

# DIDACTIC PROGRAM IN DIETETICS

## STUDENT HANDBOOK OF POLICIES AND PROCEDURES

SUMMER 2016



## Description of the Didactic Program in Dietetics (DPD) at Eastern Illinois University

Since its inception in 1966, the DPD has been housed within the School of Family and Consumer Sciences. The *mission* of the School of Family and Consumer Sciences is to prepare students to empower individuals, strengthen families, and enable communities within the global environment through an integrated focus on individual and family development, nutrition and health, consumer studies, merchandising, apparel and textile design, and hospitality management. This educational purpose is enhanced by research, experiential opportunities, and service learning.

The DPD program is a 120-semester hour baccalaureate program that includes extensive coursework in the field of food, nutrition, and dietetics with supporting coursework in Family and Consumer Sciences (FCS), chemistry, and the social sciences. The *mission* of the DPD is to provide students with the Foundation Knowledge and Skills through theory-to-practice, relationship-driven education preparing graduates to competently participate in a Dietetic Internship. The program is committed to instilling in students the ability to be critical and independent thinkers while working in a team environment and promoting an appreciation of and dedication to the profession of dietetics.

A four-year plan of study outlining an eight-semester schedule to complete the degree requirements is available from the departmental academic advisor and DPD Director and online at <http://www.eiu.edu/dietetics/>. Transfer students will consult with Mrs. Rosie Bradley, the FCS Academic Advisor and the Dr. Melanie Tracy Burns, RDN, Dietetics Program Area Coordinator to determine credit toward program requirements.

### DPD Goals

1. Prepare graduates to have the foundational knowledge and skills as defined by the Academy of Nutrition and Dietetics for entry-level dietitians in our diverse society.
2. Continue to promote dietetics, and its diversity, as a viable career option/program.
3. Continue to support the needs of the DPD by offering a wide variety of learning experiences, in and out of the classroom, that provide theory-to-practice, relationship-driven education.

Progress made towards these goals, and their subsequent objectives, are available upon request. Please contact Dr. Burns for more information.

### The Path to Becoming a RDN

Becoming a RDN is a multi-step process (see Summary Table below). First, the student will need to complete a baccalaureate degree and complete the DPD coursework. At EIU, successful completion of the Bachelor of Science degree in Family and Consumer Sciences: Dietetics Option will result in the issuance of the *ACEND Verification Statement of DPD Program Completion*. This *Verification Statement* verifies that graduates have met the required Standards of Education established by the Accreditation Council for Nutrition and Dietetics (ACEND), the accrediting agency of the Academy of Nutrition and Dietetics (AND), and is eligible to begin an ACEND-accredited Internship Program.

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In the final senior year, students who are interested in applying for an Internship Program will work with the DPD Coordinator and other DPD students to complete the necessary components of the DICAS application and D & D Digital submission. Please note that some IPs participate in the Spring and/or Fall computer matches.

Second, the student will need to be accepted into and successfully complete an Internship Program (IP), such as a Dietetic Internship or an Individualized Supervised Practice Pathway. Upon successful completion of the IP, an *ACEND Verification Statement of Internship Program Completion* will be issued. Once the Internship Program is successfully completed, and the IP Verification Statement is issued, the student is eligible to Registration Examination for Registered Dietitian Nutritionist. The IP may or may not be a part of a graduate degree program. In addition to earning the IP Verification Statement, the student might also earn a graduate degree or some degree credit that can be transferred to a degree program.

The final step to becoming a RDN is to earn a passing score on the national registration examination (hopefully on the first try!!).

For more information on how to become a Registered Dietitian Nutritionist, you can also visit the Academy of Nutrition and Dietetics website at [www.eatright.org](http://www.eatright.org) and search for how to become a registered dietitian nutritionist.

