

California State University, Fresno
Jordan College of Agricultural Sciences and
Technology
(JCAST)
Food Science and Nutrition Department
Didactic Program in Dietetics (DPD)
Student Handbook
2015-2016



Food Science and
Nutrition

Contents

INTRODUCTION	3
About the Handbook	3
Contact Information	4
Mission Statements	5
The Food Science and Nutrition Department (FSN)	7
FRESNO STATE UNIVERSITY DIDACTIC PROGRAM IN DIETETICS (DPD)	8
DESCRIPTION	8
Becoming a RD/RDN	10
Declaration of Intent	10
What is a Registered Dietitian (RD)/Registered Dietitian Nutritionist?	10
Where do RDs work and how much do they make?	10
What are some of the career options for graduates of FSN-Certificate of Dietetics Option?	11
What scholarships are available to dietetics students?	11
What are the characteristics of a successful dietetics student?	12
It is important to get work or volunteer experience in the dietetics field.	12
Why join the SNDA?	13
Where do I go to find more information about Dietetic Internship Programs?	14
How do I apply for a dietetic internship program?	14
Dietetic Internship Program Costs	15
A Successful Intern Applicant	15
How can I improve my chances of getting matched?	15
Recommended Timeline	16
What if you don't match?	17
DPD Program Goals and Objectives – 2009-2013	17
Program Outcomes Data	18
PROSPECTIVE STUDENTS	18
Where do I go for advising?	18
Certificate in Dietetics Option	18
Certificate in Dietetics Option: Admission Requirements:	19
Applications must be requested, completed, and reviewed prior to starting their senior year – fall semester (before enrolling into NUTR 156 – Nutrition Assessment and NUTR 175 Senior Dietetics Seminar). Students will be notified prior to fall semester whether they have been accepted into the Certificate in Dietetics option.	19
Career Specialty Option	19
Pathway to Complete the Bachelor of Science Food and Nutritional Sciences Major – Dietetics and Food Administration – Certificate in Dietetics Option	20
Four Year Plan for Dietetics and Food Administration-Certificate in Dietetics Option	21
Pathway to Complete the Bachelor of Science Food and Nutritional Sciences Major – Dietetics and Food Administration – Career Specialty Option – Foodservice Management	23
Four Year Plan For Dietetics and Food Administration-Career Specialty Food Service Management Option	24
Pathway to Complete the Bachelor of Science Food and Nutritional Sciences Major – Dietetics and Food Administration – Career Specialty Option – Community Nutrition, Health, and Wellness	26
Four Year Plan Dietetics and Food Administration-Career Specialty Community Nutrition, Health and Wellness Option	27
Accreditation Status of the DPD at Fresno State University	29
Student Complaints Policy	29
Program Expenses	30
Professional Organizations	31
Time to Complete the Certificate in Dietetics in order to earn a Verification Statement	32
POLICIES AND PROCEDURES	32
Academic Integrity (Honor Code)	32
http://www.fresnostate.edu/studentaffairs/division/general/univhonor.html	32
Disciplinary Procedures for The California State University	33

http://www.fresnostate.edu/studentaffairs/judicialaffairs/exec970.html	33
http://www.fresnostate.edu/studentaffairs/division/general/policies.html#disc2	33
http://www.fresnostate.edu/academics/aps/documents/apm/419.pdf	33
Verification Statement (Career in Dietetics Option)	34
Verification Statement Policy	34
Major Requirements	35
Additional Requirements	35
Notes	36

INTRODUCTION

Overview

Students majoring within the Food Science and Nutrition department – Dietetics and Food Administration: 1) Certificate in Dietetics or 2) Career Specialty is prepared for a wide range of professions. California State University, Fresno (Fresno State) is centered in the greatest food production area in the world. There is a strong demand for Registered Dietitians (RD), Registered Dietitian Nutritionists (RDN) including clinical settings, nutrition counseling and consulting, school and community nutrition, education, public health and policy, sports nutrition, long-term care facilities, management, commercial and institutional food service industries and private practice.

Graduates are prepared for challenging and rewarding employment in dietetics, nutrition and food service ranging from clinical, community and food service. The clinical dietitian would most likely work in hospitals planning and implementing meals for the patient population. The community dietitian would work with programs that serve populations in need such as the Women Infant and Children (WIC) Program advising clients on proper nutrition across the life cycle. The food service dietitian would work with large populations such as school districts to provide nourishing meals to varied populations.

The Food Science and Nutrition department (FSN) DPD program is currently updating and improving the curriculum in order to reflect the Academy of Nutrition and Dietetics new standards for accredited programs. FSN department also offers a certificate Internship Program accredited by the Academy, so opportunities for advanced training in this area are available.

The demand for RD/RDN’s is expected to grow by 20% between 2010 and 2020, faster than the average for all occupations according to the [Bureau of Labor Statistics](#). Students who are interested in food, nutrition, and management and have a strong desire to work with the public to promote good health or assist them with disease management are great candidates for the area of study. The RD/RDN professional designation qualifies an individual as the food and nutrition expert to address today’s complex issues surrounding foods and nutrition.

About the Handbook

The student handbook provides important information to help prospective and current students enrolled in the Fresno State DPD, understand the requirements for completion of the undergraduate degree (certificate in dietetics) and (career specialty) as well as the expectations of student conduct while at Fresno State.

This handbook is subject to revision and students will be notified of any changes through electronic communications (email and posted on the Fresno State Food Science and Nutrition website). An electronic version of this document is available on the Food Science and Nutrition department website under the Dietetics option section
<http://www.fresnostate.edu/jcast/fsn/index.html>

Please use this handbook as your first step to answering any questions about the DPD program.

The DPD student handbook is supplemental to the current edition of Fresno State's undergraduate catalog and the Student Code of Conduct document. Students can access the University undergraduate catalog on the Division of Undergraduate Studies website at <http://www.fresnostate.edu/catalog/> and the Student Code of Conduct document on the Office of Student Conduct website at <http://www.fresnostate.edu/studentaffairs/judicialaffairs/title5.html>. Students should read the contents of these documents for undergraduate student advisement information and policies in all the above documents.

Contact Information

The Didactic Program in Dietetics is administered by the Food Science and Nutrition Department within the Jordan College of Agricultural Sciences and Technology (JCAST).

Food Science and Nutrition Department

5300 N. Campus Drive M/S FF17

Fresno, CA

Office phone: 559-278-2164

Fax: 559-278-8424

Didactic Program in Dietetics Director (DPD)

Lisa Herzig, PhD, RD, CDE

Associate Professor and DPD Director

5300 N. Campus Drive M/S FF17

Fresno, CA 93740

Office phone: 559-278-2043

Fax: 559-278-8424

E-mail: lherzig@csufresno.edu

Food Science and Nutrition Administrators and Faculty

Name	Title	Office	Phone	E-mail
Steven Pao, PhD	Full Professor Dept. Chair	FFS111	559-278-2164	spao@csufresno.edu
Erin Dormedy PhD	Associate Professor	FFS 303	559-278-8321	edormedy@csufresno.edu
Dennis Ferris PhD	Full Professor	FFS 111	559-278-4692	dennisf@csufresno.edu
Lisa Herzig PhD, RD, CDE	Associate Professor	FFS 103	559-278-2043	lherzig@csufresno.edu
Erika Ireland MPH, RD, CDE, CLC	Lecturer Dietetic Internship Director	FFS 122	559-278-8009	eireland@csufresno.edu
Jennie Porter, PhD, RD	Lecturer	FFS 102	559-2781624	jporter@csufresno.edu
Terrie Soares, MS, RD	Lecturer	FFS 304	559-278-5068	Terrilsoares@csufresno.edu

Food Science and Nutrition Staff Assistants

Name	Title	Office	Phone	E-mail
Danika Sandoval	Administrative Assistant	FFS 111	559-278- 1601	danikas@csufresno.edu
Belinda Rossett	Department Administrative Assistant	FFS 111	559-278- 1601	brosett@csufresno.edu

Jordan College of Agricultural Sciences and Technology (JCAST) Administration

Name	Title
Sandra Witte, PhD, RD	Dean
Kathie Reid Bevington	Associate Dean,

Mission Statements

California State University, Fresno

Mission

The university offers a high-quality educational opportunity to qualified students at the bachelor's and master's levels, as well as in joint doctoral programs in selected professional areas. To carry out this mission, the university provides a General Education program and other opportunities, to expand students' intellectual horizons, foster lifelong learning, prepare them for further professional study and instill within them an appreciation of cultures other than their own. The university offers undergraduate degrees and programs in the liberal arts and sciences as well as in a variety of professional disciplines emphasizing agriculture, business, engineering and technology, health and human services, and education, preparing students for productive careers and responsible world citizenship. Building upon the strength of these under-graduate programs, graduate programs provide opportunities for personal and career enhancement through advanced study, preparing students for positions of leadership in the arts, sciences and professions.

