



**BALL STATE  
UNIVERSITY**

W E F L Y

# **Didactic Program in Dietetics (DPD) Student Handbook & Policy and Procedures**

**2025-2026**

Updated Fall 2025 Ball State University | Department of Nutrition and Health Science | Didactic Program in Dietetics | Hayley Berger, MS, RDN, LDN, Program Director | Health Professions Building, Room 530 Muncie, IN 47306 | Phone: (765)285-5959 Fax: (765)285-3210 |

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## From the Dietetics Program Director

*Dear Pre-Dietetics and Dietetics majors and prospective students,*

*Welcome to the Ball State University (BSU) Didactic Program in Dietetics (DPD) Pre-Dietetics and Dietetics majors program. The nutrition faculty and I are pleased with your decision to study Dietetics at BSU. This handbook is designed to assist you with questions pertaining to admission into the Dietetics program, course requirements, student conduct and expectations, helpful resources, and program policies and procedures.*

*On the following pages, you will find information regarding the University, the Department Nutrition and Health Science, and the Pre-Dietetics/Dietetics major. The purpose of this handbook is to provide a point of reference for you about important information regarding the Dietetics Program. It is not designed to replace regular appointments with your academic advisor nor is it intended to replace the BSU Code of Student Rights and Responsibilities.*

*If you should have any questions regarding the program or material outlined in this handbook, please contact me. My contact information is listed below.*

*I look forward to working with you,*

*Hayley Berger, MS, RDN, LDN  
Director, Didactic Program in Dietetics  
Ball State University  
[dpd@bsu.edu](mailto:dpd@bsu.edu)*

## About the Dietetics Program

The Dietetics Program is fully accredited by the Accreditation Council on Education in Nutrition and Dietetics (ACEND), the national accrediting agency for education in programs preparing students for careers as a Registered Dietitian Nutritionist and a division of the [Academy of Nutrition and Dietetics](#). To learn more about ACEND and ACEND accreditation:

Accreditation Council for Education in Nutrition and Dietetics (ACEND)  
120 S. Riverside Plaza, Suite 2190  
Chicago, IL 60606-6995  
(800)877-1600, ext. 5400  
<https://www.eatrightpro.org/acend>

Ball State's Dietetics major is a challenging program that prepares you for a career as an RDN ([the first step of the process](#)). RDNs are employed in more than 40 unique specialties within hospitals, public health clinics, older adult communities, sports organizations, schools, state and local government agencies, and more. If your goal is to become an RDN, your timing is perfect—employer demand for Registered Dietitian Nutritionists is much higher than the national average (2020 US Bureau of Labor Statistics <https://www.bls.gov/ooh/healthcare/dietitians-and-nutritionists.htm>). Whatever your career goals, this major will prepare you for success in any ACEND-accredited supervised practice program (dietetic internship) and working in the field of nutrition.

Our graduates have been very successful in obtaining positions in ACEND-accredited supervised practice programs nationwide and passing the registration examination for dietitians (the RD exam).

Some of the job titles of our graduates include:

- Clinical Dietitian
- Public Health Nutritionist
- Director of Food and Nutrition Services
- Research Dietitian
- Nutrition Educator

Many of our students also become specialists in:

Oncology Nutrition	Eating Disorders	Nutrition Support
Pediatric Nutrition	Sports Nutrition	Women's Health
Diabetes Education	Renal Nutrition	Geriatric Nutrition
Weight Management	Cardiovascular Nutrition	Neonatal Nutrition

For a more comprehensive list of employment options and educational and professional requirements, see the [Registered Dietitian Nutritionist Fact Sheet](#) of the Academy of Nutrition and Dietetics.

*Effective January 1, 2024, the Commission on Dietetic Registration (CDR) will require a minimum of a graduate degree to be eligible to sit for the credentialing exam to become a registered dietitian nutritionist (RDN). Often incorporated into graduate programs, the required dietetic internship provides credit toward the graduate degree.*

### **Helpful Links**

Information contained in this handbook may be found online at the following locations:

- [About the Dietetics Major](#)
- [The BSU Code of Student Rights and Responsibilities](#)
- [BSU Academic Advising Handbook](#)
- [Tour the College of Health](#)

### **Program Director Responsibilities**

The DPD is housed in the Department of Nutrition and Health Science (NHS), within the College of Health. The DPD Director is a full-time employee of the University. It is the responsibility of the DPD Director to:

- Uphold the responsibilities in the Program Director Position Description (on file in the Department of NHS)
- Represent the interests of ACEND and the DPD program at college, academic advising, NHS faculty and nutrition area faculty meetings
- Represent the DPD program to external groups (such as Indiana Medical Licensing Board, Indiana Academy of Nutrition and Dietetics, program stakeholders, and prospective students)
- Act as a liaison to ACEND and the Academy of Nutrition and Dietetics, and Nutrition and Dietetics Educators and Practitioners (NDEP)
- Present Academy, ACEND, and Commission on Dietetic Registration (CDR) information and guidelines to students and faculty
- Oversee program admissions and daily operations of the DPD program as outlined in the sections below

### **Dietetics Program Administration and Support**

The Department of Nutrition and Health Science (NHS) is part of the CoH, which was founded in 2016 to align healthcare professions majors into one college. The Department of NHS was also founded in 2016 and is home to Dietetics, Health Education and Promotion, Respiratory Therapy, and Radiography majors. There is also a combined graduate program in Nutrition and Dietetics and an ACEND-accredited Dietetic Internship (MS/DI program) along with a Master of Science in Nutrition and Dietetics for current RDN. Though BSU offers freshman advising for all academic programs, the department has a full-time, designated academic advisor for the remainder of your academic career.

