen

by a dietetics faculty member. Student workers and/or undergraduate research students are utilized as needed.

- **Food Lab/Teaching Kitchen** – Several of the courses offered by the nutrition and dietetics program utilizes a commercial teaching kitchen for students to learn and practice skills associated with safe food handling and preparation. Students may utilize the space outside of class time to complete projects for other courses with permission from the dietetics faculty member.

## Campus Resources

- **The Bear CLAW** – The Center for Learning and Writing (CLAW), is an interactive space on the first floor of Meyer Library that unites the resources and expertise of the faculty, library personnel, computer and information technology, the Writing Center, subject-area tutoring and supplemental instruction providing an environment that fosters informal, collaborative work and social interaction. The Bear CLAW provides dietetic students assistance with internship applications, application letters, research papers, tutoring and other services.
- **Meyer Library** - The Meyer library has expanded online services significantly to include the *Nutrition Care Manual*, *Cochrane Library* and the *Academy of Nutrition and Dietetics Evidence Analysis Library* for students to utilize for their research and course work. Additionally, the library provides a support librarian for each college. The librarian designated for MCHHS is [Jessica Bennett](#), who is available for research support to all nutrition & dietetic students.
- **Education Abroad** – The Education Abroad office supports students who wish to expand their learning into other cultures. To learn more about opportunities in short and long term study abroad programs, visit their [website](#). Occasionally, dietetics program faculty will host an education abroad program specifically designed for nutrition & dietetic students. While these programs are not required, they may be considered for the Cultural Competence in International Nutrition certificate.
- **CASL** – This office supports all service-learning across campus. Service-learning opportunities may be integrated into a course and require a 15-hour time commitment or it could be completed through DTN 300, which is an additional one-credit hour course that could be applied to a Nutrition minor or one of the certificate programs. Service-learning allows students to learn more about the community and apply their knowledge and skills outside of the classroom. To learn more about Service Learning opportunities visit their [website](#).
- **Bear Pantry** – The works to provide the campus community with nutritious foods that support well-being. The bear pantry works to decrease food insecurity by serving as a resource for food. To learn more about this resource, visit [The Bear Pantry](#). They are located on the Basement floor of University Hall.
- **DRC** – The Disability Resource Center provides a supportive and resourceful environment for students who have alternative learning needs. Students must register with the DRC in order to receive testing accommodations and other learning resources. To contact the DRC, visit their [website](#).

\*The University has a wide range of resources available to students. Students are encouraged to contact a faculty member and/or their advisor to discuss available resources that may be beneficial during specific situations.

# Professional Association Resources & Student Participation

Students are strongly encouraged to become active members in their professional associations. We support the learning and leadership opportunities that these offer to students. Additionally, many internships require student membership in the Academy of Nutrition and Dietetics (AND) and/or value membership and participation in other organizations. Professional Association members may include (but are not limited to) the Student Dietetic Association, MOAND, including the Southwest Region of MoAND, and The Academy of Nutrition and Dietetics, which is the national organization. Each organization often has a membership fee associated with it.

## Academy of Nutrition and Dietetics (AND)

Students enrolled in the nutrition & dietetics program at MSU are eligible for student membership in AND. Fees include a subscription to the Journal of the Academy of Nutrition and Dietetics along with other membership benefits such as eligibility for liability insurance, and member rates for products and meeting fees. Students are encouraged to become members by the fall of their junior year in order to take advantage of the benefits prior to applying for an internship/graduate program. Information is available online at <http://www.eatright.org>.

## Missouri Academy of Nutrition and Dietetics (MOAND)

Membership in the AND automatically grants membership to the MOAND by selecting Missouri as your state affiliate in your AND membership. MOAND holds its annual meeting in the spring where RDs and dietetic students in the state gather to learn new and innovative practice. Visit their website at <http://www.eatrightmissouri.org/>.

## Southwest Region of the Missouri Academy of Nutrition and Dietetics

The Southwest Region of MoAND meets regularly throughout the year. Membership within the region is automatic with an Academy/MoAND membership. Being a member of MoAND gives you access to all regional MoAND activities, but MSU is located in the Southwest Region. Students are encouraged to become active members of this professional group and benefit from the excellent programs and networking opportunities. To learn more about the events hosted by MoAND and its regions, follow them on facebook or visit their website listed above.

## Student Dietetic Association (SDA)

The Missouri State Student Dietetic Association is open to all students but designed specifically for dietetic majors and nutrition minors. The student organization meets regularly during the academic year in the Ann Kampeter Health Sciences Hall (KMPT). Program topics are announced through campus email to all members, the SDA Facebook & Instagram pages, and with flyers in the Ann Kampeter Health Sciences Hall. Events include guest speakers, networking, social events, and volunteer activities.

