

Dietetics

Undergraduate Handbook

2022-2023

"Effective January 1, 2024, the Commission on Dietetic Registration (CDR) will require a minimum of a master's degree to be eligible to take the credentialing exam to become a registered dietitian nutritionist (RDN). In order to be approved for registration examination eligibility with a bachelor's degree, an individual must meet all eligibility requirements and be submitted into CDR's Registration Eligibility Processing System (REPS) before 12:00 midnight Central Time, December 31, 2023. For more information about this requirement, visit CDR's website. In addition, CDR requires that individual's 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 dietetics program at Central Michigan University are eligible to apply to an ACEND-accredited supervised practice program/FEM graduate program to pursue a path to apply to take the CDR credentialing exam to become an RDN."

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The Herbert H. & Grace A. Dow College of Health Professions

www.chp.cmich.edu/dietetics



Table of Contents

| | |
|--|----|
| A Career in Dietetics | 3 |
| Why Major in Dietetics at CMU? | |
| What is a Registered Dietitian? | |
| Three Steps in Earning the RD/RDN Credential | |
| Licensure | |
| Employment Opportunities | |
| The Dietetics Program at CMU | 6 |
| Admission to the University | |
| Admission Requirement, Retention and Termination Standards | |
| Transfer Courses | |
| Student Rights, Responsibility and Disciplinary Procedures | |
| Accreditation | |
| Program Mission | |
| Program Goals and Objectives | |
| Student Learning Outcomes Assessment | |
| Expenses | |
| Student Academy of Nutrition & Dietetics (SAND) | |
| Student Rights and Responsibilities, Policies and Procedures | |
| Policies and Procedures Specific to the Dietetics Program | |
| Administrative Structure | 16 |
| Required Courses 2022-2023 | 17 |
| Signing a Major in Dietetics | 18 |
| Directions for Signing the Dietetics Major | |
| Verification Statement Distribution Program | |
| Follow Up Advising Directions | |
| Signing a Minor | 19 |
| Graduation | 19 |
| Pre-graduation Audit Graduation | |
| Audit/ Declaration of Intent | |
| Graduation &/or Program Completion Requirements | 20 |
| The Dietetic Internship | 21 |
| What is a Dietetic Internship? | |
| Acceptance into an Internship is Competitive | |
| Accreditation of a Dietetic Internship | |
| List of Accredited Internships | |
| Selecting an Internship | |
| Applying for the Dietetic Internship and Computer Matching | |
| The Dietetic Internship Application | 22 |
| Application Phase | |
| Computer Matching Phase | |
| Appointment Phase | |

Important Notes23
CMU COVID-19 Policy24

A Career in Dietetics

Why major in dietetics at CMU?

Dietetics is the science of how food and nutrition affect human health. Dietetics is an exciting and challenging profession because of the connection food has to health and disease.

What is a Registered Dietitian (RD)?

A registered dietitian is a professional with an extensive scientific background in food, nutrition, biochemistry, and physiology. Dietitians interpret and communicate nutritional science to promote healthy practices and help people make informed decisions about food to prevent and treat disease and maintain good health. The RD credential prepares students for careers in clinical nutrition, community nutrition, public health, health and wellness, nutrition education, nutrition counseling, and other related areas. RDs can identify themselves as Registered Dietitian Nutritionists (RDN). This new title is optional, and there is no difference between the practices, experience or skill set of an RD vs. an RDN. According to the Academy of Nutrition and Dietetics, the change is meant to remind the public that “All Dietitians are Nutritionists, but not all Nutritionists are Dietitians.”

The Commission on Dietetics Registration (CDR) of the Accreditation Council for Education in Nutrition and Dietetic (ACEND) awards registration credentials to those who pass the registration exam for dietitians, which is administered by Pearson VUE. Individuals qualifying to write the registration exam have earned a bachelor's degree, completed an accredited dietetics program, completed supervised practice, and have earned a master's degree. A nutritionist may have completed similar course work as the registered dietitian; however, has not passed and may not be qualified to take the registration exam. Registered dietitians are required to complete seventy-five hours of continued education over a five-year period to maintain registration.

Three* steps in earning the RD/N credential:

1. Receive a Verification Statement by having completed a bachelor's degree and an accredited Didactic Program in Dietetics (DPD), or Dietetics major.
2. Complete a postgraduate accredited Dietetic Internship.
3. *Complete a master's degree
4. Pass the Registration Examination for Dietitians.

* Starting January 1, 2024, students need a graduate-level degree to be eligible to take the registration examination for dietitians rather than a minimum bachelor's degree.

(Optional)

Additional CDR Certifications:

- Board Certified Specialist in Gerontological Nutrition (CSG) Board Certified Specialist in Sports Dietetics (CSSD)
- Board Certified Specialist in Pediatric Nutrition (CSP) Board Certified Specialist in Renal Nutrition (CSR) Board Certified Specialist in Oncology Nutrition (CSO)

- Fellow of the Academy of Nutrition and Dietetics (FAND)

Additional non-CDR Certifications (Optional):

- Certified Diabetes Educator (CDE)
- Certified Culinarian (CC)
- Certified Lactation Educator (CLE)
- International Board-Certified Lactation Consultant (IBCLC)

The postgraduate dietetic internship involves a competitive application process. There is no guarantee that a student will be accepted into an accredited dietetic internship program. **An applicant with an overall GPA of less than 3.2 and having less than 2000 dietetic work and/or volunteer experience hours at the time of application has a low probability of meeting dietetic- internship requirements when applying in the academic year of graduation.** A comprehensive list of accredited internship programs in the United States, which includes a ranking of selection criteria, is available at the Park Library Course Reserves desk. A different comprehensive list of accredited internship programs in the United States is available at the [ACEND website](#). A list of supervised practice programs is available on the Applicants Guide to Supervised Practice. The Nutrition and Dietetic Educators and Preceptors (NDEP) is a dietetic practice group of the Academy of Nutrition and Dietetics. NDEP updates and prepares this Guide annually to aid students in screening supervised practice programs prior to application for admission. The internship and coordinated program directors furnish all information in this Guide. Therefore, neither NDEP nor the Academy should be held responsible for the accuracy of this information. Students may access the Applicants Guide to Supervised Practice on the CMU Dietetics Program Blackboard (Bb) shell.