## Helpful Links

- [Academic Advising Center](#)
- Contact [Ciera Boyes](#), Department Advisor

## Dietetics Program Mission and Goals

As part of the program's ongoing accreditation, the Dietetic Program Director and faculty conduct ongoing evaluation of the program's mission and goals. You can find the University and Program's mission statements below:

### **Mission Statement – Ball State University:**

We engage students in educational, research, and creative endeavors that empower our graduates to have fulfilling careers and meaningful lives enriched by lifelong learning and service, while we enhance the economic, environmental, and social vitality of our community, our state, and our world.

### **Mission Statement – Department of Nutrition and Health Science:**

We are committed to delivering exceptional educational experiences and advancing our respective disciplines through research and service to develop evidence-based practices that promote optimal health while respecting the unique qualities of diverse populations.

### **Mission Statement – Didactic Program in Dietetics (DPD):**

The Ball State University Didactic Program in Dietetics has as its mission the preparation of students for acceptance into, and successful completion of, an accredited supervised practice program, an advanced degree program, and/or entry into a career in foods and nutrition as Registered Dietitian Nutritionists.

## Dietetics Program Goals and Objectives

- 1. Graduates will be prepared for acceptance to and successful completion of an accredited supervised practice program, graduate school, and/or a career in food and nutrition services.**
  - a. Objective 1: At least 80% of students complete program requirements within three years (150% of planned program length).
  - b. Objective 2: At least 70% of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation.
  - c. Objective 3: Of program graduates who apply to a supervised practice program, at least 70% are admitted within 12 months of graduation.
- 2. Graduates will attain the knowledge, skills, and attributes for competent supervised practice and careers in food and nutrition services in the region and beyond.**
  - a. Objective 1: 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%.

- b. Objective 2: Seventy percent of supervised practice program directors, graduate program directors, or employers will report that program graduates were “prepared” or “well-prepared” for supervised practice, graduate program, or employment within 12 months of graduation.
- c. Objective 3: Seventy percent of program graduates completing supervised practice, a graduate program or attainment of employment will report they were “prepared” or “well-prepared” for supervised practice, a graduate program or employment within 12 months of graduation.

Outcomes data are available upon request.

## **Accreditation and Knowledge Requirements for Students**

ACEND accreditation requires that students achieve outlined Knowledge Requirements for Registered Dietitian Nutritionists (KRDNs). The courses you take in the dietetics major (curriculum) have been designed to provide opportunities for learning dietetics profession-related foundational knowledge and related skills. You will notice that KRDNs are outlined in the syllabus of most of your dietetics (NUTR) courses, or that course content is found under the “Scientific and Evidence Base of Practice” domain. The program director maintains a curriculum map of your required KRDNs to ensure that all program graduates receive the same level of dietetics training. The national ACEND accreditation ensures that all dietetics undergraduate students achieve the same KRDNs, so that all ACEND program graduates (nationwide) are equally trained. ACEND KRDNs are updated every five years. The current ACEND KRDNs (2022 Standards) are as follows:

### **2022 ACEND Accreditation Standards**

The program’s curriculum must prepare students with the following core knowledge:

#### **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.

#### **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.

**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.

**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.

**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.

**Student Advising and Stellic**

Nutrition faculty are always pleased to assist you with determining your career path in dietetics. However, it is critical to meet with an academic advisor to make sure you are taking the courses you need to graduate (and taking them in the correct sequence). As a freshman (Pre-Dietetics major), you are assigned a freshman academic advisor through the Freshman Advising Center located on the third floor of North Quad in room 339. Once you have completed 30 credits, you will be assigned to an Upper Division departmental advisor based on your current major (Pre-Dietetics).

The name and contact information for your Upper Division advisor will be listed on your Stellic page and can also be found by selecting "Current Degree and Advisor" under the "Student Records" link in **Self-Service Banner (SSB)**. Stellic is an academic planning and degree progress tool that reflects your academic progress toward degree completion (graduation) from Ball State. This web-based program can be accessed online anywhere that you have internet access through the [My Ball State portal](#).

The Academic Advisor for the Pre-Dietetics/Dietetics major is:

Ciera Boyes  
Health Professions Building 211J  
765-285-8686  
[Ciera.boyes@bsu.edu](mailto:Ciera.boyes@bsu.edu)

In the event you are not selected as a candidate for progress in the Dietetics major, your academic advisor can assist you in finding career paths that are better suited for your interests. You have immediate access to your own academic files within Stellar and Banner.