## Scholarships

The Academy of Nutrition and Dietetics (AND) offers scholarships to encourage eligible students to enter the field of dietetics. Students enrolled in an ACEND-accredited or approved program may apply for an AND scholarship. Scholarships are also available for students in dietetic internships, and graduate studies. Contact AND's Education and Accreditation Team (800/877-1600, ext. 5400 or

[education@eatright.org](mailto:education@eatright.org)) for AND scholarship information. Scholarships may also be available through the [Missouri Academy of Nutrition and Dietetics \(MOAND\)](#) and are often posted on the website in December. For scholarships at Missouri State, contact Financial Aid at 417-836-5262 or 800-283-4243 for more information or visit the [Financial Aid webpage](#).

**Program Scholarship:** The Crystal Pummill Scholarship is awarded each spring to the senior majoring in nutrition and dietetics who is graduating in the following academic year with the highest GPA.

## Dietetics Program Policies

### Estimated Annual Expenses

A detailed explanation of required student fees and tuition for the 2023-2024 academic year may be found [here](#) on the University's website

### *Other Program Expenses*

Transportation may be needed for some assignments and class activities. Therefore, reliable transportation is strongly suggested, but not required. Please reach out to your instructors for any transportation concerns so they can help you establish a plan for completing all course requirements where transportation is needed.

A lab coat and nonslip shoes are not required for our program, but are good items to have in your wardrobe for foodservice course requirements.

### Withdrawal and Refund of Tuition and Fees

The university policy for withdrawal is found at <http://www.missouristate.edu/registrar/catalog/add-droprocedures.htm> as below. The policy for refund of tuition and fees is shown below and found at <http://www.missouristate.edu/registrar/refunds.htm>.

### Vacation, Holidays, and Absences

The Nutrition & Dietetics Program follows the [academic calendar](#) for vacations and holidays. There are no excused absences for class nonattendance. Students who are ill or injured may present a dated bill or receipt from their health care provider but are responsible for all class work missed due to absence. Extenuating circumstances should be discussed with the Dean of Students. Students should plan personal and/or family vacations around the [academic calendar](#) which is available for two years in advance.

### Access to Student Files

All advisors maintain online student advising plans through the university system. Students have access to their file at any time through their MyMissouriState link. Student records for the DPD program include hard copies of the program application, verification statement, and final transcript kept in a locked file cabinet in the PHSM Administrative Assistant office within the KMPT 400 suite. These records are kept indefinitely. Students may request that they view their file in the PHSM Office at any time.

### Protection of Privacy/Personal Information

The Missouri State policy in compliance with FERPA, regarding personally identifiable student records, can be found at [http://www.missouristate.edu/policy/Op5\\_11\\_1\\_StudentRights.htm](http://www.missouristate.edu/policy/Op5_11_1_StudentRights.htm).

## Student Grievances and Grade Appeals

Any academic grievance regarding grades should first be made to the instructor in writing. If this is not successful, then a student may request that an assigned grade be changed in accordance with the procedures set forth in the policy and procedures for [Grade Appeals and Academic Grievances](#). The change must be requested prior to the end of the first semester of enrollment (excluding summer) following the term in which the grade was assigned. This process should not be used for students appealing a grade of F or XF assigned due to academic integrity violations. Refer to the Academic Integrity Policies and Procedures section of the catalog or located on the Missouri State web site at <http://www.missouristate.edu/academicintegrity/>.

Grievances not covered under the above policies and procedures or in the “The Code of Student Rights and Responsibilities” viewed at <http://www.missouristate.edu/judicial/12331.htm> should be first addressed to the instructor and every attempt be made to be resolved at that level. Should that not be successful, the student should contact the following in this order: [Sarah Murray](#), Dietetics Program Director; [Tona Hetzler](#), Public Health Sports Medicine Department Head; Mark Smith, Dean of the McQueary College of Health and Human Services; and if not yet resolved, Office of Academic Affairs at Carrington 209, phone 417-836-4589.

Retaliation against the complainant or any other person involved is prohibited by law and by University policy (2.3 Prohibition of Retaliatory Actions) and that any retaliation may result in additional charges.

## Legal concerns that May Affect Admission to Internships, Licensure, Employment, or Credentialing

At the time of program admission, students are provided information about state licensure. Students verify that they understand issues that may prohibit them from becoming licensed in a state by initialing a confirmation statement on the application.

Should a student have legal issues that may affect their advancement towards their career, they should contact their attorney to review the statutes, laws, etc. Faculty will not advise on these matters other than to refer a student to an attorney.

## Liability Insurance

Students enrolled in junior and senior level courses may be required to purchase dietetic student liability insurance depending on the requirements of the facilities utilized for coursework. If purchase becomes necessary, students will be advised of where insurance may be obtained.