During their senior year, students who meet the competitive selection criteria should apply for admission into an accredited dietetic internship. Dietetic internships vary in length from eight months to one year. A competitive application should have the following:

- A cumulative overall grade point average greater than 3.2 (This also includes all college courses transferred to Central Michigan University).
- Two thousand hours of dietetics-related work and/or volunteer experience. How work experience is assessed in the admission criteria varies among internships. **Students are encouraged to identify internships of interest prior to their junior year and investigate the criteria for individual internships. Research internships are available through the [ACEND website](#).**
- Participation in activities that demonstrate leadership.
- Participation in an event that demonstrates altruism (non-academic).

Licensure

Forty-seven states have laws governing the field of dietetics. Licensing registered dietitians assures the public that individuals providing nutrition advice have the appropriate education and experience. A list of states with licensure can be obtained at the Commission on Dietetic Registration [website](#) ([Commission on Dietetic Registration \(cdrnet.org\)](#)).

Licensure in Michigan is pending. Read about current events in Michigan regarding licensure for registered dietitians [online](#).

Employment Opportunities

Employment of dietitians is expected to grow faster than the average for all occupations as a result of increasing emphasis on disease prevention through improved dietary habits.

The *U.S. Bureau of Labor Statistics* is projecting that dietitians/nutritionists' employment will grow by 8 percent from 2019 to 2029, much faster than the average for all occupations (4%) due to job demand (Bureau of Labor Statistics. Occupational Outlook Handbook. Dietitians and Nutritionists.

<https://www.bls.gov/ooh/healthcare/dietitians-and-nutritionists.htm>. Accessed 9.12.2020). The growing and aging population will boost the demand for meals and nutritional counseling in hospitals, residential care facilities, schools, prisons, community health programs, and home health care agencies. As the focus of future societal and governmental efforts will be toward wellness and health promotion/disease prevention, dietitians will be needed to provide care for patients with various diet-related chronic diseases and advise people on how to improve their overall health. Public interest in nutrition and increased emphasis on health education and prudent lifestyles also will spur demand, especially in management. In addition to employment growth, the need to replace experienced workers who leave the occupation will result in additional job openings. The number of registered dietitian positions in nursing care facilities and state government hospitals is expected to decline as these establishments continue to contract with outside agencies for food and nutrition services. However, employment is expected to increase with contract providers of food and nutrition services, outpatient care centers, and offices of physicians and other health practitioners. With the increased public awareness of obesity and diabetes, Medicare coverage may expand to include medical nutrition therapy for renal and diabetic patients. As a result, dietitians that have specialized training in renal or diabetic diets or have a master's degree should experience excellent employment opportunities.

RD/N's can expect to find jobs in the following areas:

- **Management**-direct the operation of large-scale menu planning and production in a variety of operations including schools, health care facilities, prisons, and corporate cafeterias.
- **Sports**-work in corporate wellness programs, as well as school or professional athletic programs, educating about the connection between food, health, and optimal athletic performance.
- **Public Health**-provide individual and group counseling regarding disease prevention and promoting nutritional practices that improve health.
- **Education**-teach in a university or community college instructing about nutrition and disease prevention. May require an advanced degree.
- **Consultant**-work under contract with health care facilities or in their own private practice.
- **Corporate**-work in the communications, consumer affairs, public relations, marketing or product development areas of a food and nutrition-related business.
- **Research**-work in food and pharmaceutical companies, universities, and hospitals conducting research experiments to find alternative foods or nutrition recommendations for the public.

The median annual earnings of Registered Dietitians' Nutritionists (RD/N) were \$61,270 per year in January 2019. The middle 50 percent earned between \$60,000 and \$89,000. The lowest 10 percent earned less than \$38,890. The highest 10 percent earned more than \$87,000.

The Dietetics Program at CMU

Admission to the University

Admission to CMU for residents of the United States is processed through CMU's Office of Admissions. Admission requirements can be viewed at admissions.cmich.edu. Prospective students can complete an on-line application or download a paper application at this site. The Office of Admissions can be contacted by emailing cmuadmit@cmich.edu or calling 989-774-3076.

Admission for international students is processed through the Office of Global Engagement. The Office of Global Engagement can be contacted by emailing intlrecruit@cmich.edu or calling 989-774-3076.

Prospective dietetics students are invited to visit CMU to best learn about CMU's Dietetics program. For assistance, the Office of Admissions is available to arrange a visit, or the current director of the Dietetics program can be contacted directly.

Transfer students are encouraged to contact their assigned Dietetics program advisor a full semester before planning to attend CMU. Transfer students must first be accepted into CMU. Evaluation requires submission of the transferring school's course syllabus and the master syllabus of the CMU course. Their advisor must have transcripts from all colleges/universities attended by the applicant. The program director will then evaluate courses that transfer in as Nutrition and Dietetics (NDS) credit. CMU master syllabi can be accessed through CMU's portal under "academic senate."

Non-degree seeking students (those who already have a bachelor's degree in another major) can complete the Didactic Program of Dietetics (DPD) courses. Non-degree seeking students must meet the program's admission requirements and retention standards as printed in the most current undergraduate bulletin (please see the section below). Upon successful completion, a Verification Statement will be issued by the program director. Non-degree seeking students with a Verification Statement may apply for admission to an accredited Dietetic Internship (DI).

Central Michigan University is an affirmative action/equal opportunity institution. It encourages diversity and provides equal opportunity in education, employment, all its programs, and the use of its facilities. It is committed to protecting the constitutional and statutory civil rights of people connected with the University.

