Nutrition and Dietetics Handbook

2022-2023 Edition
1.1 Welcome!

Welcome and thank you for your interest in the Didactic Program in Nutrition and Dietetics (DPND) in the Department of Nutrition Science in the College of Health and Human Science (HHS) at Purdue University. Students have an opportunity to learn from nationally recognized nutrition, dietetic, and food science experts, as well as participate in paid and volunteer opportunities within the community and in research labs. In addition, many students choose to participate in a food- or nutrition-focused summer study abroad course located in places like Ireland, Australia, and France.

Our curriculum emphasizes the science of nutrition, medical nutrition therapy, and food systems management. Combining knowledge- and application-based learning provides a solid foundation for critical thinking and problem solving. The undergraduate DPND provides a foundation for developing knowledge and competencies in the core areas of dietetics practice (i.e., clinical dietetics, community nutrition, and food service/systems management) and promotes academic ability to succeed in graduate education and supervised practice programs such as Purdue’s Coordinated Program in Dietetics and dietetic internships.

The emphasis is on developing didactic skills that will help you succeed and achieve acceptance to the next step on the pathway to become a registered dietitian. Feedback from past graduates often state “how prepared” they are during their supervised practice program. To highlight this, in the past three years Purdue DPND graduates have had average 3-year, 2019-2022, placement rate of 84% into competitive supervised practice programs when the national internship placement rate 73%*. The 3-year average for passing the Registration exam (RD Exam) the first-time is 94.6%*.

Please contact us if you have any questions, concerns, or require additional information.

Boiler Up!

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* 2021 National Average
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Definition of Common Acronyms:

ACEND - Accreditation Council for Education in Nutrition and Dietetics. Accrediting body for education programs preparing students for careers as registered dietitian nutritionists

CD – Certified Dietitian*

CDR – Commission on Dietetic Registration

CODO – change of degree option

CPD – Coordinated Program in Dietetics. Combined Master of Science in Dietetics and supervised practice program.

DICAS -Dietetic Internship Centralized Application Services

DPD – Didactic Program in Dietetics – Courses that meet knowledge ACEND accreditation requirement.


DPND or ND – Didactic Program in Nutrition and Dietetics or Nutrition and Dietetics– Major in the Department of Nutrition Science.

HHS – College of Health and Human Science

ISPP – Individualized Supervised Practice Program

KRDN – Knowledge Requirements for Registered Dietitian Nutritionists

LD – Licensed Dietitian* Preferred Indiana state licensure title.

NFH – Nutrition Fitness and Health – Major in the Department of Nutrition Science. Common double major option for ND students.

RDN – Registered Dietitian Nutritionist used interchangeably with RD – Registered Dietitian. RDN is the preferred licensure title.

*Indiana Professional Licensing Agency allows use of either CD or LD with Indiana state licensure.
Section 1.1 Introduction

This handbook contains three sections and was developed to serve as a guide and resource for:

1. Future students – high school students and incoming freshman.
2. Change of degree option (CODO) and Transfer students – students considering change in major or university.
3. Students on track to meet ACEND DPD requirements enrolled in Purdue University Didactic Program in Dietetics (DPND) and Nutrition and Dietetics/Nutrition, Fitness, and Health (DNFH).

The information, policies, and procedures included in this document are designed to be helpful and supportive. Current students are expected to review and follow the policies relating to the Purdue University DPND as well as those related to university-wide student conduct.

This handbook is revised annually or as needed to reflect current policy and each new edition replaces previously published versions. The most current version of the handbook is posted at Purdue Department of Nutrition Science DPND Page.

1.2 Accreditation Status (7.3a)

Purdue 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 2190
Chicago, IL 60606-6995, (3120 899-0040 ext. 5400
http://www.eatrightPRO.org/ACEND

ACEND accreditation earned in 2018 and will under review for accreditation in 2026.

1.3 Purdue University Global Coursework Policy

The Purdue University DPND is not affiliated with the Purdue University Global. The Purdue University Global Bachelor of Science in Nutrition program is not accredited by ACEND. Therefore, the Purdue University DPND does not accept courses from Purdue Global in lieu of required DPD coursework.
1.4 Purdue University Didactic Program in Nutrition and Dietetics (DPND) Mission Statement (7.3b)

The Purdue University Didactic Program Dietetics (DPD) mission is to prepare students for acceptance into advanced degree program and supervised practice leading to eligibility for the CDR credentialing exam to become a registered dietitian nutritionist, and promote professional development through discovery, learning and engagement. The DPD curriculum and learning environment meets ACEND’s Knowledge Requirements for Registered Dietitian Nutritionists (KRDN) that will provide a strong foundation in nutrition education, critical thinking, and promote an appreciation for life-long learning.

1.5 Didactic Program in Dietetics Program Goals and Objectives (7.3b)

The program has two goals with specific objectives:

Program Goal #1 - Prepare graduates to be qualified and competent for the pursuit of a career related to dietetics and nutrition.

Objectives for Goal #1:

1. At least 80% of program students complete program requirements within 3 years (150% of the program length).
2. At least 70% of programs graduates apply for admission to a supervised practice program prior to or with 12 months of graduation. (Includes graduates who apply to CPD).
3. Of program graduates who apply to a supervised, at least 50% are admitted within 12 months of graduation. (Include graduates accepted to Purdue CPD, supervised practice programs, ISPPs or other supervised practice)
4. The program’s one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.
5. Of Program’s graduates who respond to post graduate survey, 90% will rate preparedness as ≥4 on a 1-5 scale pertaining to graduates’ performance in supervised practice, graduate program or employment in dietetics related setting as reported by their supervised practice directors, graduate program director, or employer.

Program Goal #2 – Prepare graduates for continued professional development and life-long learning through discovery, learning, and engagement.

Objectives for Goal #2:

1. Number of graduates who have completed or are pursuing a specialty certification within 2-5 years after graduation (Target Measure: ≥ 30%).
2. Number of graduates who report involvement in community or professional engagement or research activities within 2-5 years of graduation (Target Measure: ≥ 50%).

Program outcomes data are available on request. Please send an email request to Alvin Furiya, MS, RD, CD | DPD Director, at afuriya@purdue.edu. (7.3c)
A. Individuals Exploring Purdue University Didactic Program in Nutrition and Dietetics (DPND), Double Major - Nutrition and Dietetics and Nutrition, Fitness & Health (DPND/NFH) and Incoming Freshman

Registered Dietitian Nutritionist (RDN) FAQ

2.1 What is a Registered Dietitian (RD) and Registered Dietitian Nutritionist (RDN)?

A registered dietitian is a food and nutrition expert who has met academic and professional requirements including:

- Earned a bachelor’s degree with course work approved by the Academy of Nutrition and Dietetics Accreditation Council for Education in Nutrition and Dietetics (ACEND). Coursework typically includes food and nutrition sciences, foodservice systems management, business, economics, computer science, sociology, biochemistry, physiology, microbiology, and chemistry.
- Completed an accredited, supervised practice program at a health-care facility, community agency or foodservice corporation.
- Beginning January 1, 2024, students will be required to have a master’s degree to be eligible to take the RDN examination. The master’s degree can be in another field of study, e.g., psychology, public health (MPH).
- Passed a national examination administered by the Commission on Dietetic Registration.
- Completes continuing professional educational requirements to maintain registration.
- Many states have a certification or license requirement practitioners must acquire to practice dietetics.

2.2 What can I Expect from Employment as an RDN?

Registered Dietitians Nutritionists are employed in hospitals and other health care facilities, government and public health agencies, for-profit companies, non-profit food and/or nutrition related organizations, schools and universities, private practice, and a variety of other settings. Opportunities for RDNs to be employed in wellness and sports nutrition programs, as well as sales and marketing for business and industry, are also increasing.
2.3 Career opportunities for graduates:

- Clinical Dietitian in a hospitals or long-term care health care facility. Clinical dietitians assess patients' nutritional requirements, provide medical nutrition, and perform ongoing evaluations. They consult with physicians and clinical specialists, physical therapy, speech and language therapist, nurses, and social work to design and implement nutritional plans. Clinical dietitians may specialize in patient groups such as those with diabetes, kidney disease or obesity. Specialist in oncology, renal, weight management, bariatric surgery, sports nutrition, cardiovascular care, adult intensive care, pediatric intensive care, women’s health, nutrition support, eating disorders.