The university encourages and protects free inquiry and expression, ensuring a forum for the generation, discussion, and critical examination of ideas. By emphasizing the primacy of quality teaching and the close interaction between faculty and students, the university seeks to stimulate scholarly inquiry and discourse, inspire creative activity, heighten professional and technical competencies, encourage and support research and its dissemination, and recruit and develop outstanding teacher-scholars/artists.

The university fosters an environment in which students learn to live in a culturally diverse and changing society. Within that environment, it strives to develop a community founded upon mutual respect and shared efforts, in which individuals can communicate openly and work together to enrich the lives of all and to further the growth and excellence of the university. The university seeks and encourages historically under-represented students to embark upon and complete a university education.

The university serves the San Joaquin Valley while interacting with the state, nation, and world. California State University, Fresno is a center of intellectual, artistic, and professional activity. Through applied research, technical assistance, training, and other related public service activities, the university anticipates continuing and expanding partnership and linkages with business, education, industry and government.

Jordan College of Agricultural Sciences and Technology (JCAST)

Mission

The Jordan College of Agricultural Sciences and Technology offers high quality undergraduate, graduate, and continuing education programs and conducts applied research and public service in selected areas of agriculture, food sciences, industrial technology, and family sciences. Programs combine a science, technology and management focus with experiential learning. The College participates in the general education program of the University and seeks to enhance the ability of students to be successful in their chosen careers and to make positive contributions to the quality of life in their communities.

The Jordan College of Agricultural Sciences and Technology pursues its mission through involvement in: direct instruction and student development; research, scholarly and creative activities; and institutional development.

Direct instruction and student development occurs through on-campus undergraduate and graduate course offerings; continuing education programs to industry; advising of students; and development of student skills outside the classroom through student organizations in the various program areas.

Research, scholarly and creative activities involve faculty, staff and students in projects to improve the educational process, discover new knowledge, find solutions to significant societal and industry problems, communicate findings to industry and society at large, and improve and develop new skills.

Institutional development efforts increase the number of students served; raise funds for scholarship and program support; and enhance alumni relations.

JCAST Departments

Seven departments:

1. [Agricultural Business](#)
2. [Animal Sciences & Ag Education](#)
3. [Child, Family & Consumer Sciences](#)
4. [Food Science & Nutrition](#)
5. [Industrial Technology](#)
6. [Plant Science](#)
7. [Viticulture & Enology](#)

The Food Science and Nutrition Department (FSN)

Undergraduate Program Vision

The faculty of the Department of Food Science and Nutrition are regionally focused food experts who are committed to student success, scholarly activity, and engagement.

Undergraduate Program Mission

The mission of the faculty of the Department of Food Science and Nutrition is to

- Impart food-related knowledge and skills to our students
- Apply food-related knowledge and skills to research and scholarly activity
- Integrate with industry and students to apply food related knowledge and skills to advance the region.

Didactic Program in Dietetics Mission

The mission of the Fresno State's Didactic Program in Dietetics is to prepare graduates for careers in the field of dietetics by offering a high-quality undergraduate educational experience that provides for the development of the Foundation, Knowledge and Skills required for Entry-

Level Registered Dietitians as defined by the Academy of Nutrition and Dietetics. This mission statement relates to the preparation of entry-level dietitians.

FRESNO STATE UNIVERSITY DIDACTIC PROGRAM IN DIETETICS (DPD) DESCRIPTION

Overview

California State University, Fresno (Fresno State) is part of the California State University. California State University, Fresno, first established as a two-year normal school in 1911, is the sixth oldest of the 23 campuses in the California State University. Fresno is located in the San Joaquin Valley of California which stretches from Sacramento in the north to Bakersfield in the south and is bordered by the Sierra Nevada Mountains. The service area for Fresno State is the San Joaquin Valley which is an estimated population of one million people. The ethnic mix of the area consists of Caucasian, Hispanic, Asian Pacific, African American and Native American. It is ideally located for offering dietetics education programs. The unique food and nutritional needs of the San Joaquin Valley are found in the diversity of the population. The incidence of diabetes mellitus is greater in Hispanic individuals than any other ethnic group, making this a major concern for nutrition care providers. The immigration of Southeast Asians from Vietnam, Cambodia, Thailand and Laos, has made this the home of the largest group of Southeast Asians outside of their native countries. These individuals have unique challenges to nutrition care providers.

Fresno State enrolls more than 22,000 students and offers 62(?) baccalaureate degree programs and 49 graduate degree programs. The Jordan College of Agricultural Sciences and Technology (JCAST) is one of eight colleges / schools at Fresno State. The Department of Food Science and Nutrition is one of seven departments in JCAST. The University has offered a DPD program since 1940, beginning with the undergraduate degree program. The DPD is administered by the Department of Food Science and Nutrition. The Accreditation Council for Education in Nutrition and Dietetics (ACEND - formerly known as The Commission on Accreditation for Dietetics Education - CADE) has recognized the Didactic Program in Dietetics (DPD) since 1973. In 1999, CADE granted developmental accreditation to the program; this site visit is for the re-accreditation of the DPD. The DPD program was granted accreditation status in 2003. The PAR was approved in 2008.

FSN offers two undergraduate academic programs under the Dietetics and Food Administration:

- Bachelor of Science in Food and Nutritional Sciences – Certificate in Dietetics Option
- Bachelor of Science in Food and Nutritional Sciences – Career Specialty
 - Food Service Management Career Specialty
 - Community Nutrition, Health, and Wellness

The DPD is under the umbrella of the Bachelor of Science in Food and Nutritional Sciences – Dietetics in Food Administration (Certificate in Dietetics) or the (Career Specialty). The courses that provide learning experiences for developing the Foundation Knowledge and Skills for the Didactic Component are also the courses necessary to complete the requirements for the Certificate in Dietetics. Most of the students are working towards the Certificate in Dietetics option. Currently, the only accredited program is the Certificate in Dietetics option.

The DPD provides a strong foundation in science, foods, and nutrition with a diverse curriculum to meet the Academy of Nutrition and Dietetics (A.N.D.) national accreditation standards set by the ACEND. The course work includes a science-based curriculum, social science offerings, as well as management courses.

The Bachelor of Science degree in Food and Nutritional Sciences – Option in Dietetics and Food Administration requires completion of 69 semester units in the major and 51 semester units of General Education (120 semester units' total). The DPD requirements are the same 69 units in the major required for the degree. Students that have already completed a bachelor's degree are required to complete only the 69 semester units in the major to complete the DPD requirements.

In order to obtain the RD/RDN credential, graduates of the DPD must successfully complete an accredited pre-professional program in dietetics, known as a dietetic internship program. Dietetic internship programs include a minimum of 1200 hours of supervised practice experience and can take 10 to 13 months to complete if the student attends full-time. See eatright.org for a full listing of the Academy of Nutrition and Dietetics and ACEND accredited internships at Dietetic internship programs charge tuition for the supervised practice experience; tuition costs vary between programs. Additional information on dietetic internship programs can be found on the Food Science and Nutrition Department Dietetic Internship Program at Fresno State <http://www.fresnostate.edu/jcast/fsn/degrees-programs/post-baccalaureate/dietetic-internship.html>. Graduates of Fresno State University DPD have an acceptance rate into dietetic internship programs that fall within the national average.