Admission Requirements, Student Performance Monitoring, Retention, and Termination Standards

Admission Requirements to Sign a Dietetics Major

Students must have a minimum 3.0 overall GPA to sign the Dietetics major and enter the Pre-professional Phase.

Admission Requirements to the Professional Phase

To move forward to the Professional Phase, students apply in the spring semester, and if accepted enter the professional phase in the fall semester. Students must achieve an overall GPA of 3.0 or above; including the required DPD coursework, in which students cannot have a grade lower than a 2.0 in any DPD coursework to be considered for the Professional Phase. GPAs will include courses completed at other institutions as well as those completed at CMU.

Selection criteria include:

- Application (can be found on the CMU Dietetics program Blackboard shell.)
- 3.0 overall GPA.
- DPD course-work grades 2.0 or higher, will be calculated into an overall GPA of 3.0.
- Professional recommendations.
- Work, volunteer, and extra-curricular experience.
- Autobiographical statement.
- To graduate with Dietetics as a major and receive a verification statement from the Dietetics program, students are not allowed to take any required dietetic courses as credit/no credit.

CMU provides individuals with disabilities reasonable accommodations to participate in educational programs, activities, and services.

Student Performance Monitoring Policy

Students in the DPD program are assigned to faculty advisors upon acceptance to the program. Faculty members meet with students as needed during the semester. At the first advisement, faculty discuss Academy Code of Ethics, academic honesty, professionalism, and ethical behaviors with students. Students can access their files regarding academic progress and course requirements through an online system (Degree Progress). It is the responsibility of the student to review their degree audit regularly through the CMU online system (Degree Progress).

The student must review their grades regularly, inform the course instructor/and consult with their advisors about their academic performance if they have a grade of C- and below in a DPD course during the course semester to develop a remediation plan before the course completion.

If a student is accepted into the Professional Phase in the DPD program but earns less than a C grade in a Professional Phase course in the Fall semester, he or she will not be able to enroll in the Spring Professional Phase courses and earn a verification that year. A student must achieve a grade of C and above in any professional phase course. The student has to repeat the professional phase course with a grade of C- and below in the following year. No transferred Professional Phase courses will be accepted for the DPD verification statement.

Professional Phase Requirements Policy:

- Adherence to The Academy of Nutrition and Dietetics' Code of Ethics.
- Maintenance of a 3.0 GPA overall and 3.0 GPA overall in DPD coursework

Student Retention and Termination Policy

The DPD Director and other NDS faculty guide students through the course selection process (semester planner) and track their progress once accepted into the DPD program. Assigned faculty

advisors counsel students who are not achieving an overall GPA of 3.0 or above in the Professional Phase of the DPD coursework (the minimum program requirements of C or better in all Professional Phase courses). It is the responsibility of the student to review their degree audit regularly through the CMU online system (Degree Progress) and inform/consult with their advisors about their academic performance and the remediation plan of action for any grade C- and below. Faculty may advise students to repeat a failing course in the Professional Phase. After course repetition, students who fail to achieve satisfactory grades (C or better) are counseled to select a non-dietetics career path appropriate to their abilities.

Transfer Courses Policy

Pre-Professional Phase Courses can be transferred from other institutions, if they meet the CMU transfer course equivalency policy. To determine if a course transfers to CMU, check the [Michigan Transfer Network](http://www.mitransfer.org) website (www.mitransfer.org). NDS Professional Phase courses must be taken at CMU and are not transferable to CMU for students to earn a verification statement.

Accreditation

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) formerly known as the Commission on Accreditation for Dietetics Education (CADE) is the Academy of Nutrition and Dietetics accrediting agency for education programs preparing students for careers as registered dietitians (RD) or dietetic technicians, registered (DTR). ACEND serves and protects students and the public by assuring the quality and continued improvement of nutrition and dietetics education programs. ACEND is recognized by the United States Department of Education as a Title IV gatekeeper. This recognition affirms that ACEND meets national standards and is a reliable authority on the quality of nutrition and dietetics education programs.

The dietetics major is frequently referred to as the Didactic Program in Dietetics (DPD). The DPD provides the required dietetics coursework leading to a bachelor's degree and Verification Statement (VS). Graduates of ACEND accredited/approved DPD programs, which the program director verifies, receive the VS required for applying to dietetic internships or ACEND accredited Future Education Model (FEM) graduate program.

Graduates who complete an accredited dietetic internship (with a *graduate degree) or FEM are eligible to write the CDR Registration Examination for Dietitians.

The DPD program is currently accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) through June 30, 2030. An accreditation site visit for the DPD and CMU Dietetic Internship (DI) occurred on March 27-29, 2022. The DPD and the Dietetic Internship accreditation was renewed to June 30, 2030.

***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).**

For further information, please contact:
ACEND

Academy of Nutrition and Dietetics
120 South Riverside Plaza, Suite 2190
Chicago, Illinois 60606-6995
Phone: 312-899-0040 x5400

E-mail: acend@eatright.org Website: <https://www.eatrightpro.org/acend/>

Commission on Dietetics Registration
Academy of Dietetics and Nutrition
120 South Riverside Plaza, Suite 2190
Chicago, IL 6060-6995
312-899-0400 x5500

E-mail: cdr@eatright.org Website: <https://www.cdrnet.org/>

Program Mission

To prepare competent graduates in dietetics, through an ACEND accredited didactic program in dietetics, who seek to service the dietary needs of patients, individuals, and the community.

Program Goals and Objectives

Goal 1: The graduates will be prepared for careers in dietetics and food related professions and/or advanced studies in health-related disciplines.

- **Objective 1** (Program Completion): “At least 80% of program students complete program/degree requirements within six years (150% of the program length)”.
- **Objective 2** (Graduate Performance on Registration Exam): “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%.”

Goal 2: The graduates will be prepared for acceptance into an accredited dietetic supervised practice program, graduate education, and/or entry-level professional positions requiring foods and/or nutrition expertise.