## University Calendar and Policies

The DPD follows the [BSU Academic Calendar](#) for all course meetings and scheduled breaks and campus closures. The University offers a notification service to all students and faculty (text and [www.BSU.edu](http://www.BSU.edu) website) to announce any campus closures related to weather or special circumstances.

The University has a number of specific policies regarding student absences housed within different areas. Accommodations for student absences are needed and in some circumstances are required by law. A compilation of [student attendance and absence policies](#) are on the BSU website under the Office of the Vice Provost for Academic Affairs.

All deadlines for course enrollment, payment of tuition and fees, course add/drop, and course withdrawal are determined by the University and can be found on the [BSU website](#).

## Required Courses, Sequence, and Descriptions

Pre-Dietetics and Dietetics curriculum is carefully planned to uphold the ACEND KRDNs (see Accreditation and Knowledge Requirements for Students). Students begin the Pre-Dietetics major by completing Foundation Knowledge-related KRDNs (introductory foods and nutrition courses and science courses include chemistry, anatomy, physiology, and biology). Students then take courses that are more specialized to dietetics practice in their third and fourth years (nutritional biochemistry, nutrition counseling, management, leadership, research methods) and learn about nutrition for special populations. The current course catalog provides the list of required courses, including university core class requirements (link below).

Course descriptions of all required and elective dietetics courses are described in the [undergraduate course catalog \(Dietetics\)](#). Application and admission into the Dietetics major is discussed in the next section.

Students can complete the dietetics major course requirements to obtain a [Bachelors of Science](#) or a Bachelor of Art Degree by successfully completing courses outlined in the respective student check sheets.

Students holding a prior baccalaureate degree who are seeking a Verification Statement in Dietetics are not required to complete University Core Courses.

A schedule of course “start and end” dates and other notable deadlines (such as course add/drop and withdrawal can be found on the [BSU Academic Calendar](#).

## **Dietetics Course Descriptions and Requirements**

Course requirements and course descriptions) can be found in the [undergraduate course catalog \(Dietetics\)](#). It is important to note that some courses may require lab equipment, specific attire, or additional information.

## **Helpful Links**

You will find the following links very helpful as you navigate your degree.

- [BSU Undergraduate Course Catalog \(Dietetics\)](#)
- [BSU Tuition and Fees](#)
- [BSU Financial Aid and Scholarships](#)
- [Nutrition and Health Science Department Scholarships](#)

## **Withdrawal from Classes**

Students can leave a class they have registered for by withdrawing from the class. However, there are certain deadlines that need to be met in order to receive a refund for the withdrawn class or classes. Consult the BSU website, "[Withdrawal from Classes](#)" section for information and deadlines. For more information on how withdrawing from a course will affect your billing, contact the [Office of Student Financial Services](#). Also, please note that withdrawals can affect financial aid.

## **Application and Admission to the Dietetics Program**

All students who are interested in an exciting career in foods and nutrition are eligible to declare the Pre-Dietetics major. Pre-Dietetics students are expected to apply for the Dietetics major during the semester they complete the Dietetics Major prerequisites, usually the spring of the second year (following the eight-semester sequence for Dietetics).

### **Procedure to Apply**

The DPD Director will send an email invitation for program application in March of each spring semester. Students may apply if they are currently enrolled in or will complete the program prerequisites during the summer semester. The DPD Director provides conditional permission for all applicants to ensure they will be able to register for fall classes. The DPD Director will begin reviewing application packets as soon as grades for the spring (or summer) semester are posted. Program admission is based on student performance, which ensures fair, equitable and considerate treatment of students. All students meeting the program requirements are fully admitted into the program. The program is accredited for up to 50 admissions into the Dietetics major each year, but the program has never exceeded this number in applications.

### **Student Application Procedure:**

Include the following documents your application materials:

- The program application form
- Transcripts for any other University attended in which dietetics courses were taken.
- Grades for program pre-requisite courses
- Grade Point Average (GPA)

## Minimum Requirements for Admission

Minimum requirements for admission into the Dietetics program include:

- Credit in NUTR 340 with a grade of B (3.0) or better;
- Credit in CHEM 111, CHEM 112, CHEM 230/241, ANAT 201 and PHYSL 215 with a grade of C (2.0) or better; and
- A cumulative undergraduate grade point average of 3.0 or higher.

## Admissions Process

- The program director will provide permissions for all students who indicate they are applying into the major to enroll in spring for their fall (Dietetics) classes. Candidates will be admitted *conditionally* until all required courses have been completed successfully.
- Once all requirements have been met, the DPD Director will send a formal letter of acceptance to the Dietetics Program to each student and the Academic Advising Center (advisors will update the student's major to "Dietetics" in Banner).
- Students will *not* be allowed to take any required advanced nutrition classes (e.g., NUTR 345, 346, 365, 435, 446, 447, 455, 456) until they have been officially accepted into the dietetics program.

## Student Appeals Process

If students do not meet the benchmark grades for required courses (e.g. receiving a "C-" in CHEM 230/241), they can request a second full review of their application. The DPD Director will then take their application to the Nutrition Faculty for a vote to determine if the student should be granted an exception to the admission criteria.