## Liability for Safety in Travel

Students must assume responsibility for transportation to and from any off-campus activities such as supervised practice assignments, field trips and travel to professional meetings. It is recommended that students have reliable transportation of their own by their senior year as most locations do not have public transportation readily available. Failure to have access to reliable transportation is not a reason for not completing coursework. The University's travel policy is stated on the University website at [http://www.missouristate.edu/policy/Op5\\_12\\_5\\_Travel.htm](http://www.missouristate.edu/policy/Op5_12_5_Travel.htm). Students with concerns about reliable transportation should discuss these as soon as possible with their course instructor.



## Volunteer Activities

Nutrition & Dietetic students are strongly encouraged to participate in professional activities related to food, nutrition, and dietetics. Numerous opportunities throughout the program will arise for students to volunteer and gain valuable experience for their resumes and portfolios. Evidence of volunteerism is important when applying to internships and for those providing recommendation letters as volunteer work is often addressed in those letters. Examples of activities include, but are not limited to, work at a community agency such as Ozarks Food Harvest, serving at a health fair, area food pantries, Convoy of Hope, community gardens, etc.

## E-mail Accounts

Students must utilize their BEARmail (MSU) email account, which is provided through the University. The University provides e-mail access and computer availability for all students. BEARmail and Blackboard will be used for announcements and general communication about the nutrition and dietetics courses/program and therefore should be checked regularly to ensure students receive all communication within a timely manner. BEARmail is the official communication for all university business and should be used at all times when addressing any issues at the university. Questions or technical support regarding your BEARmail account may be addressed by the Computer Help Desk (836-5891) or in one of the following computer labs on campus, Cheek Hall, Strong Hall, or Glass Hall computer labs. Failure to check your email will not suffice as a reason for missed announcements, etc.

## Academic Integrity

Missouri State University is a community of scholars committed to developing educated persons who accept the responsibility to practice personal and academic integrity. You are responsible for knowing and following the university's student honor code, Student Academic Integrity Policies and Procedures, available at <http://www.missouristate.edu/academicintegrity/> and also available at the Reserves Desk in Meyer Library. Any student participating in any form of academic dishonesty will be subject to sanctions as described in this policy. Disciplinary and termination procedures are found in the "The Code of Student Rights and Responsibilities" which may be viewed at: <http://www.missouristate.edu/judicial/12331.htm>.

As the AND *Principles of Ethics and Professional Conduct* also include academic integrity and because persons who do not practice ethically and conduct themselves in a professional manner may harm patients or clients, a Code of Honor has been implemented. This code is presented to students in every dietetics course at the beginning of each semester. Furthermore, a reminder of this code is present for each and every assignment or exam that is submitted. A copy of the honor code may be viewed in this handbook in Appendix G.

## Academic Integrity, the Dietetics Honor Code, Violations, and Verification Statements

The Dietetic Programs Honor Code is available on the nutrition & dietetics website with the program admission form and provided to students in dietetics courses at the beginning of each semester. Students may be asked to acknowledge they have received a copy and read it in each class. Violations of the Honor Code are taken very seriously, and it is the policy of the program to report all violations and to take appropriate action, which may include an "XF" on the transcript and expulsion from the program. Students with an XF on their transcript will NOT receive a verification statement from the

MSU Nutrition & Dietetics program until the XF is removed through the appropriate channels. Whether or not faculty write letters of recommendation for a student with academic integrity violations is entirely up to the faculty member unless direction is given otherwise from the University.

\*The Dietetics Honor Code can be found in Appendix G.

## Student Conduct

The Nutrition and Dietetics program follows all policies and procedures of student conduct including prohibited conduct as described in the [Code of Student Rights and Responsibilities](#).

## Graduation Requirements

The basic requirements for a baccalaureate degree at Missouri State University include the completion of at least 120 hours, of which 40 hours must be upper division work, with a minimum of 2.0 cumulative grade point average. Students shall satisfy the general education requirements in effect upon first enrollment at Missouri State and the degree program requirements in effect at the time of admission to the degree program. For additional information about Commencement see:

<http://www.missouristate.edu/commencement/>.

## Facebook and Other Social Media Accounts

The Missouri State University Nutrition and Dietetics program invite students to participate in program social media pages which can be found on Facebook, Instagram, and X (formerly known as Twitter). Other associated program pages include an SDA social media account (Facebook and Instagram) and a MSU Nutrition & Dietetics Alumni group (Facebook).

Students may invite faculty to become “friends” or to “follow” them on their social media accounts, but this is not encouraged. Faculty are not to solicit students for inclusion on their personal accounts. Failure of a faculty member to “friend” or “follow” a student, should a student make that request, should not be taken in a negative way. Accounts that are connected with coursework or a club are not included but must be monitored by a faculty administrator.