- **Objective 1:** (Graduate Application and Acceptance into Supervised Practice): “At least 60 percent of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation”.
- **Objective 2:** (Graduate Application and Acceptance into Supervised Practice): “Of program graduates who apply to a supervised practice program, at least 50 percent are admitted within 12 months of graduation”.
- **Objective 3:** (Satisfaction with Graduate Performance): At least 70 percent of program graduates will be rated as 3 and above on a 1-5 scale pertaining to their graduates’ performance for supervised practice, graduate program, or employment in dietetics-related

settings, as reported by their supervised practice directors, graduate program directors, or employers.

Student Learning Outcomes Assessment

Student learning outcomes assessment is defined as the ongoing monitoring of the extent to which students are developing the knowledge, skills, beliefs, and attitudes that are appropriate for graduates of the respective academic programs. The DPD is required by CMU to submit an annual assessment report (WEAVE) to assess student learning objectives in a continual evaluation process to ensure student learning objectives are met and achieved. The DPD is engaged in continual evaluation of its program goals, objectives, and the courses within the Dietetics major. Assessment results are reported and discussed to promote the continued improvement of the program and curriculum. Results are published on the [NDS website](#), and comments about assessments are welcome. CMU has an Assessment Council that works with academic departments; for more information about the CMU Assessment Council, please refer to [the CMU Assessment Council's website](#).

Expenses

| Estimated DPD Program Costs 2022-2023 | |
|--|------------|
| Tuition costs are based on the fall 2022 Fees (per semester) | \$6,915.00 |
| Student Service Fee (per semester) | \$225.00 |
| Laboratory Fees | \$ 50.00 |
| Textbooks | \$ 500.00 |
| Parking | \$175.00 |
| CMU-Student Academy of Nutrition and Dietetics | \$15.00 |
| Academy of Nutrition and Dietetics-Student Membership | \$58.00 |
| Transportation, Meals and Housing | Varies |
| *All fees are subject to change | |

Information about tuition and fees and other expenses can be found in the Central Michigan University Undergraduate Bulletin or at [Tuition and Fees](#). All fees, including tuition, are subject to change.

Some courses include specialized equipment and/or laboratory fees. The following NDS courses currently have lab fees associated with them: NDS 160. NDS 481 Community Nutrition: Field Work presently has a field experience that consists of volunteer opportunities at various places within the community. It is the responsibility of the student to cover travel expenses and insurance related to this travel. Please refer to the [university bulletin](#) for other information regarding injury protection and liability.

Student Academy of Nutrition & Dietetics (SAND)

SAND is a registered student organization (RSO) at Central Michigan University. SAND is open to all students interested in nutrition and/or majoring in Dietetics. They work to promote student visibility, support networking engagements, and provide professional opportunities to up-and-

coming nutrition professionals. Getting involved with SAND is an excellent way for students to build volunteer and leadership experiences for internship applications and future careers. SAND usually meets twice a month, and they have membership dues of \$15.00. Contact the Nutrition and Dietetics Program with questions at NDS@cmich.edu or 989-774-2613.

Student Rights and Responsibilities, Policies and Disciplinary Procedures

The [Code of Student Rights, Responsibilities and Disciplinary Procedures](#) are available online. Students with a program-related concern should follow the procedure as outlined in 2.1.14 of the Code of Student Rights, Responsibilities.

The Nutrition and Dietetics faculty and staff provide clear, consistent, and truthful information to prospective students, enrolled students, and the public at large. The DPD program follows most of the policies and procedures of Central Michigan University. These policies and procedures are listed in the CMU Undergraduate Bulletin. Students are responsible for becoming familiar with CMU's Undergraduate Bulletin. It contains valuable information about student rights, responsibilities, and resources at the University. This information is also accessible through CMU's homepage and portal. Specific references to the following policies and procedures are found in the Undergraduate Bulletin:

- Withdrawal and refund of tuition and fees.
- Expenses, tuition, fees.
- Residency status policy.
- Housing and special fees.
- Admission, orientation, and career services.
- Transfer credit policy.
- Scheduling and program calendar, including vacation and holidays.
- Protection of privacy of information.
- Access to personal files.
- Withdrawals from the University.
- Access to student support services.
- Incomplete grade for illness.
- Disciplinary procedures.
- Grievance procedures.
- Requirements for graduation.
- Degree plans and requirements.

Verification Statement

A [Verification Statement](#) (VS) is an official document generated by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), Academy of Nutrition and Dietetics, to provide evidence that a student or intern has completed all the requirements for dietetic education within a given program. At CMU, a [verification statement](#) is awarded to a student who has successfully completed all the DPD requirements, including the KRDNs requirements (KRDN **passing grade of C and above**), and has met the criteria of the Professional Phase (adherence to the Academy of Nutrition Dietetics

Professional Code of Ethics; maintaining a 3.0 overall GPA and 3.0 overall GPA in the DPD required courses (with a passing grade of C and above in any DPD course), which include completion of the (*Knowledge for Registered Dietitian Nutritionist (KRDN)* requirements listed by ACEND) and has been cleared for graduation by the registrar. In addition, the student must submit to the program director an official transcript documenting completion of the bachelor's degree to issue the DPD Verification Statement. Possession of a DPD Verification Statement signifies that the student is eligible to move forward in the process of earning the RD/RDN credential. The DPD verification statement is required for a student to apply to an ACEND-accredited dietetic internship (DI) program and graduate program (FGM) through a competitive admissions process.

Verification Statement Policy:

To graduate with dietetics major and receive a verification statement from the CMU DPD program, students must meet the Professional Phase requirements policy as stated above (adherence to the Academy of Nutrition Dietetics Professional Code of Ethics; maintenance of a 3.0 overall GPA and 3.0 overall GPA in the DPD required courses, including completion of the KRDN requirements) and has been cleared for graduation by the registrar. The student must submit an official transcript documenting completion of the bachelor's degree to the program director before receiving the verification statement.

