

**Olivet Nazarene University's
Didactic Program in Dietetics
Student Manual
2025-2026**



Family and Consumer Science Department

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Introduction to the Didactic Program in Dietetics (DPD)

Welcome to the Dietetics Program at Olivet Nazarene University. Dietetics is one of three majors in the Department of Family and Consumer Sciences. The Department of Family and Consumer Sciences is housed in the College of Professional Studies. The official title of the program, according to the Accreditation Council for Education in Nutrition and Dietetics (ACEND), is the Didactic Program in Dietetics (DPD). Olivet's Dietetic Program is accredited by ACEND.

Please note: *The undergraduate program is currently transitioning away from Didactic Program in Dietetics (DPD) accreditation and is no longer accepting new students into the DPD program. The DPD program will be retired effective June 15, 2028, and currently enrolled students must complete all requirements for their degree before June 15, 2028, if they wish to receive a DPD verification statement.*

Statement of Approval Status

The DPD program at Olivet Nazarene University completed the Self-study document and submitted January 3rd, 2018. The program hosted the reviewers for the accreditation site visit March 17th – 20th, 2018. A letter was received February 8, 2019 from the Accreditation Council for Education in Nutrition and Dietetics (ACEND) that during its January 23-25, 2019 meeting, the ACEND Board voted to continue full accreditation of our program for a term of seven years ending June 30, 2026. Accreditation is granted for a Didactic Program in Dietetics at the baccalaureate level for a maximum enrollment of 12 third- and 12 fourth-year students.

In a letter from ACEND dated May 4, 2020 Olivet's Didactic Program in Dietetics accreditation term was extended one year. The program's new accreditation term end date is June 30, 2027. In May, 2025 an accreditation cycle extension request was submitted to ACEND to match the program closure date. In a letter from ACEND dated October 29, 2025 Olivet's Didactic Program in Dietetics accreditation terms was approved for extension. The program's new accreditation term end date is June 30, 2028.

ACEND of The Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, Illinois 60606, (312) 899-0040, ext. 5400. <https://www.eatrightpro.org/acend>.

ACEND Required Credentialing Information

All ACEND accredited programs leading to the registered dietitian nutritionist (RDN) credential must notify prospective and current students about the requirements to become an RDN which includes the Commission on Dietetic Registration's (CDR) requirement for a minimum of a master's degree to take the credentialing exam for registered dietitians beginning on January 1, 2024. Please see statement below.

"Effective January 1, 2024, the Commission on Dietetic Registration (CDR) will require a minimum of a master's degree to be eligible to take the credentialing exam to become a registered dietitian nutritionist (RDN). In order to be approved for registration examination eligibility with a bachelor's degree, an individual must meet all eligibility requirements and be submitted into CDR's Registration Eligibility Processing System (REPS) before **12:00 midnight Central Time, December 31, 2023**. For more information about this requirement visit CDR's website: <https://www.cdrnet.org/graduatedegree>. In addition, CDR requires that individuals complete coursework and supervised practice in program(s) accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Graduates

who successfully complete the ACEND-accredited [program type] program at [Institution name] are eligible to [apply to an ACEND-accredited supervised practice program/apply to take the CDR credentialing exam to become an RDN].

In most states, graduates also must obtain licensure or certification to practice. For more information about state licensure requirements <https://www.cdrnet.org/LicensureMap>. For more information about educational pathways to become a RDN[®]. <https://www.eatrightpro.org/acend/students-and-advancing-education/information-for-students>

The Missions

The program has established a mission and demonstrates that the mission is compatible with the mission statement or philosophy of the sponsoring organization and the preparation of students for supervised practice leading to eligibility for the Commission on Dietetic Registration (CDR) credentialing exam to become a registered dietitian nutritionist (RDN). The DPD program at Olivet Nazarene University supports the following mission statement that provides direction for program participants.

Mission Statement for the Didactic Program in Dietetics

The mission of the didactic program in dietetics is to prepare students to become entry-level registered dietitian nutritionists (RDN's) through the provision of foundational knowledge, skills and competencies to aid in a successful application process and completion of their selected supervised practice program/internship as well as successful completion of the Registered Dietitian Nutritionist examination. Further the program strives to provide dietetic students an academic, spiritual and personal avenue to grow, develop, lead and encourage one another in their passion for nutrition and health.

This mission statement was an effort put forth by DPD students, faculty and alumni. This mission statement is in agreement with the mission statements of the Department of Family and Consumer Sciences, and Olivet Nazarene University.

Mission Statement for the Department of Family and Consumer Sciences

Family and Consumer Sciences empowers individuals, strengthens families, and enables communities. FACS content, integrated and holistic teaching, liberal arts, participation in professional organizations, and technology help prepare students for future work and service.

Family and Consumer Science Theme: All for One and one for all

A theme statement exists to help students and faculty communicate the department mission, especially the integrative nature of the multiple specializations (majors) in the Family and Consumer Science Department. The theme statement is as follows:

As members of God's family, we may have different interests and gifts, but we have the common goal of sharing our faith in Jesus Christ, the Son of the Living God. The Department of Family and Consumer Sciences at Olivet Nazarene University includes four majors that are joined together as one department.

