

**McNeese State University
Didactic Program in Dietetics (DPD)
Undergraduate Student Handbook**

B.S. in Agricultural Sciences/Concentration: Nutrition and Dietetics



**Harold and Pearl Dripps
College of Agricultural Sciences
2024-2025**

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The Didactic Program of Dietetics

The McNeese State University Didactic Program in Dietetics (DPD) provides the necessary core knowledge and initially prepares students to become a registered dietitian nutritionist. DPD courses are taught in the Harold and Pearl Dripps College of Agricultural Sciences (Gayle Hall) and graduates receive a Bachelor of Science degree in Agricultural Sciences with a concentration in Nutrition and Dietetics and a DPD Verification Statement once the necessary undergraduate curriculum is successfully completed.

The DPD is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), the accrediting agency for the Academy of Nutrition and Dietetics (the Academy). The program received initial accreditation in 1993. ACEND is the Academy of Nutrition and Dietetics' accrediting agency for education programs preparing students for careers as registered dietitians (RD/RDN) or dietetic technicians, registered (DTR/NDTR). ACEND serves and protects students and the public by assuring the quality and continued improvement of nutrition and dietetics education programs.

ACEND Contact Information: 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995 Phone number: 1-800-877-1600 ext. 5400. Website: www.eatrightpro.org/acend.

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Didactic Program of Dietetics Mission Statement

The mission of the McNeese State University Didactic Program of Dietetics is to prepare undergraduate students academically and professionally for entry into a post-baccalaureate program and supervised dietetic internship. We strive to increase individual and community knowledge of nutrition and dietetics and challenge our students in and out of the classroom to be self-directed learners, innovative thinkers, and community leaders in nutrition so that they are better prepared to be productive members of society, life-long learners, and future dietitians who inspire a healthier community one bite at a time.

With the successful completion of this program, students will earn a Didactic Program in Dietetics (DPD) Verification Statement allowing them to be eligible to apply for an ACEND-accredited graduate program and/or dietetic internship. Upon successful completion of a graduate program and dietetic internship, students are then eligible to sit for the national credentialing CDR exam to become a registered dietitian nutritionist.

Program Goals, Objectives, and Expected Outcomes

Goal 1: Prepare graduates for successful entry into a dietetic internship and graduate program.

Objective 1.1: At least 80% of program students complete program/degree requirements within 150% of the program length.

Objective 1.2: At least 75% of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation.

Objective 1.3: At least 75% of program graduates are admitted to a supervised practice program within 12 months of graduation.

Objective 1.4: At least 60% of graduates who do not apply or do not get accepted to a dietetic internship will apply to a graduate program or begin their career in nutrition and food sciences within 12 months of graduating.

Goal 2: Produce professionals who upon completion of the dietetic internship in nutrition and dietetics (DI) are skilled entry-level dietitians.

Objective 2.1: Over a three-year period, 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%.

Objective 2.2: Over a three-year period, 90% of the preceptors of the dietetic internship who respond to the Director survey will rate program graduates as prepared or well prepared for their programs.

Objective 2.3: Over a three-year period, 90% of graduates who complete a dietetic internship and respond to the alumni survey will rate themselves as prepared or well prepared for their dietetic internship.

Outcome data available upon request.



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What is a Registered Dietitian Nutritionist?

Registered Dietitian Nutritionists are food and nutrition experts uniquely qualified to address the public's growing interest in nutrition, health, and lifestyle management. Dietitians study a variety of subjects, ranging from food and nutrition sciences, foodservice systems management, business, economics, culinary arts, sociology, and communication to science courses such as biochemistry, anatomy, physiology, microbiology, and organic chemistry.

Registration and Licensure Law

“Every Registered Dietitian is a nutritionist, but not every nutritionist is a Registered Dietitian.”

To practice Nutrition and Dietetics in the state of Louisiana, as well as in most other states, a dietitian must be a Registered Dietitian Nutritionist (RD or RDN) with the Commission of Dietetic Registration, and he or she must be licensed with a state or states. State licensure laws protect the titles “dietitian” and “nutritionist.” You cannot call yourself a dietitian or nutritionist and you cannot practice the profession, even if you have a degree in dietetics, unless you are a registered dietitian nutritionist. The Louisiana Board of Examiners in Dietetics and Nutrition (LBEDN, www.lbedn.org) handles licensing for registered dietitians in the state of Louisiana.