## Statement of Equal Opportunity

Missouri State University is an equal opportunity/affirmative action institution and maintains a grievance procedure available to any person who believes he or she has been discriminated against. At all times, it is your right to address inquiries or concerns about possible discrimination to the Office for Equity and Diversity, Carrington Hall 205, (417) 836-4252. This office may be accessed at <http://www.missouristate.edu/equity/>. Other types of concerns (i.e., concerns of an academic nature) should be discussed directly with your instructor and can also be brought to the attention of your instructor’s Department Head.

## University Policies

The Nutrition & Dietetics program will abide by all University Policies as they relate to course delivery. These policies are available through the [MSU website](#), LMS, and course syllabi.

## Program Faculty Directory

**Natalie Allen, MEd, RD/LD**

**Clinical Associate Instructor, RD for the MSU Athletic Teams**

Courses: DTN 536 and 546: Medical Nutrition Therapy Labs, DTN 430: Sports Nutrition, DTN 333: Lifespan Nutrition

Office: 406 Ann Kampeter Health Sciences Hall

Phone: 417-836-6067

Email: [NatalieAllen@missouristate.edu](mailto:NatalieAllen@missouristate.edu)

**Carmen Boyd, MS, RD/LD**

**Assistant Professor, Emeritus**

Courses: DTN 332: Food and Culture; DTN 345: World Hunger

E-Mail: [CarmenBoyd@missouristate.edu](mailto:CarmenBoyd@missouristate.edu)

**Jaime Gnau, MS, RD/LD**

**Clinical Assistant Professor, Clinical Coordinator for Dietetic Internship, RD for MSU Care**

Courses: DTN 240: Introduction to Nutrition, DTN 306: Computer Applications in Dietetics

Office: 408 Ann Kampeter Health Sciences Hall

Phone: 417-836-5603

Email: [JaimeGnau@MissouriState.edu](mailto:JaimeGnau@MissouriState.edu)

**Anne Marie Hunter, PhD, RD/LD, FADA**

**Associate Professor**

Courses: DTN 536 and 546: Medical Nutrition Therapy I and II; DTN 595: Dietetics Research; DTN 240: Introduction to Nutrition

Office: 410a Ann Kampeter Health Sciences Hall

Phone: 417-836- 5389

E-mail: [AMHunter@missouristate.edu](mailto:AMHunter@missouristate.edu)

**Sarah Murray, PhD, RD/LD**

**Dietetics Program Director**

**Senior Instructor**

Courses: DTN 240: Introduction to Nutrition, DTN 305: Introduction to Dietetics, DTN 330: Food Selection and Preparation for Health, DTN 539: Senior Seminar; DTN 445: Community Nutrition

Office: 405 Ann Kampeter Health Sciences Hall

Phone: 417-836-4509

E-mail: [SarahMurray@MissouriState.edu](mailto:SarahMurray@MissouriState.edu)

**Daniela Novotny, DHSc, RD/LD, CHES**

**Senior Instructor**

Course: DTN 240: Introduction to Nutrition, DTN 335: Nutrition Assessment, DTN 334: Intro to Sports Nutrition/Nutrition Assessment, DTN 532: Human Nutrition and Metabolism, RD at Magers Health and Wellness Center, Employee Wellness Program

Office: KMPT 412A

Phone: 417-836-6015

Email: [DNovotny@missouristate.edu](mailto:DNovotny@missouristate.edu)

**Deborah Piland, PhD, RD/LD**

**Assistant Professor**

Courses: DTN 331: Food Science, DTN 437: Quantity Foods, DTN 538: Administrative Dietetics

Office: 410 Ann Kampeter Health Sciences Hall

Phone: 417-836-3160

E-mail: [DeborahPiland@MissouriState.edu](mailto:DeborahPiland@MissouriState.edu)

**Hillary Roberts, EdD, RD/LD**

**Dietetic Internship Director**

**Director of Graduate Program in Nutrition and Dietetics**

**Assistant Professor**

Courses: DTN 550: Nutrition Counseling, DTN 340: Nutrition Education

Office: 407 Ann Kampeter Health Sciences Hall

Phone: 417-836-8884

E-mail: [HRoberts@missouristate.edu](mailto:HRoberts@missouristate.edu)

## Appendix A: Four-Year Sample Plan

*This 4-year plan is only a suggestion and likely to not followed exactly as written due to many factors including transfer credits, course availability, student personal schedules, or other courses added for minors/certificates/etc. This sample schedule is provided as a visual aid for students and does not replace regular consultation with your advisor.*