Graduates of the department are prepared for Christ-centered service to all types of individuals, families and communities.

This theme statement is based on the New Testament scripture, I Corinthians 12:12-13, 27-31.

The body is a unit, though it is made up of many parts; and though all its part are many, they form one body. So it is with Christ. For we were all baptized by one Spirit into one body-whether Jews or Greeks, slave or free-and we were all given the one Spirit to drink". "Now you are the body of Christ, and each one of you is a part of it. And in the church God has appointed first of all apostles, second prophets, third teachers, then workers of miracles, also those having gifts of healing, those able to help others, those with gifts of administration, and those speaking in different kinds of tongues . . . But eagerly desire the greater gifts.

Mission Statement for Olivet Nazarene University

Olivet Nazarene University, a denominational University in the Wesleyan tradition, exists to provide a liberal arts "Education with a Christian Purpose," Our mission is to provide high quality academic instruction for the purpose of personal development, career and professional readiness, and the preparation of individuals for lives of service to God and humanity. "We seek the strongest scholarship and the deepest piety, knowing that they are thoroughly compatible [and] . . . a Christian environment . . . where not only knowledge but character is sought. (Quotation from the Olivet University Catalog, 1915)

Didactic Program Goals

The goals for the DPD at Olivet Nazarene University are driven by the program mission as well as the professional standards set forth by the Academy of Nutrition and Dietetics.

Program Goal 1: The DPD shall prepare students to be competent in various stages of career readiness culminating with the successful completion of an ACEND accredited Supervised Practice Program (SPP) and successful completion of the RDN exam.

Program Objectives for Goal 1*:

- At least sixty percent (60%) of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation. (Revised 2017 standard/Reviewed 2022 standard)
- Of program graduates who apply to a supervised practice program, at least sixty percent (60%) are admitted within 12 months of graduation. (Revised 2022 standard)
- Eighty percent (80%) of program graduates completing a Supervised Practice Program (SPP) will achieve a satisfactory rating (≥ 3 ; average for entry level) from their graduate program or employment within 12 months of graduation. (Revised 2022 standard)
- Eighty percent (80%) rate of completion of the SPP by matched DPD students.
- Fifty percent (50%) of non-matched students will complete the reapplication process.

- The programs 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%. (Revised 2017 Standard/Reviewed 2022 Standard)
- Seventy-five percent (75%) of DPD students will volunteer or hold a student appropriate food or nutrition related job prior to graduation.
- Within 12 months of program completion 75% of all DPD graduates seeking employment will be employed.
- Fifty percent (50%) of non-matched DPD alumni who seek work will find a job in a food/nutrition related field.
- At least eighty percent (80%) of program students complete the program/degree requirements within 6 years (150% of the program length). (Revised 2017 Standard/Reviewed 2022 Standard)

Program Goal 2*: The program will provide a framework in which students can reflect a comprehensive understanding of the dietetic profession and a means by which they can become contributing members of society.

Program Objectives for Goal 2:

- Fifty percent (50%) of junior/senior DPD majors will hold membership in a professional organization.
- Over a 5-year period 80% of DPD program graduates responding to the alumni survey will indicate that they hold membership in a food/nutrition or allied health wellness organization.
- Over a 5-year period 80% of DPD program graduates holding a professional membership. Twenty-five percent (25%) will have had some leadership responsibilities.

**Program outcomes data are available upon request.*

Credentialing Steps (Didactic Program in Dietetics to Registered/Licensure Status)

Students complete the DPD and receive a Verification Statement. The Verification Statement is provided by the DPD Director upon proof of program completion, including graduation with a BS or BA in Dietetics. The Olivet graduation requirements for dietetics, which are the same for obtaining the Verification Statement from Olivet, are stated within the Student Manual.

Students must also complete the internship application process. Acceptance into this a graduate program is competitive. Grade point average, work experience and leadership qualities are considered. <https://www.eatrightpro.org/acend/students-and-advancing-education/students-and-advancing-education-intro>

Students must complete a SPP after completion of the DPD requirements.

Upon completion of the SPP, the student must take and pass the Registration Exam for Dietitians given by the Commission on Dietetic Registration (CDR). *At this step, the RDN credential is earned. See DI director & state regulatory agency for further licensure details.*

Graduation Requirements

The following general requirements apply to all bachelor's degrees: (Fall of 2025)

- A minimum of 120 semester hours of credit;
- A minimum grade point average of 2.0 ("C"); DPD students are required to achieve a grade of "C" or better in any course listed in FACS, BIOL and CHEM. Policies regarding repeating courses are listed in the catalog (https://catalog.olivet.edu/content.php?catoid=14&navoid=1133&hl=%22course+repeat+policy%22&returnto=search#Grading_Course_Repeat_Policy). Students facing hardship related to this graduation requirement may petition to the Academic Standards Committee that the requirement be waived. In either case, a Verification Statement of DPD completion will be provided to the graduate if all other graduation requirements are met.
- Students need 30 hours of upper division and 120 total hours. They are also required to have a 2.000 cumulative GPA, 2.000 institutional GPA, 2.000 in their major and 2.000 in their minor, unless specified differently by the department (i.e. nursing & education).
- Completion of the general education requirements for the respective degree; the student pursuing a Bachelor of Arts degree must complete foreign language;
- Completion of a major program of study as specified by the program's College, School, or Department;
- Completion of supporting courses as specified by the major department;
- Participation in the senior outcomes testing programs in general education and as may be specified by the major department.
- The student must file an application for the degree with the Registrar six months prior to the expected date of graduation.
- Students may participate in commencement as August graduates only if they are within 9 hours of graduation by the end of the spring semester.