Job Opportunities as a Registered Dietitian Nutritionist

- Clinical nutrition/dietetics: Hospitals, clinics, or other health-care facilities employ RDs to educate patients on nutrition and administer medical nutrition therapy as part of the health-care team.
- Food service management: RDs are qualified to manage the foodservice operations in clinical settings, schools, daycare centers or correctional facilities, overseeing everything from food purchasing and preparation to budgeting and managing staff.
- Sports nutrition and corporate wellness programs: educating clients about the connection between food, fitness, and health.
- Food and nutrition-related business and industries: working in communications, sales, consumer affairs, public relations, marketing, product development, or consulting with chefs in restaurants and culinary schools.
- Private practice: via in-person or telehealth counseling, working under contract with healthcare or food companies, or in their own business. RDs work with food service or restaurant managers, food vendors/distributors, athletes, nursing home residents, company employees or other individuals.
- Community and public health settings: teaching, monitoring, and advising the public for the aim of improving quality of life through healthy eating habits.
- Universities and medical centers: teaching nurses, dietetics students, dentists, foodservice personnel, and others about the sophisticated science of food and nutrition.
- Research: areas in food and pharmaceutical companies, universities and hospitals directing or conducting experiments to answer critical nutrition questions and find alternative foods or nutrition recommendations for the public.

How to become a Registered Dietitian Nutritionist?

1. Complete a baccalaureate degree from a didactic program that is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) and receive an ACEND verification statement of completion.
2. Complete a post-baccalaureate ACEND-accredited dietetic internship or individualized supervised practice pathway (ISPP) and receive the ACEND verification statement of completion.
3. Complete a post-baccalaureate degree from an ACEND-accredited program and receive an ACEND verification statement of completion.
 - a. Note: McNeese State University offers a combined program to cover the graduate degree requirement and the dietetic internship, simultaneously.
4. Pass the National Examination for Dietitians, administered by the Commission on Dietetic Registration (CDR).

The McNeese Didactic Program of Dietetics (DPD) will allow an individual to complete the first step in the dietetic pathway. After receiving a baccalaureate degree, you will be eligible to apply for an ACEND-accredited dietetic internships and/or graduate programs.

General Admission at McNeese & Official Acceptance to the DPD Program in Agricultural Sciences

McNeese State University strives to provide our campus community with the tools to embrace a changing and challenging new demographic market. To that end, we will engage all communities and under-represented populations. McNeese will be inclusive of all—regardless of age, color, disability, ethnicity, gender, gender expression, marital status, military status, national origin, religion, sex, or sexual orientation—in admission, employment, and participation in its educational programs, services, and activities.

- Students should visit www.mcneese.edu/cdo and www.mcneese.edu/policy on the University website for policies and procedures regarding disabilities, equity and inclusion, sexual misconduct, anti-bullying, civility and personal conduct, and retaliation.
<https://www.mcneese.edu/policy/equity-and-inclusion-policy/>
- Specific admission criteria are found at: <https://www.mcneese.edu/admissions/>.
- The Office of Admissions can be found in Student Central on campus. Contact Information: 4435 Ryan Street, Lake Charles, LA 70605; 1-337-475-5065.
- McNeese State University is a member of the University of Louisiana System.

APPLICATION REQUIREMENTS & PROCEDURE

- 1.) A student who wishes to pursue the Bachelor of Science in Agricultural Sciences with a concentration in Nutrition and Dietetics as a major must meet the admissions requirements and academic regulations set forth by McNeese State University in the [Academic Catalog](#).

- 2.) Upon admission to the university, a student seeking a Bachelor of Science in Agricultural Sciences with a concentration in Nutrition and Dietetics will need to meet the following requirements for admittance to the 300/400 upper-level courses in the Didactic Program in Dietetics (DPD):
- Minimum undergraduate cumulative GPA of 2.8; *and*
 - “C” or better earned in all agricultural science courses (NFSC, AGRI, AGECE, ANSC,) and all science courses.
 - Schedule a meeting with the DPD director to ensure understanding of the degree plan and overall understanding of the Nutrition and Dietetics concentration.