In the final step to earn the RD/RDN credential, students must successfully meet the requirements of the dietetic internship program and pass the national registration examination. Graduates of the Fresno State DPD program have a first time pass rate on the registration examination of 90.1%.

Students who earn their RD/RDN credential and want to practice as Dietitians may need to apply for licensure, before they are eligible to practice dietetics and provide nutrition counseling in states that require licensure. Licensing statutes include an explicitly defined scope of practice, and performance of the profession is illegal without first obtaining a license from the state. A list of the states that require licensure is available on the Commission on Dietetic Registration website at <http://www.cdrnet.org/certifications/licensure/index.cfm>.

Becoming a RD/RDN

1. Earn a BS degree from an accredited Didactic Program in Dietetics (DPD) (Certificate in Dietetics at Fresno State) and receive a verification statement,
2. Complete an accredited post-baccalaureate dietetic internship program, and
3. Pass a national board registration examination

The Fresno State Food Science and Nutrition department has an accredited DPD within its undergraduate program. Graduates of the DPD (certificate in dietetics) who meet all of the degree requirements will be eligible to apply for a dietetic internship program. Additional information about the DPD and process for earning the RDN credential are included within this document.

Declaration of Intent

When you apply to dietetic internship programs, the DPD Director will provide you with a “Declaration of Intent to Complete” form. You will complete this form; the information is verified and then submitted on the DICAS website. It serves as temporary “proof” that you’re on your way to completing the undergraduate program.

Once you have actually graduated, the Director will provide you with six original signed copies of the “Verification Statement” (see verification policy). This form is your final proof that you did indeed complete the DPD, and it will only be issued to you after your graduation is certified by Fresno State.

What is a Registered Dietitian (RD)/Registered Dietitian Nutritionist (RDN)?

Registered Dietitian (RD) /RDNs are individuals who have completed the following requirements:

- Minimum of a bachelor’s degree from a US regionally accredited institution
- Academic requirements from a ACEND-accredited Didactic Program in Dietetics
- A dietetic internship program from a ACEND-accredited program
- Successfully passed the Registration Examination for Dietitians administered by the
- Commission on Dietetic Registration (CDR)
- Maintained continuing professional education requirements

Where do RDs/RDNs work and how much do they make?

Registered Dietitians / Registered Dietitian Nutritionists are employed in hospitals and other health care facilities, government and public health agencies, food companies, schools and universities, private practice, and a variety of other settings. Opportunities for Registered Dietitians to be employed in wellness and sports nutrition programs and in sales and marketing for business and industry are also increasing.

The median salary for Registered Dietitians working four years or fewer ranges from 43,400 to \$62,200 per year according to the Academy’s 2009 Dietetics Compensation and Benefits Survey. Salaries vary based on the type of position, geographic location, and supply of RDs/RDNs. The survey has exciting news to report. The median salary for RDNs (now \$63,700) and NDTRs (now \$42,000) grew more than the inflationary rise of 1.7 since the 2013 survey. The survey

found that RDNs and NDTRs who are members of the Academy earn more per year than non-Academy members (\$2,995 and \$3,973 respectively*).

What are some of the career options for graduates of FSN-Certificate of Dietetics Option?

- Clinical Dietitian/Nutritionist (in a health care setting, including acute and long term care and facilities specializing in rehabilitation and eating disorders)*
 - Public Health or Community Nutritionist*
 - Consultant Dietitian in Private Practice*
 - Sports Dietitian*
 - Nutrition Educator or Teacher
 - Nutrition Specialist (for food industries)
 - Restaurant Manager
 - Supermarkets
 - Food Service Director (in acute care hospitals, extended care facilities, educational institutions)
 - Pharmaceutical/Medical Sales Representative
 - Nutraceutical Industry
 - Corporate Wellness
 - Culinary
 - Public Policy Development
 - Non-profit Advocacy Groups/Organizations
 - National and International Health Organizations
 - Research
 - Graduate School
 - Nutrition Writer
 - Private Practice
- *Requires RD and/or LD/N

What scholarships are available to dietetics students?

Scholarships are available through the Academy of Nutrition and Dietetics (A.N.D.) and the California Dietetic Association (CDA) for student members of these organizations. For information about A.N.D and CDA scholarships and eligibility, please see the Academy website (www.eatright.org) and the CDA website (www.dietitian.org).

What are the characteristics of a successful dietetics student?

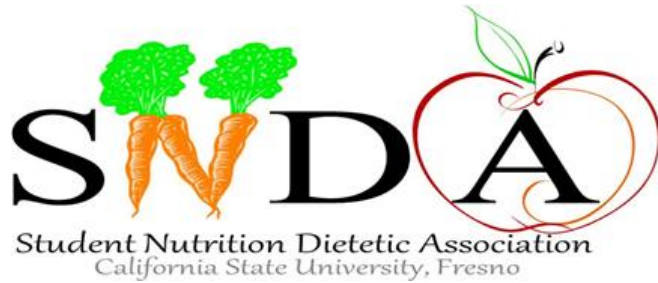
A successful dietetics student is a (Check all that apply):

- Critical thinker
- Self-starter
- Team player
- Good time management skills
- Organizational skills
- Good communication skills with professors and fellow students
- Copes well with stress
- Task oriented – gets the job done
- Adaptability
- Leadership ability Commitment to the profession
- Integrity
- Ability to prioritize
- Volunteer and work experience
- Excellent GPA
- Responsible and mature
- Pro-active
- Goal-oriented
- Professional

It is important to get work or volunteer experience in the dietetics field.

- To learn about the field of dietetics and strengthen your application for a dietetic internship.
- It is strongly recommended that you work or volunteer in dietetics-related areas.
- Most internships require additional experience beyond coursework. You can do this during the summer or the school year.
- You are encouraged to contact local dietitians and request a volunteer experience.
- Opportunities for volunteer experiences are also sent via the listserv.
- Keep a documented record of your hours and experiences for your Certificate in Dietetics Option application and internship application and resume.

Why join the SNDA?



- Network with students and professionals within the dietetic community.
- Hands on experience and volunteer opportunities.
- Obtain information about the yearly Food and Nutrition Conference Expo.
- Network with the California Valley Dietetic Association board.
- Build your professional reputation and resume.
- Cultivate leadership skills through teamwork and building unity.
- Educate healthy eating habits and promote the importance of purchasing local fresh produce through SDA's weekly Farm Market.
- Expand ones knowledge in dietetics through forums, lectures, meetings hosted by RDs and/or interns.
- Positive reinforcement activities towards health awareness on campus.
- Receive guidance and counseling towards academic courses.
- SDA is fun and a great experience.

Where do I go to find more information about Dietetic Internship Programs?

The Academy of Nutrition and Dietetics website (www.eatright.org) provides the most up-to-date information about internship programs. You can access (<http://www.eatright.org/ACEND/>) for a listing of each program and information on cost, length of internship, internship director, and area of 16 specialization. The Academy website also has a direct link to the individual programs' websites which provide detailed information about the programs.

How do I apply for a dietetic internship program?

In 2010, the Academy of Nutrition and Dietetics contracted with a company that developed an online application process for dietetic internships. The system, Dietetic Internship Centralized Application System (DICAS) allows applicants to submit their application materials online so each of the internships that you are interested in applying to will be able to access your information. There is a \$40.00 fee for the first application and \$20.00 for each additional application. DICAS can be accessed at <https://portal.dicas.org/> It is important to keep in mind that not all internship programs will access DICAS, therefore, be sure to check out the specific requirements for the internship programs.

1. There are approximately 251 dietetic internship programs. While all programs listed on the website are accredited, they each have their own distinct program characteristics. You may want to consider the following:
 - **Types of experiences:** If you have a particular area of interest, you may want to find a program that provides learning experiences in that area. For example, if you are interested in working with children, a program with a pediatric rotation would be of interest to you.
 - **Expense:** Programs may charge a fee to attend or may pay a stipend (small allowance). Other programs do not charge or pay a stipend. A program may provide housing and/or provide meals. Programs may require you to purchase books and uniforms. Living expenses and transportation costs should also be considered.
 - **Location:** There are programs in most all states and in Puerto Rico. Programs may be in large medical centers or community hospitals or not in hospitals at all. Some considerations about the location include weather, need for own transportation vs. public transportation, cost of living, distance from family, etc.
 - **Graduate credit:** Some programs may offer graduate credit or a degree, either at the master's or doctoral level. Programs offering a degree take longer to complete. For programs offering graduate credit, you may be able to transfer the credit to another university to complete a degree. Not all programs have graduate credit available.