The following additional graduation requirements apply to DPD students:

- If students receive a C- in a FACS, BIOL or CHEM course and choose not to repeat the course they will not be eligible to receive a verification statement. This addition approved by the DPD Advisory Board 8/6/2012.
- DPD general education requirement hours equal 36.

Approved Program Changes

In accordance with ACEND program direction to establish enrollment maximum for DPD programs, the DPD program at Olivet Nazarene University proposed restructuring, using the selection process model. This proposal was presented and approved at the Department, School, Faculty, and Academic Affairs levels. The following changes were put into effect for the 2014/2015 academic school year.

Purpose for DPD changes:

- Restructuring of the Dietetic Program at ONU to incorporate a selection process model and to be in compliance with United States Department of Education (USDE), The Accreditation Council for Education in Nutrition and Dietetics (ACEND), and The Food & Drug Administration Food Code.

Overview/Rationale: This proposal has resulted from the following actions/events:

- An ACEND mandate requiring all DPD programs to set maximum enrollment based upon program resources.
- The future ACEND mandate of earning a Master's degree by 2024 for all dietetic students to be eligible to take the RDN exam.

Selection Process Model:

- Students apply to the dietetic program and admission will be based on the following criteria:
 - Completed pre-determined coursework
 - Minimum GPA of 3.0
 - Certification in Food Safety & Sanitation
 - Complete application and interview process
- Admission will be determined prior to pre-registration during Spring/Fall semesters for entrance into the program beginning the following Fall/Spring semester.
- Students can complete the application process when criteria is met.
- Prospective students (incoming freshmen/change of major/transfer) will be informed of this process by meeting with DPD faculty.

Required Courses to Complete the DPD/PREDIETETICS/DIETETICS MAJOR & CHEMISTRY MINOR

Freshman Fall PREDIETETICS	Credits	Grade	Freshman Spring PREDIETETICS	Credits	Grade
FACS 126 Nutrition, Health, & Fitness	3		CHEM 104 General Chemistry II	4	
BIOL 246 Anatomy & Physiology I	4		CHEM 004 Gen Chem II Lab	0	
BIOL 046 Lab Anatomy & Physiology I	0		BIOL 247 Anatomy & Physiology II	4	
CHEM 103 General Chemistry I	4		BIOL 047 Lab Anatomy & Physiology II	0	
CHEM 003 Gen Chem I Lab	0		THEO 110 Intro to Christianity	3	
ENGL 109 College Writing I	3		SOCY 120 Introduction to Sociology	3	
GNST 115 Freshman Seminar	1		MATH 103 or higher	3	
TOTAL HOURS:	15		TOTAL HOURS:	17	
Sophomore Fall PREDIETETICS	Credits	Grade	Sophomore Spring PREDIETETICS	Credits	Grade
ACCT 110 Financial Accounting	4		BLIT 210 Christian Scriptures	3	
ACCT 010 Financial Accounting Lab	0		HIST 200 Western Civilization	3	
PSYC 101 Intro to Psychology	3		ENGL 210 College Writing II (APA)	3	
CHEM 311 Organic Chemistry	5		BIOL 125 Biology I	4	
CHEM 031 Org Chem I Lab	0		BIOL 025 Biology I Lab	0	
COMM 105 Fundamentals of Communication	3		ART 100 (1.5)/MULT 100 (1.5)	3	
TOTAL HOURS:	15		TOTAL HOURS:	16	
Junior Fall	Credits	Grade	Junior Spring	Credits	Grade
FACS 230 Food Preparation	3		FACS 231 Food Science	3	
FACS 232 Nutrition Assessment	3		FACS 330 Community Nutrition	3	
FACS 370 Nutritional Biochemistry	3		FACS 337 Quantity Foods	3	
PSYC 331 Basic Research/Statistics	4		FACS 380 Nutrition Education/Counseling	3	
BIOL 211 Medical Terminology	2		FACS 398 Research in Dietetics**	2	
			FACS 442 Lifecycle Nutrition	2	
TOTAL HOURS:	15		TOTAL HOURS:	16	
Senior Fall	Credits	Grade	Senior Spring	Credits	Grade
FACS 335 World Food Problem	3		BSNS 253 Principles of Marketing	3	
FACS 438 Medical Nutrition Therapy I	3		CMIN 310 Christian Living	3	
FACS 455 Food Systems Management	3		FACS 439 Medical Nutrition Therapy II	3	
FACS 490 Senior Seminar in Dietetics	1		Approved Humanities Course*	3	
BIOL 356 Microbiology	4		*see www.olivet.edu/registrar for approved list		
BIOL 056 Micro Lab	0		(student to work with academic adviser for course selection)		
TOTAL HOURS:	14		TOTAL HOURS:	12	