Note: Applicants who do not meet the GPA and or course requirements for the DPD may be admitted on a conditional basis if permitted by the DPD director and Dean of the College of Agricultural Sciences. To qualify for conditional admission, an applicant must have a minimum undergraduate GPA of 2.5 and a 2.8 in all curriculum coursework attempted.

- 3.) The following steps are to be taken by the student to initiate and complete the application process to the DPD program before enrolling in any non-elective NFSC 300/400 level courses:
- Schedule an advising appointment with the Didactic Program of Nutrition and Dietetics Director to discuss the application process to the program.
 - Verify completion of required pre-requisite courses (or course equivalents) from a regionally accredited institution through official transcript(s) submission, *Degree Works*, or *Transfer Evaluation System*.
 - Complete and submit the application form to the DPD Director.
- 4.) Once all application materials are received, the DPD Director will review and notify the student through email of the status of the DPD application and acceptance.

OFFICIAL ACCEPTANCE INTO THE DPD PROGRAM

Prior to the junior year in the concentration of Nutrition and Dietetics, a student will be formally accepted into the DPD program. This policy is designed to ensure students are meeting minimum requirements for the Didactic Program while successfully preparing for acceptance into a master’s and/or dietetic internship program. Decisions on official admission into the DPD program will be communicated by the Program Director.

Changing your Major to Agricultural Sciences with a Concentration in Nutrition and Dietetics

Students enrolled at McNeese State University and wanting to change their major to the concentration of Nutrition and Dietetics need to go through the following steps:

- Schedule an appointment with the Didactic Program of Dietetics (DPD) director by emailing gbreaux@mcneese.edu.
- Complete necessary paperwork/communications with the MSU Registrar, College of Agricultural Sciences, and the DPD.

Undergraduate Curriculum Advising

Course scheduling is particularly important. Multiple courses in the curriculum have pre-requisites, and multiple courses are offered once a year or every other year. For this reason, students must meet with an academic advisor each semester to promote efficiency and accuracy in course enrollment. This also helps to ensure students are on track to graduate and allows a chance to address any academic issues. During each advising session, students will receive and review the curriculum plan and course sequencing of the Didactic Program in Dietetics. The advisor along with the student will devise a schedule that will allow the student to be successful in the curriculum progression paying close attention to pre-requisite courses and course requirements prior to scheduling. After a proposed schedule is drafted, the student will receive a pin number to register for courses during the set registration period.

Course Sequence of the BS in Agricultural Sciences/Nutrition and Dietetics (DPD)

Freshman Fall (17 credit hours)

AGRI 111 - Introduction to Agriculture Cr: 1
BIOL 101 - Introduction to Biology and Lab Cr: 4
ENGL 101 - English Composition I Cr: 3
MATH 113 - College Algebra Cr: 3
NFSC 131 - Nutrition Cr: 3
PSYC 101 - Introduction to Psychology Cr: 3
ORIN 101 - Freshman Orientation Cr: 0

Freshman Spring (15 credit hours)

BIOL 225 - Human Anatomy and Physiology I Cr: 4
CHEM 101 - General Chemistry I Cr: 4
ENGL 102 - English Composition II Cr: 3
NFSC 255 - Introduction to Nutrition and Food Science Cr: 1
SOCL 201 - Introductory Sociology Cr: 3

Sophomore Fall (17 credit hours)

BIOL 226 - Human Anatomy and Physiology II Cr: 4
CHEM 102 - General Chemistry II Cr: 4
NFSC 257 – Nutrition Across the Lifespan Cr: 3
AGEC 201 - Introduction to Agricultural Economics Cr: 3
History General Education Elective Cr: 3

Sophomore Spring (16 credit hours)

BIOL 201 - Microbiology for Nursing and Allied Health Cr: 4
COMM 201 - Fundamentals of Public Speaking Cr: 3
NFSC 354 – Community Nutrition Cr: 3
English Literature General Education Elective Cr: 3

AGEC, AGEN, AGRI, AGRO, ANSC, ENSC, NFSC, NRCM, or WMGT Elective (300/400 Level) – Cr. 3