- Dietitians can obtain “Specialist Certification” which requires passing an exam, fee, and may require minimum number of hours working with the specific population. Specialist certifications include Certified Diabetes Educator (CDE), Certified Nutrition Support Clinician (CNSC), Certified Specialist in Obesity and Weight Management (CSOWM), Certified Specialist in Renal Nutrition (CSR), Neonatal Intensive Care Unit (NICU) Specialist, and Certified Clinical Transplant Dietitian (CCTD). Some organizations may reimburse fee upon passing certification exam.

- Public Health or Community Dietitian Nutritionist
- Private Practice or Consultant Dietitian
- Higher Education, Research/Academic, Nutrition Educator or Teacher
- Food Industry Nutrition Specialist (for food industries)
- Supermarket Dietitian/Culinary Arts Dietitian/Chef
- Food Service Director (hospitals, extended care facilities, educational institutions)
- Pharmaceutical/Medical Sales Representative/Dietitian in Nutraceutical Industry
- Corporate Wellness Dietitian
- Dietitian working in Public Policy Development/Non-profit Advocacy Groups/Organizations
- National and International Health Organizations

2.4 Dietitian Salaries and Job Outlook

The median hourly wage for all practicing Registered Dietitians and Registered Dietitian Nutritionists was $33.65 per hour. The median average salary is about $70,000 per year according to the Academy of Nutrition and Dietetics 2021 Dietetics Compensation and Benefits Survey. Typically, compensation ranges from approximately $52,000 (10th percentile) to $114,300 (90th percentile). Compensation varies based on the type of position, length of employment, geographic location, and location supply of RDNs. See the Academy of Nutrition and Dietetics for more information.

The U.S. Bureau of Labor Statistics reports that the job market for dietitians will grow at 14%, faster than the average of other health care professions, through 2026 because of the increased emphasis on disease prevention, the aging population, and the public’s interest in nutrition.
2.5 How do I get to be a Registered Dietitian Nutritionist (RDN) or Registered Dietitian (RD)? (7.3d)

The first step to become a registered dietitian is to earn a degree in nutrition and obtain a verification statement from an Accreditation Council for Education in Nutrition and Dietetics (ACEND) accredited program. On January 1, 2024, a graduate degree will be the minimum requirement to sit for the CDR exam instead of a baccalaureate degree.

Next, you must complete a Supervised Practice Program. There are several pathways to complete supervised practice experience:

1. According to ACEND, to apply for a Dietetic Internship, you will use the online dietetic internship centralized application services (DICAS). Internships range in duration from eight to 12 months. You may work on a part- or full-time basis. There also are online and distance internship options if you cannot complete a traditional one in person.

2. Coordinated Programs - provides the essential Didactic Program in Dietetics (DPD) coursework as well as supervised practice. You can use an accredited Coordinated Program in Dietetics (CPD) to fulfill advance degree education and training required for the exam. See Section 2.6 Purdue University Master of Science in Dietetics Coordinated Program in Dietetics.

3. Individualized Supervised Practice Pathways (ISPP) - There are two different types of ISPPs, one for Didactic Program in Nutrition and Dietetics graduates and one for doctoral degree holders.
   a) ISPP for Didactic Program in Nutrition and Dietetics Graduates (DPND) - this option is for graduates who did not match with a dietetic internship but have a DPD verification statement.
   b) ISPP for Doctoral Degree Graduates- You also can apply for an ISPP without a DPD verification statement if you have a doctoral degree. However, those students must attend an ISPP that is approved to offer a track for individuals with a doctoral degree.

Whatever the program, you must complete 1000 hours under the supervision of a licensed professional.
Pathway to Become a Registered Dietitian Nutritionist

1. High School Diploma
2. Apply to Purdue University Accredited DPD
3. Enroll in the Accredited DPD

Individual with PhD.

- Complete Advance Degree
- Apply to ISPP
- No Match

- Complete DPD, earn BS in Dietetics
- Apply to Purdue University's CPD advance degree and supervise practice experience
- Apply to accredited Dietetic Internship

- Complete advance degree and supervised experience, CPD, FEM or ISPP. Receive Verification Statement
- Apply for Registration Eligibility
- RD EXAM

- State Licensure
- Specialty Certification

Apply to Advanced degree with Supervised Practice (MS/DI) or Future Education Model (FEM)
2.6 Purdue University Master of Science in Dietetics Coordinated Program in Dietetics.

Look for updated information coming soon.
2.7 What are the Admission Requirements to the DPD Program?

Incoming Freshman Students Application and Admission Requirements (7.3.f, 7.1)

Incoming Freshman applies to the program through Purdue Undergraduate Admissions. Students accepted are admitted into the Didactic Program in Nutrition and Dietetics (DPND) with major “Nutrition and Dietetics, DPND” by Purdue University Admission Criteria. Factors are reviewed holistically for each applicant per Purdue University Freshman Admission Criteria.

These factors include but not limited to:

- High school course expectations and grades related to intended major
- Strength of student's overall high school curriculum
- Trends in achievement
- Overall grade point average
- SAT or ACT scores (if provided but not required at this time.)
- Essay and answers to Purdue questions
- Time of year you apply
- Academic core coursework grades (English, academic math, laboratory science, foreign language, social studies)
- Personal background and experiences related to intended major
- Information provided by your high school
- Space availability in the desired program

The Purdue Undergraduate Admissions Office has established standards of admission and minimum high school course requirement. Subject matter expectations include 8 semesters of math, 6 semesters of lab science, 8 semesters of English, 4 semesters of a foreign language and 6 semesters of social studies. Applicants must meet these course expectations either in high school or through subsequent college-level (not remedial) coursework. A semester of college coursework is equivalent to two semesters of high school.

All applicants must graduate from high school or have a GED, and Indiana residents are given preference.

2.8 Non-discrimination Policy Statement (7.1,8.1d)

See Purdue Nondiscrimination Policy Statement
B. Change of Degree Option (CODO) & Transfer Students

Current Purdue students wishing to enter into the DPND from another major within HHS or from another college at Purdue University must meet the Change of Degree Option (CODO) requirements of the Nutrition and Dietetics (DPND major).

The criteria include:

- Must be in good academic standing and complete an academic advisor interview
- A minimum of 1 college semester completed: minimum 12 credit hours
- Minimum GPA 3.0
- Students must have earned at least a C or better in one of the following: CHM 10900, CHM 11100, CHM 11500, CHM 12901, BIOL 11000, BIOL 12100, BIOL 20300, or BIOL 30100

3.1 Purdue University Global Coursework Policy

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3.2 Transfer of Credits between Curricula at Purdue (7.3l)

Transfer of credit between curricula at Purdue is covered in University Regulations, Section II, Part E at Purdue University Office of Registrar Academic Regulations and Student Conduct.

When students transfer into the ND from another curriculum, the courses that have been acceptable in satisfying the degree requirements of the DPND shall be determined as follows:

1. An authorized representative of the Dean of the school into which the student wishes to transfer shall cause to be entered upon forms provided by the registrar a list of those courses previously taken that may be used in satisfying the degree requirements of the curriculum into which the student is transferring. These courses shall include:
   
a. All courses completed, regardless of grade received, which are required courses in the curriculum to which he/she is transferring, or which are substantially equivalent to, and are acceptable as substitutes for, such required courses.

b. Courses completed but not required for his/her new curriculum that are admissible for credit as elective courses in the new curriculum. The decision to transfer such credit for elective courses shall be made by the student at the time of transfer and upon the consent of an authorized representative of the dean of the school to which the student is applying for transfer.

2. A graduation index as of the date of transfer shall be computed using only grades in courses transferred as specified above.
3. When a student transfers between markedly different curricula within a school offering a single degree, the dean of the school shall be empowered to grant an exception that extends the benefits of this section.

4. To receive a DPD verification statement, all KRDNs must be met.

3.3 Transfer Students

Transfer students from other universities are admitted into the DPD through criteria established by the Purdue University Admissions.

Purdue transfer credit guidelines can be found at Purdue University Undergraduate Admissions Transfer Credit Guidelines.