ADDITIONAL PROGRAM GUIDELINES

<p>Requirements for Admission to the Dietetics Program:</p> <ul style="list-style-type: none"> • Grade of “C” or better in all FACS and required BIOL & CHEM courses • Cumulative GPA of 3.0 or above • Completion of all required coursework • Application / Interview • Food Safety & Sanitation Certification 	<p>Minors</p> <p>Please refer to catalog and discuss any interest in minors with your advisor.</p>
<p>Recommended Additional Courses:</p> <ul style="list-style-type: none"> • BIOL 330 Pathophysiology • FACS 332 Topics in Nutrition – Sports Nutrition (Fall), FACS 331 Eating Disorders (Spring) 	<p>**Research in Dietetic Option (see academic adviser for criteria):</p> <ul style="list-style-type: none"> • FACS 500 Departmental Honors Research in Dietetics (4 credit hours)

**Transfer students and change of majors will have their transcripts reviewed by the Program Director and Dietetic Faculty*

Double Majors and Minors

A student may consider additional majors or minors to compliment the DPD program and his/hers career goals. Examples of programs recent DPD students have completed include business, exercise science, English, psychology and biology. Neither a second major nor additional minors are required for completion of the DPD at Olivet. Should a student decide to pursue an additional major/minor or study abroad, the student may need to stay longer than 4 years. Students need to make an appointment with their advisor to discuss options.

DPD Program Length

The DPD is planned to be completed in eight semesters with a full course load. The first four semesters are completed under the heading of *Pre-Dietetics*. The dietetic program now requires application and acceptance into the last four semesters of the program completed under the heading of *Dietetics*. The

program may take longer than eight semesters for some transfer students, students not following the DPD schedule, students taking less than a full course load, or students choosing to complete a second major or additional minors.

Scheduling Courses

The following statement is found under General Requirements for Graduation “Student Responsibility: Every candidate for a degree is personally responsible for meeting all requirements for graduation”.
https://catalog.olivet.edu/content.php?catoid=14&navoid=1133&hl=%22course+repeat+policy%22&returnto=search#General_Requirements_for_Graduation

The following suggestions will make the scheduling process easier for the student:

- Complete the four Pre-Dietetic semester plan in FACS. Proceed through the application and acceptance process.* Complete the four Dietetic semester plan. Each student beginning the Pre-Dietetic semester plan should meet with a member of the dietetic faculty to ensure that their academic plans are accurate. Not meeting with the full time dietetic faculty may result in a missed opportunity to be admitted into the dietetic program in a timely manner.
- Follow the recommended schedule provided by the full time dietetic faculty. If changes are made to the schedule following a meeting with the dietetic faculty or your dietetic advisor, it is the responsibility of the student to notify the dietetic faculty/advisor of the change for approval.
- Meet with the dietetic faculty/advisor to have your schedule approved and be released for online registration twice a year, usually in November and March.
- Students will be directed and are expected to arrange a graduation evaluation (grad check) with the Registrar’s office prior to the start of their junior year. A copy of the grad check should be provided to the dietetic faculty/advisor by the student. This will be kept in the student file.

*Currently, the DPD program is approved for 24 dietetic students (12 juniors and 12 seniors).

Four Year Schedule

To avoid major scheduling conflicts and to meet prerequisite course work, you should adhere to the schedule (course sequence) provided by the dietetic faculty/advisor. You must complete the prerequisite course work to apply to the Dietetic Program. The 4-year sequence plan has been developed so that you are completing all core dietetic prerequisites prior to the admission process. Transfers and change of majors will be assessed on an individual basis and each student’s progress will be monitored by the advisor. You should verify all schedules with the dietetic faculty/advisor. This sample schedule is subject to change without notice, but any changes will be published by the Registrar’s office prior to registration for each semester. Other departments may change course times or terms without notice to any other department.

Verification Statement Guidelines

Purpose

Verification of completion of dietetics programs is the method used by the Accreditation Council for Education in Nutrition and Dietetics (ACEND[®]) to ensure that academic and supervised practice requirements for membership in the Academy of Nutrition and Dietetics or Commission on Dietetic Registration eligibility for the Registration Examination for Dietitian Nutritionist and Nutrition and Dietetic Technicians have been met. At various times in preparing for professional membership or registration, a graduate will be asked to supply verification of both academic and supervised practice qualifications. Therefore, it is the responsibility of the Director of the ACEND[®]-accredited program to provide the appropriate number of Verification Statements and the responsibility of the graduate to safeguard them until the time they are to be used in various application processes.

Who Completes

This form is to be completed and supplied by the appropriate Program Director. The signature must be that of the Program Director on record with the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics when the form is signed. The form should be signed on or following the date of program completion. Statements that are predated or preissued are invalid. Program completion date and signature date must include month, day, and year. Statements should be signed in a color ink other than black to distinguish the original from a photocopy. As Program Director you may wish to affix your institutional seal on this form.