Students not meeting the above criteria for full admission into the Dietetics Program, and not receiving an admission vote from the Nutrition Faculty, will be allowed to repeat any class that is keeping them from meeting the established eligibility requirements **one time**. No student will be allowed to enroll in the advanced nutrition classes until the class(es) in question have been completed successfully.

Student success is our priority at BSU. Once students are admitted into the program, the DPD Director will review student course performance after the first year in the program (junior year on the eight-semester sequence). Students who have received a grade of "C-" or lower will be referred to support services (such as the Learning Center) which will help improve study skills, time management, and self-advocacy to protect and improve their Grade Point Average (GPA).

## Transfer Students: Assessment of Prior Learning

The DPD welcomes transfer students into the program. To transfer credits from another institution, the following procedure must be followed:

### Students Admitted to Ball State

Transfer students who have been admitted to Ball State University have already submitted their official transcripts from all institutions in which they are requesting transfer credits to the BSU Admissions Office/Registrar as part of the general admissions process. As part of this process, the BSU Admissions

Office/Registrar will review all prior learning and determine standard transfers (please note that standard transfers include University Core classes that were completed with at least a 2.0/C or better from an accredited institution). Once the standard classes have been accepted, more specific classes, such as those required for the DPD core, will be addressed in the following manner:

- The student will provide the course description and course syllabus for each course in which they would like to obtain transfer credit to the DPD Director. Both the course description and syllabus must be as they were written in the semester in which the course was completed and must be from the original University in which the course was offered. Note: Course descriptions and syllabi for courses taken outside of the Foods and Nutrition area (ex. Chemistry, Biology) may be presented to the Academic Advising Center, TC 9<sup>th</sup> Floor. Academic Advising can proceed with the evaluation.
- The DPD Director will review the information (course description and syllabus) for a potential match with courses on the current DPD curriculum. Courses taken outside of the Nutrition (NUTR) area will require an evaluation from the appropriate department's representative (e.g. Chemistry course descriptions and syllabi will be evaluated by a representative of the BSU Chemistry Department).
- Courses accepted for transfer for NUTR courses must meet the required Knowledge Requirements for Registered Dietitian Nutritionists (KRDNs) assigned to the Dietetics curriculum to ensure that all program graduates have met the ACEND KRDN requirements.
- If a match is determined, the DPD Director will approve the credit transfer through the Office of Academic Advising.
- If a match is not determined or is declined, the student may appeal the DPD Director's decision by requesting the Nutrition Area Faculty Committee to review the course description and syllabus (or other department, if the course is outside of the NHS Department).
- Transfer students should declare the "Pre-Dietetics" major and will apply into the Dietetics Major as specified in the previous sections of this handbook.
- The program does not have a policy for assessment of prior work experience to replace courses.

### **Students Not Admitted to Ball State**

Transfer students who wish to have their current transcripts reviewed for potential transfers into the DPD, but who HAVE NOT been admitted to the University may request the DPD Director to review their transcripts for an unofficial review for transfer credit. For this process, the prospective student may submit their transcripts to the DPD Director for a review of DPD-specific classes. The DPD Program Director WILL NOT assess transfer credits for the purpose of meeting University or Department Core requirements. Instead, the DPD Director will review the transcripts for equivalents to NUTR courses (and KRDN content). The official course transfer will not occur until the student is admitted to the

University (at which time, the procedure listed above will be followed). Student transfer credits will be recorded in the DegreeWorks transcript.

### **Evaluation of Non-United States Transcripts**

Prospective students who hold a degree from an institution outside of the United States must have their original transcripts evaluated by an approved third-party reviewer (see [ACEND link](#)). Ball State University prefers that non-United States transcripts are evaluated by World Education Services (WES) prior to application.

Once transcripts are evaluated by WES or approved transcript evaluation service, the DPD Director will review the evaluation report to determine equivalencies for ACEND KRDNs within the curriculum. The DPD Director will then be able to determine the number of courses accepted and the remaining course of study to attain a Verification in Dietetics.

### **[ACEND guidelines for students with degrees from non-United States institutions](#)**

### **Acceptance of Transfer Credits**

Students must meet the BSU Residency Requirement (the number of credits required to be taken at BSU in order to earn a degree from the University) for graduation. This requirement is that thirty (30) of the last 40 hours taken prior to graduation must be resident credits. In other words, only 10 credits of the last 40 can be transfer credits. Among the required resident course credit hours, for Verification in Dietetics (see “Obtaining the Verification in Dietetics”), the following classes MUST BE completed at BSU unless a formal course syllabus review is conducted by the DPD Director, evaluating course credit from another ACEND accredited program:

- NUTR 345 Macronutrient Metabolism
- NUTR 346 Micronutrients and Phytochemicals
- NUTR 365 Professional Leadership in Nutrition and Dietetics
- NUTR 446 Medical Nutrition Therapy 1
- NUTR 447 Medical Nutrition Therapy 2

### **Student Performance, Monitoring and Knowledge Requirement Assessment**

- Both Pre-Dietetics and Dietetics majors will receive all program updates and communication from the DPD Director. Students will remain a Pre-Dietetics major in the Banner system (the University student management platform) until they are granted full admission to the Dietetics major through the process indicated above.
- Students are informed of the academic rigor of the dietetics program and the expectations of program graduates in NUTR 101 Introduction to the Profession of Dietetics, the first course in the program. Students are made aware of the gravity of their grade point average (GPA), work/volunteer experience, and conduct (including ethical behavior) as they work toward program completion and application and acceptance into supervised practice.