3.4 Acceptance of transfer credits into the DPND (8.2i)

A student transferring into the DPND at Purdue University must complete the following courses at the West Lafayette campus to complete the Purdue DPD requirements and receive a DPD verification statement.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUTR 33000</td>
<td>Diet Selection and Planning</td>
<td>(3)</td>
</tr>
<tr>
<td>NUTR 33200</td>
<td>Nutrition Counseling</td>
<td>(3)</td>
</tr>
<tr>
<td>NUTR 36500</td>
<td>Lifecycle Physiology and Nutrition</td>
<td>(3)</td>
</tr>
<tr>
<td>NUTR 41100</td>
<td>Dietetics Career Planning</td>
<td>(1)</td>
</tr>
<tr>
<td>NUTR 42400</td>
<td>Communication Tech F&amp;N</td>
<td>(3)</td>
</tr>
<tr>
<td>NUTR 43000</td>
<td>Public Health Nutrition</td>
<td>(2)</td>
</tr>
<tr>
<td>NUTR 43600</td>
<td>Nutritional Assessment</td>
<td>(2)</td>
</tr>
<tr>
<td>NUTR 43700</td>
<td>Macronutrient Metabolism</td>
<td>(2)</td>
</tr>
<tr>
<td>NUTR 43800</td>
<td>Micronutrient &amp; Phytochemical Metabolism</td>
<td>(3)</td>
</tr>
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<td>NUTR 44200</td>
<td>Foodservice Mgt System</td>
<td>(3)</td>
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<td>NUTR 45300</td>
<td>Food Chemistry</td>
<td>(3)*</td>
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<td>Medical Nutrition Therapy 1</td>
<td>(3)</td>
</tr>
<tr>
<td>NUTR 48100</td>
<td>Medical Nutrition Therapy 2</td>
<td>(3)**</td>
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</tbody>
</table>

*Changes NUTR 454 2 credit hours 2023-2024 **Moves CPD program 2023-2024

Students may seek an exemption if they have completed a course, they perceive is equivalent to one of these courses at another approved or accredited institution. NUTR 48000 must be completed at Purdue University West Lafayette campus to receive a Purdue DPD verification statement. Course exemptions will not be granted for students if they have already attempted one of these courses at Purdue and earned a failing grade.

An exemption for one of these courses, except NUTR 48000 may be sought in one of the following ways:

1. Transfer credit as designated by the Credit Evaluation Office that is processed on official transcripts as a true equivalent regarding matching content, prerequisites, and credit hours will receive approval of course for receipt of verification statement.
2. Transfer credit as designated by the Credit Evaluation Office is processed on official transcripts
as “undistributed credit” must be evaluated by the department for course equivalence. It is the DPD director’s prerogative as to whether there can be credit established for a DPD required course. Students may be interviewed, and the course syllabus, material and other information must be provided to determine equivalency. An exam may be used to determine equivalency: The final exam, if comprehensive, may be used, or one may be constructed from course material. Students must score at least a 70% on the examination to qualify for an exemption, the usual grade to receive a “pass” at Purdue.

3. Transfer credit without examination for NUTR courses required for the verification statement may also be awarded based on substantially equivalent experience, successful completion of a more advanced course, etc. at the discretion of the DPD director or department head.

4. There is a limit to the number of exemptions for transfer credit for these courses that may be granted for those students seeking a DPD verification statement along with a BS in Nutrition and Dietetics from Purdue: Students must complete at least 24 credit hours of the 30 cumulative hours of professional NUTR courses at Purdue University’s West Lafayette campus, and these must include NUTR 48000 and 48100. This credit requirement parallels itself with the University policy of completing at least 32 credits of 300+ level course required for graduation at Purdue University.

5. All other courses required to complete the DPD and receive a verification statement follow the University’s policy for transfer credits.

3.5 Transfer Credit to Meet NUTR 31500 Requirement (7.3l)

Courses for non-majors in Nutrition Science will not be accepted as substitutes for required major courses. This primarily applies to NUTR 30300. Should the student take NUTR 30300 or equivalent before transferring to the Purdue DPD, he/she may establish credit in the required NUTR 31500 by exam, only if he/she earned a B- or better in 303, or the student must enroll in NUTR 315 or an equivalent transfer course. Students may attempt the test-out exam only once. Students who do not pass the test-out exam on the first attempt must enroll in 31500 (or equivalent) to meet this requirement. Students planning to take the test-out exam should do this as early as possible after switching to the dietetics major, and it must be done prior to the semester of expected graduation. NUTR 31500 serves as pre-requisites to subsequent courses in the curriculum. As such, it must be completed prior to enrollment in those courses.

3.6 Non-Discrimination Policy Statement (8.1.d)

See Purdue University Nondiscrimination Policy Statement.
3.7 DPD Admission Assessment, Student Performance Monitoring, and Student Retention (8.1.a, 8.1.b)

Admission to the Purdue DPD via the Nutrition and Dietetics (DPND) major is determined by Purdue University Admissions for new students and transfer students, and by CODO requirements as described above in the section “Application and Admission Requirements”.

The Purdue DPD (via the Nutrition and Dietetics major DPND) has minimum GPA and course grade requirements that serve as a gateway to progress in the program in addition to providing graduation and program completion requirements. To progress in the program, DPD GPA of at least 3.0 in “Dietetics Required Courses” or “NUTR Course” is required, and to graduate with the Nutrition and Dietetics major and complete the DPD, a minimum cumulative GPA of at least 2.75.

The intent of the minimum course grade and DPD GPA requirements is to help ensure that students who are allowed to progress through the program are:

1. Well-prepared for entry into an accredited supervised practice experience program,
2. Competitive for success in attaining placement in supervised practice, and
3. Well-prepared with the didactic knowledge to be successful in passing the national registration examination for dietitians.

Failure to meet the DPD GPA and course grade requirements will be discussed with their academic advisors about the likelihood of success. Discussion with the student may include retaking courses to improve grades and/or GPA. Students are allowed to continue to improve grades and GPA following Purdue’s policy for repeating course work, Purdue University Grades and Grade Report Policy. However, students will not be allowed to register in NUTR 48000 without the course grade pre-requisites.

Students who have low likelihood for success in the DPD will be counseled by their academic advisors on alternative career paths that are appropriate for their skills, interests, and abilities. Students may also contact the DPD program director or assistant director to make an appointment for career guidance. See sections below for further information on DPD Retention and Remediation and Student Support Services.
C. Students Enrolled in Didactic Program in Dietetics DPD

Purdue University’s Didactic Program in Dietetic (DPD) Nutrition and Dietetics (ND) major meets the Accreditation Council for Education in Nutrition and Dietetics (ACEND) Foundation Knowledge and Learning Outcomes. Meeting the knowledge foundation and outcomes is achieved with courses which focus on “Knowledge Requirements for Registered Dietitian Nutritionists” (KRDN).

These courses make up the Didactic Program in Dietetic (DPD) and officially begins with enrollment in NUTR 330 Diet Selection and Planning. Successfully completion of DPD courses will meet the KRDN established by ACEND therefore earning DPD verification statement which is required to enter supervised practice program along with an advanced degree.

4.1 Curriculum

The Nutrition and Dietetics curriculum is developed to be sequential so that students move from basic knowledge to applied knowledge and skills. It is important for students to follow the semester-by-semester sequencing, especially in the senior year sequence, due to course may only be offered Fall or Spring only. You should check with your academic advisor if you have questions.

**DPND Plan of Study. Course requirements may vary based on DPD Admission year.**

**Bolded Course** are DPD courses that meet ACEND Knowledge Requirements for Registered Dietitian Nutritionists (KRDN).
4.2 Nutrition and Dietetic Sample Plan of Study. May vary based on year of DPD admission and other factors, e.g. double major, CODO or transfer course, etc. Graduation requires all courses listed in your “Plan of Study,” this is determined by DPD admission year and completion of at least 120 credits. Students are responsible for completing necessary prerequisites before enrolling in required courses; prerequisite information can be found online in the Purdue University Undergraduate Catalog course descriptions. Discuss any question with your Academic Advisor.