### Summary Table: EIU Pathway to Becoming a RDN

STEP	OUTCOME
Complete B.S. in FCS: Dietetics Option, which includes the required DPD coursework and enables you to begin an IP	B.S. in FCS: Dietetics Option and DPD Verification Statement
Apply for IP through the DICAS portal	Potential match with an IP
Complete IP, either as a part of a graduate degree program or not.	DI <i>Verification Statement</i> and <b>MAYBE</b> a graduate degree
Register and study for the RDN exam. Take and PASS the national RDN exam.	RDN Certification by the Commission on Dietetic Registration

### Applying for the Computer Match process through DICAS

Fall graduates should apply in late September for an internship beginning as early as January, while spring and summer graduates should apply in February for an internship beginning in the summer or early fall. The B.S. degree and official *ACEND Verification Statement* are required to begin the dietetic internship. A *Declaration of Intent to Complete Degree and Minimum Academic Requirements* is issued to students for their application to dietetic internships prior to actual graduation from the DPD program. Acceptance by a dietetic internship is a competitive process and graduates are not guaranteed acceptance by a dietetic internship. Recent matching rates have been near or just below 50% of applicants being matched to a dietetic internship.

## Program Costs

Information regarding the cost of attending Eastern Illinois University may be found in the University Undergraduate Catalog and on the University Financial Aid website at [www.eiu.edu/finaid/cost.php](http://www.eiu.edu/finaid/cost.php).

Eastern Illinois University's Textbook Rental Service provides the students at Eastern Illinois University with quality textbooks at an affordable cost. For more information, visit Textbook Rental Service's website at [www.eiu.edu/~textbks/](http://www.eiu.edu/~textbks/).

Additional course fees for laboratory courses (such as chemistry and foods labs) might be charged to your student account. Course fees can be found in the course description part of University Undergraduate Catalog. Other costs might include the purchase a lab coat, chef's coat, and hairnets.

## Financial Aid

Approximately 80 percent of all students who attend the University receive some sort of financial aid in the form of loans, scholarships, tuition waivers, grants and employment. In addition to funds received through gift aid and loans, many Eastern Illinois University students seek employment to help cover expenses. Consult the Financial Aid section of the University Undergraduate Catalogue for information regarding financial aid, contact by phone or online:

### OFFICE OF FINANCIAL AID & SCHOLARSHIPS

Student Services Building – East Wing

600 Lincoln Avenue

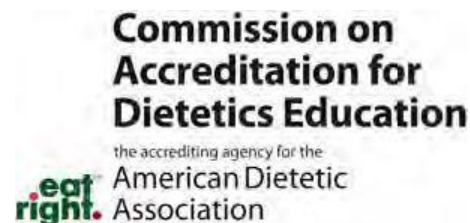
Charleston, IL 61920

(217) 581-3713

[EIU.edu/finaid/](http://EIU.edu/finaid/)

Several scholarships are available to students enrolled in the School of Family and Consumer Sciences. Applications are due in early September. For application and eligibility requirements, consult [www.eiu.edu/famsci/scholarships.php](http://www.eiu.edu/famsci/scholarships.php).

## Accreditation Status



Eastern Illinois University Didactic Program in Dietetics is accredited by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, (312) 899-0040, Ext. 5400.  
<http://www.eatright.org/acend>

### **Admission Requirements**

A student may enter a major or minor in the School of Family and Consumer Sciences as a freshman, transfer student or as a change of major (internal transfer) at Eastern Illinois University. The current general admission requirements for incoming freshman and external transfer students are available on the Admissions website: [www.eiu.edu/admissions/](http://www.eiu.edu/admissions/).

### **Academic and DPD Calendar/Schedule**

Students enrolled in the DPD program follow the University academic calendar available from the Office of the Provost website at [www.eiu.edu/registra/acadcal.php](http://www.eiu.edu/registra/acadcal.php).

### **Graduation Requirements**

The following coursework must be completed in order to graduate with a Bachelor of Science degree in the DPD program. Consult the University Undergraduate Catalog for a complete description of all courses ([catalog.eiu.edu](http://catalog.eiu.edu)). Full-time students have six years to complete the DPD requirements before DPD courses will need to be retaken. Part-time students will have 8 years to complete the DPD requirements before DPD courses will need to be retaken. A curriculum guide is available online at <http://www.eiu.edu/famsci/requirements.php>, or in person by the DPD Coordinator and the SFCS Academic Advisor.

### **Assessment of Prior Learning and Credit toward Program Requirements**

Students seeking a degree from Eastern Illinois University will have their prior coursework evaluated by the Transfer Relations Office through their articulation process to determine credit at Eastern Illinois University for courses previously completed at other schools. Consult the SFCS Academic Advisor if you have questions about the articulation of prior coursework to Eastern Illinois University or courses you plan to take at schools other than Eastern Illinois University.