- The application into the Dietetics major from Pre-Dietetics is a checkpoint for readiness in upper-level courses and prospective acceptance into a supervised practice program and graduate school. The application into the major also serves to:
  - Identify student interests in the dietetics field, allowing the DPD Director to align students with faculty mentors
  - Review a sample of the applicant's writing (letter of application). The DPD Director can identify strong writers (to encourage student collaboration with faculty) and students who may need assistance in written communication. Students needing assistance can be referred to the Learning Center Writing Program or Career Center
  - Identify high-achieving students for internal and external awards and scholarships, and those who may benefit from Learning Center referrals for assistance
- Students will remain in the major with passing grades in upper-level courses (earning credit for each course), though the target is to achieve above a "B" or better in all NUTR courses. The Program Director will monitor student course outcomes one year after admission to the program (one year prior to completion of the program) to ensure that students remain on-track for the competitive dietetic internship application process, graduate school admission, and overall success in the dietetics field.
- Students are expected to follow the BSU [Code of Student Rights and Responsibilities](#) while in the Dietetics Program. Infractions such as unethical behavior, plagiarism, and cheating will not be tolerated by the University or the DPD. The DPD Director must follow university protocol when dealing with violations of the BSU Code of Student Responsibilities.
- Faculty formally assess student knowledge requirements (KRDNs) at designated points within courses in the Dietetics curriculum via specific assignments, projects, and exam questions. Faculty will notify the program director of students who do not initially meet KRDN/s so that a plan can be developed and monitored to ensure students have achieved the KRDN by program completion.

## **Student Advising to Exit DPD Major**

Students who are unable to uphold the dietetics course requirements and program admission (including those who are not admitted to the program despite a repeated attempt or those who do not wish to continue the program curriculum as outlined) will be encouraged to find a better-suited career path through university Academic Advising Center.

## **Student Retention and Remediation**

Ball State University offers students in need of remediation services support via the [Office of Retention and Graduation](#) and the [Learning Center](#). The Learning Center is part of University College, which offers student-centered programs and services that enhance students' success including tutoring and academic coaching. Students needing assistance should reach out to the program director or contact the Office of Retention and Graduation or the Learning Center directly.



## Disciplinary/Termination Procedures

Students at Ball State University are expected to conduct themselves in a professional manner at all times. Professional conduct includes but is not limited to:

- Verbal or written abuse of the program, program director, program faculty, preceptor, or any individual served by the facility to which the student is assigned
- Interference with the completion of the evaluation process
- Consistent inability to work with those individuals served by the facility to which the student is assigned
- Inability to follow DPD Policies as stated in the handbook and policy and procedure manual

If a student's actions are deemed to be outside the realm of the guidelines of these documents the student will be removed from the situation and individually counseled and educated to correct the situation. Following the student's statement of understanding the student may be returned to the program at a time and situation determined by the director. If a student's actions continue in a manner inconsistent with the Ball State University Code of Student Rights and Responsibilities, Academy Code of Ethics or Standard of Practice, or the Student Academic Ethics Policy the student will be dismissed from the program.

Students are expected to practice following the [Ball State University Code of Student Rights and Responsibilities](#), [Academy Code of Ethics](#) and the [Student Academic Ethics Policy](#).

## Dietetics Program Completion

Successful completion of the Dietetics program requires that all ACEND KRDNs have been met (ensuring that all students have met the same standards for completion). The courses (or equivalent courses) listed in the Verification Checklist contain all ACEND KRDNs assigned for the current curriculum.

When a student applies for graduation, their transcript is reviewed for completion of all University Core and Dietetics-required courses. When it is determined that the student has met graduation requirements, the University will present a diploma. The Dietetics Program Director will also conduct a review of each student's transcripts to ensure that all ACEND KRDNs have been met. Once the degree has been conferred (confirmed to be complete), the Program Director will complete a Verification Statement, verifying that all KRDNs have been met. All students will receive a Verification Statement indicating this completion.

### Maximum amount of time allowed to complete the Dietetics Program

Per BSU policy on [degree requirements and limits](#), there is no specific time limit for the completion of undergraduate degrees, but the university reserves the right to review course work that is more than seven years old. Furthermore, the university is neither obligated nor committed to continue courses or programs so that students can take more than the normal four or five years to complete bachelor's degrees or more than two years to complete associate degrees.

Most students can expect to complete the dietetic program within three years after admission to the dietetics major. In the event that a student is unable to complete the dietetic program within the three years after admission to the dietetics major (150% of program length), arrangements for an extension to complete the program will be assessed by the program director in collaboration with university advising.