### Nutrition & Dietetics

#### Suggested Arrangement of Courses:

<table>
<thead>
<tr>
<th>Credits</th>
<th>Fall 1st Year</th>
<th>Prerequisite</th>
<th>Credits</th>
<th>Spring 1st Year</th>
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<td>BIOL 11000*</td>
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<tr>
<td>3-4</td>
<td><em>CHM 11100</em> or 11500*</td>
<td>For CHM 115, MA 158 or calculus placement</td>
<td>3-4</td>
<td><em>CHM 11200</em> or 11600*</td>
<td>CHM 11100 or 11500</td>
</tr>
<tr>
<td>3-5</td>
<td>*NUTR Math Selective</td>
<td></td>
<td>3</td>
<td>*PSY 12000</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>NUTR 10500 (Fall only) 1st 8 weeks</td>
<td></td>
<td>3</td>
<td>Oral Communications Core*</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>NUTR 10600 2nd 8 weeks</td>
<td></td>
<td>3</td>
<td>*Humanities Core</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td><em>ENGL 10600</em> or ENGL 10800*</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15-18</td>
<td></td>
<td></td>
<td></td>
<td>10-17</td>
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</tr>
<tr>
<td></td>
<td></td>
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<td>10-17</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>10-17</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10-17</td>
<td></td>
</tr>
</tbody>
</table>

#### Fall 2022

<table>
<thead>
<tr>
<th>Credits</th>
<th>Fall 2nd Year</th>
<th>Prerequisite</th>
<th>Credits</th>
<th>Spring 2nd Year</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>BIOL 20300* (Fall only)</td>
<td></td>
<td>4</td>
<td>BIOL 20400* (Spring only)</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>NUTR 20500 (Fall/Spring)</td>
<td>CHM 11200 or 11600</td>
<td>3</td>
<td>NUTR 31500 (Fall/Spring/Summer)</td>
<td>CHM 11200 or 11600</td>
</tr>
<tr>
<td>4-3</td>
<td>CHM 25700* or CHM 25500* and CHM 25600</td>
<td>CHM 11200 or 11600</td>
<td>4</td>
<td>BIOL 22100</td>
<td>1 sem Biology &amp; 2 sem Chemistry</td>
</tr>
<tr>
<td>3</td>
<td>PSY 27200</td>
<td>PSY 12000</td>
<td>3</td>
<td>*STAT 30100</td>
<td></td>
</tr>
<tr>
<td>1-3</td>
<td>*Science, Technology, &amp; Society Core</td>
<td></td>
<td>1</td>
<td>NUTR 12500</td>
<td>Min of C in NUTR 106</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0-3</td>
<td></td>
<td>NUTR 25600*</td>
<td></td>
</tr>
<tr>
<td>14-17</td>
<td>(15-17 if CHM 25700, 14-16 if CHM 25600)</td>
<td></td>
<td>15-18</td>
<td>(15 if CHM 25700 Fall, 18 if CHM 25600)</td>
<td></td>
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#### 32-34

<table>
<thead>
<tr>
<th>Credits</th>
<th>Fall 3rd Year</th>
<th>Prerequisite</th>
<th>Credits</th>
<th>Spring 3rd Year</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>BCHO 30700*</td>
<td>CHM 25600 or CHM 25700</td>
<td>3</td>
<td>NUTR 33200 (Spring only)</td>
<td>NUTR 33000</td>
</tr>
<tr>
<td>3</td>
<td>NUTR 33000 (Fall/Spring)</td>
<td>NUTR 20500* &amp; NUTR 31500</td>
<td>3</td>
<td>NUTR 36500 (Spring only)</td>
<td>NUTR 31500</td>
</tr>
<tr>
<td>2</td>
<td>NUTR 45400 (Fall only)</td>
<td>CHM 25600 or CHM 25700</td>
<td>2</td>
<td>NUTR 43600 (Spring only)</td>
<td>NUTR 31500 &amp; BCHO 30700*</td>
</tr>
<tr>
<td>1-2</td>
<td>NUTR 35000 or HTM 29101</td>
<td>NUTR 12500</td>
<td>3</td>
<td>NUTR 43700 (Spring/Summer)</td>
<td>BCHO 33700 &amp; NUTR 31500 &amp; BIOL 20400</td>
</tr>
<tr>
<td>3</td>
<td>Electives</td>
<td></td>
<td>3-4</td>
<td>Electives</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>HTM 31100*</td>
<td>NUTR 12500</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15-18</td>
<td></td>
<td></td>
<td></td>
<td>14-15</td>
<td></td>
</tr>
</tbody>
</table>

#### 30

<table>
<thead>
<tr>
<th>Credits</th>
<th>Fall 4th Year</th>
<th>Prerequisite</th>
<th>Credits</th>
<th>Spring 4th Year</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>NUTR 41100 (Fall only)</td>
<td></td>
<td>2</td>
<td>NUTR 43000 (Spring only)</td>
<td>NUTR 31500</td>
</tr>
<tr>
<td>3</td>
<td>NUTR 43800 (Fall/Summer)</td>
<td>BCHO 30700 &amp; NUTR 43700</td>
<td>2</td>
<td>NUTR 44200 (Spring only)</td>
<td>HTM 31100, PSY 27200, &amp; NUTR 33000 min grade of C</td>
</tr>
<tr>
<td>3</td>
<td>NUTR 48000 (Fall only)</td>
<td>See MyPurdue</td>
<td>3</td>
<td>NUTR 42400 (Fall/Spring)</td>
<td>NUTR 33000</td>
</tr>
<tr>
<td>3</td>
<td>ECON 21000 or AGEC 21700</td>
<td></td>
<td>0-11</td>
<td>Electives</td>
<td></td>
</tr>
<tr>
<td>2-3-13</td>
<td>Electives</td>
<td></td>
<td></td>
<td>7-18</td>
<td></td>
</tr>
</tbody>
</table>

DPND Plan of Study. Course requirements may vary based on DPD Admission year.
4.3 Are there any GPA Requirements for the DPD Program?

Students in the ND major should maintain a minimum 3.0 cumulative GPA in their DPD courses. A cumulative GPA of 3.2 or higher is recommended due to the competitive nature of the dietetic internships and graduate school. A GPA of at least 3.0 in DPD “NUTR Courses” is required to earn DPD verification statement. Many advance degree programs require admission into graduate school. GPA requirements for graduate school tends to be ≥3.0.

These GPA requirements were developed based on evaluation of aggregate data from multiple classes of dietetics students’ academic performance and success in attaining dietetics supervised practice experience and the minimum application/admission requirements of supervised practice programs around the country.

The intent of the minimum course grade and DPD GPA requirements is to help ensure that students are:

1. Well-prepared for entry into and the competitive nature of attaining placement in an accredited supervised practice experience program,
2. Well-prepared for entry into and the competitive nature of attaining placement in graduate school.
3. Well-prepared with the didactic knowledge to be successful in passing the national registration examination for dietitians.

Students will not be allowed to register in NUTR 48000 without the course grade pre-requisites.

Students who are unable to meet minimum DPD GPA and course grade requirements should discuss with their academic advisors the likelihood of success, retaking courses to improve grades and GPA or alternative career paths that are appropriate for their skills, interests, and abilities. Students are allowed to continue to improve grades and GPA following Purdue’s policy for repeating course work, see Purdue University Grades and Grade Report Policy. Students may also contact the DPD program director or assistant director to make an appointment for career guidance. See sections below for further information on DPND Retention and Remediation and Student Support Services.

If you choose not to complete an advanced degree and/or supervised practice program, the strong biological and social science foundation of the program also provides you with the knowledge and skills for a variety of health-related professional programs or employment as a nutrition educator, food service manager, pharmaceutical sales representative, or a variety of other challenging positions.
4.4 Experiential Learning Requirements (6.1, 8.2.e)

The Purdue DPD does not have designated facilities for students to complete required experiential learning. Purdue DPD has a policy to not enter into affiliation agreements with facilities for experiential learning. Several ND courses may require experiential learning components and students are responsible for finding their own sites to gain that experience.

The purpose of this requirement is to help ensure students have explored the profession in preparation for entry into supervised practice. The benefit to the student is a more competitive supervised practice application and successful supervised practice experience, as well as an opportunity to explore their interests within the dietetics field. This requirement is introduced to students in NUTR 10600 and documentation of completed hours is submitted by students in NUTR 41100.

All DPD students are required to complete both experiential learning experience:

1. DPD Verification Statement Experiential Learning Requirement

   To receive DPD verification statement and as part of DPD curriculum students must:
   a. Complete 150 hours of dietetics-related work or volunteer experience
   b. Self-document information on Purdue University DPD Volunteer and Work Experience Tracking Form, see appendix G. Detailed information required in the event DPD Director audits your documented experiential learning experience.
   c. The composition of the 150 hours experience is determined by the student. The program recommends that students gain a variety of experiences that minimally include the areas of clinical dietetics, food service, community nutrition, and leadership.
   d. See Appendices F-H for more information.

2. HTM 291L Quantity Food Production OR NUTR 35000 Dietetics Practicum In Quantity Food Production

   As part of the DPD curriculum, students have the option of completing either HTM 291L Quantity Food Production or NUTR 35000 Dietetics Practicum in Quantity Food Production
   a. NUTR 35000 experience must be approved by the instructor prior to starting. Please follow the link located in “bullet d.”
   a. Students opting for NUTR 35000 must find their own preceptor and location to complete the course.
   b. ACEND requires that students participating in experiential learning are not used as staff relief or in place of regular employees. (8.2.e)
   c. The Purdue University Residence Halls and ARAMARK at the Purdue Memorial Union are preapproved programs to meet NUTR 35000 requirements. Discuss with Donna Zoss, Assistant DPD Director for additional information.
   d. Requirements to complete NUTR 35000 in lieu of HTM 291L can be found at Didactic Program in Nutrition and Dietetics Home Page -Useful Links for Current Students NUTR 35000
4.5 Graduation and DPND completion requirements (7.3.h, 8.2.m)

DPD students enrolled as Nutrition and Dietetics (DPND) major or Nutrition and Dietetics/Nutrition, Fitness & Health double major (DNFH) must complete their degree requirements to earn the BS degree and DPD verification statement.