Students are not allowed to take any required dietetic courses as credit/no credit.

2022 DPD KRDN list based on the 2022 Standards for Didactic Programs

The DPD curriculum does prepare students with the following required core knowledge:

1. Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.

Knowledge

Upon completion of the program, graduates are able to:

KRDN 1.1 Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions.

KRDN 1.2 Select and use appropriate current information technologies to locate and apply evidence-based guidelines and protocols.

KRDN 1.3 Apply critical thinking skills.

2. Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the nutrition and dietetics practitioner level of practice.

Knowledge

Upon completion of the program, graduates are able to:

KRDN 2.1 Demonstrate effective and professional oral and written communication and documentation.

KRDN 2.2 Describe the governance of nutrition and dietetics practice, such as the Scope of Practice for the Registered Dietitian Nutritionist and the Code of Ethics for the

Profession of Nutrition and Dietetics.

KRDN 2.3 Assess the impact of a public policy position on the nutrition and dietetics profession.

KRDN 2.4 Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.

KRDN 2.5 Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates.

KRDN 2.6 Demonstrate cultural humility, awareness of personal biases and an understanding of cultural differences as they contribute to diversity, equity and inclusion.

KRDN 2.7 Describe contributing factors to health inequity in nutrition and dietetics including structural bias, social inequities, health disparities and discrimination.

KRDN 2.8 Participate in a nutrition and dietetics professional organization and explain the significant role of the organization.

KRDN 2.9 Defend a position on issues impacting the nutrition and dietetics profession.

3. Domain 3. Clinical and Client Services: Development and delivery of information, products and services to individuals, groups and populations.

Knowledge

Upon completion of the program, graduates are able to:

KRDN 3.1 Use the Nutrition Care Process and clinical workflow elements to assess nutritional parameters, diagnose nutrition related problems, determine appropriate nutrition interventions and develop plans to monitor the effectiveness of these interventions.

KRDN 3.2 Develop an educational session or program/educational strategy for a target population.

KRDN 3.3 Demonstrate counseling and education methods to facilitate behavior change and enhance wellness for diverse individuals and groups.

KRDN 3.4 Practice routine health screening assessments, including measuring blood pressure and conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol).

KRDN 3.5 Describe concepts of nutritional genomics and how they relate to medical nutrition therapy, health and disease.

KRDN 3.6 Develop nutritionally sound meals, menus and meal plans that promote health and disease management and meet client's/patient's needs.

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

Knowledge

Upon completion of the program, graduates are able to:

KRDN 4.1 Apply management theories to the development of programs or services.

KRDN 4.2 Evaluate a budget/financial management plan and interpret financial data.

KRDN 4.3 Demonstrate an understanding of the regulation system related to billing and coding, what services are reimbursable by third party payers, and how reimbursement may be obtained.

KRDN 4.4 Apply the principles of human resource management to different situations.

KRDN 4.5 Apply safety and sanitation principles related to food, personnel and consumers.

KRDN 4.6 Explain the processes involved in delivering quality food and nutrition services.

KRDN 4.7 Evaluate data to be used in decision-making for continuous quality improvement.

5. Domain 5. Leadership and Career Management: Skills, strengths, knowledge and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.

Knowledge

Upon completion of the program, graduates are able to:

KRDN 5.1 Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.

KRDN 5.2 Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and career goals.

KRDN 5.3 Practice how to self-advocate for opportunities in a variety of settings (such as asking for needed support, presenting an elevator pitch).

KRDN 5.4 Practice resolving differences or dealing with conflict.

KRDN 5.5 Promote team involvement and recognize the skills of each member.

KRDN 5.6 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.

Policies and Procedures Specific to the Dietetics Program

- Graduates will be provided additional copies of the Verification Statement upon request. The reissued Verification Statement will have the month/day/year the individual completed program requirements and the current program director's original signature in blue ink. Regency of academic course work is at the discretion of a dietetic internship, not the DPD in which an individual graduated. Verification statements for the DPD program do not expire.
- If the course has not already evaluated to transfer to CMU, the program director may evaluate course work transferring in as NDS credit.
- If courses are determined to be a CMU equivalent, then the student must supply the program director with a syllabus of the transferring course, and the master syllabus of the required dietetics course for evaluation which the student believes is comparable. CMU master syllabi can be accessed through CMU's Central Link. A major modification form will be completed by the program director to the Registrar defining how the NDS credit will apply towards the dietetics program. A copy will be provided to the student. In the unlikely event that a student progresses through the program without having NDS credit evaluated by the director, the student will be denied a **Declaration of Intent** and/or **Verification Statement** until the above has been completed.
- Course work from another institution will not be evaluated until an individual has been accepted as a student to CMU.
- In accordance with program accreditation standards, individuals who sign the dietetics major will be signed under the most current undergraduate bulletin.
- A student who returns to the dietetics program after not taking the required dietetics courses for one semester during the academic year will need to change the undergraduate bulletin year in which they are signed, to the most current bulletin year. This bulletin change may impact graduation if undergraduate requirements are not met.
- Students are not allowed to take any required dietetic courses as credit/no credit.
- College Level Examination Program (CLEP) and Advanced Placement (AP) Exams taken before admission into the dietetics program will be accepted, the credits will not be calculated in the overall GPA.

[Declaration of Intent](#) / Graduation (formal) audit

The "Declaration of Intent" form is a written evaluation of the students' progress toward Dietetics major degree requirements. A copy of the "Declaration of Intent" will need to be completed and submitted to the program director when students are applying to DICAS for internships before graduation. Students need to complete the Declaration of Intent form and email it to the program director with a printed copy of their official graduation audit from CMU to allow the program director to submit to DICAS.