- **Length:** Program length varies from 6 months to 24 months. This is largely dependent on whether a graduate degree is included and whether it is a full-time program. More programs are now available on a part-time basis. The average full-time program is 10-12 months (without a graduate degree). The requirements have changed, the programs are now 1200 hours, and therefore you may find that there are several programs in transition. Contact the internship programs that you are interested in to find out more.

Dietetic Internship Program Costs

Costs will vary depending on the internship program. Make sure that you look at all costs involved to calculate what you will need in order to complete the internship. Most of the internships that are associated with an accredited university will provide opportunities for you to apply for government-sponsored loan programs. Check out each of the internship websites to find out available options for financial support.

A Successful Intern Applicant

- GPA of 3.0 or higher (**although a 3.2 or higher is recommended**)
- A 3.0 GPA or higher in professional courses
- A 3.0 GPA or higher in biological and physical science courses
- Significant paid or volunteer work experience
- Strong letters of recommendation
- Leadership in organizations
- Willingness to relocate
- Clean criminal history (programs require criminal background check)

How can I improve my chances of getting matched?

For the past three years, 50% of the students who participated in the national computer match received a match for an internship.

Internships continue to become more competitive. In order to increase your chances for an appointment, you should:

1. Start early
2. Excellent GPA (3.0 or better)
3. Volunteer and work experience in dietetics related fields
4. Participate in leadership activities
5. Get to know your DPD and dietetics faculty through office hours
6. Join SDA
7. Join the Academy of Nutrition and Dietetics
8. Be flexible
9. Apply to more than one internship program

Recommended Timeline

Place a checkmark as you complete:

Freshman/Sophomore Year

- _____ GPA
- _____ Join SDA
- _____ Join the Academy of Nutrition and Dietetics
- _____ Join the California Dietetic Association
- _____ Join the Central Valley Dietetic Association
- _____ Look for volunteer/work opportunities

Junior Year

- _____ Become familiar with the Academy website and look at possible internships
- _____ Submit application for Certificate in Dietetics Option
- _____ Continue to work with DPD director and start a conversation about your desire to apply to an internship
- _____ Start to think about who you are going to ask to write letters of recommendations
- _____ Get involved with SDA – run for a board member
- _____ GPA

Senior Year

- _____ Call, email, or write internships for additional information and application
- _____ GPA
- _____ SDA membership/board position
- _____ Academy membership
- _____ Attend local CVDA meetings
- _____ take GRE examination – see testing center in FSN building for details
- _____ sign up for Senior Dietetics Seminar – fall semester (after acceptance in Certificate In Dietetics Option)
- _____ Start to narrow down your internships
- _____ Check on deadlines for DICAS, D&D digital
- _____ Appointment match date – April
- Congratulations if you match!

What if you don't match?

- Make an appointment with your DPD director to discuss your options.
- Keep trying to match in the post-match period from April to August (not all programs fill their classes during the match)
- Continue to get experience if necessary
- Apply for internships again for the fall match (deadline in September November appointment date (DI usually begins in January). After completing a dietetic internship program, what do I do next?

DPD Program Goals and Objectives – 2009-2013

Program Goal 1: Graduates will be qualified for appointment to a dietetic internship.

- 1.1.90% of students enrolled in the program after finishing 12 semester units of major requirements will meet the criteria for receiving a Verification Statement.
- 1.2.70% of graduates applying for a dietetic internship within 5 years after program completion will receive an internship appointment.
- 1.3.80% or more of graduates who become eligible to write the Dietetic Registration Examination administered by the Commission on Dietetic Registration (CDR) for the American Dietetic Association pass the exam as first-time test takers.
- 1.4.70% of graduates who pass the CDR exam have a scaled score at or above the national mean.

Program Goal 2: Program graduates demonstrate knowledge and skills that meet the expectations of the dietetic internship directors.

- 2.1. 80% or more of internship directors' survey will rate graduates with a minimum score of 2 on a 4-point scale.
- 2.2. 80 % of students will earn a score of 70% or higher for the knowledge and skills categories for specified culminating assignments.

Program Goal 3: Program graduates demonstrate oral and written communication skills that meet the expectations of the dietetic internship directors.

- 3.1. 80% or more of internship directors' survey will rate graduates with a minimum score of 2 on a 4-point scale.
- 3.2. 80 % of students will earn a score of 70% or higher for the communications category for specified culminating assignments.

Program Goal 4: Program graduates demonstrate critical thinking and problem solving skills that meet the expectations of dietetic internship directors.

- 4.1. Internship directors' survey will rate graduates with a minimum score of 2 on a 4-point scale.
- 4.2. 80 % of students will earn a score of 70% or higher for the critical thinking and problem solving components for specified culminating assignments.

Program Outcomes Data

The outcomes data that show how well the DPD program is meeting the 5-year pass rate criteria for the Registration Examination for Dietitians and the 5-year acceptance rate criteria of the DPD graduates into dietetic internship programs are available upon request. Individuals may request this information from the DPD director, Lisa Herzig, PhD, RD, CDE (lherzig@csufresno.edu).

PROSPECTIVE STUDENTS

Admission Requirements

Please see the Fresno State University Undergraduate Admissions Office <http://www.fresnostate.edu/studentaffairs/are/> for information regarding the admissions requirements and other details. Transfer students should visit the Undergraduates Admissions Office to learn about the specific criteria to transfer to Fresno State from a branch campus or another academic institution.

<http://www.fresnostate.edu/studentaffairs/are/undergrad/>

Where do I go for advising?

For academic advising, you should schedule an appointment with Dr. Lisa Herzig, RD, CDE – lherzig@csufresno.edu for the Certificate in Dietetics Option. Dr. Herzig will provide assistance in planning your course outline.

For the Career Specialty Option, you should schedule an appointment with Dr. Dennis Ferris – dennisf@csufresno.edu

Your faculty advisor will provide information about professional organizations, work and volunteer opportunities, and planning for the future. **You should plan to schedule at least one advising appointment with an advisor each semester, and get to know your faculty advisor as soon as possible, but no later than your junior year.** To schedule any advising appointment, call the FSN department at 559-278-2164 or stop by FSN department in the Family Food Science building, room 111.

Certificate in Dietetics Option

The Certificate in Dietetics is designed to prepare students to pursue a career as a RD/RDN. To qualify for the national examination to become a RD/RDN, students must earn the following: (1) bachelor's degree from a U.S. regionally accredited university or college, or international equivalent, (2) verification statement from a ACEND accredited DPD, and (3) verification statement from a ACEND accredited internship (DI).

The Dietetics and Food Administration Option when taken with the Certificate in Dietetics is accredited with ACEND as a DPD. Students completing both programs will receive a verification statement to apply for an accredited DI – dietetics internship program.

Currently the supply of positions in dietetic internship programs is less than then demand by the DPD graduates. The DI selection is highly competitive and favors students who have demonstrated a well-rounded preparation as evidenced by their GPA, work experience, volunteer experience, leadership, and career potential. Not all students applying to a DI will be placed.

Certificate in Dietetics Option: Admission Requirements:

To be accepted into the Food Science and Nutrition Department Dietetics Option – Certificate in Dietetics option, students will be evaluated using the following criteria:

- 1) **grade point average of 3.0 or higher in all attempted college coursework**
- 2) **personal statement – statement of personal goals**
- 3) **a minimum of 240 hours of documented work or volunteer experience in nutrition and dietetics**
- 4) **2 letters of recommendation (academic and professional)**

Applications must be requested, completed, and reviewed prior to starting their senior year – fall semester (before enrolling into NUTR 156 – Nutrition Assessment and NUTR 175 Senior Dietetics Seminar) and FSM 133. Students will be notified prior to fall semester whether they have been accepted into the Certificate in Dietetics option.