Verification Statements Required

The Program Director must issue the following number of Verification Statements for each graduate who successfully completes program requirements, **all of which must have an ORIGINAL signature of the Program Director**. Photocopies are unacceptable.

Verification Statements must be distributed as follows:

- **Didactic Program in Dietetics (DPD) and Foreign Dietitian Education Program (FDE)**— Verifies completion of both dietetics program and degree requirements
 - Provide as many originals as needed to each graduate to submit when applying to or accepted to an ACEND[®]-accredited Dietetic Internship Program
 - Provide at least six (6) originals to each graduate for his/her personal file to use when applying for state licensure/certification, membership in the Academy of Nutrition and Dietetics, etc.
 - Retain one (1) original indefinitely in the student/graduate file at the University.
- **Dietetic Technician, Coordinated Program, DPD with an Individualized Supervised Practice Pathway (ISPP), Dietetics Program with an ISPP for doctoral-degree holders**—Verifies completion of didactic, supervised practice and degree requirements

- Provide six (6) originals to each graduate for his/her personal file to use when applying for employment, state licensure/certification, membership in the Academy of Nutrition and Dietetics, etc.
- Retain one (1) original indefinitely in the student/graduate file at the University.
- **Dietetic Internship**—Verifies completion of supervised practice requirements
 - Provide six (6) originals to each intern/graduate for his/her personal file to use when applying for employment, state licensure/certification, membership in the Academy of Nutrition and Dietetics, etc.
 - Retain one (1) original indefinitely in the intern/graduate file at the university/organization.
- **International Dietitian Education Program**—Verifies completion of didactic, supervised practice requirements
 - Provide six (6) originals to each intern/graduate for his/her personal file to use when applying for employment, state licensure/certification, membership in the Academy of Nutrition and Dietetics, etc.
 - Retain one (1) original indefinitely in the intern/graduate file at the university/organization.

This information was retrieved from Verification Statement Instruction page. For questions regarding verification statements, please do not contact the Registrar's office instead e-mail dkimberl@olivet.edu

Only forms with original signatures are valid. The Program Director will provide these forms to the DPD graduate only after confirmation of program requirements by the Registrar at Olivet Nazarene University. The student is responsible to order a copy of the official transcript online through the University's Registrar link online. A copy of the official transcript will be sent to the dietetic program director. Transcripts must be ordered post-graduation. The cost for this service is \$10.00 per transcript.

DPD Program Costs

- Costs for tuition, room and board and a general fee charged to all students to cover activities can be found in the online catalog accessible using the following URL address
https://catalog.olivet.edu/content.php?catoid=14&navoid=1182#General_Expenses
https://catalog.olivet.edu/content.php?catoid=14&navoid=1182#Room_and_Board under financial information.
- Books and supporting materials for courses and course projects. These materials are listed in course syllabi. The most current edition of textbooks is expected.
- Transportation to local facilities for required practicum hour completion. This is the responsibility of the student.
- Computer access: Students can access courses through Canvas via the ONU wireless network. Microsoft Office 365 can be downloaded at no charge to the student. For questions, contact ONU's IT department at 815-939-5302 or via email at IT@olivet.edu.
- Membership to professional organizations is strongly encouraged during a student's undergraduate experience at Olivet. In fact membership in AND is required for FACS 232

Nutrition Assessment. Student membership to the Academy of Nutrition and Dietetics (AND) is \$58.00/year. Membership to AND also includes membership to The Illinois Academy of Nutrition and Dietetics (IDA). AND membership requires an annual renewal. This renewal occurs in the month of May of each calendar year. As many dietetic classes require membership, it is strongly suggested that the student renews in May and does not wait until August, the start of the academic year.

Scholarship Opportunity

Competitive scholarship applications are available from AND, <https://www.eatrightfoundation.org/foundation/apply-for-funding/scholarships>. In addition, various groups provide applications on related scholarship on occasion. It is the student's responsibility to seek out scholarship information. Disclaimer: Scholarship applications are updated on a yearly basis. Please make sure that you are applying for the correct academic year. Faculty can help with AND scholarship opportunities. Also, see ONU based scholarships listed in the online catalog <https://catalog.olivet.edu/content.php?catoid=14&navoid=1182#Scholarships>

Letters of Recommendation for Scholarships or Internship Applications

Read the requirements carefully. The student is responsible for informing the faculty member what is needed. Submit requests either in person or via email. **Be sure to allow a minimum response time of two weeks.** Requests not allowing this response time may not be able to be completed. In your request submit the following; who is the letter to be addressed to, what is the purpose of the letter, is the faculty recommending the student for graduate school, an internship, a scholarship or professional position, when must the letter be submitted by – what is the deadline, what is the address of the organization, facility or business. Be sure to provide a copy of your resume completed in FACS 490 and let the faculty person know if there is anything you want mentioned or emphasized.