Administrative Structure

The DPD is part of the School of Rehabilitation and Medical Sciences (SRMS), which is housed within The Herbert H. & Grace A. Dow College of Health Professions (CHP) at Central Michigan University. The CHP [vision, mission, and values](#) are available online.

Required DPD Courses 2022-2023 Undergraduate Bulletin

Dietetics Core (40 hours)

NDS 160 Introduction to Food and Culinary Techniques 3(2-2)
NDS 271 Food and Culture 3(3-0)
NDS 361 Food Science 4(3-2)
NDS 364 Food Safety, Sanitation, & Health 3(3-0)
NDS 367 Institutional Food production Laboratory 1(0-2)
NDS 370 Nutrition 3(3-0)
NDS 374WI Nutrition in the Life Cycle 3(3-0)
NDS 469 Foodservice Systems Administration 3(3-0)
NDS 471 Medical Nutrition Therapy I 3(3-0)
NDS 472 Medical Nutrition Therapy II 3(3-0)
NDS 473 Advanced Nutrition 4(4-0)
NDS 480 Nutritional Education & Counseling 4(4-0)
NDS 481 Community Nutrition: Field Work 3(Spec)

Other Requirements I (5-8 hours)

CHM 120 Survey of Chemistry 4(4-0)
CHM 127 Introductory Chemistry Laboratory 1(0-2)
CHM 131 General Chemistry I 4(3-3)
CHM 132 General Chemistry II 4(3-3)
Note: Both CHM 120 and 127 **OR** CHM 131 and 132 must be taken

Other Requirements II (11 hours)

BIO 208 Microbiology 4(2-3)
CHM 342 Survey of Organic Chemistry 4(3-3)
CHM 421 Introductory Biochemistry for Health Science 3(3-0)

Other Requirements III (4-8 hours)

Select one of the following options:
Option 1 (4 hours)
BIO 392 Mammalian Physiology 4 (3-3)
Option 2 (8 hours)
HSC 214 Human Anatomy 4(3-3)
HSC 215 Human Physiology 4(3-2)

Other Requirement IV (3 hours)

Select one of the following:
HSC 544 Biostatistics 3(2-1)
STA 282QR Introduction to Statistics 3(3-0)

Notes: A student opting to take CHM 345 and CHM 346 instead of CHM 342 must have the equivalent of CHM 132 as a prerequisite. A student with CHM 345 and CHM 346 may elect

CHM 521 and CHM 522, instead of CHM 421. Total: 62-69 semester hours

Course descriptions are available in the undergraduate bulletin.

| Suggested Sequence of Courses Dietetics Major | |
|---|---|
| <p>Fall Freshman Year</p> <p>BIO 101 (3) General Biology NDS 370 (3) Nutrition</p> | <p>Spring Freshman Year</p> <p>NDS 160 (3) Introduction to Food and Culinary Techniques CHM 120 (4) Survey of Chemistry CHM 127 (1) Introductory Chemistry Laboratory</p> |
| <p>Fall Sophomore Year-Pre-professional Phase</p> <p>CHM 342 (4) Survey of Organic Chemistry NDS 271 (3) Food and Culture</p> | <p>Spring Sophomore Year-Pre-professional Phase</p> <p>BIO 208 (4) Microbiology NDS 374WI (3) Nutrition in the Life Cycle CHM 421 (3) Into. Biochemistry for Health Science</p> |
| <p>Fall Junior Year-Pre-professional Phase</p> <p>STA 282QR (3) Intro to Statistics* NDS 364 (3) Food Safety, Sanitation, & Health HSC 214 (4) Human Anatomy</p> | <p>Spring Junior Year-Pre-professional Phase</p> <p>HSC 215 (4) Human Physiology or BIO 392 (4) Mammalian Physiology NDS 367 (1) Institutional Food Prod Lab</p> |
| <p>Fall Senior Year-Professional Phase</p> <p>NDS 473 (4) Advanced Nutrition NDS 471 (3) Medical Nutrition Therapy I NDS 480 (3) Nutritional Education and Counseling NDS 479 (1) Professional Issues in Dietetics (Recommended)</p> | <p>Spring Senior Year-Professional Phase</p> <p>NDS 361 (4) Food Science NDS 472 (3) Medical Nutrition Therapy II NDS 469 (3) Foodservice Systems Administration NDS 481 (3) Community Nutrition: Field Work</p> |

*STA 282QR can be replaced with HSC 544.

Note: The fall full-time Professional Phase courses include NDS 471, NDS 473, and NDS 480. **All three classes are offered in the fall semester only and must be taken together.** Not taking all three in the fall semester will delay graduation by a full year. Once admitted into the program, students will be registered for all three courses.

***The Professional phase application is due on Wednesday, in the 4th week of February.** Download the application from the CMU Dietetics program Blackboard shell, which is found in the Professional Phase Application folder.

The Professional phase is also offered part-time. Because the course work builds off each consecutive class, courses' places in the above schedule cannot be switched around. Please talk to your advisor if you would like more information about this option.

Signing a Major in Dietetics

Directions for Signing the Dietetics Major

If you are interested in signing a major in dietetics or want more information about the major and a career as a Registered Dietitian, please contact a dietetics advisor. Faculty advisors are listed on the dietetics webpage.

The earlier you contact an advisor and plan your program course schedule, the easier it will be for you to complete the major. Transfer students are encouraged to contact their assigned dietetics program advisor prior to applying to the DPD program. Students will sign their major under the most current bulletin year, even if a different bulletin is being followed for their other degree requirements.

Initial Advising

Students are required to contact their advisor about signing the dietetics major to learn what they will need for their initial meeting with the Program's advisor. Academic advisors are assigned alphabetically according to the first letter of the student's last name. To find the name of your advisor, click on the [Academic Advisors](#) link: [Signing A Dietetic Major | Nutrition and Dietetics | Central Michigan University \(cmich.edu\)](#)

The Program's advisors will discuss the program's policies and procedures and the Code of Ethics during the initial meeting. Advisors will ensure that the student has gained access to the student's handbook prior to signing the Dietetics major. Advisors will educate students about the services available to students and refer them to the right contact person if special needs are present. CMU offers many services to students to tackle different needs. These services include, but are not limited to, student disability services, information technology help desk, the writing center, the student health services, quiet study rooms, and dietetics electronic resources and books with a health-care specialized librarian. Upon signing the major, students are enrolled in the Dietetics Blackboard (Bb) shell to access all of the dietetics resources and meet with their advisors as needed.