## **Dietetic Internship/Supervised Practice Application Process**

The DPD is the first step in becoming a Registered Dietitian Nutritionist (RDN). Students begin the national application process for the dietetic internship or supervised practice program in the semester prior to graduation. The application timeline begins in the fall semester for all spring graduates. The internship application is a nationally competitive process that occurs each spring and fall through the Dietetic Internship Centralized Application System (DICAS) and D&D Digital (computer matching service). The strength of an application depends on academic performance, work and volunteer experience, a well-written cover letter, and faculty and supervisor recommendations.

Application into the Dietetics major is a checkpoint for readiness for the internship application process (management of academic performance). The Dietetic Internship/Supervised Practice application process will be discussed at several points during the undergraduate program, beginning in the first course NUTR 101 Introduction to the Profession of Dietetics. From there, the DPD will help prepare you for the national internship application by offering the following:

- Introduction to the pathway to becoming a Registered Dietitian Nutritionist (RDN) – NUTR 101
- Guest speakers: Current or recent BSU Dietetic Intern guest lecturer – NUTR 101
- Introduction to Ball State Dietetic Association (BSDA) student organization and activity hub for all dietetics-related volunteer and work experience opportunities (resume building)
- Introduction to the “Career Ready” certification program through BSU Career Center
- Presentation of the Dietetic Internship Application Process and BSU dietetic internship Early Action admission process for senior students (each fall)
- Direct assistance with the internship application and site determination from the DPD Director
- Open resource for dietetic internship open houses and announcements in senior course Canvas sites (NUTR 446)
- Access to the Applicant’s Guide to Supervised Practice (program copy)

[Learn more about the national application](#)

## **Early Action Application – BSU Dietetic Internship**

The DPD has a partnership with the BSU Dietetic Internship and graduate program (MS/DI) in which the graduating seniors are offered the opportunity to apply directly into the Ball State University MS/DI program ahead of the national matching process.

If students decide to apply via the Early Action Application route, they will be given the full application packet and instructions for application by the DI director. Students will be notified if they are accepted into the MS/DI prior to the national application deadline (DICAS/D&D Digital deadlines).

## **Nomination of DPD Students for Awards & Scholarships**

The DPD Director is responsible for the nomination of students for awards including the NHS Outstanding Senior award and the Indiana Academy of Nutrition and Dietetics Outstanding Student in a DPD Award. Though the DPD Director is responsible for the nomination process, the selection of the nominee is made with the vote of the nutrition faculty.

The DPD Director often receives requests for student letters of recommendation for scholarships, internship applications, and employment. It is critical that the DPD Director only accepts requests to provide recommendations on behalf of the students they can honestly and ethically support for the position they are applying to.

## **Issuance of Verification Statements**

Students completing the Dietetics-required courses and ACEND KRDNs will be issued a Verification Statement. Students who have already earned a baccalaureate degree from BSU or other accredited university will be issued six (6) paper copies of the Verification Statement or one electronic copy containing the Dietetics Program Director's official electronic signature. It is important to maintain copies of the Verification Statement for entrance into the dietetic internship (or other supervised practice pathway), to sit for the National Registration Examination for Dietitians (RDN Exam), and to apply for state licensure. The DPD Director maintains a copy of each program graduate's Verification Statement indefinitely.

## **Nutrition and Dietetics Faculty and Program Resources**

The Dietetics Program faculty offer a wealth of experience in food, nutrition, and dietetics professions. Our faculty welcome collaboration with Dietetics students through research, community partnerships, and immersive learning. You will be introduced to the nutrition faculty in your first program course, NUTR 101 The Profession of Dietetics, and can find out more through the ["About Us"](#) link on the Department website. The Dietetics Program faculty offices are located on the fifth floor of the Health Professions Building (HB).

The Health Professions Building was completed in 2019. The building was designed for clinical simulations, interprofessional collaboration, and training for healthcare professionals. Many dietetics courses are taught in the Health Professions Building and Clinics.

## **Dietetics Major Ethics and Professionalism**

Dietetics students are expected to abide by the Ball State University Code of Conduct (Student Rights and Responsibilities) and the Student Academic Ethics Policy. Students who collaborate with faculty on research projects may be required to complete Collaborative Institutional Training Institute (CITI) training for ethical conduct in research.

Students enrolled in ACEND-accredited dietetics programs should also adhere to the Code of Ethics for Nutrition and Dietetics Professionals. The code reflects the values and ethical principles guiding the nutrition and dietetics profession and to set forth commitments and obligations of the practitioner to

the public, clients, the profession, colleagues, and other professionals. Dietetics students will learn about the Code of Ethics in several courses, beginning with NUTR 101 Introduction to the Profession of Dietetics.

### **Helpful Links**

- [Student Code of Rights and Responsibilities](#)
- [Student Academic Ethics Policy](#)
- [Code of Ethics for Nutrition and Dietetics Professionals](#)

## **Student Privacy and FERPA**

Students who are currently enrolled or formerly enrolled, regardless of their age, are subject to the Family Educational Right and Privacy Act (FERPA). This act ensures that a student's private information remains private. To learn more about FERPA, please see the link below.