Resources for the DPD Student

Benner Library

- Online Nutrition Care Manual https://library.olivet.edu/journals-articles/eresources_a-z.php
- Dietetic Related books; also check the nursing and health science sections
- Internet Search Engines
- Online Taber's Medical Encyclopedia (<https://www.tabers.com/tabersonline/ub/>)
- Medical and Health Related Journals
 - American Journal of Clinical Nutrition
 - Journal of the Academy of Nutrition and Dietetics

- Nutrition (annual editions)
- Nutrition Today
- National Research Council (U.S.) Food and Nutrition Board
- Report on the World Nutrition Situation

Family and Consumer Science Department

- AND membership – Evidence Analysis Library
- Nutrition Lab with 6 functional kitchens
- Lafayette Skinfold Calipers
- Lafayette Anthropometer
- Body Logic Body Fat Analyzer
- Omron Blood Pressure Monitor
- Nasco Food Models
- Camry Model EH101 Electronic Hand Dynamometer

Practicum Hours vs. Supervised Practice

Required practicum hours are opportunities provided to the DPD students during the undergraduate program. These experiences allow the student to enhance classroom learning through hands-on activities with food and nutrition professionals. While several DPD courses require practicum hour completion as part of the course, students are encouraged to pursue additional work experience in summer jobs or volunteer experiences. Many Supervised Practice Programs (internships) require that an applicant has food and nutrition work experience as part of the application process. The dietetic program requires 35 practicum hours as an undergraduate (10 hours in FACS 330, 25 hours in FACS 337).

The AND Supervised Practice Programs (internships) and Individual Supervised Practice Programs (ISPPs) require a minimum of 1000 hours of planned activity prior to taking the RDN exam. DPD students apply to Supervised Practice programs during the senior year, The FACS 490 course will take eligible students through the application process.

Prior Work Experience

Although previous work experience related to foods and nutrition is an asset to the student in this program it will not be considered as a replacement for required practicum hours.

It is becoming increasingly apparent that work experience in Foods and Nutrition is viewed in a very positive manner by dietetic internship selection committees, dietetic students are strongly encouraged to seek employment in this area.

DPD Faculty

The DPD program consists of one full-time professor. Currently, all professors teaching DPD-FACS required core courses are registered/licensed dietitians. Inquiries about the dietetics program should be directed to Debbie Kimberlin, the director of the DPD program; inquiries about the department of Family and Consumer Sciences should be directed to Dr. Anne Figus, Chair.

Debbie Kimberlin, Ph.D., R.D.N., L.D. N., Professor

Bachelor of Science: Dietetics, Olivet Nazarene University

Master of Science: Family & Consumer Sciences-Dietetics, Eastern Illinois University

Ph.D., Health Sciences, Northern Illinois University

Registered and Licensed Dietitian in the State of Illinois

Certificate of Graduate Study in Eating Disorders and Obesity from Northern Illinois University

Questions Associated with Supervised Practice Programs

Do I have to complete a Supervised Practice Program (SPP)?

- Yes, prior to taking the RDN exam. This step to professional credentialing usually occurs upon the completion of the DPD program. Occasionally, a student may delay applying to a SPP in order to gain additional work experience, save money, etc. The SPP is the second of three steps that must be completed to earn the RDN credential.
- No, if the RDN status is not desired. Although the career market is limited without the RDN credential. Students may pursue certain food and nutrition careers with a bachelor's degree in dietetics. It is the student's responsibility to check with his/her state licensing laws or credentials required to work in the field.

How do I increase my chances of acceptance into a SPP?

Placement in a Supervised Practice Program is competitive, with DPD graduates from across the country applying. Each program has its own selection criteria. Each program provides this information either on their websites or in the Supervised Practice Program Applicant Guide which can be obtained from the DPD Director. In general, students need a GPA greater than 3.2 on a 4.0 scale, related work experience, evidence of leadership, and positive recommendations from faculty and work experience supervisors. Some Supervised Practice Programs also evaluate a student's written goals and strengths/weaknesses. All criteria should be considered early in the DPD so that the student can acquire and build these skills.

How Does Olivet's DPD Program Prepare Students for the SPP Application Process?

The Supervised Practice Program application and all associated costs are the sole responsibility of the student.

- Grade standards are in place. Students struggling with grades should meet with the DPD faculty. Tutors are available through Academic Coaching Center on campus.
- Practicum hours are required in selected classes, but students should obtain additional work experience. Students may consider seeking lab or departmental teaching assistantships.
- Leadership opportunities are available through the Student Unit of the American Association of Family and Consumer Sciences, Kappa Omicron Nu Honor Society, Dietetic Club, campus groups, local dietetic associations, and Resident Assistantship.
- Letters of Recommendation – do not discount their importance. Those who write these should know you well. Be sure to allow a minimum response time of two weeks.
- Provides ample opportunities to volunteer in department organizations including; participation in projects, mentoring underclassmen effectively.
- Direct communication with faculty.
- The DPD Director will review all student applications prior to application submission.

Are there steps that should be taken each year while Students are in the DPD program?