[Verification Statement](#) Distribution

Completion of this program (as outlined above under the VS policy) satisfies the academic requirements of the Academy of Nutrition and Dietetics for the Didactic Program in Dietetics (DPD). This program fulfills part of the course requirements for a Bachelor of Science degree. A graduate completing current dietetics major requirements will receive a Verification Statement (VS) and can apply for an accredited dietetic internship and a graduate program. Undergraduates completing the internship application need to include a Declaration of Intent as part of the process instead of a VS.

The DPD director is [responsible](#) for signing the Verification Statement and **Declaration of Intent (DI)**. The DI confirms that a student will soon complete the DPD and graduation requirements. The VS affirms that a student completed the DPD and graduation requirements. Once degrees are posted, students must request a copy of their transcripts sent to the DPD Director.

Follow-Up Advising

As part of an ongoing assessment for program accreditation, signed majors **must** meet with their advisor the semester immediately following the semester in which their major was signed and every semester after that. It is the responsibility of the student to initiate this meeting each semester. The advisor will discuss the students' academic progress, and if a minimal chance of success in the program is predicted, the advisor will discuss alternative career paths with the student.

Signing a Minor

A minor is not required for dietetics majors electing the Bachelor of Science (B.S.) Plan A option. More information regarding degree requirements can be found in the undergraduate bulletin. A minor is not recommended if it will delay your graduation, interfere with obtaining quality dietetics-related work experience, or negatively affect your GPA. A student needing additional credits to meet the 124 hours to graduate from CMU with a B.S. can add a minor to obtain the extra hours. This is more common for transfer students.

Recommended minors for dietetics students include:

| | |
|---|---|
| Leadership (24 credit hours) | Psychology (21 credit hours) |
| Entrepreneurship Minor (21-22 credit hours) | Event Management (23 credit hours) |
| Business Administration Minor (24 credit hours) | Interdisciplinary Science Minor (24 credit hours) |
| Science Minor (24 credit hours) | Community Health (24 credit hours) |

Dietetics majors are not eligible to earn the Nutrition Minor.

Graduation

Graduation audits are used to inform students of graduation requirements and their progress toward completion. Graduation audits are provided by the Undergraduate Academic Services Office, 123 Warriner Hall 989-774-3504. An appointment is required.

There are two types of graduation audits:

1. Pre-graduation (informal) audit

- Arrange for a pre-graduation audit as soon as possible after your major/minor is signed.
- Students will meet "one-on-one" with an advisor from the Office of Undergraduate Academic Services, where they will go over the student's progress to meeting graduation requirements. These include University Program (U.P.) courses, 300 level courses, competencies, and major/minor course requirements (errors frequently occur in U.P. courses).
- Students will receive exact information about required courses remaining for degree requirements.

2. Graduation (formal) audit

- This needs to be included in the professional phase application.
- This is a written evaluation of your progress toward degree requirements. A copy of this evaluation will need to be submitted to the program director to receive a [Declaration of Intent](#) when applying to internships before the B.S. is completed.

- Students should apply early for graduation-this starts the process for the graduation audit. Applications are processed in the order received for each graduation date. Visit [Degree Progress](#) to submit a graduation application.
- To be assured of receiving a graduation audit, be sure to file an Undergraduate Application for Graduation no later than the following dates:
May graduation, September 15; August graduation, January 15; December graduation, April 15

The application for graduation is submitted through Central Link under My Accounts.

Graduation and/or program completion requirements

A student has 7 years to complete program requirements as published in the bulletin being used. If a student chooses a new bulletin after their initial registration, the student will have 7 years from the year of that bulletin to complete the program. The time frame to complete program requirements is not necessarily determined by when the student enrolls in the program; the time frame is 7 years from whichever bulletin is being used.

To learn about the maximum amount of time allowed to complete program requirements at the time the student enrolls, visit the CMU Graduation Requirements page at:

<http://cmich.smartcatalogiq.com/en/2019-2020/Undergraduate-Bulletin/Graduation-Requirements/Summary-of-Graduation-Requirements>

The Dietetic Internship

What is a Dietetic Internship?

The Dietetic Internship (DI) is a supervised program of dietetic practice. It is completed after the bachelor's degree has been finished and is required prior to becoming a registered dietitian. An accredited internship must have the following components:

- Provide at least 1,200 hours of supervised practice experiences that meet accreditation competencies.
- Planned learning activities preparing interns to enter practice as an RD/N.
- Include one area of concentration designed to begin the development of the entry-level depth necessary for future proficiency in an area.

Acceptance into an Internship is Competitive

More students apply to internship programs than are accepted. Nationally in April 2018, 3,248 of the 4,727 students that applied were accepted. The two most important criteria determining whether you get accepted into an internship are undergraduate G.P.A. and dietetics-related work experience. Please note that an internship may require a background check before placement in a health care setting.

Accreditation of a Dietetic Internship

The Dietetic Internship that a graduate completes must be accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). ACEND is the Academy of Nutrition and Dietetics accrediting agency for education programs preparing students for careers as a registered dietitian nutritionists (RD/RDN) or dietetic technicians, registered (DTR). ACEND serves and protects students and the public by assuring the quality and continued improvement of nutrition and dietetics education programs.

ACEND is recognized by the United States Department of Education as a Title IV gatekeeper. This recognition affirms that ACEND meets national standards and is a reliable authority on the quality of nutrition and dietetics education programs.