Minimum grades in specific courses are required to complete the DPND requirements to graduate, use following link to see requirements on the plan of study that corresponds with the year you began DPD coursework, based on when you take and complete NUTR 330 School of Health and Human Sciences Undergraduate Majors

120 semester credits are required to obtain a Bachelor of Science degree. Students must have a minimum cumulative GPA of 2.0 and have satisfactory knowledge of the English language. The DPND program follows all university rules and regulations for graduation available at Purdue University Commencement Information.

Students must complete at least 27 credit hours of the 35 cumulative hours of NUTR courses at Purdue University’s West Lafayette campus. This credit requirement parallels itself with the University policy requiring completion of at least 32 credits of junior level coursework, and resident study for at least two semesters for graduation from Purdue University. All other courses required by the DPD to receive a verification statement follow the University’s policy for transfer credits.

The time planned for completion of the Nutrition and Dietetics (ND) major and all DPD course requirements is 4 years. While there is no maximum time allowed to complete the DPD, Purdue University credits expire 10 years from the time they are earned. Students are also advised that while DPD verification statements do not expire, many supervised practice programs consider course work older than 5 years as outdated, so old course work may hinder a student’s chances at being accepted for supervised practice. In these cases, ND students or graduates are encouraged to consult with the DPD program director or assistant DPD director discuss changes in ACEND required knowledge requirements (KDRN.)

In addition, eligibility to take the Registration Examination for Dietitians or “RD Exam” students must earn an advanced degree and complete an accredited supervised practice experience. As previously described, students may choose to apply to the Purdue Coordinated Program in Dietetics (CPD), which incorporates Master of Science in Dietetics degree and supervised practice experience. Applications are accepted during the Fall semester of their last year of DPD. Students may also participate in the Dietetic Internship Centralized Application System (DICAS) that occurs twice a year, in Fall and Spring. Most students, and most internships participate in the spring match. Fewer students and a smaller number of internships participate in the fall match. More information about dietetic internship matching can be found here: DICAS Procedure.

All DPD students are required to take NUTR 41100 during the Fall semester of their final year of course work in which they learn more details about computer matching and are guided through the steps of
preparing their DI applications. DPD graduates who wish to apply to a DI after leaving Purdue (either for the first time or after receiving a ‘no match’) are encouraged to contact the DPD program director or assistant director for questions and additional guidance or to refresh information learned in NUTR 41100.

4.7 Verification Statement Requirements and Procedures (8.2.n)

A. Undergraduate Requirements for Verification Statement

Verification statements may be granted at the conclusion of each regular semester and summer session of the academic year. For students earning their baccalaureate degree, a verification statement will be issued only when the student has completed ACEND- accredited Didactic Program requirements and the registrar has cleared the student for graduation, which indicates that all degree requirements have also been completed.

For students who have previously completed a baccalaureate degree at a US regionally- accredited college/ university or foreign equivalent, a verification statement can be given upon completion of all DPD requirements.

The DPD verification statement can be signed only by the current DPD program director.

All qualified students are encouraged to request a verification statement before graduating. Staff from the Nutrition Science Department will follow up with students who do not request a verification statement. To gain a verification statement from Purdue University, a student shall satisfy the following requirements:

1. Students must receive credit for all DPD required courses.
2. Students must have met all the requirements to receive a bachelor’s degree and submit an official university transcript showing the degree conferred.
3. A student transferring into the Didactic Program in Dietetics at Purdue University who wishes to receive a verification statement must complete the following courses from the West Lafayette campus:
   - NUTR 33000, NUTR 33200, NUTR 36500, NUTR 41100, NUTR 42400, NUTR 436, NUTR 43700, NUTR 43800, NUTR 44200, NUTR 45300, NUTR 48000, NUTR 48100, NUTR 43000.
   Exception for transfer students, see additional information on transfer credit, see the section titled “Acceptance of Transfer Credits into the DPD.”
4. All undergraduate students must:
   1. Achieve a cumulative GPA of at least 2.75/4.00,
   2. DPD course GPA of at least ≥3.0 in “NUTR” Courses to earn DPD verification statement.
5. Students must meet all knowledge requirements (KRDNs) of the DPD. KRDNs and associated learning activities are indicated in relevant course syllabi and individually tracked for each student.
6. Students must document 150 hours of dietetics-related work or volunteer experience to fulfill
DPD Verification Statement Experiential Learning Requirement (see section 3.18)

7. Before you leave the University, request an official transcript with degree posted.

8. Complete the Request for Verification Statement form (Appendix E) and attach the official transcript with degree posted to the form.

9. If you did not already request a Declaration of Intent, submit the Academic Requirement Checklist (see Appendix B) and official transcripts from all colleges attended to Mrs. Donna Zoss, DPD Assistant Director.

10. PDF file verification statement will be forwarded to the student home email address that is provided on the Verification Statement Request Form. Graduates may request additional original copies as needed. Verification statements do not expire.

B. Declaration of Intent
A Declaration of Intent will be issued to DPND students who are applying to a supervised practice program at the beginning of their final semester prior to graduation. The Declaration of Intent is necessary for the dietetic internship application process as it declares your intent to complete the courses prior to the start of the supervised practice program. To receive a Declaration of Intent, all of the following items are posted on the Nutrition Science website in the DPND section and must be printed, completed, and submitted to Mrs. Donna Zoss, DPND Assistant Director, by the published deadline date.

1. Dietetic Internship Application Ranking Form (see Appendix C)
2. Next Semester Course for Request of Declaration of Intent Form (see Appendix D)
3. Academic Requirements Checklist Didactic Program in Dietetics (see Appendix B)
4. Official transcript from Purdue University showing Fall grades

C. Verification Statements
The signed verification statement documents that an individual has completed the requirements of a didactic dietetics education program accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). The verification statement is essential to ACEND dietetics education, CDR registration eligibility and Academy membership processes. Verification statements are signed by the program director and will be issued after requested by the student, after all requirements are met, and the official transcript showing degree date is received. A deadline for submitting the request form and official transcript will be published and the verification statements will be mailed within a week of this deadline. Any requests or transcripts that arrive after the deadline will be handled as time allows by the DPD Director.
4.8 Distance Education Options (7.3.j, 8.2.o, 8.2.r)

The Purdue University DPD does not offer a distance education track. Completing the Purdue DPD will require at least two semesters of residence in (or commuting distance to) West Lafayette, IN. However, several courses in the curriculum are offered optionally by distance education. These distance offerings may change year to year, so it is up to the student to determine if a course has a distance section during a given term. Taking a course by distance education typically requires access to a computer and internet. Instructors employ various approaches to ensure student identity for online/distance testing, such as use of unique login credentials, webcam verification of the presence of the correct student, and signed course honor policies. Please see the course catalog for current distance education offering.
4.9 Estimated Expenses (7.3.e)

Purdue University estimated cost of attendance [Purdue University Office of Admissions Tuition and Fees](#).