Individuals who have specific questions about the course requirements or admission requirements for the Certificate in Dietetics Option in the Food Science and Nutrition Department should contact Lisa Herzig, PhD, RD, CDE – DPD director (lherzig@csufresno.edu) for more information.

Career Specialty Option

Not all students will be accepted into the Certificate in Dietetics option based on not meeting the requirements, or they are interested in the nutrition field; however do not want to become a RD/RDN. The FSN department has created another option for those students. This option is called the Career Specialty Option. In consultation with assigned faculty advisor in the FSN Department, each student is required to take the same course requirements as the Dietetics and Food Administration; however they will not take the courses that are required for the Certificate in Dietetics – a total of 12 units. Instead, each student in the career specialty option will select one area of electives to match their career goals. A minimum of 3 of the 12 career specialty units must be upper-division in the Department of Food Science and Nutrition. Career specialties include, but are not limited to, the following:

Pathway to Complete the Bachelor of Science Food and Nutritional Sciences Major – Dietetics and Food Administration – Certificate in Dietetics Option

There is one pathway offered for students to complete the DPD course requirements and to receive a Verification Statement upon completing a BS degree at Fresno State University:

Bachelor of Science Major Requirements – Food and Nutritional Sciences Major - Certificate in Dietetics Option Courses

Major Requirements: 35 units

CULG 50
CULG 152
FSM 60
FSM 131
FSM 133
FSM 134
FSC 1
NUTR 61
NUTR 54
NUTR 160
NUTR 165
NUTR 166S
NUTR 153
NUTR 175
NUTR 156
NUTR 157
NUTR 149

Additional Requirements: 22 units

CHEM 3A
CHEM 8
CHEM 150
BIO 65
BIO 20
PSYCH 10
COUN 174
MATH 11 or approved statistics course

General Education Requirements: 51 units

Includes 12 upper division units to be taken no sooner than the term in which 60 units of coursework are completed.

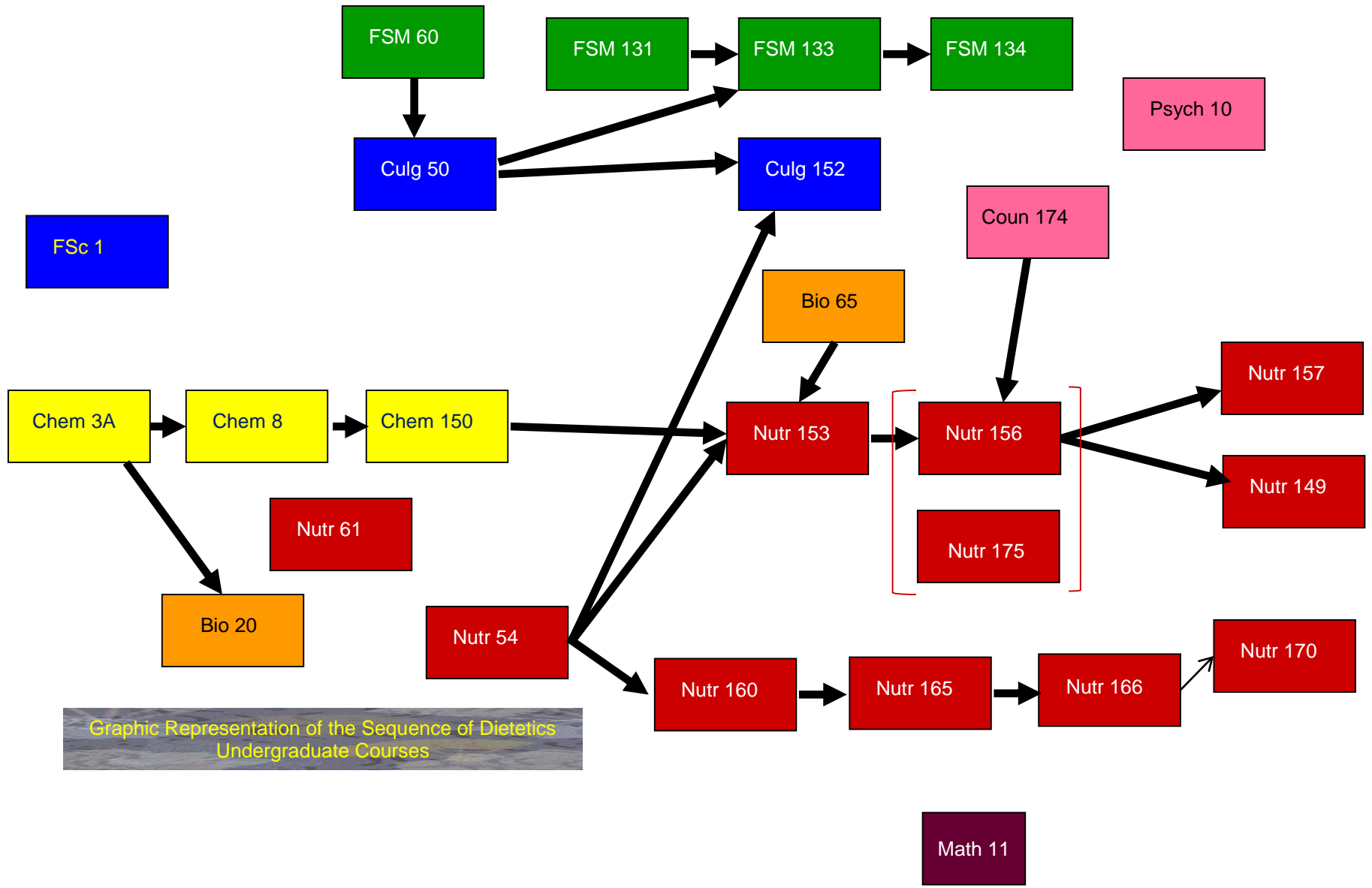
General Education

<http://www.fresnostate.edu/catoffice/current/gened.html>

Total units: 120

Four Year Plan for Dietetics and Food Administration-Certificate in Dietetics Option

Year 1				
Fall			Spring	
GE Area A1	3		GE Area B2	3
GE Area A2	3		GE Area C1	3
GE Area A3	3		GE Area E	3
GE Area B4	3		BIOL 20	4
Math 11 or equivalent	3		PSYCH 10 (GE Area D3)	4
NUTR 61	1			
	16			17
Year 2				
Fall			Spring	
NUTR 54	3		CULG 50	3
GE Area C2	3		FSC 1	3
GE Area D1	3		GE Area C1 or C2	3
CHEM 3A (GE B1)	4		GE Area D2	3
FSM 60	1		CHEM 8	3
	14			15
Year 3				
Fall			Spring	
NUTR 160	3		NUTR 153	3
CHEM 150	3		CULG 152	3
BIO 65	5		NUTR 165	3
COUN 174	3		FSM 131	3
GE-IB	3		GE-IC	3
	17			15
Year 4				
Fall			Spring	
NUTR 156	3		NUTR 157	3
FSM 133	3		FSM 134	3
GE-M/1	3		NUTR 149	3
GE-ID	3		NUTR 170	4
NUTR 175	1			
NUTR 166s	3			
	16			13



Graphic Representation of the Sequence of Dietetics Undergraduate Courses

**Pathway to Complete the Bachelor of Science Food and Nutritional Sciences Major –
Dietetics and Food Administration – Career Specialty Option – Foodservice Management**

Major Requirements: 35 units

CULG 50
CULG 152
FSM 60
FSM 131
FSC 1
NUTR 54
NUTR 160
NUTR 165
NUTR 166S
NUTR 153
NUTR 61

Food Service Management Electives for Career Specialty: 12 units

FSM 133
FSM 134
Additional courses approved by advisor

Additional Requirements: 22 units

CHEM 3A
CHEM 8
CHEM 150
BIO 65
BIO 20
PSYCH 10
COUN 174
MATH 11 or approved statistics course