Transfer and Change of Major Students:

Transfer and Change of Major students are very important to the viability of our program. Faculty will review your transcripts for proper placement in the program. We are always excited to welcome new students into the dietetic program.

Suggestions for getting involved:

- Join the student organizations, the Student Dietetic Association (SDA), and The Academy of Nutrition and Dietetics (AND). Your advisor or course professors will help you become professionally engaged!
- Communicate regularly with faculty, even if you are not currently enrolled in a FACS course.

Freshman/ Sophomore Year:

You are considered a predietetic major, welcome! Here are some things for you to do to get involved.

- You will be completing your general education courses as a foundation for your core dietetic courses.
- Join the Student Dietetic Association (SDA) and attend the meetings. There are many opportunities to become active in nutrition related campus activities.

- Become an officer in SDA again, there are many opportunities for leadership development.
- Have regular conversations with dietetic majors (Juniors and Seniors).
- During your first year at Olivet you will have the chance to be mentored by an upper-class dietetic major. Take every opportunity to learn from them.
- Join the professional organization: The Academy of Nutrition of Dietetics (AND).
- Attend professional meetings and conferences with your dietetic faculty.

Students interested in continuing with dietetics will complete the admission process prior to Fall of junior year.

- GPA 3.0 or above
- Completion of required coursework
- Application/ Interview
- Food Safety & Sanitation Certification

Junior Year:

- Begin to investigate Supervised Practice Programs via the directory or Academy website. What are their criteria for program acceptance?
- Begin to plan and schedule visits of facilities you are considering
- Discuss program selections in terms of costs and location with family.

Senior Year: The following information was current as of May 30, 2025. Updates are pending.

- It is strongly recommended that you schedule and take the GRE if the grad programs you are interested in require it.
- Enroll in FACS 490
 - **Grad Program Applications have various due dates based on the program – be sure to review the application deadline dates carefully.**
- Visit internships that you are considering applying to.

Costs associated with the SPPs

Application

- Application fee for each facility (the cost for each application varies with each facility. Students are encouraged to go to each website for current cost information. Students are strongly encouraged to apply to a minimum of four SPPs.
- Application fee for each graduate program
- Processing fee to DICA's

- Copying, Printing, Mailing costs
- GRE fee
- Travel costs to visit facilities

Supervised Practice Programs

- Each SPP publishes individual fees, which may include books, tuition, meals, housing, travel, health insurance, and malpractice insurance

What if I am not matched into a Grad/Supervised Practice Program?

The student and the DPD Director should meet to discuss options regarding this scenario. However, this discussion will also occur in FACS 490. Students may apply to other programs that have openings. Some students may wait until the following year, gaining work experience or improving grades in the meantime. If graduate school is a goal of the student, this may be an opportunity to initiate course work.

Code of Ethics for the Nutrition and Dietetics Profession Effective Date: June 1, 2018

Preamble:

When providing services the nutrition and dietetics practitioner adheres to the core values of customer focus, integrity, innovation, social responsibility, and diversity. Science-based decisions, derived from the best available research and evidence, are the underpinnings of ethical conduct and practice.

This Code applies to nutrition and dietetics practitioners who act in a wide variety of capacities, provides general principles and specific ethical standards for situations frequently encountered in daily practice. The primary goal is the protection of the individuals, groups, organizations, communities, or populations with whom the practitioner works and interacts.

The nutrition and dietetics practitioner supports and promotes high standards of professional practice, accepting the obligation to protect clients, the public and the profession; upholds the Academy of Nutrition and Dietetics (Academy) and its credentialing agency the Commission on Dietetic Registration (CDR) Code of Ethics for the Nutrition and Dietetics Profession; and shall report perceived violations of the Code through established processes.

The Academy/CDR Code of Ethics for the Nutrition and Dietetics Profession establishes the principles and ethical standards that underlie the nutrition and dietetics practitioner's roles and conduct. All individuals to whom the Code applies are referred to as "nutrition and dietetics practitioners". By accepting membership in the Academy and/or accepting and maintaining CDR credentials, all nutrition and dietetics practitioners agree to abide by the Code.

Principles and Standards:

- Competence and professional development in practice (Non-maleficence) Nutrition and dietetics practitioners shall:
 - a. Practice using an evidence-based approach within are as of competence, continuously develop and enhance expertise, and recognize limitations.
 - b. Demonstrate in depth scientific knowledge of food, human nutrition and behavior.
 - c. Assess the validity and applicability of scientific evidence without personal bias.
 - d. Interpret, apply, participate in and/or generate research to enhance practice, innovation, and discovery.
 - e. Make evidence-based practice decisions, taking into account the unique values and circumstances of the patient/client and community, in combination with the practitioner's expertise and judgment.
 - f. Recognize and exercise professional judgment within the limits of individual qualifications and collaborate with others, seek counsel, and make referrals as appropriate.