Junior Fall (16 credit hours)

AGRI 340 - Junior Seminar Cr: 1
CHEM 211 - Elements of Organic Chemistry Cr: 3
NFSC 111 – Introduction to Food Science Cr. 3
NFSC 332 – Quantity Food Production in Foodservice Cr. 3
HSM 200 - US Healthcare Organization and Delivery Cr: 3
STAT 231 – Elementary Probability and Statistical Inference Cr. 3

Junior Spring (13 credit hours)

HSM 380 – Introduction to Human Disease Cr. 3
CHEM 265 - Basic Biochemistry Cr: 3
NFSC 344 - Sports Nutrition Cr: 3
NFSC 349 - Nutrition Assessment Cr: 1
Fine Arts General Education Elective Cr. 3

Senior Fall (13 credit hours)

AGRI 441 – Seminar Cr. 1
NFSC 351 - Human Nutrition and Metabolism Cr: 3
NFSC 352 - Medical Nutrition Therapy I Cr: 3
NFSC 356 - Management in Nutrition and Food Science Cr: 3
NFSC 412 - Food Laws, Standards, and Regulations Cr: 3

Senior Spring (13 credit hours)

NFSC 350 - Nutrition Counseling and Education Cr: 3
NFSC 401 – Food Safety and Sanitation for Managers Cr: 1
NFSC 450 - Medical Nutrition Therapy II Cr: 3
NFSC 459 - Dietetic Field Experience Cr: 3
300/400 Level Elective Cr. 3

Please view the MSU [catalog](#) for course sequencing and prerequisites.

Note: Not every course will be taken in the suggested sequence listed in the catalog and this Handbook.

NFSC 459- Field Experience in Dietetics Requirements

The last semester before graduating, each student will take the course *NFSC 459: Field Experience in Dietetics*. To enroll in this field experience class, a student must meet the following criteria:

- Have a curriculum GPA of at least 2.8.
- Have an overall GPA of at least 2.5.

- The curriculum GPA is different from the overall cumulative GPA posted on the student's transcript. The curriculum GPA is calculated using only courses that are listed on the curriculum sheet (or university approved substitutions for these courses).
- Have no grade lower than "C" in any DPD or NFSC course.

Facilities and Student Supervised Practice, Observation, and Shadowing: Policy and Procedures

NFSC 459 Field Experience

This course will provide observation hours in clinical, food service, management, and community settings and is aimed at helping students observe Registered Dietitians in different fields of practice.

Currently the DPD has utilized facilities for supervised practice, observation, and shadowing for *NFSC 459: Field Experience in Dietetics*. The DPD director and/or the student select facilities that offer learning experiences and activities in the field of Nutrition and Dietetics. It is the student's responsibility to contact the liaison for the facility to request and confirm that they can provide learning experiences for the student. To meet policy the following needs to be present:

- Facility and liaison have the appropriate credentials, licenses, and experience in practice.
- Management/administration at the facility supports the McNeese State University DPD.
- The field experience, observation, or shadowing at the facility provides the student the educational outcomes sought in the class.
- Facilities and facilitators are willing and able to serve as professional role models.
- The setting is conducive to learning.
- Facility is compliant with all applicable laws and regulations.
- The director reviews sites for adequacy and appropriateness of facilities for the field experience in the dietetics course.

EDUCATIONAL PURPOSE OF OBSERVATION IS TO PREVENT THE USE OF STUDENTS TO REPLACE EMPLOYEES

Observation hours are a critical aspect of dietetic education. Observation hours are in place to provide an opportunity for the students to explore dietetic practice by observing the knowledge and skills needed to practice in the profession. Observation and rotation site experiences are for educational purposes only, and dietetic students should not replace employees.

Physical Examinations, Tests, Vaccinations, Background Check and Professional Liability Insurance

Students must abide by the University policy on vaccination requirements. When going into facilities for observation, a physical exam, Tuberculosis (TB) test, certain immunizations, drug test, and background

checks are required. Also, professional liability insurance is required for working or observing individuals in the community. This will be a requirement of the *NFSC 459: Field Experience in Dietetics* course. Further details are provided at the start of the course.