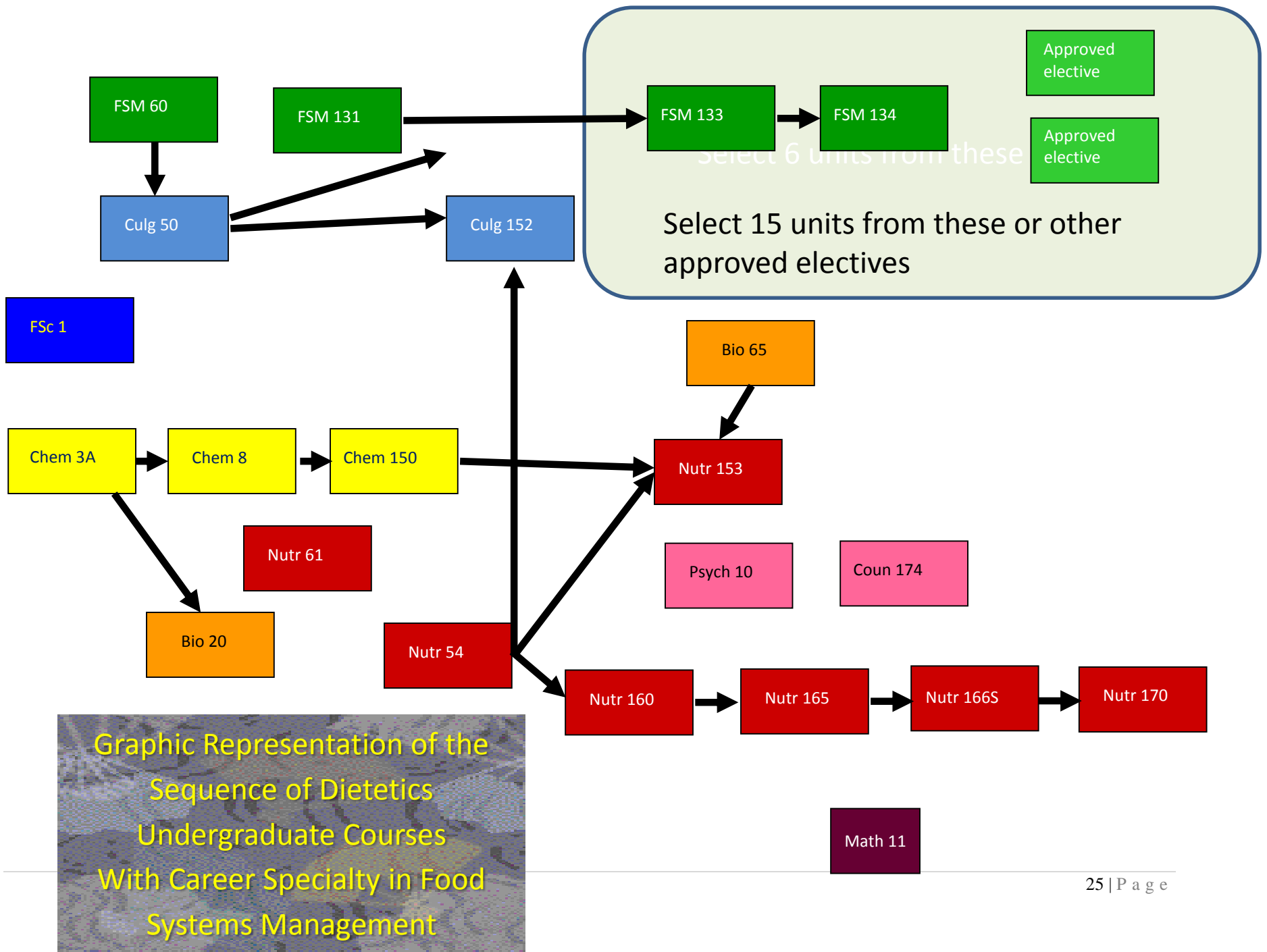
General Education Requirements – 51 units

Includes 12 upper division units to be taken no sooner than the term in which 60 units of coursework are completed.

Total units: 120

Four Year Plan For Dietetics and Food Administration-Career Specialty Food Service Management Option

Year 1				
Fall			Spring	
GE Area A1	3		GE Area B2	3
GE Area A2	3		GE Area C1	3
GE Area A3	3		GE Area E	3
GE Area B4	3		BIOL 20	4
Math 11 or equivalent	3		PSYCH 10 (GE Area D3)	4
NUTR 61	1			
	16			17
Year 2				
Fall			Spring	
NUTR 54	3		CULG 50	3
GE Area C2	3		FSC 1	3
GE Area D1	3		GE Area C1 or C2	3
CHEM 3A (GE Area B1)	4		GE Area D2	3
FSM 60	1		CHEM 8	3
	14			15
Year 3				
Fall			Spring	
NUTR 160	3		NUTR 153	3
CHEM 150	3		CULG 152	3
BIO 65	5		NUTR 165	3
COUN 174	3		FSM 131	3
			GE-IB	3
	14			15
Year 4				
Fall			Spring	
Elective (approved by advisor)	3		Elective (approved by advisor)	3
FSM 133	3		FSM 134	3
GE-IC	3		Elective (approved by advisor)	3
GE-M/1	3		NUTR 170	4
GE-ID	3			
NUTR 166s	3			
	18			14



Graphic Representation of the Sequence of Dietetics Undergraduate Courses With Career Specialty in Food Systems Management

**Pathway to Complete the Bachelor of Science Food and Nutritional Sciences Major –
Dietetics and Food Administration – Career Specialty Option – Community Nutrition,
Health, and Wellness**

Major Requirements: 35 units

CULG 50
CULG 152
FSM 60
FSM 131
FSC 1
NUTR 54
NUTR 160
NUTR 165
NUTR 166S
NUTR 61
NUTR 153

Community Nutrition, Health, and Wellness Electives for Career Specialty: 12 units

NUTR 147
PH 100
PH 112
PH 114, PH 115
PH 128
Additional courses approved by advisor

Additional Requirements: 22 units

CHEM 3A
CHEM 8
CHEM 150
BIO 65
BIO 20
PSYCH 10
COUN 174
MATH 11 or approved statistics course

General Education Requirements – 51 units

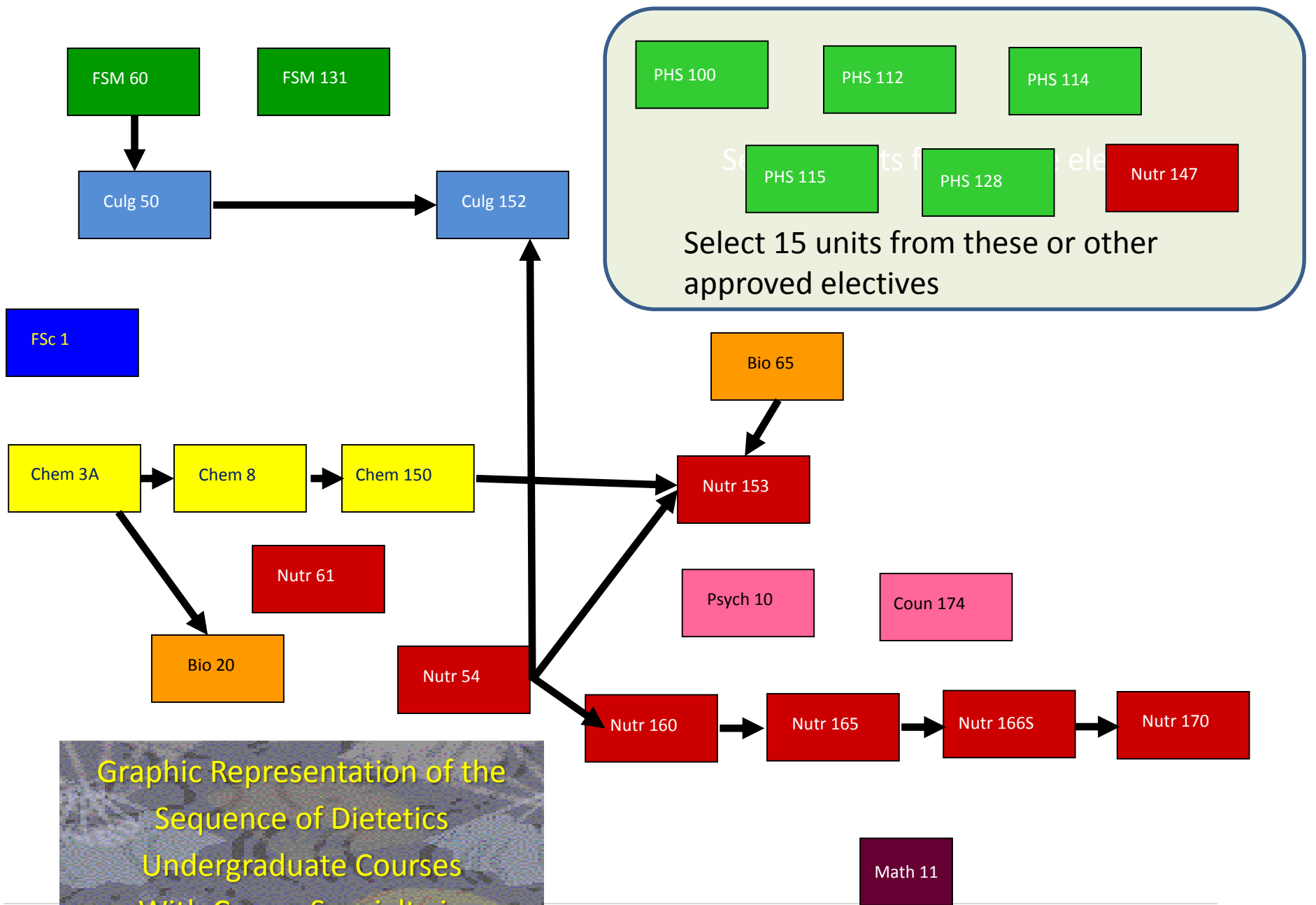
Includes 12 upper division units to be taken no sooner than the term in which 60 units of coursework are completed.