GEC code	First Year Fall	Hours	GEC code	1 <sup>st</sup> Year Spring	Hours
<b>GEC 101:</b>	GEP 101: Intro to University Life	2	<b>GEC 103</b>	COM 115: Public Speaking	3
<b>GEC 102:</b>	ENG 110: Writing I	3	<b>GEC 104</b>	MTH 134: Algebraic Reason. & Model. or higher	3
<b>GEC 108:</b>	CHM 116/117 Fundamentals of Chemistry + lab	4/1	<b>GEC 106</b>	BMS 110/111: Human Biology + lab	3/1
<b>GEC 110:</b>	PSY 121 Intro to Psych	3	<b>GEC 110</b>	Social & Behavioral Sciences (1 course)	3
<b>GEC 111:</b>	Humanities: No recommendations	3	<b>GEC 113</b>	HST 121 OR HST 122 US History	3
	<b>TOTAL</b>	<b>16</b>		<b>TOTAL</b>	<b>16</b>

***\*Students who are planning to do professional graduate programs are encouraged to take CHM 160/161 General Chemistry I + lab and CHM 170/171 General Chemistry II + lab. These TWO classes would meet/exceed the dietetics chemistry requirement. CHM I and II are required for chemistry minors, which many of our students obtain. Students pursuing a chemistry minor will also take Organic lab (CHM 202) and Biochem lab (CHM 353).***

GEC code	Second Year Fall	Hours	GEC code	Second Year Spring	Hours
<b>GEC 112</b>	The Arts (1 course)	3	<b>GEC 115</b>	Cultural Competence (1 course)	3
<b>GEC 114</b>	PLS 101: American Democracy	3	<b>GEC 116</b>	Public Issues (1 course)	3
Dietetics	BMS 230: Human Genetics	3	Dietetics	BMS 307: Human Anatomy. Prereq: C or better in BMS 110	4
Dietetics	BIO 212/213: Microbiology	3	Dietetics	DTN 306 Computers in Dietetics Prereq: DTN 240	1
Dietetics	DTN 240 Intro to Nutrition Prereq: CHM 116/117 or 160	3	Dietetics	DTN 330: Food Selection and Preparation for Health Prereq: DTN 240 (or CE)	2
Dietetics	DTN 305: Introduction to Dietetics Prereq: DTN 240 (or CE)	1	Dietetics	DTN 332: Food and Culture. Prereq: DTN 240 or Permission	3
	<b>TOTAL</b>	<b>16</b>		<b>TOTAL</b>	<b>16</b>

<b>GEC code</b>	<b>Third Year Fall</b>	<b>Hours</b>	<b>GEC code</b>	<b>Third Year Spring</b>	<b>Hours</b>
Dietetics	BMS 308: Human Physiology Prereq: C or better in BMS 307 and CHM 116/117 or CHM 160	4	Dietetics	DTN 335: Nutrition Assessment Prereq: DTN 240	3
Dietetics	DTN 340: Nutrition Education Prereq: DTN 240, DTN 330, (or CE), and PSY 121	2	Dietetics	DTN 437 Quantity Foods Prereq: DTN 240, 330, BIO 212/213 (or CE)	3
Dietetics	DTN 333: Life Span Nutrition Prereq: DTN 240	3	Dietetics	CHM 201: Organic Chemistry	3
<b>GEC 105</b> Dietetics	ENG 321: Technical Writing	3	Dietetics	DTN 345: World Hunger (Public Affairs Requirement) May also be met by DTN 400, IDS 297.	3
Dietetics	STATS: MTH 340 or MTH 545 or PSY 200 or QBA 237 or SOC 302 (choose 1 from these options)	3	Dietetics	DTN 532: Human Nutrition and Metabolism. <b>Note: Prerequisite for DTN 536</b> Prereq: DTN 240, BMS 308, CHM 201 (or CE)	3
	<b>TOTAL</b>	<b>15</b>		<b>TOTAL</b>	<b>15</b>

<b>GEC code</b>	<b>4<sup>th</sup> Year Fall</b>	<b>Hours</b>	<b>GEC code</b>	<b>4<sup>th</sup> Year Spring</b>	<b>Hours</b>
Dietetics	BMS 320: Molecular Biology and Metabolism Prereq: C or better in BMS 230 or BMS 231 <i>OR</i> CHM 352: Intro to Biochem. Prereq C or higher in CHM 201 <b>Chem minors must take CHM 352</b>	3	Dietetics	DTN 331: Food Science (Spring Only) Prereq: DTN 330, CHM 201, DTN 240	3
Dietetics	DTN 430: Sports Nutrition Prereq: DTN 240 and DTN 335 or BMS 308	3	Dietetics	DTN 445: Community Nutrition (Spring Only) Prereq: DTN 335 and PLS 101. Recommended: DTN 333	3
Dietetics	DTN 538: Administrative Dietetics (Fall Only) Prereq: DTN 240, 330, BIO 212/213 (or CE)	3	Dietetics	DTN 546: Medical Nutrition Therapy II (Spring Only)	4
Dietetics	DTN 539: Senior Seminar	1	Dietetics	DTN 550: Nutrition Counseling Prereq: DTN 536 (or CE), and DTN 340	2
Dietetics	DTN 536: Medical Nutrition Therapy I (Fall Only) Prereq: DTN 335, DTN 532, CHM 352 or CE	4			
Dietetics	DTN 595: Introduction to Research in Dietetics Prereq: Statistics course completed	1			
	<b>TOTAL</b>	<b>15</b>		<b>TOTAL</b>	<b>12</b>