University Tuition, Additional Program Fees, and Financial Aid

In addition to McNeese State University tuition and fees ([Estimated Costs](#)), books, and living expenses, there are other costs and potential fees associated with pursuing the BS in Agricultural Sciences/Nutrition and Dietetics concentration. These costs may include the following (but may not be limited to):

- Field trip expenses \$100
- Calculator \$20 - \$60
- Student Academy of Nutrition and Dietetics Membership (not required) \$58 per year
- Project Materials \$20 - \$150
- Online Learning ProctorU exams \$25/exam

Note: Class field trips often do not incur expenses and with membership and fundraising in the Student Academy of Nutrition and Dietetics (SAND) some registration and travel expenses are covered for students. SAND members can participate in state and national nutrition and dietetic conferences and events. If a student elects to attend these events, they may be responsible for registration, travel, and lodging expenses.

Senior Year: Dietetic Internship Application Fees

DICAS Application Fee	\$50.00
MSU Dietetic Internship Application Fee	\$40.00
Graduate School Application	\$20.00

Senior Year: NFSC 459: Field Experience in Dietetics Expenses/Fees

- Laboratory attire/scrubs \$50 - \$100 (estimate)
- Laboratory fees (TB test, immunizations, physical) \$50/lab (varies)
- Precheck screening for field experiences \$100 – \$200 (varies)
 - Drug Testing, Background check

Please visit our [website](#) or the Financial Aid Office in Student Central to learn about financial aid and scholarship opportunities. You can call Student Central directly at 1-337-475-5065 or email at studentcentral@mneese.edu.

Injury or Illness while in or Travelling to a Facility for Supervised Practice, Observation, Other Visit Purposes

Any illness or injury during approved facility visits should be reported to your Program Director and any preceptor(s) at the facility. The student's personal health insurance will be used to pay for the medical treatment if required. The facility or University does not assume any liability or responsibility for the

health or custodial care costs of the student. The student is not covered under Worker's Compensation Insurance since in their role as a student they are not employees of the facilities.

Liability for travel to and from practice sites is entirely the responsibility of the student. McNeese State University, the College of Agricultural Sciences, and the Harold and Pearl Dripps Department of Agricultural Sciences are not responsible for liability during travel. Students are expected to maintain automobile liability insurance and are required to provide proof of insurance to the Program Director.

Successful Completion of the Didactic Program of Dietetics

Requirements to successfully complete the McNeese State University DPD are as followed:

- Have a curriculum GPA of at least 2.8.
- Have an overall GPA of at least 2.5.
 - The curriculum GPA is not the same as the overall cumulative GPA. The curriculum GPA is calculated using only courses that are listed on the curriculum sheet (or university approved substitutions for these courses).
- Have no grade lower than "C" in any DPD or NFSC course.

Upon successful completion of all DPD curriculum courses and credit hours specified for the program, students will be awarded a Bachelor of Science degree.

- The total number of credit hours required for graduation in the Nutrition and Dietetics Concentration is 120 hours.
- Students are required to complete an *Application for Degree* at the beginning of the semester of anticipated graduation. This application may be obtained from the college secretary in Gayle 101.

Verification Statement

A Verification Statement is an official document signifying the student has completed and 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. The verification statement will be signed and issued to a student by the DPD director upon completion of the program. The verification statement will be required to apply for a supervised practice/dietetic internship. If the student does not have a curriculum GPA of 2.8, they will not be awarded the Verification Statement. Another Verification Statement is given at the completion of the dietetic internship by the DI Director. This second Verification Statement indicates that a student has completed the supervised practice and is now eligible to sit for the registration exam administered by the Commission on Dietetic Registration (CDR).

Transfer Students/Credits

Students transferring into the Nutrition and Dietetics curriculum from another major on campus or from another institution will be assigned an academic advisor, who will review academic transcripts and make a tentative recommendation about which courses already completed by the student will count toward the degree and DPD requirements. In many cases, students will have completed some of the courses as

specified on the Nutrition and Dietetics curriculum sheet. In some cases, students will have completed similar courses or higher-level courses. In such situations, the advisor will complete paperwork to request substitutions if the student has earned a “C” or better in that comparable course.