### **Helpful Link**

- [Family Educational Rights and Privacy Act](#)

## **Student Grievances and Special Circumstances**

It is important to your Dietetics Program faculty that students are treated with respect. If you have a complaint against the Dietetics Program (courses, faculty, or policies), the first step is to discuss this with the Program Director. If the complaint is against the Program Director, it should be communicated to the NHS Department Chairperson. If there is not a satisfactory resolution to the complaint, the student may then go to the Dean of the College of Health. If there is not a satisfactory resolution the student may then go to the University Provost.

The student is encouraged to take any complaint to the person closest to the problem. Be assured that you will not be penalized for voicing a concern. If all program and University options for filing a complaint have been exhausted and the student believes that the DPD is not meeting ACEND accreditation standards, they may also address concerns to the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics 120 South Riverside Plaza, Suite 2190, Chicago, IL, 60606-6995, 312-899-0040 ext. 5400. Complaints and their resolutions will be kept on file for seven years and there will be no retaliation for submitting complaints.

ACEND has established a process for reviewing complaints against accredited programs 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.

Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606, (800)877-1600 x 5400.

### **Helpful Link**

- [Filing a Complaint With ACEND](#)

### **Special Needs**

Students with special needs, either physical or learning disabilities, which may affect their performance in class or require special instructional strategies should make these special needs known to their course instructors during the first two weeks of class each semester. If a special circumstance arises, such as extended personal illness or a family emergency, students should contact the Office of the Vice President for Student Affairs/Dean of Students (765)285-7545. This Office can help you make arrangements with your professors during your absence.

### **Disability Services**

If you need course adaptations or accommodations because of a disability, please contact the DPD Director as soon as possible. Ball State's Disability Services office coordinates services for students with disabilities; documentation of a disability needs to be on file in that office before any accommodations can be provided. Disability Services can be contacted at 765-285-5293 or [dsd@bsu.edu](mailto:dsd@bsu.edu)

### **Statement of Diversity**

Ball State University aspires to be a university that attracts and retains a diverse faculty, staff and student body. We are committed to ensuring that all members of the campus community are welcome through our practice of valuing the various experiences and world views of those we serve. We promote a culture of respect and civil discourse as evident in our [Beneficence Pledge](#). For Bias Incident Response service information, go to [bsu.edu/multiculturalcenter/bias](http://bsu.edu/multiculturalcenter/bias) or e-mail [mc2@bsu.edu](mailto:mc2@bsu.edu).

### **Ball State Student Dietetic Association (BSDA) and Professional Associations**

All Pre-Dietetics and Dietetics students are encouraged to attend Ball State Dietetic Association (BSDA) meetings. BSDA is a student-led professional organization that encourages students to learn more about the dietetics profession, network with faculty and Registered Dietitian Nutritionists, meet student mentors (upper classmen), and gain meaningful leadership experience. The BSDA is also the Dietetics Program's hub for all community outreach, volunteer opportunities, and dietetics-related employment announcements. All students in NUTR 101 Introduction to the Profession of Dietetics will be required to attend one BSDA meeting in the semester they complete the course.

### **Academy of Nutrition and Dietetics**

Students are strongly encouraged to join the Academy of Nutrition and Dietetics, the largest professional association of nutrition and dietetics professionals in the world. Academy membership gives access to many benefits, including exclusive information from the Student Member website section and the *Student Scoop*, the Evidence Analysis Library, *Daily News*, *Journal of the Academy of*

*Nutrition and Dietetics*, free membership in the Indiana Academy of Nutrition and Dietetics (or the state affiliate of your choice), and scholarship opportunities. Student membership may be required in conjunction with specific NUTR-prefix courses. You can learn more about student membership in the Academy of Nutrition and Dietetics at this link: [www.eatrightpro.org](http://www.eatrightpro.org)

If you are a junior and are interested in serving as the liaison between the Dietetics Program and the Academy of Nutrition and Dietetics Student Council, please let your Dietetics Program Director know. There is also an opportunity to serve at the national level as a member of the Student Council Advisory Council which involves an application process.

## Appendix A: Ball State University Resources for Students

The Ball State [Code of Student Rights and Responsibilities](#) (*Code*) is published online. The *Code* provides extensive information about the rights of students as members of the Ball State community as well as expectations for their behavior and the procedures used to address behavior that falls short of expectations. This notice is provided by the [Office of Student Conduct](#).

A number of statements and policies referenced by the *Code* are used frequently by students, faculty, and other employees.

- <https://www.bsu.edu/about/administrativeoffices/student-conduct/policiesandprocedures/sexual-harassment-misconduct> -- The University's policy regarding student sexual harassment and misconduct is outlined at this link. This policy applies specifically to circumstances when a student is accused of sexual misconduct.
- <https://www.bsu.edu/about/administrativeoffices/vice-provost/student-services/academic-integrity> -- The Academic Ethics policy for students contains a statement of academic values, definitions and procedures for handling alleged violations.
- <https://www.bsu.edu/about/administrativeoffices/student-conduct/policiesandprocedures/alcohol-policy> -- The University's alcohol policy for students is linked here.
- <https://www.bsu.edu/about/administrativeoffices/student-conduct/policiesandprocedures/drugs> -- The University's drug policy for students is linked here. The Good Neighbor policy provides students the opportunity to have University disciplinary action waived when seeking medical or other emergency assistance for another person in distress. This is similar to the Indiana Lifeline Law, which pertains to criminal action.
- <https://www.bsu.edu/-/media/www/departamentalcontent/smokefree/tobaccofreepolicy.pdf> -- Ball State's smoking/tobacco free policy cigarettes, cigars, pipes, hookahs, e-cigarettes (this includes "vaping" devices), and any non-FDA approved nicotine delivery device.
- <https://www.bsu.edu/about/administrativeoffices/vice-provost/student-services/attendance-policies> -- This policy addresses student leaves pertaining to funerals, jury duty, pregnancy, and procedures for appealing faculty decisions.
- <https://www.bsu.edu/about/beneficence> -- A direct link to the Beneficence Pledge, a commitment to the values of academic integrity, excellence in scholarship, social responsibility, and respecting and learning from others.