There are additional costs associated with the DPD:

<table>
<thead>
<tr>
<th>Item</th>
<th>Explanation</th>
<th>Estimated Cost ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab Coat</td>
<td>Students are required to wear and maintain a white clean, professional lab coat for laboratory classes.</td>
<td>$40.00</td>
</tr>
<tr>
<td>Academy of Nutrition and Dietetics Membership</td>
<td>Membership is required for students enrolled in NUTR 48000. Students are strongly encouraged to join beginning freshman year. The benefits are access to scholarship, opportunity to be involved at the national, state, and local level. Most academics included internship directors look for involvement in our professional organization and by joining early eliminates the perception of using as resume builder if you join your senior year. Student membership includes free access to educational and training materials, reduced registration fees for professional meetings, and the monthly professional journal. Student membership is required for scholarships sponsored by and affiliates. <a href="#">Academy of Nutrition and Dietetics Student Membership Information</a> <a href="#">Indiana Academy of Nutrition and Dietetics (IAND) Membership Information</a></td>
<td>$58.00 per year for student membership (6 year maximum allowed)</td>
</tr>
<tr>
<td>Travel</td>
<td></td>
<td>Variable</td>
</tr>
<tr>
<td>Online Platform</td>
<td>Access fee for online platforms, e.g., Packback discussion platform, eNCT – electronic care process terminology, Kahoot, etc.</td>
<td>Variable</td>
</tr>
<tr>
<td>Study Abroad</td>
<td>Refer to the Study Abroad website at <a href="#">Purdue University Study Abroad Home</a></td>
<td>Variable</td>
</tr>
<tr>
<td>D&amp;D Digital Registration Fee</td>
<td>Dietetic internships select applicants through a computer matching process that is administered by D&amp;D Digital. There are two matching periods per year (April and November). <a href="#">DND Digital -Dietetic Internship Matching Service</a></td>
<td>$55.00 per each matching period</td>
</tr>
<tr>
<td>DICAS</td>
<td>DICAS is the centralized application portal for dietetic internships. DICAS charges $50 for the first supervised practice program you apply to and $25 for each additional program that you apply. <a href="#">Dietetic Internship Centralized Application Services Portal</a></td>
<td>Variable depending on number of programs you apply to</td>
</tr>
<tr>
<td>Supervised Practice Program Application Fees</td>
<td>Some supervised practice programs charge additional fees when an application is submitted. The program application fee is in addition to the DICAS fee. Potential fees for application to graduate school.</td>
<td>Variable</td>
</tr>
<tr>
<td>GRE</td>
<td>Although the CPD at Purdue University, advanced degree programs and many dietetic internships do not require the GRE, seniors are encouraged to take the GRE to expand their choices of supervised practice program opportunities. <a href="#">Graduate Record Examination Information and Fees</a></td>
<td>$205 for standard test administration</td>
</tr>
</tbody>
</table>

(This information is subject to change without notice)
D. Graduate Students

Section 5.1 - Graduate Student Requirements for Verification Statement

The Purdue DPD is not a graduate degree program. However, graduate students in the Purdue Interdepartmental Nutrition Graduate Program (INP) may complete requirements for a DPD verification statement during their graduate studies. Graduate students in programs other than INP may qualify for these verification statement requirements if appropriate prerequisite coursework and/or experience is established at the discretion of the DPD director.

Graduate students must complete the following courses to meet the KRDNs of the DPD to receive a verification statement:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Professional Courses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUTR 10600</td>
<td>Profession of Dietetics</td>
<td>1</td>
</tr>
<tr>
<td>NUTR 33000</td>
<td>Diet Selection and Planning</td>
<td>3</td>
</tr>
<tr>
<td>NUTR 33200</td>
<td>Nutrition Counseling</td>
<td>3</td>
</tr>
<tr>
<td>HTM 29100L/NUTR 35000</td>
<td>Quantity Food Production &amp; Service Labs</td>
<td>2</td>
</tr>
<tr>
<td>NUTR 36500</td>
<td>Lifecycle Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>NUTR 43000</td>
<td>Public Health Nutrition</td>
<td>2</td>
</tr>
<tr>
<td>NUTR 43600</td>
<td>Nutrition Assessment</td>
<td>2</td>
</tr>
<tr>
<td>NUTR 44200</td>
<td>Foodservice Systems Management</td>
<td>2</td>
</tr>
<tr>
<td>NUTR 45300</td>
<td>Food Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>NUTR 48000</td>
<td>Medical Nutrition Therapy I</td>
<td>3</td>
</tr>
<tr>
<td>NUTR 48100</td>
<td>Medical Nutrition Therapy II</td>
<td>3</td>
</tr>
<tr>
<td><strong>Behavior and Social Sciences</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSY 12000- or -</td>
<td>Elementary Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 100</td>
<td>Introductory Sociology</td>
<td></td>
</tr>
<tr>
<td><strong>ServSafe Manager Certification</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUTR 12500 or alternate</td>
<td>Options: NUTR 12500 or by arrangement with a ServSafe approved proctor</td>
<td>1</td>
</tr>
</tbody>
</table>

1. Exceptions to completing these courses at Purdue are listed in the section of this handbook titled “Acceptance of Transfer Credits into the DPD and Receipt of Verification Statement.”
2. This course list applies only for those who receive a MS or PhD degree from the INP at Purdue University. If a student decides to drop the graduate program and wishes to continue with requirements for the DPD verification, the graduate student must follow policies for “Undergraduate Requirements for Verification Statement.” This is because the admission prerequisites and course requirements of the INP fulfill the required educational components and KRDNs not included in the course work listed above.
3. To provide a variety of flexible education models at the masters and doctoral degree levels that satisfy KRDNs, the Purdue DPD provides several avenues to complete the above courses:
   a. Take the course.
   b. Be a TA in the course (except NUTR 480/481), receive a satisfactory evaluation, and demonstrate competence in the course content per the instructor of record. Note that continuing TAs are sometimes reassigned to the same course. Further, TAs are assigned based on departmental needs, funding availability, and instructor requests over student requests.
   c. Credit by exam for the course, if offered. For this, a Registrar Form 390 is completed by the DPD director or the instructor of record to establish “Credit by Exam”, which appears on the student’s transcript.
   d. Take the course via correspondence or independent study (for courses approved by the DPD Director).

4. All graduate students must achieve a graduation grade point average of at least 3.0 to receive a DPD verification statement.

After the coursework requirements are completed, the next step to be eligible to take the national examination for registered dietitians (RD exam) is to complete an accredited supervised practice experience, which is a minimum of 1000 hours of supervised practice. The student must find facilities that will fulfill this supervised practice experience within the state of Indiana. Traditional undergraduate students will typically complete supervised practice program in 9-12 months. A ISPP students completion time frame is dependent on work and family life and may take longer than a traditional undergraduate student. In addition to the tuition fee, most will not offer a stipend.

INP students should refer to the Interdepartmental Nutrition Program INP Graduate Student Handbook for more information on completing the DPD at Purdue. Interested INP students should schedule an appointment to discuss the DPD requirements with the DPD Director.
E. Purdue University Student Services and Policy and Procedures

Section 6 - Purdue University Policy and Procedures and Student Services

University and Department services policy and procedures are listed with brief explanation and link to official policy or procedure.

6.1 Academic Calendar (7.3.g, 8.2.q)

The DPD program follows the Purdue University Academic Calendar of Purdue University, including vacations and holidays.

The DPD program follows Purdue policy for class absences: Purdue University Class Absences

6.2 Assessment of Prior Learning (8.2.i)

See also section on “Acceptance of transfer credits into the DPND” section.

6.3 Complaints (8.2.g, 8.2.h)

Students who have a grievance with the DPD are encouraged to complete the following process without fear of retaliation:

1. Meet with DPD Director to resolve the issue, preferred first step. If a student prefers, present the grievance to the Department Head.
2. If the issue is not resolved, the student may present the grievance to the Department Head or the Assistant to the Head (in the absence of the Department Head.
3. Some grievances may be under the jurisdiction of the College and/or University. Grievance policies for the University shall be followed as outlined in the University Regulations.

Grievance procedures may vary according to the subject of grievance (grades, harassment, etc.). The Office of the Dean of Students may facilitate the processing of student grievances as appropriate.

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) will review complaints that relate to a program’s compliance with the Standards of Education or with published accreditation policies. ACEND is interested in the sustained quality and continued improvement of dietetics education programs, but does not intervene on behalf of individuals, or act as a court of appeal for individuals in matters of admission, appointment, promotion, or dismissal of faculty, staff, or students.

If all options to resolve or address the complaint at Purdue University have been exhausted, contact ACEND for more information:

Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics
120 South Riverside Plaza, Suite 2190
Chicago, IL 60606-6995, (312) 899-0040 ext. 5400
http://www.eatrightPRO.org/ACEND
A chronological record of all student complaints related to ACEND accreditation standards will be kept in a 3-ring binder in the DPD assistant director’s office for a period of 7 years, including information on the resolution of the complaints. The notebook is available to ACEND reviewers to inspect during accreditation site visits.

6.4 Disciplinary/Termination Procedures (8.2.l)

The DPD follows the University Disciplinary and Termination Procedures, which are described in Regulations Governing Student Conduct, Disciplinary Procedures, and Appeals.

6.5 DPND Retention and Remediation (8.1.b, 8.2.k)

The Department of Nutrition Science will enforce the passing of course pre-requisites to enroll in the next required class. Students receiving an "F" in a course pre-requisite will be automatically dropped from the subsequent course. The Purdue DPND has minimum grades and GPAs established as degree requirements effective for catalog term Fall 2016. Use this link to see those requirements on the plan of study that corresponds with the year you began DPD coursework at Purdue University can be accessed at College of Health and Human Science Undergraduate Majors.