- g. Act in a caring and respectful manner, mindful of individual differences, cultural, and ethnic diversity.
- h. Practice within the limits of their scope and collaborate with the inter-professional team.
- Integrity in personal and organizational behaviors and practices (Autonomy) Nutrition and dietetics practitioners shall:
 - a. Disclose any conflicts of interest, including any financial interests in products or services that are recommended. Refrain from accepting gifts or services which potentially influence or which may give the appearance of influencing professional judgment.
 - b. Comply with all applicable laws and regulations, including obtaining/maintaining a state license or certification if engaged in practice governed by nutrition and dietetics statutes.
 - c. Maintain and appropriately use credentials.
 - d. Respect intellectual property rights, including citation and recognition of the ideas and work of others, regardless of the medium (e.g. written, oral, electronic).
 - e. Provide accurate and truthful information in all communications.
 - f. Report inappropriate behavior or treatment of a patient/client by another nutrition and dietetics practitioner or other professionals.
 - g. Document, code and bill to most accurately reflect the character and extent of delivered services.
 - h. Respect patient/client's autonomy. Safeguard patient/client confidentiality according to current regulations and laws.
 - i. Implement appropriate measures to protect personal health information using appropriate techniques (e.g., encryption).
- Professionalism (Beneficence) Nutrition and dietetics practitioners shall:
 - a. Participate in and contribute to decisions that affect the well-being of patients/clients.
 - b. Respect the values, rights, knowledge, and skills of colleagues and other professionals.
 - c. Demonstrate respect, constructive dialogue, civility and professionalism in all communications, including social media.
 - d. Refrain from communicating false, fraudulent, deceptive, misleading, disparaging or unfair statements or claims.
 - e. Uphold professional boundaries and refrain from romantic relationships with any patients/clients, surrogates, supervisees, or students.
 - f. Refrain from verbal/physical/emotional/sexual harassment.

- g. Provide objective evaluations of performance for employees, coworkers, and students and candidates for employment, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.
- h. Communicate at an appropriate level to promote health literacy.
- i. Contribute to the advancement and competence of others, including colleagues, students, and the public.
- Social responsibility for local, regional, national, global nutrition and well-being (Justice)
Nutrition and dietetics practitioners shall:
 - a. Collaborate with others to reduce health disparities and protect human rights.
 - b. Promote fairness and objectivity with fair and equitable treatment.
 - c. Contribute time and expertise to activities that promote respect, integrity, and competence of the profession.
 - d. Promote the unique role of nutrition and dietetics practitioners.
 - e. Engage in service that benefits the community and to enhance the public's trust in the profession.
 - f. Seek leadership opportunities in professional, community, and service organizations to enhance health and nutritional status while protecting the public.

Glossary of Terms:

Autonomy: ensures a patient, client, or professional has the capacity and self-determination to engage in individual decision-making specific to personal health or practice.¹

Beneficence: encompasses taking positive steps to benefit others, which includes balancing benefit and risk.¹

Competence: a principle of professional practice, identifying the ability of the provider to administer safe and reliable services on a consistent basis.²

Conflict(s) of Interest(s): defined as a personal or financial interest or a duty to another party which may prevent a person from acting in the best interests of the intended beneficiary, including simultaneous membership on boards with potentially conflicting interests related to the profession, members or the public.²

Customer: any client, patient, resident, participant, student, consumer, individual/person, group, population, or organization to which the nutrition and dietetics practitioner provides service.³

Diversity: "The Academy values and respects the diverse viewpoints and individual differences of all people. The Academy's mission and vision are most effectively realized through the promotion of a diverse membership that reflects cultural, ethnic, gender, racial, religious, sexual orientation,

socioeconomic, geographical, political, educational, experiential and philosophical characteristics of the public it services. The Academy actively identifies and offers opportunities to individuals with varied skills, talents, abilities, ideas, disabilities, backgrounds and practice expertise.”⁴

Evidence-based Practice:

Evidence-based practice is an approach to health care wherein health practitioners use the best evidence possible, i.e., the most appropriate information available, to make decisions for individuals, groups and populations.

Evidence-based practice values, enhances and builds on clinical expertise, knowledge of disease mechanisms, and pathophysiology. It involves complex and conscientious decision-making based not only on the available evidence but also on client characteristics, situations, and preferences. It recognizes that health care is individualized and ever changing and involves uncertainties and probabilities.

Evidence-based practice incorporates successful strategies that improve client outcomes and are derived from various sources of evidence including research, national guidelines, policies, consensus statements, systematic analysis of clinical experience, quality improvement data, specialized knowledge and skills of experts.²

Justice (social justice): supports fair, equitable, and appropriate treatment for individuals¹ and fair allocation of resources.

Non-Maleficence: is the intent to not inflict harm.¹

References

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The Student Dietetic Manual was Reviewed and Revised June 2008, 2009, 2012, September 2015, 2016, 2017, 2018, 2019, 2020, 2022, 2023, 2024, 2025.

Signature Page for the Student Dietetic Major Manual

As a dietetic major I am signing this form to indicate that I have received the dietetic student manual and that the contents are my responsibility to read and follow. My signature page will be kept in my student file. Verification statements will be withheld if this document is not in your student file.

Date: _____

Print your name: _____

Signature: _____

****Print this page.** Once you have signed this form it is your responsibility to give it to the dietetic program director. This signed document will be placed in your student file as evidence of your review.