Total units: 120

**Four Year Plan Dietetics and Food Administration-Career Specialty Community Nutrition,
Health and Wellness Option**

Year 1				
Fall			Spring	
GE Area A1	3		GE Area B2	3
GE Area A2	3		GE Area C1	3
GE Area A3	3		GE Area E	3
GE Area B4	3		BIOL 20	4
Math 11 or equivalent	3		PSYCH 10 (GE Area D3)	4
NUTR 61	1			
	16			17
Year 2				
Fall			Spring	
NUTR 54	3		CULG 50	3
GE Area C2	3		FSC 1	3
GE Area D1	3		GE Area C1 or C2	3
CHEM 3A (GE Area B1)	4		GE Area D2	3
FSM 60	1		CHEM 8	3
	14			15
Year 3				
Fall			Spring	
NUTR 160	3		NUTR 153	3
CHEM 150	3		CULG 152	3
BIO 65	5		NUTR 165	3
COUN 174	3		FSM 131	3
GE-1B	3		GE-IC	3
	17			15
Year 4				
Fall			Spring	
PH 100 or approved elective*	3		PH 112 or approved elective*	3
NUTR 147	3		PH 114	3
GE-M/1	3		Approved elective	3
GE-ID	3		NUTR 170	3
NUTR 166s	3			
	15			12

*Options for electives include: PH 100, PH 112, PH 114, PH 115, PH 128 or other courses approved by advisor.



Graphic Representation of the Sequence of Dietetics Undergraduate Courses With Career Specialty in Community Nutrition, Health, and Wellness

Accreditation Status of the DPD at Fresno State University

The Department of Food Science and Nutrition is one of seven departments in JCAST. The University has offered a DPD since 1940, beginning with the undergraduate degree program. The didactic program is administered by Department of Food Science and Nutrition. The Accreditation Council for Education in Nutrition and Dietetics (ACEND - formerly known as The Commission on Accreditation for Dietetics Education - CADE) has recognized the DPD since 1973. In 1999, CADE granted developmental accreditation to the program; this site visit is for the re-accreditation of the DPD. The DPD program was granted accreditation status in 2003. The PAR was approved in 2008. The next review was conducted in Fall 2013. For more information regarding the site visit or Fresno State University's DPD accreditation, please contact:

ACEND, 120 South Riverside Plaza, Suite 2000, Chicago, Illinois 60606-6995

Phone: 312-899-0040 Ext. 5500.

<http://www.eatright.org/acend/default.aspx>

Student Complaints Policy

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) has established a process for reviewing complaints against accredited programs in order to fulfill its public responsibility for assuring the quality and integrity of the educational programs that it accredits. Any individual, for example, student, faculty, dietetics practitioner and/or member of the public may submit a complaint against any accredited or approved program to ACEND. However, the ACEND board does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion or dismissal of faculty or students. It acts only upon a signed allegation that the program may not be in compliance with the accreditation standards or policies. The complaint must be signed by the complainant. Anonymous complaints are not considered. Where a complainant has threatened or filed legal action against the institution involved, ACEND will hold complaints in abeyance pending resolution of the legal issues and the complainant is so advised.

1. ACEND staff forwards all written complaints to the ACEND chair within three weeks of receipt of the complaint.
2. If the ACEND chair determines that the complaint does not relate to the accreditation standards or policies, the complainant is notified in writing within two weeks of the Chair's review that no further action will be taken.
3. If the ACEND chair determines that the complaint may relate to the accreditation standards or policies, the complaint is acknowledged in writing within two weeks of the chair's review and the complainant is provided a copy of the process for handling the complaint.
4. At the same time as the complainant is notified, the complaint is forwarded to the program by express mail second day delivery for tracking purposes. The administrative officers of the institution or organization sponsoring the program, currently on file with ACEND, receive copies of the correspondence by first class mail. At the request of the complainant, the name of the complainant is "blocked out" within the body of the written complaint that is sent to the program.
5. The ACEND chair requests the program to conduct a preliminary investigation and submit a report addressing the relevant accreditation standards or policies postmarked no more than 30 calendar days from receipt of the notification, as documented by the record of second day delivery.

6. The ACEND chair may also request further information or materials relating to the complaint from the complainant, the institution or other sources.
7. The ACEND chair appoints a review committee to consider the complaint, along with all relevant information. The review committee recommends appropriate action to the ACEND board at its next scheduled meeting.
8. In determining the appropriate action, the ACEND board considers the complaint, materials relating to the complaint, the review committee's recommendation, if any, and additional evidence provided by the program, if any.
9. The ACEND board or the ACEND chair may determine that legal counsel is needed to address the complaint. Staff works with the ACEND board and legal counsel to identify a plan to address the complaint.
10. If the complaint is determined to be unsubstantiated or not related to the accreditation standards or policies, no action is taken.
11. If the complaint is substantiated and indicates that the program may not be in compliance with the accreditation standards or policies, appropriate action is taken, which may include, but is not limited to, scheduling an on-site visit of the program. If the complaint is substantiated and the ACEND board determines that the program is not in compliance with the accreditation standards or policies, the ACEND board may place the program on probation or withdraw accreditation or approval.
12. The program director and administration of the sponsoring institution are notified of the ACEND board's decision and action in writing within two weeks of the decision. The complainant is notified of the final decision and action when the reconsideration and appeals process expires.
13. The program has the right to request the ACEND board to reconsider a decision to place the program on probation or to withdraw accreditation or approval.

Program Expenses

Tuition and Fees: Information about the tuition rates, housing and other fees associated with Fresno State are available on the Undergraduate Admissions Office website at:
<http://www.fresnostate.edu/catoffice/current/fees.html>

There are two courses in the DPD program that have a course fee. The course and fee is listed below.

CULG 50 – \$25

CULG 152 – \$25

Books, materials and supplies: Required books, dietary analysis software, and printing fees for course materials are estimated to be approximately \$500 per semester.

Student organization fees: Dues to join the Student Dietetic Association are \$15 for a year or \$10 for one semester.