## Appendix B: Two-year Sample Schedule

*This sample schedule may be helpful to those transfer students with an Associate's Degree or completed General Education Block and has completed the required prerequisites, DTN 240 and Organic Chemistry.*

<b>Third Year (Fall Semester)</b>	<b>Hours</b>	<b>Third Year (Spring Semester)</b>	<b>Hours</b>
BMS 307 Human Anatomy	4	MTH 340 or 545 or PSY 200 or QBA 237 or SOC 220 (Statistics)	3
DTN 340: Nutrition Education	2	DTN 306: Computer App in Dietetics	1
DTN 332: Food and Culture	3	DTN 335: Nutrition Assessment	3
ENG 321: Technical Writing	3	BMS 308: Human Physiology	4
DTN 305: Introduction to Dietetics	1	DTN 333: Life Span Nutrition	3
DTN 330: Food Selection and Preparation for Health	2	DTN 437: Quantity Foods	3
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>17</b>
<b>Third Year (Summer Semester)</b>		<b>*Students must plan for this course in the summer for this plan due to sequencing of senior course requirements</b>	
DTN 532: Human Nutrition Metabolism (Spring/Summer Only) *Prerequisite for DTN 536!	3		

<b>Fourth Year (Fall Semester)</b>	<b>Hours</b>	<b>Fourth Year (Spring Semester)</b>	<b>Hours</b>
DTN 536: Medical Nutrition Therapy I (Fall Only)	4	DTN 331: Food Science (Spring Only)	3
DTN 538: Administrative Dietetics (Fall Only)	3	DTN 445: Community Nutrition (Spring Only)	3
DTN 539: Senior Seminar (Fall Only)	1	DTN 546: Medical Nutrition Therapy II (Spring Only)	4
DTN 430: Sports Nutrition (Fall Only)	3	BMS 230 Genetics	3
CHM 352: Biochemistry	3	DTN 550: Nutrition Counseling (Spring Only)	2
DTN 595: Undergraduate Research	1		
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>15</b>



## Appendix C: Three-Year Sample Schedule

*This sample schedule may be helpful to those transfer students who have completed the general education requirements but still need to take courses to meet program requirements or has NOT completed required prerequisites, such as DTN 240 and/or Organic Chemistry.*

<b>Third Year (Fall Semester)</b>	<b>Hours</b>	<b>Third Year (Spring Semester)</b>	<b>Hours</b>
CHM 201: Organic Chemistry	3	BMS 307: Human Anatomy	4
DTN 330: Food Selection and Preparation for Health	2	DTN 335: Nutritional Assessment	3
DTN 240: Intro to Nutrition	3	DTN 305: Introduction to Dietetics	1
Statistics Requirement	3	DTN 306: Computer Applications in Dietetics	1
ENG 321 Technical Writing	3	BIO 212/213: Microbiology	3
		PSY 121 (if needed)	3
<b>Total</b>	<b>14</b>	<b>Total</b>	<b>15</b>
<b>Fourth Year (Fall Semester)</b>	<b>Hours</b>	<b>Fourth Year (Spring Semester)</b>	<b>Hours</b>
DTN 333: Life Span Nutrition	3	DTN 331: Food Science (Spring Only)	3
BMS 308: Human Physiology	4	DTN 437: Quantity Foods	3
DTN 340: Nutrition Education	2	DTN 532: Human Nutrition and Metabolism (Spring or Summer Only) *Prerequisite for DTN 536!	3
DTN 332: Food and Culture	3	CHM 352: Biochemistry	3
DTN 595: Undergraduate Research	1		
<b>Total</b>	<b>13</b>	<b>Total</b>	<b>12</b>
<b>Fifth Year Fall</b>	<b>Hours</b>	<b>Fifth Year Spring</b>	<b>Hours</b>
DTN 536: Medical Nutrition Therapy I (Fall Only)	4	DTN 546: Medical Nutrition Therapy II (Spring Only)	4
DTN 538: Administrative Dietetics (Fall Only)	3	DTN 445: Community Nutrition (Spring Only)	3
DTN 430: Sports Nutrition (Fall Only)	3	DTN 550: Nutrition Counseling (Spring Only)	2
DTN 539: Senior Seminar (Fall Only)	1	BMS 230 Human Genetics	3
DTN 345 World Hunger (Public Affairs Requirement)	3		
<b>Total</b>	<b>14</b>	<b>Total</b>	<b>12</b>

Appendix D: My Four Year Plan: Include all courses you need from this point.  
Use additional pages as necessary.