List of Accredited Dietetic Internships

There are approximately eight accredited dietetic internships in Michigan and about 350 such programs in the United States. The [ACEND's website](#) contains a list of accredited internships.

The *Applicant's Guide to Supervised Practice* is an excellent resource made available from the ACEND's Dietetics Educators Practice Group. The database is available at the Park Library Reserve desk and the CMU Dietetics Program Black Board shell. It describes each internship's program emphases and specialties, costs, duration, and contact information. Unlike the ACEND's website, The *Applicant's Guide to Supervised Practice* is not a comprehensive list.

Selecting an Internship

- Begin investigating potential internship during the junior year of college.
- Visit and read websites of possible internships.
- When contacting an internship program director, be professional in written and oral communication.
- If possible, visit an open house for internships of interest.
- If an open house is not offered, attempt to arrange a visit with the internship program's director.

[Applying for the Dietetic Internship and Computer Matching](#)

Students apply to an internship through a process of computer matching. An applicant is “matched” with the highest-ranked program that offers the applicant a position. In this way, computer matching helps applicants to obtain placement in the supervised practice program of their choice. Details about the computer matching process are available on the [ACEND's webpage](#) and [D&D Digital Systems webpage](#).

Dietetic Internship Application

The ACEND's website provides information regarding the internship process under Accredited Dietetic programs. There are three phases to the application process:

1. Application Phase

- Begin before the fall of the senior year.
- Use the Guide to Supervised Practice available at Park Library Reserve desk and the CMU Dietetics Program Blackboard shell to select internships of interest.
- Register for NDS 479 Professional Issues fall of the senior year.
- Obtain current application instructions from selected internships, including whether the internship will participate in the electronic submission of the application.
- Arrange to take the Graduate Record Examination (GRE).
- If not using the electronic application system, obtain the Declaration of Intent form from the current dietetics program director. Students receive a Verification Statement upon graduation. The Verification Statement will be used for those applying after graduation.

2. Computer Matching Phase

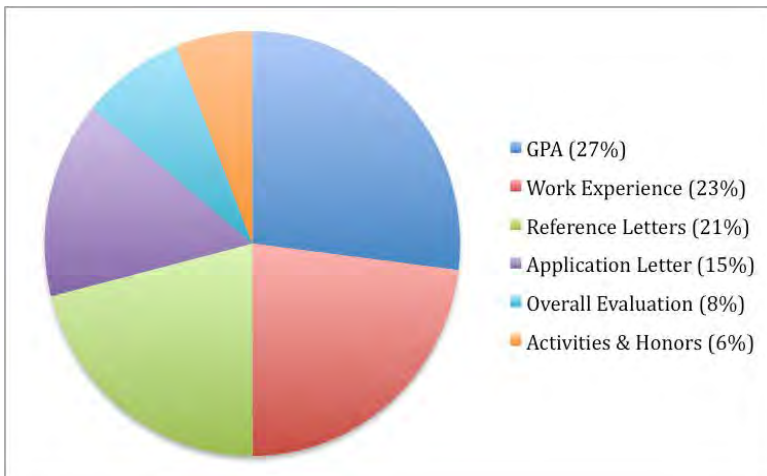
- Complete the [D&D Digital Systems prioritized list](#). There is a \$55 fee. To ensure privacy, all applicants will be emailed their personal login and password.

3. Appointment Phase

- Applicants must use [D&D Digital website](#) to receive personal DI matching results and instructions. To log in, use the personal login and password previously provided by email.
- Applicants who receive a computer match are responsible for accepting or rejecting the match on the appointment date.
- All graduates meeting the requirements of the dietetics program will receive a Verification Statement following graduation. An original copy needs to be provided to the dietetic internship director prior to beginning supervised practice.

IMPORTANT NOTES:

- As a participant in the computer matching process, it is expected that applicants who receive a match will adhere to the results of the match and accept that match. It is unacceptable to decline a match to pursue an appointment to another supervised practice program.
- An internship may require a background check as part of the application process or after acceptance.
- No college or university can guarantee that a student completing its dietetics program will be accepted into a dietetic internship. Each dietetic internship has varying criteria for admission. It is the student’s responsibility to understand the requirements for acceptance into dietetic internships and meet those criteria. The Applicant Evaluation Criteria for the Central Michigan University Dietetic Internship (CMUDI) are listed below:



A competitive applicant will have:

- An overall GPA and DPD GPA greater than 3.2.
- Two and a half years of part-time dietetics related work experience (2,000 hours).
- Prior student membership in the Academy of Nutrition and Dietetics.
- Demonstration(s) of leadership.
- Willingness to relocate to another part of the state or country.
- Applications to several internships (5-7).
- Attention to detail when completing the internship application materials.

CMU COVID-19 Policy

Refer to Central Michigan University's Covid-19 Health and Safety Plan that is posted on the website.

<https://www.cmich.edu/news/details/cmuc-sources-on-covid-19>

To keep our campus and community as safe as possible, Central Michigan University requires every member of the CMU community to be fully vaccinated against COVID-19 or participate in weekly COVID-19 testing.

Culinary Nutrition Center COVID Guidelines

- Students are required to self-monitor through CMU's website before coming onto campus
- When a student enters the lab, they are required to wash their hands in any of the 4 handwashing sinks in the lab and have a clean apron to wear over their clothes; the apron is laundered after each lab and is not shared. There is hand sanitizer available for all students at every station.
- During the first lab, all students are given an explanation and example of the proper handwashing procedure.
- Students are to follow CMU COVID-19 policy about room capacity and social distancing.
- Students are to wear masks and face shields when attending face-to-face labs, when safe distance cannot be obtained.
- After each lab, all equipment is washed and sanitized as well as the stations. The lab is currently using a quaternary sanitizer to wash all equipment and dishes, as well as bleach water to wipe all surfaces down.

For more information please visit: <https://www.cmich.edu/news/details/cmuc-sources-on-covid-19>