Students with a Prior Degree Seeking a Verification Statement

Students who have previously earned a bachelor’s degree in another field may choose to enroll in the Didactic Program in Dietetics at McNeese State University to earn an ACEND verification statement. The student must complete courses that meet ACEND Core Knowledge Requirements. The student must have a “C” or better in all required courses. Transcripts from previous degrees will be reviewed by the DPD Director, the Department Head, and the Dean of Agricultural Sciences as necessary to determine whether previous coursework satisfies any of the degree requirements.

Recency of Education

To receive an ACEND verification statement documenting completion of the ACEND Core Knowledge Requirements, all course work requirements must be completed within five years of receiving the verification statement. Students wishing to earn a verification statement will be required to retake any core curriculum requirement courses that are more than five years old.

Remediation Policy

PURPOSE

The faculty and staff of the College of Agricultural Sciences actively promotes academic achievement and student success through remediation to fulfill the mission and goals set forth by the McNeese State University Didactic Program in Dietetics (DPD).

GRADE POINT AVERAGE REQUIREMENT & GRADING

Requirements to successfully complete the McNeese State University Didactic Program are as follows:

- Minimum undergraduate cumulative GPA of 2.8; *and*
- “C” or better earned in all agricultural science courses (NFSC, AGRI, AGECE, ANSC,)
and other science courses (BIOL, CHEM,)

- 1.) If a student earns a “D” or “F” in an agricultural science course or any other science course, he/she may repeat the course to earn a higher grade and improve the overall GPA. See the McNeese State University Academic Catalog for the [policy](#) on repeated courses and grade forgiveness.
- 2.) During the semester, the student may be unable to complete a course due to unforeseen circumstances. In such situations, the instructor has the sole discretion to award the student an “I” grade for incomplete work. It is the student’s responsibility to then complete any assigned work or projects by the timeline given by the instructor. See the McNeese State University Academic Catalog for the [policy](#) on incomplete (“I”) grades.

3.) Students admitted conditionally to the Didactic Program in Dietetics should maintain a minimum GPA of 2.8 for all curriculum coursework attempted.

REMEDIATION

Failure to meet the GPA requirements will result in remediation where the student will be closely monitored in the consecutive semester by the advisor and/or DPD director. At the beginning of the remediation semester and at midterm, the student and advisor will review grades and academic progress to determine the necessary intervention plan.

If the student is unable to improve the GPA to the minimal DPD requirement, then he/she will not be allowed to take the capstone course NFSC 459: Field Experience. At this point, the student and advisor will discuss a future course of action allowing the student to be successful and progress academically while still trying to maintain DPD program objectives and goals.

STUDENT SUPPORT RESOURCES

During advising each semester, a list of support resources will be made available to students. If a student is needing remediation, they will be encouraged to use or participate in these resources. Below is a list of documents, programs, or services made available either online or on campus at McNeese State University:

- Course Syllabi
- *Degree Works* and [Curriculum Map](#)
- [McNeese State University DPD Student Handbook](#)
- [McNeese State University Student Handbook](#)
- [McNeese State University Academic Catalog 2024 - 2025](#)
- [McNeese Office of Financial Aid](#)
- [Student Health Services](#)
- [MSU Career Services](#)
- [Counseling Center](#)
- [Wellness Program](#)
- [Campus Safety](#)
- [Frazar Memorial Library](#)
- [Write to Excellence Center](#)
- [Academic Computing and Learning Center \(Tutoring Center\)](#)
- [Office of Testing Services](#)
- [Office of Accessibility Services](#)

International Students

International students whose undergraduate work was completed at a school outside of the United States must have their previous coursework assessed by an evaluation agency suggested by ACEND for the concentration of Nutrition and Dietetics. A detailed course-by-course evaluation of previous coursework is required before an advisor can review the student's records and credentials to determine what

coursework is necessary to earn a Verification Statement and/or a Bachelor of Science degree in Agricultural Sciences with a concentration of Nutrition and Dietetics at McNeese State University.

McNeese State University Student Handbook

The McNeese State University Didactic Program of Dietetics does abide by the rules and regulations stated in the McNeese State University [Student Handbook](#) for all students. The McNeese State University Student Handbook provides information regarding student's rights and responsibilities, and code of student conduct and academic integrity.