FALL			SPRING			SUMMER		
CODE	NAME OF COURSE	HRS	CODE	NAME OF COURSE	HRS	CODE	NAME OF COURSE	HRS
TOTAL HOURS			TOTAL HOURS			TOTAL HOURS		

Do I have my prerequisites met? Can I take this many hours successfully (especially if working)?

FALL			SPRING			SUMMER		
CODE	NAME OF COURSE	HRS	CODE	NAME OF COURSE	HRS	CODE	NAME OF COURSE	HRS
TOTAL HOURS			TOTAL HOURS			TOTAL HOURS		

Do I have my prerequisites met? Can I take this many hours successfully (especially if working)?

## Appendix E: Sample Semester Advisement Checklist

\_\_\_ 1. Ensure that courses are taken in an appropriate sequence and that prerequisites are met.

Prerequisite information for each can be found in the [undergraduate course catalog](#). You can also use the sample 4-year schedule for assistance. A couple of tips to consider...

- Take the General Chemistry courses (CHM 116/117 or CHM 160, 161, 170 and 171) early – this is a prerequisite for DTN 240, which is a prerequisite for all other DTN courses!
- BMS 307, 308, CHM 201, 352, DTN 532, 536 and 546 are critical progression courses with very specific prerequisites required. Some of these courses also fall a Fall/Spring only sequence. Plan carefully for timing and success to avoid graduation delays.

\_\_\_ 2. Volunteer work is important, not only for the community, but also to develop as a professional.

Make sure you are planning for volunteer opportunities leading up to graduation and to strengthen your resume and graduate program application.

- Ways to learn about volunteer opportunities: Student organizations (especially SDA!), faculty announcements, Nutrition & Dietetic social media posts, etc.

\_\_\_ 3. Work experiences is important to develop as a professional and strengthen your resume/application.

- It is recommended to find a healthy balance between work, school, and extra curriculars. Some semesters will be more difficult than others so reducing your hours at work may be beneficial. Balancing busy schedules will also help you maintain a strong GPA.

\_\_\_ 4. Consider adding a minor and/or certificate to help develop additional skill sets and strengthen a resume/application. Minors/Certificates to consider:

- A biomedical sciences minor is automatic for Nutrition & Dietetic majors – all you have to do is add it!
- A chemistry minor is easily attainable if you select to take CHM 160/161/170/171. Reach out to the Chemistry department to add a minor.
- Other minors that pair well with a dietetics degree include: business, psychology, and/or foreign languages\*, among others. \*A foreign language minor is valuable and often attainable through education abroad experiences.
- \*Note that Dietetics majors may not obtain a nutrition minor.
- \*Dietetics majors ARE ELIGIBLE for any of the Nutrition Certificates.

\_\_\_ 5. Monitor your GPA every semester! If it is not meeting admission requirements (>2.9) for the program or is not competitive for graduate programs or professional schools (will vary), discuss options with your advisor. This may include discussing study skill development, on-campus tutoring, retaking courses, seeking help from your instructor, and possibly even seeking other career options.

\_\_\_ 8. Consider joining the Student Dietetics Association (SDA). Getting involved with other dietetic students allows you to connect with other students to support and learn from one another. They plan volunteer opportunities, guest speakers, and networking events with RDs in the community.

\_\_\_ 9. Check your Registration Time/Status on MyMissouriState

Registration Date and Time:

Any holds on your account? Talk to your advisor for how to remove these holds.

## Appendix F: Program Application Sample

### Application to the Nutrition & Dietetics Program Revised for FA23 Requirements

Complete this application for admission into the program. Before completing this form, please verify that you have completed the requirements; early or incomplete submissions are not accepted and resubmission of the form and associated documents will be required.