Students attending Eastern Illinois University to complete DPD Program course deficiencies and who have already earned a bachelor's degree from another school will have their previous courses evaluated by the DPD Coordinator. The DPD Coordinator, in consultation with other DPD Program faculty, if necessary, will evaluate all coursework and prior learning to determine if the course requirements for a Verification Statement from Eastern Illinois University have been met. There is a \$20 transcript review fee for this service.

### **Ensuring Student Success**

Eastern Illinois University offers a wide variety of student involvement opportunities and student support services through the University's Student Success Center, including study and test taking strategies, one-on-one consulting, and alternate testing sites and Health Services, including medical care and counseling services. Information is available at [www.eiu.edu/success](http://www.eiu.edu/success) and at <http://www.eiu.edu/health/>.

### **Withdrawal and Refund of Tuition and Fees**

Students choosing to withdraw from a course or the University will have their charges adjusted based on the date of the drop or withdrawal. Charges adjusted are related to Tuition, General Fees and Outreach Fees. Please contact University Housing and Dining Services for information

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related to cancellation of your housing contract at (217) 581-5111. Contact the Office of the Registrar at (217) 581-3511 for information about withdrawing from a course or the University. You may also be interested to see how course and University withdrawal may affect your financial aid.

### **DPD Program Verification Statement Requirements**

Graduates of the undergraduate FCS: Dietetics Option at Eastern Illinois University are eligible to receive an official ACEND *Verification Statement of DPD Program Completion*. The DPD Coordinator will issue the *Verification Statement of DPD Program Completion* once the degree has been certified by the LCBAS Certifying Officer (usually one month after the close of the semester). An official copy of the ACEND *Verification Statement* is required to begin an internship program and for membership in the Academy of Nutrition and Dietetics. The DPD Coordinator will retain a copy of the *Verification Statement of DPD Program Completion*.

Copies of *ACEND Verification Statement* will be available to individuals completing the DPD Program by contacting the DPD Director through the departmental office (217) 581-6076 or sending a request to:

DPD Coordinator  
600 Lincoln Avenue  
School of Family and Consumer Sciences  
Charleston, IL 61920

### **Complaints**

All complaints should initially be brought to the DPD Director who will work to resolve the issue or refer the complaint to the Family and Consumer Sciences Chairperson for resolution. Students need to submit complaints to ACEND only after all other options with the program director, FCS Chairperson and other institutional avenue have been exhausted.

### **Access to personal files and protection of privacy**

Eastern Illinois University upholds all provisions of The Family Educational Rights and Privacy Act (FERPA) that affords students certain rights with respect to their education records. These rights include the right to inspect and review the student's education records and the right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. For a full statement of the rights afforded to students by FERPA, consult the University Undergraduate Catalog.

### **Dismissal from Major**

A student who is academically dismissed from the University will be dropped automatically from his or her major. Detailed information about dismissal and reinstatement processes is available in the undergraduate catalog.

## **Student Discipline and Grievance Procedures**

The Office of Student Standards (<http://www.eiu.edu/judicial>) coordinates the University's student disciplinary, grievance, and conflict resolution processes. Student disciplinary matters are reviewed by a University Student Standards Board approved by the Vice President for Student Affairs (VPSA). Student concerns related to faculty, staff, and curriculum are reviewed by the FCS Chairperson and the Lumpkin College of Business and Applied Sciences Associate Dean. An appeal of a decision made by the University Student Standards Board is handled by the VPSA and an appeal related to a course grade is handled by the College Grade Appeal Committee (see IGP 45 at <http://castle.eiu.edu/auditing/045.php>) or visit the Grade Appeal website at <http://castle.eiu.edu/acaffair/GradeAppeal/>).

## **University's Commitment to Diversity**

Eastern Illinois University provides equality of opportunity in education and employment for all students and employees. Discrimination based on race, color, sex, religion, age, national origin, ancestry, marital status, disability, veteran status, sexual orientation, gender identity, or any other basis of discrimination precluded by federal and state statutes is strictly prohibited.

The Office of Civil Rights and Diversity is located on campus in 1011 Old Main. For additional information concerning the University's equal opportunity policy, please call (217) 581-5020. The Office of Civil Rights and Diversity reports to the University General Counsel.