Students receiving an “F” in a course will follow the standards as listed above on prerequisite grade requirements. No credit is awarded for courses in which an “F” is awarded. Therefore, students have not met the requirements and must retake the course to meet graduation requirements. Due to the necessary sequencing to complete the NUTR majors, receiving an "F" in a course that is a prerequisite for a later course may increase the time required to complete the major’s requirement and delay graduation. (University Senate Document 76-7, as amended and approved, February 21, 1977, and University Senate Document 96-8, April 28, 1997.)

6.6 Drop/Add

The Course Drop/Add process: Office of Registrar Drop and Add Support
Deadlines are found on Office of Registrar Drop/Add Refund and Deadline Calendar

6.7 Drug Testing and Criminal Background Checks (8.2.d)

The Purdue DPD does not require drug testing or criminal background checks. However, some experiential learning sites may require this of students to function at their facilities. Students must follow the facility requirement or will need to find another facility. Students are responsible for any costs associated with drug testing or criminal background checks.

Purdue DPD students should be aware of the Purdue Alcohol and Other Drug Policy

6.8 Financial Aid Information (7.3.i, 8.2.t)

The Division of Financial Aid website Division of Financial Aid is the gateway for all information related for financial aid. Students may access their financial aid status by logging on to their account through myPurdue.

6.9 Formal Assessment of Student Learning (8.2.j)
Students can expect to receive formal evaluations in the following formats: rubrics for oral presentations and projects, exams, scored assignments and semester grades. Many opportunities occur for informal feedback about performance. These opportunities need to be viewed as positive opportunities to gain insight and adjust performance. Students meet with their advisor at least one time each semester to review academic progress and goals and to plan the course of study. In addition, all course instructors and professors hold office hours to meet with students.

6.10 Grades and Grade Reports

The DPD follows Purdue University Office of Registrar Policy for Grades and Grade Reports, which can be found here (includes information on grade substitution for repeat coursework and procedures for incomplete coursework.

6.11 Harassment

Purdue University is committed to maintaining an environment that recognizes the inherent worth and dignity of every person; fosters tolerance, sensitivity, understanding and mutual respect; and encourages individuals to strive to reach their potential. Title IX Harassment in the workplace or the educational environment is unacceptable and will not be tolerated.

Any employee, student, campus visitor or person participating in a university activity, who has experienced or witnessed discrimination and/or harassment is encouraged to report the incident(s) promptly. Prompt reporting of complaints is vital to the University's ability to resolve the matter. Purdue University is committed to maintaining an educational and work climate for faculty, staff and students that is positive and free from all forms of Title IX Harassment.

Purdue University is committed to providing a learning, working, and living environment that promotes integrity, civility, and mutual respect in an environment free of discrimination based on sex and sexual misconduct which includes sex discrimination, sexual harassment, dating violence, domestic violence, sexual assault, stalking and retaliation. This policy applies to all persons without regard to sexual orientation, gender identity and/or gender expression.

The complete Purdue University Title IX Harassment policy, resources and contact information can be view by following the link University Policy Office -Title Harassment (II.C.4)

6.12 Injury or Illness (8.2.c)

All students are expected to obtain prompt medical care to treat any accident, illness or injury that occurs during the DPD, on campus and at any experiential learning sites. Expedient emergency care should be obtained as needed at sites. Students are responsible for all costs incurred for emergency care, treatment of an illness or injury and any follow up care.

6.13 Insurance Requirements (8.2.a)
All students are expected to have health/medical insurance coverage to cover illness and injury that may occur in and out of classroom or lab. The student is responsible for the cost of medical/health insurance.

6.14 Liability for Safe Travel to Experiential Learning Sites (8.2.b)

Students are required to provide their own transportation to any experiential learning sites. All students are responsible for obtaining and paying for their own automobile insurance, or for receiving transportation from other insured drivers or public transportation.

The students are to follow the experiential learning sites’ rules and regulations for traveling in inclement weather (there are no “snow-days” for employees).

6.15 Policies and Procedures Related to Attendance, Academic Integrity, and Academic Dishonesty

The Purdue DPD follows Purdue policies and procedures related to attendance, academic integrity, and academic dishonesty:

1. Purdue University Attendance Policy
2. Purdue Academic Integrity Policy
3. Academy of Nutrition and Dietetics Code of Ethics for the Profession of Dietetics
4. All students should abide by the Academy of Nutrition and Dietetics Code of Ethics for the Profession of Dietetics when they apply for student membership. The Code of Ethics for the Profession of Dietetics is found at Academy of Nutrition and Dietetics Code of Ethics. Purdue DPD students are encouraged to join the Academy of Nutrition and Dietetics.
5. Purdue Honor Pledge - Purdue Honor Pledge states, “As a Boilermaker pursuing academic excellence, I pledge to be honest and true in all that I do. Accountable together - We are Purdue.” Examples of Academic Dishonesty.

6.16 Protection of Privacy of Student Information and Access to Personal Files (8.2.r, 8.2.s)

Purdue University complies with the Family Educational Rights and Privacy Act of 1974 (d), as amended, the federal law that protects the privacy of Education Records of Students. Quick Reference Guide to Understanding and Applying FERPA

Students may access their own education records by following the Purdue policy found here in accordance with FERPA: Purdue University Policy Office - Access to Student Education Records

6.17 Registration

Students must meet with their academic advisor prior to registration to discuss their progress on their plan of study and to receive their registration PIN number for the following semester. Students are allowed to register based on their registration time ticket group as set by the Purdue Registrar. Office of Registrar Registration Procedure

6.18 Student Support Services (8.2.k, 8.2.t)

All DPD students have an academic advisor in the Nutrition Sciences department and students are
encouraged to meet with their academic advisor each semester to review academic progress, goals, and course selection. Purdue University has a vested interest in students’ success and provides the resources students need to do well academically. All faculty keep office hours, through which students can meet with their professors.

A. Purdue Academic Resources:
   1. Academic Success Center Programs,
   2. Purdue Writing Lab and Purdue Online Writing Lab (OWL)
   3. Department of Mathematics-Math Resource Room (MRR)
   4. Department of Chemistry-Chemistry Resource Room

B. Tutoring Resource – Fee-based and Free:
   1. Private Tutoring Matching Service
   2. Center for Career Opportunities & Pre-professional Advising

For complete list of academic support resources go to Academic Success Center at Wiley Hall C215 Phone (765)494-4700. Email: academicsuccess@purdue.edu

6.19 Withdrawal and Refund of Fees (8.2.p)

The DPD follows Purdue policies and procedures related to withdrawal from the university. Purdue’s withdrawal procedure and refund of fees.

Withdrawal Procedure and Refund of Fees

Federal Title IV Policies for Refund and Withdrawal
Section 7 - Additional University Resources:

7.1 Purdue University Student Health Center (PUSH)

The Student Health Center provides medical care through an outpatient facility staffed by licensed physicians, nurse practitioners, and mental health professionals. Services include a general medical clinic, sports medicine clinic, women’s clinic, urgent care, allergy and immunization, physical therapy, counseling and psychological services, student wellness office, laboratory, and radiology. More information is available at Purdue University Student Hospital.

7.2 Protect Purdue COVID-19

The Protect Purdue Health Center (PPHC) has been created for any student, faculty or staff that is exhibiting symptoms of COVID-19 or believes they should be tested for COVID-19. Contact the PPHC at 765-496-INFO (4636) or toll-free at 1-833-571-1043 by pressing "1" to connect with the PPHC.

7.3 Purdue’s Counseling and Psychological Services (CAPS)

Counseling and Psychological services is a free service for Purdue students that provides confidential counseling sessions. More information is available at Purdue’s Counseling and Psychological Services.

7.4 Disability Resource Center (DRC)

For students with disabilities needing scheduling or testing accommodation, please contact the Office of the Dean of Students, who will help you with the accommodations that are needed, or go to Disability Resource Center Web Site.