1. **Completion** of at least 45 hours, including:

	Semester Completed	Grade
DTN 240		
DTN 305		
BMS 308		
CHM 116 and		
CHM 117		
<i>OR</i>		
CHM 160 and		
CHM 161 and		
CHM 170 and		
CHM 171		

2. Grades of "C-" or better in the science courses above and a "C" or better in the DTN courses above:  
 Yes or  No
3. By initialing here, (x)\_\_\_\_\_The student understands that any grade lower than a C in a Program Required "DTN" course or a C- in other Program Required courses **must** be retaken before graduation to receive a verification statement.
4. A **current** Missouri State GPA of at least 2.90: \_\_\_\_\_ (indicate current GPA from degree audit)
5. A **current** cumulative (MSU and transfer) GPA of at least 2.90: \_\_\_\_\_ (indicate current GPA from degree audit)
6. Submit a copy of your CURRENT TRANSCRIPT (unofficial) with the most recent semester grades included – students with XFs on transcripts will not receive a verification statement. All transfer credit must appear on the transcript.
7. Submit a copy of the signed Dietetics Honor Code (attached) with this application.
8. By initialing here, (x)\_\_\_\_\_The student acknowledges that they have read and has access to the DPD Dietetics Handbook found at <https://www.missouristate.edu/dietetics/DieteticsHandbook.htm>
9. By initialing here, (x)\_\_\_\_\_The student understands that conviction of any crime under Section 324.217 can prohibit licensure as a registered dietitian nutritionist according to the Missouri Committee of Dietitians. Professional Licensure qualifications for the state of Missouri can be found at <https://pr.mo.gov/dietitians.asp>

To complete the application process, students should follow steps 1 and 2 below. The department will complete step 3 once the application is received:

1. Take this completed form with all required documentation to your advisor for their signature.
2. Once your advisor's signature is obtained, take the application and all forms to the DPD Director for approval/signature.

3. DPD Director reviews application packet to provide final authorization for admission and forwards application to the Office of the Registrar for processing. All application documents are kept on file in the department.

In conclusion, forms are sent in AFTER your application packet is received by the DPD Program Director and processed by the Department. This part of the process may take a couple of weeks. You will NOT be advised of acceptance, so watch your degree program on "My Missouri State" to change from NUDE-BS-PRE to NUDE-BS.

**Name:** (please print) \_\_\_\_\_ **M Number(Required):** \_\_\_\_\_

**Student Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Advisor Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Program Director Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*\*\*Full instructions for program admission with links to the application along with Dietetics Honor Code may be found [here](#) on the MSU Nutrition & Dietetics website.

## Appendix G: Nutrition & Dietetics Program Honor Code

**Honor Code:** The student enrolled in this course must read, understand, and sign the Honor Code affirming the academic integrity policy is to be followed. A student will reaffirm knowledge of the Honor Code for each written assignment or exam submitted throughout this course.

### Missouri State University Dietetic Programs Honor Code

Missouri State University is a community of scholars committed to developing educated persons who practice personal and academic integrity. You are responsible for *knowing and following* the University's Code of Students Rights and Responsibilities, including the *Student Academic Integrity Policies and Procedures*, available at [http://www.missouristate.edu/policy/op3\\_01\\_academicintegritystudents.htm](http://www.missouristate.edu/policy/op3_01_academicintegritystudents.htm).

Any student participating in any form of academic dishonesty including, but not limited to, cheating, plagiarism, stealing, lying, failing to report a violation, making false allegations, and failing to cooperate or interfering in an investigation will be subject to sanctions as described in this policy. The Dietetic Programs and its faculty expect students to fully accept responsibility for doing their own course work unless otherwise designated as a group assignment. Any student exhibiting academic dishonesty will be disciplined according to Missouri State University policy, including the current *Missouri State University DPD Student Handbook* and *Dietetic Internship Handbook*, and, as applicable, the course syllabus. The Honor Code applies to all work graded and evaluated, in the didactic, lab, or internship rotation portions of a course.

- The student acknowledges that a potentially dangerous consequence of academic misconduct may be the exposure of patients to unsafe and incompetent health care.
- The student accepts that academic misconduct is contrary to the Academy of Nutrition and Dietetics *Principles of Ethics and Code of Professional Conduct 2018* and that such conduct may jeopardize the student's enrollment in the Missouri State Dietetic programs and/or the University.
- The student pledges to abstain from dishonest, deceitful, or fraudulent academic conduct and to promptly report suspected observations or knowledge of such conduct by others to dietetics faculty.
- The student understands that an XF in a course that appears on their transcript will require them to have that removed before applying to the program, or, in the case of already being accepted into the program, not receive their verification statement until that has been removed following university procedures.

***I hereby acknowledge that I have read and understand the Missouri State University Dietetic Programs Honor Code Policy and am aware that my actions are governed by the Missouri State University Code of Students Rights and Responsibilities, including the Student Academic Integrity Policies and Procedures.***

***I solemnly pledge to uphold the Honor Code by abstaining from academic dishonesty, and by cooperating with faculty and administration as required to ensure the integrity of the student dietetic programs and the safety and well-being of patients.***

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Print student name

Student signature

Date

*Adapted from: The Missouri State University Nursing Program Honor Code*