## Appendix B: Dietetics Program Director Calendar (Approximate)

**Ongoing:** Review of program inquiries (prospective students, transfers, major changes, and international students); Recruitment – program, department, CoH, and external marketing to surrounding high schools. University Service (committees, collaborations, and program-related internal assessment and strategic planning)

Month	Program Deadline	ACEND Deadline
<b>August</b>	<ul style="list-style-type: none"> <li>Prepare DI application (Fall Applicants)</li> <li>Audit student Stellic to identify at-risk students in the DPD</li> <li>DICAS portal opens for all applicants</li> </ul>	
<b>September</b>	<ul style="list-style-type: none"> <li>Begin DI Application Timeline with senior students</li> <li>Introduce Career Center services for DI application support</li> <li>Work with DI director for presentation of BSU's MS/DI program recruitment</li> <li>Personal Statement and Resume writing workshop for senior students (with nutrition faculty)</li> </ul>	<ul style="list-style-type: none"> <li>Provide ACEND/AND with a list of incoming freshmen/pre-dietetics majors for ACEND/AND communicate</li> <li>Complete Intent to Complete (DICAS)</li> <li>Complete all recommendation requests (DICAS)</li> </ul>
<b>October</b>	<ul style="list-style-type: none"> <li>Early Action process (with Dietetic Internship Director)</li> <li>BSU Preview Day 1 (recruitment)</li> <li>Prepare midterm progress reports</li> </ul>	<ul style="list-style-type: none"> <li>FNCE</li> <li>NDEP Dietetic Internship Fair (assist with recruitment; help DPD students navigate)</li> <li>DICAS applications due for Fall applicants (~September 3<sup>rd</sup>)</li> </ul>
<b>November</b>	<ul style="list-style-type: none"> <li>BSU Preview Day 2 (recruitment)</li> <li>Annual MS/DI Webinar</li> </ul>	<ul style="list-style-type: none"> <li>DI Fall Applicant Notification (November 1)</li> <li>ACEND annual report due</li> </ul>
<b>December</b>	<ul style="list-style-type: none"> <li>Commencement Ceremony</li> <li>Issue Verification Statement (after degrees are conferred)</li> </ul>	
<b>January</b>	<ul style="list-style-type: none"> <li>Complete Recommendations for applications to national match and graduate schools</li> </ul>	<ul style="list-style-type: none"> <li>Complete Intent to Complete (DICAS)</li> <li>Complete all recommendation requests (DICAS)</li> </ul>
<b>February</b>	<ul style="list-style-type: none"> <li>ANDF Awards nominations and recommendation letters</li> <li>Prepare midterm progress reports</li> </ul>	<ul style="list-style-type: none"> <li>DICAS applications due for Spring Applicants (~February 6<sup>th</sup>)</li> <li>ANDF Awards applications due</li> </ul>
<b>March</b>	<ul style="list-style-type: none"> <li>Send call-out announcement for program applications (Pre-Dietetics applying to Dietetics major)</li> <li>Send program application materials to those who have responded to application call-out</li> <li>BSU Admitted Student Day 1</li> <li>-DISC Selection Committee</li> </ul>	<ul style="list-style-type: none"> <li>DI Spring Applicant Notification (March 1), Open Enrollment begins</li> </ul>
<b>April</b>	<ul style="list-style-type: none"> <li>Applications for Dietetics program Due</li> <li>BSDA Officer Elections</li> <li>BSU Preview Day</li> <li>IAND Annual Meeting</li> </ul>	<ul style="list-style-type: none"> <li>NDEP Annual Meeting</li> <li>ANDF Scholarships Deadline</li> </ul>
<b>May</b>	<ul style="list-style-type: none"> <li>Commencement Ceremony</li> <li>Issue Verification Statement (after degrees are conferred)</li> </ul>	
<b>Summer</b>	<ul style="list-style-type: none"> <li>Prospective student emails, transcript evaluation, student meetings, meet with families</li> <li>Freshman orientation (parent meet &amp; greet)</li> <li>Academic Advisor training (freshman advising, honors, athletics, and CoH)</li> <li>Commencement Ceremony</li> <li>Issue Verification Statement (after degrees are conferred)</li> </ul>	<b>Rotation by Program, Curriculum, and SLO Matrices:</b> Program Assessment SLO for the academic year (completed) Graduate outcomes