Disciplinary Actions

Students should thoroughly review the McNeese State University's policies and procedures regarding academic probation, suspension, dismissal, and overall expected conduct. It is the responsibility of the student to uphold expected behavioral and academic standards. <https://www.mcneese.edu/policy/student-handbook/>

Withdrawals & Refunds

Course withdrawal is defined as the withdrawal from one or more courses with one or more courses remaining for the semester or summer session. A resignation is defined as withdrawal from all courses for the semester or summer session. The deadline for withdrawing from a course or resigning from the University is specified in the University's [schedule](#). After this date, a student may not withdraw from a course or resign from the University.

After the last day of late registration and through the published deadline, a student can withdraw from one or more courses through Banner Self-Service. Once the request is submitted, the student is withdrawn from the course through an administrative process, resulting in the assignment of a withdrawal grade. For comprehensive withdrawal policies and procedures, please visit the McNeese [website](#).

The University assesses a per course withdrawal fee of \$50 to all students, which is automatically charged to the student's account when the WZ grade is assigned. The amount of the per course withdrawal fee is subject to change without prior notice.

Please note that withdrawals may affect financial aid status. It is the student's responsibility to communicate with the Program Director and/or the MSU Office of Financial Aid to avoid being in noncompliance with financial aid stipulations.

REFUNDS

The date that a student officially resigns (withdraws from all classes for which he or she is registered) from the University with the Office of the Registrar determines whether fees are refunded and at what

percentage. Resignations received after close of business in the Office of the Registrar are considered received on the next business day and are processed as such. The refund schedule can be accessed on the McNeese [website](#).

Program Schedule, Vacations, Holidays, & Leaves of Absence

The McNeese State University academic schedule and course listings can be accessed [online](#). The DPD program will follow the university's schedule, unless otherwise noted by the Program Director.

Student absences will be excused on a case by case basis, per the university's [attendance policy](#). It is the student's responsibility to make accommodations to be present for classes and other events, or to notify the Program Director immediately after recognizing an expected or past absence. It is up to the Program Director's or instructor's discretion, in line with the university's policies, to either excuse or refuse to accept missed classes and events. Following absences, it is the student's responsibility to communicate with instructors for missed information, assignments, and exams.

For medical leave and withdrawal, please see the university's policy [online](#).

Protection of Privacy for Students

The Family Educational Rights and Privacy Act (FERPA) permits University officials to access and use student records for legitimate educational purposes. This policy outlines the expectations for maintaining security, confidentiality, and integrity of student records and the procedures for granting access to and revoking access from electronic student records for university officials.

All DPD student files are kept in locked file cabinets within the Nutrition and Dietetics Department Office. Only Nutrition and Dietetics faculty and administrative staff have access to these files.

Please view the privacy policy [online](#) for more information.

Access to Students Own File

Students have access, upon request, to their DPD program files; however, no files are to be taken home or out of the department office. "It is the policy of McNeese State University to permit students to inspect their education records."

PROCEDURE

- The student asks the Program Director to see their department file. The Program Director gives the file to the student and sits with the student while they review their file.
- The student returns the file when finished to the Program Director.

Filing and Handling of Students' Complaints with DPD Program

The filing and handling of formal complaints from students will include recourse to an administrator or other program director and prevents retaliation. When a complaint is received, the complaint will be discussed in detail with the student. The next step will include the Program Director discussing the complaint with the Department Head of the College of Agricultural Sciences. When necessary, the situation will be discussed with the Dean of the College of Agricultural Sciences. If necessary, a meeting may be held between the Program Director, the student, and the Department Head of the College of Agricultural Sciences. Each step in the complaint process will be documented and will culminate in a written summary and action plan. The program will maintain a file of the complaints and resolutions for seven years as required by ACEND.