Health Service Fee: \$93

Immunizations: Fees vary

Professional Organizations

Academy of Nutrition and Dietetics membership dues: \$50.00 (due in May) – automatically become a member of the California Dietetic Association (not mandatory; however highly recommended) Complete the student application and become a member today. See website linked below:

www.eatright.org

The Journal of the Academy of Nutrition and Dietetics (JAND)

- Academy's Members-only website, which includes access to the Evidence Analysis Library (EAL)
- Student Center with information about career planning, student news, and a listserv
- Continuing education programs and materials
- Professional publications
- Member discounts on publications and merchandise
- Annual meeting discounts
- Membership opportunities in dietetics practice groups (DPG)
- Membership in state dietetic association
- Job announcements
- Scholarship opportunities

California Academy of Nutrition and Dietetics – automatic member if member of the Academy of Nutrition and Dietetics <http://www.dietitian.org/>

California Academy of Nutrition and Dietetics - Central Valley District: \$15.00/year for student fee (local dietetic association)

Must attend professional meeting for a course requirement in NUTR 61.

http://dietitian.org/d_cvd/cvd_index.html

Dietetic Internship program application fees:

- Application fees to each Dietetic Internship program: \$30.00-\$60.00 per application
- Online Dietetic Internship Centralized Application System (**DICAS**) Application fee: \$45.00 for the first DI and \$20.00 for each DI applied to thereafter
- D&D Digital computer matching: \$50.00

Students are encouraged, but not required, to attend professional meetings in dietetics. Students will be responsible for covering the registration, housing, and travel costs associated with these meetings. These costs will vary depending on the type and location of the meeting.

Post-baccalaureate Tuition and Fees

Students who attend a dietetic internship after graduating from the Didactic Program in Dietetics will be expected to pay tuition and fees as part of the program costs. The tuition and fees vary between programs. They can range from \$5,000 to \$28,000 depending on the type of program.

Time to Complete the Certificate in Dietetics in order to earn a Verification Statement

Students will have a total of five years from the date that they were accepted into the Certificate in Dietetics option to complete all of the DPD requirements to earn the ACEND verification statement. The verification statement is the form completed by the DPD director stating that you have successfully completed all requirements for the B.S. in Food and Nutritional Sciences degree – Dietetics and Food Administration – Certificate in Dietetics. The verification statement will be issued upon request by the DPD director after receiving an official transcript from Fresno State conferring the degree (see the Verification Statement Policy in the Policy and Procedures section of the handbook). There are exceptions that may need to be made in situations where the student needs to take a leave of absence from the university while completing their degree requirements or other unusual circumstances that may affect their progression through the degree program. These situations will be handled on a case by case basis at the discretion of the DPD director.

The Food Science and Nutrition Department follows the same semester and summer schedule as Fresno State. The calendar can be located at the following web address:

<http://www.fresnostate.edu/academics/calendars>.

POLICIES AND PROCEDURES

Academic Integrity (Honor Code)

<http://www.fresnostate.edu/studentaffairs/division/general/univhonor.html>

Academic Progress

<http://www.fresnostate.edu/studentaffairs/advising/disquali.html>

Access to Remedial Instruction

<http://www.fresnostate.edu/studentaffairs/outreach/esp/>

Access to Student Services

<http://www.fresnostate.edu/studentaffairs/home/current-student.html>

Assessment of Student Learning

<http://www.fresnostate.edu/academics/oie/assessment/>

Disciplinary Procedures for The California State University

<http://www.fresnostate.edu/studentaffairs/judicialaffairs/exec970.html>

<http://www.fresnostate.edu/studentaffairs/division/general/policies.html#disc2>

<http://www.fresnostate.edu/academics/aps/documents/apm/419.pdf>

Grievance Policy and Procedure

<http://www.fresnostate.edu/academics/aps/documents/apm/415.pdf>

Liability Insurance

<http://www.fresnostate.edu/adminserv/ehsrms/riskmgt/insurance/liability.html>

Off-Campus Events Policies and Procedures

<http://www.fresnostate.edu/adminserv/ehsrms/riskmgt/trips/>

Protection of Privacy of Student Information and Accessing Personal Files

<http://www.fresnostate.edu/studentaffairs/judicialaffairs/other/ferpa.html>

Transfer of Credits

<http://www.fresnostate.edu/studentaffairs/are/evaluations/transferecredit.html>

Withdrawal from Fresno State

<http://www.fresnostate.edu/studentaffairs/are/registrar/withdrawl.html>

Verification Statement (Career in Dietetics Option)

Verification Statement Policy

A verification statement is an official document that signifies that the student has met all academic and professional requirements as dictated by the *Accreditation Council for Education in Nutrition and Dietetics* (ACEND) of the Academy of Nutrition and Dietetics for the Fresno State Bachelor's Degree in Food and Nutritional Sciences – Certificate in Dietetics Option. Students are required to meet the requirements listed below in order to receive a verification statement.

This policy is in effect for students applying to the Dietetics and Food Administration - Certificate in Dietetics Option starting fall 2012. Students enrolled in the Dietetics and Food Administration option prior to fall 2012 will be issued a verification statement if they meet the graduate requirements for the Bachelor of Science Degree in Food and Nutritional Sciences – Dietetics and Food Administration option.

Procedure

Students must complete the following to receive a verification statement:

1. Meet the degree requirements for the Food and Nutritional Sciences – Certificate in Dietetics option
2. Maintain a “C” or better in all of the Dietetics and Food Administration – Certificate in Dietetics Option courses.
3. Students with a fall 2012 catalog year must be admitted into the Certificate in Dietetics Option program and successfully complete the following criteria to receive a verification statement:
 - GPA of 3.0 or higher in all attempted college coursework
 - Statement of professional goals – personal statement
 - 240 hours of nutrition/dietetics related volunteer or work experience

Major Requirements

- CULG 50
- CULG 152
- FSC 1
- FSM 60
- FSM 131
- FSM 133
- FSM 134
- NUTR 54
- NUTR 61
- NUTR 160
- NUTR 165
- NUTR 166S
- NUTR 170
- NUTR 175
- NUTR 156
- NUTR 157
- NUTR 149

Additional Requirements

- CHEM 3A
- CHEM 8
- CHEM 150
- BIO 20
- BIO 65
- PSYCH 10
- COUN 174
- MATH 11 (or approved statistics course – PSYCH 42, PH 92, PLANT 99 or AGBS 71)

1. Students who are unable to take the requirements for the Certificate in Dietetics offered by the Department of Food Science and Nutrition at Fresno State, and want to take the course at another college/university, must get approval from the Didactic Program director (DPD) to ensure that this course will meet the requirements for the verification statement.
2. In order to **request** a verification statement form from the DPD director, please either email or send a letter **requesting** a verification statement. Additionally, you must provide **an official transcript** that confers your Bachelors of Science degree in Food and Nutritional Sciences – Dietetics and Food Administration – Certificate in Dietetics Option.

3. Upon receipt of your email or letter, the DPD director will review correspondence and the student's official transcript. Please include the following information in your email or letter:
 1. Name
 2. Student ID number
 3. Mailing address – home preferred
 4. Method of pick-up – mailed to home or pick up in office
 5. Name of internship(s) applying to or have been accepted to
 6. Name of internship director and mailing address if DPD is mailing verification statement(s) to internship director
4. The verification statement will be issued once the DPD director has determined that the student has met the Bachelors of Science in Food and Nutritional Sciences – Dietetics and Food Administration – Certificate in Dietetics Option degree requirements. (Note: There is generally a 2-3 week waiting period for the University to officially confer the degrees. Verification statements will not be issued until the degrees have been conferred and the transcripts have been updated to reflect this change in degree status. This is in compliance with ACEND accreditation standards).
5. Once the verification statement is signed, six copies will be either mailed to the student's home mailing address on record with the University or address provided, or placed in the Food Science and Nutrition office.
6. If a student is accepted into a Dietetic Internship Program, the DPD director will mail an original signed copy to the dietetic internship director provided. Please make sure that this is included on your email or letter request.

One official original copy of your verification statement will be kept on record indefinitely; however, it is important that you keep your original verification statement in your files. Verification statements may be needed by:

- Dietetic internship programs
- Academy of Nutrition and Dietetics (for membership)
- States (for licensure)
- Potential employers

Additional information about verification statements is available on the ACEND website at <http://www.eatright.org/ACEND/content.aspx?id=66>.

Notes