7.5 Harassment Policy, Resources, and Contact Information

The complete Purdue University Title IX Harassment policy, resources and contact information can be view by following the link University Policy Office -Title Harassment (II.C.4)
List of Appendices

Appendix A: Academic Requirement: DPD Required Coursework Checklist
Appendix B: Dietetic Internship Application Ranking Form
Appendix C: Next Semester Course for Request of Declaration of Intent Form
Appendix D: Request for DPD Verification Statement
Appendix E: Instructions for Documentation - DPD Volunteer and Work Experience (150 hours required dietetic related work experience.)
Appendix F: Tracking form - DPD Volunteer and Work Experience (150 hours required dietetic related work experience.)
Appendix G: Supervisor Validation Form - DPD Volunteer and Work Experience (150 hours required dietetic related work experience.)
## Appendix A: Academic Requirement: DPD Required Coursework Checklist

<table>
<thead>
<tr>
<th>Course Number and Title, If Different</th>
<th>Grade Earned</th>
<th>Semester Completed</th>
<th>University Where Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUTR 10500 Profession of Dietetics</td>
<td></td>
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<tr>
<td>NUTR 20500 Food Science</td>
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<tr>
<td>NUTR 31500 Fundamentals of Nutrition</td>
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<tr>
<td>NUTR 33000 Diet Selection and Planning</td>
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<tr>
<td>NUTR 33200 Nutrition Counseling</td>
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<tr>
<td>NUTR 35000 Diets for the Nutrient-Dense Diet</td>
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<tr>
<td>NUTR 41100 Dietetics Career Planning</td>
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<tr>
<td>NUTR 41700 Communicating Health and Nutrition</td>
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<tr>
<td>NUTR 43500 Public Health Nutrition</td>
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<tr>
<td>NUTR 45200 Nutritional Assessment</td>
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<tr>
<td>NUTR 45500 Micronutrient and Phytochemicals</td>
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<tr>
<td>NUTR 45600 Foodservice Management</td>
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<tr>
<td>NUTR 45700 Foodservice System</td>
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<td></td>
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<tr>
<td>ENGL 10500 First-Year Composition</td>
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</tr>
<tr>
<td>Required DPD Course (cont.)</td>
<td>Credit Hour</td>
<td>Semester Completed</td>
<td>University Where Completed</td>
</tr>
<tr>
<td>---------------------------------------------------</td>
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<td>----------------------------</td>
</tr>
<tr>
<td>HTM 31100 Procurement Management for Foodservice</td>
<td>3</td>
<td></td>
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<tr>
<td>PSY 12000 Elementary Psychology</td>
<td>3</td>
<td></td>
<td></td>
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<tr>
<td>PSY 27200 Introduction to Industrial Organizational Psychology</td>
<td>3</td>
<td></td>
<td></td>
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<tr>
<td>STAT 30100 Elementary Statistical Methods</td>
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<table>
<thead>
<tr>
<th>DPD Science Course</th>
<th>Credit Hour</th>
<th>Semester Completed</th>
<th>University Where Completed</th>
<th>Course Number and Title, If different</th>
<th>Credits</th>
<th>Grade Earned</th>
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<td>BIOL 11000 Fundamentals of Biology 1</td>
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<td>BIOL 11100 Fundamentals of Biology 1</td>
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<td>BIOL 20300 Human Anatomy &amp; Phys</td>
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<td>BIOL 20400 Human Anatomy &amp; Phys</td>
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<td>BIOL 22100 Introduction to Microbiology</td>
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<td>BCHM 30700 Biochemistry</td>
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<tr>
<td>CHM 111 General Chemistry</td>
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<tr>
<td>CHM 112 General Chemistry</td>
<td>3</td>
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<tr>
<td>CHM 25700 Organic Chemistry</td>
<td>4</td>
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</tbody>
</table>
Appendix B: Dietetic Internship Application Ranking Form

**Dietetic Internship Application Ranking**

Student Name: ______________________________

*Please rank the dietetic internship programs in order that you plan to rank them with D&D Digital. Submit this form with your Declaration of Intent request packet to Donna Zoss by January 12, 2018.*

<table>
<thead>
<tr>
<th>Ranking Order</th>
<th>Name of Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>__________________________</td>
</tr>
<tr>
<td>2.</td>
<td>__________________________</td>
</tr>
<tr>
<td>3.</td>
<td>__________________________</td>
</tr>
<tr>
<td>4.</td>
<td>__________________________</td>
</tr>
<tr>
<td>5.</td>
<td>__________________________</td>
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<tr>
<td>6.</td>
<td>__________________________</td>
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<tr>
<td>7.</td>
<td>__________________________</td>
</tr>
<tr>
<td>8.</td>
<td>__________________________</td>
</tr>
<tr>
<td>9.</td>
<td>__________________________</td>
</tr>
<tr>
<td>10.</td>
<td>__________________________</td>
</tr>
</tbody>
</table>
## NEXT SEMESTER COURSES FOR REQUEST OF DECLARATION OF INTENT FORM

**Name**

I am registered for the following courses for next semester: 
(List required and elective courses)

### Required DPD Courses

<table>
<thead>
<tr>
<th>Course Dept.</th>
<th>Course No.</th>
<th>Course Title (exactly as listed in the Timetable)</th>
</tr>
</thead>
</table>

### Elective Courses

<table>
<thead>
<tr>
<th>Course Dept.</th>
<th>Course No.</th>
<th>Course Title (exactly as listed in the Timetable)</th>
</tr>
</thead>
</table>
Appendix D: Request for DPD Verification Statement

Request for Verification Statement

Attach an official transcript from Purdue University with date BS degree awarded

Date: ________________

Last Name: ________________ First Name _______________ Full Middle Name ____________

Maiden Name _________________ Date of Birth _______________

Mailing address for DPD verification statement (this will occur about 1 month following receipt of this request form with official transcript attached):

__________________________________________________________________________________________

Street

City     State    Zip

Telephone Number: ______________________________

Personal Email Address (not purdue.edu): ___________________________________

Graduation Date: _______________________________________________________________

Academic Advisor: ________________________________Major(s): ______________________

What are your career plans after graduation (e.g., Dietetic Internship, graduate school, employment, etc.)? Please be specific.

_______________________________________________________________________________

_______________________________________________________________________________

_______________________________________________________________________________

Return completed form with attached official transcript showing degree to:

Donna L. Zoss, MS, RD, CD, CNSC
Assistant Director, Didactic Program in Dietetics
Stone Hall, Room 220
700 West State Street
Appendix E: Instructions for Documentation - DPD Volunteer and Work Experience (150 hours required dietetic related work experience.)

Instructions for Documentation of DPD Volunteer & Work Experiences

As noted in the Purdue University DPD Handbook, the undergraduate requirements for the granting of a DPD verification statement indicate that students must document 150 hours of dietetics-related work or volunteer experience (starting for students entering during catalog year 2017-18) during their time at Purdue University. Work or volunteer experiences which are completed as part of a college course (such as for NUTR 35000, NUTR 24500, NUTR 34500 and others) may not count toward the 150 hours of volunteer and work experiences for the DPD verification statement.

Students are responsible for tracking their work and volunteer experiences using the following two forms:
1. Purdue University DPD Volunteer & Work Experience Tracking Form
2. Supervisor Validation Form for DPD Volunteer & Work Experience(s)

The two forms will be given to students during their freshman year in the course NUTR 10600 Introduction to the Profession of Dietetics. The student’s progress toward earning the 150 hours of experience will be checked while enrolled in the course NUTR 12500 Food Safety Certification and Career Development. Students will be required to submit the tracking form listing all the experiences completed for the 150 hours and the accompanying supervisor validation forms in the course NUTR 41100 Dietetics Career Planning.

An example of the completed forms is attached.

Failure to complete and submit 150 hours of work/volunteer experience will put students subject to denial of the DPD verification statement.
Appendix F: Tracking form - DPD Volunteer and Work Experience (150 hours required dietetic related work experience.)

<table>
<thead>
<tr>
<th>Paid Y/N</th>
<th>Hours</th>
<th>Supervisor Contact Information: Name, Title, Phone number, email address</th>
</tr>
</thead>
</table>

Name: 

Document: Describe, Company Name, Experience Location, Your Position or Role, and Activity or Experience Description:
Appendix G: Supervisor Validation Form - DPD Volunteer and Work Experience (150 hours required dietetic related work experience.)

Purdue University DPD Volunteer & Work Experience
Supervisor Validation Form

Name ___________________________________________

Date(s) of Experience ______________________________________________________________

Location of Experience ____________________________________________________________

Your Role/Position _______________________________________________________________

Experience/Activity Title and Description ____________________________________________

__________________________________________________________________________

__________________________________________________________________________

Total Number of Hours ____________________________________________________________

Experience - Paid or Volunteer (circle one)

Supervisor Contact Information

Name of Supervisor _______________________________________________________________

Title ________________________________________________________________

Phone Number _________________________________________________________________

Email Address _________________________________________________________________

Signature of Supervisor ______________________________Date _________________