Filing Complaints with the Accreditation Council for Education in Nutrition and Dietetics (ACEND)

For those in the Nutrition and Dietetics program, the Accreditation Council for Education in Nutrition and Dietetics (ACEND) will review complaints that relate to a program's compliance with the accreditation/approval standards. ACEND is interested in the sustained quality and continued improvement of dietetics education programs but does not intervene on behalf of individuals or function as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff, or student. A copy of the accreditation/approval standards and/or ACEND's policy and procedure for submission of complaints may be obtained by contacting the Education and Accreditation Team at The Academy of Nutrition and Dietetics at 120 South Riverside Plaza, Suite 2190 Chicago, Illinois 60606-6995. To file a complaint a student can visit the Eatright.org website at [Filing a complaint \(eatrightpro.org\)](http://Eatrightpro.org) and submit a *Complaint Submission Form*. Please note the policy for filing a complaint and the submission of a required signature by the complainant. Anonymous complaints are not investigated.

What is a Dietetic Internship?

A dietetic internship is a post-baccalaureate supervised practice program that is usually completed in 8-24 months. Admission to ACEND-accredited dietetic internships is highly competitive. The selection process varies among supervised practice programs, but in general, criteria for selection include the following:

- Overall grade point average (GPA)
- GPA in major courses or GPA in science courses
- GRE score (if applicable; may be waived with sufficient GPA)
- Work experience (type and amount)
- Leadership abilities
- Personal characteristics

It is important to recognize that not all students are accepted into a dietetic internship (supervised practice experience). Initial acceptance into a practice program occurs almost exclusively for students with a GPA of 3.0 or higher.

How to Apply to Dietetic Internships

Entry to a Dietetic Internship (DI) program requires certification that the Knowledge and Skill requirements have been met as documented by an ACEND-accredited Didactic Program in Dietetics' Verification Statement.

Also required:

- Undergraduate grade point average of at least 3.0 (varies by institution)
- GRE score of at least 286 (varies by institution)
- Acceptance into the university

At McNeese State University, dietetic interns are considered “Degree Status” graduate students and should adhere to the “Academic Standards and Policies” found in the University Catalog and on the University [website](#).

APPLICATION PROCESS

Applicants to the Dietetic internship must complete an application through the **Dietetic Inclusive Centralized Application Service (DICAS)**.

Dietetic Inclusive Centralized Application Service (DICAS)

The application service for dietetic internships is DICAS. This service provided by the Academy allows an applicant to complete a single online application rather than multiple applications to various programs. See the application website at the following link: [DICAS | Applicant Login Page Section \(liaisoncas.com\)](#)

If you have completed a minimum of a bachelor's degree at a US regionally accredited university or college and course work accredited by ACEND, you are eligible to participate in the Dietetic Internship Match:

- Complete an application for the internship through the Dietetic Inclusive Central Application Service (DICAS). There is no limit on the number of DI programs that students can apply to through DICAS; however, each program must be prioritized during the next stage of the process. If the DI program you are interested in does not appear in DICAS, check the DI program's website for directions on how to apply or contact the DI program director.

Through DICAS, program directors can access applications from interested applicants; however, they cannot see the information about the priorities of the choices. The programs only see the application from applicants who applied to their programs. The program director and other staff from each Dietetic

Internship program screen applications and submit rankings for acceptable applicants, as well as indicating their maximum class size.

If you have questions about the centralized application, please contact DICAS customer support at (617) 612-2855 or dicasinfo@dicas.org.

For more information about the dietetic application process, view the Academy's website Eatright.org or click [here](#).

**MCNEESE STATE UNIVERSITY DIDACTIC PROGRAM
IN NUTRITION AND DIETETICS**



Verification of Receipt of Program Handbook

I, _____ have received a copy of the McNeese State University Didactic Program in Dietetics handbook and understand that it contains valuable information regarding the program's policies. I understand that it is my responsibility to be cognizant of and abide by the policies outlined in this handbook while enrolled as a student of the Agricultural Sciences degree, concentrating in Nutrition and Dietetics. I am aware that the policies contained in this handbook may occasionally require clarification and that I should discuss any questions that arise with my faculty advisor or the Program Director. I also understand that should policies or procedures be modified; I may obtain current information from the Program Director and/or the McNeese State University website. I am aware that a DPD Verification Statement cannot be provided unless I have a minimum of a "C" or higher in all required coursework. With my signature I attest that I am at least 18 years of age and competent to sign this Agreement.

Student's Signature: _____

Printed Name: _____

Date: _____

Upon completion, please submit to the Program Director, Geneva Breaux Girard.