

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

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



**MCNEESE**  
NUTRITION AND  
DIETETICS

**Harold and Pearl Dripps  
School of Agricultural Sciences  
2026-2027**

Rev. 6-15-2026

# Table of Contents

<b>MCNEESE STATE UNIVERSITY DIDACTIC PROGRAM OF DIETETICS</b>	<b>_____</b>
DPD STUDENT APPLICATION FORM	2
PROGRAM INTRODUCTION	3
PROGRAM MISSION STATEMENT	3
PROGRAM GOALS & EXPECTED OUTCOMES	4
FACULTY	5
<b><u>NUTRITION &amp; DIETETICS AS A PROFESSION</u></b>	<b>_____</b>
WHAT IS A REGISTERED DIETITIAN NUTRITIONIST	5
LICENSURE LAW	5
JOB OPPORTUNITIES FOR A REGISTERED DIETITIAN NUTRITIONIST	6
HOW TO BECOME A REGISTERED DIETITIAN NUTRITIONIST	6
<b><u>ACADEMIC POLICY &amp; PROCEDURE</u></b>	
GENERAL ADMISSION & OFFICIAL ACCEPTANCE INTO THE PROGRAM	7
CHANGING MAJOR TO AGRICULTURAL SCIENCES, NUTRITION AND DIETETICS	8
DPD CURRICULUM	
UNDERGRADUATE CURRICULUM ADVISING	8
COURSE SEQUENCING	8
DISTANCE EDUCATION COMPONENTS AND POLICY	8 - 9
NFSC 459 – FIELD EXPERIENCE	
REQUIREMENTS	9
OBSERVATION & SHADOWING	10
PHYSICAL EXAMS, VACCINATIONS, & OTHER REQUIREMENTS	10
PROGRAM FEES & INJURY OR ILLNESS WHILE VISITING FACILITIES	10 - 11
COMPLETION OF DPD PROGRAM & VERIFICATION STATEMENT	11
TRANSFER & VERIFICATION SEEKING STUDENTS	12
RECENCY OF EDUCATION	13
EARLY MONITORING AND REMEDIATION POLICY	13-16
INTERNATIONAL STUDENTS	16
MCNEESE STATE UNIVERSITY STUDENT HANDBOOK	16
DISCIPLINARY ACTIONS	16
WITHDRAWALS & REFUNDS	16-17
PROGRAM SCHEDULE, VACATIONS, HOLIDAYS, & LEAVES OF ABSENCE	17
PROTECTION OF PRIVACY FOR STUDENTS & ACCESS TO STUDENT FILES	17-18
FILING COMPLAINTS WITH DPD PROGRAM AND ACEND	18
DIETETIC INTERNSHIPS & HOW TO APPLY	18-19
<b><u>VERIFICATION OF RECEIPT OF DPD STUDENT HANDBOOK</u></b>	<b>20</b>

**McNeese State University Didactic Program of Dietetics (DPD)  
Student Application Form**

Please complete this form after reading this Handbook and provide to the Didactic Program of Dietetics Director for official documentation and admittance into the DPD program.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

Email: \_\_\_\_\_

Ethnicity:

- White, non-Hispanic
- Black, non-Hispanic
- American Indian, Alaskan Native, or Hawaiian Native
- Other (specify) \_\_\_\_\_
- Asian or Pacific Islander
- Hispanic

Semester of entry into DPD: \_\_\_\_\_ Current classification: \_\_\_\_\_

Current GPA: \_\_\_\_\_ How many hours a week do you work? \_\_\_\_\_

Are you a member of the Student Academy of Nutrition and Dietetics? \_\_\_\_\_

Expected date of graduation \_\_\_\_\_ Catalog Year: \_\_\_\_\_

How did you hear about this program? \_\_\_\_\_

\_\_\_\_\_

What is your career goal? \_\_\_\_\_

\_\_\_\_\_

I have read and comprehended the Nutrition and Dietetics Student Handbook, including the Code of Ethics and understand the program policies for completion of requirements for graduation and for receiving a Didactic Program of Dietetics Verification Statement for a concentration in Nutrition and Dietetics.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***To be completed by DPD Director***

Full Admittance: \_\_\_\_\_ Conditional Admittance: \_\_\_\_\_  
Condition Note:

## **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 School 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](http://www.eatrightpro.org/acend).

### **Program Contact Information:**

Director of Didactic Program of Dietetics  
ATTN: Geneva Breaux Girard, MS, RDN, LDN  
McNeese State University  
Gayle Hall 208  
Box 92220  
Lake Charles, LA 70609  
(337) 475-5700  
[gbreaux@mcneese.edu](mailto:gbreaux@mcneese.edu)

## **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 3 years (150% of the DPD 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:** 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:** At least 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:** At least 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.**



## **Nutrition and Dietetics Faculty**

**Geneva Breaux Girard, MS, RDN, LDN**  
Director of the Didactic Program in Dietetics  
Gayle Hall 208  
Box 92220  
Lake Charles, LA 70609  
(337) 475-5700  
[gbreaux@mcneese.edu](mailto:gbreaux@mcneese.edu)

**Elizabeth T. Moore, PhD, RDN, LDN**  
Director of Combined Dietetic Internship and Master's Program  
Gayle Hall 118  
Box 92220  
Lake Charles, LA 70609  
(337) 475-5683  
[Emoore1@mcneese.edu](mailto:Emoore1@mcneese.edu)

**Dr. Wannee Tangkham, PhD**  
Food Science and Technology Associate Professor  
Gayle Hall 209  
Box 92220  
Lake Charles, LA 70609  
(337) 475-5970  
[wtangkham@mcneese.edu](mailto:wtangkham@mcneese.edu)

## **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](http://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 food service 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](http://www.mcneese.edu/cdo) and [www.mcneese.edu/policy](http://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 Director of the School 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.) Prior to the junior year, 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 DPD student 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 junior year in the concentration of Nutrition and Dietetics, a student will be formally accepted into the two-year 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 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](mailto:gbreaux@mcneese.edu).
- Complete necessary paperwork/communications with the MSU Registrar, School 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)**

Please view the MSU [catalog](#) for course sequencing and prerequisites. Be aware that several courses required for this degree are offered on an infrequent basis (e.g., once every 2 years). You must communicate frequently with your advisor to avoid missing any required courses.

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

### **Distance Education Policy and Technology Requirements**

The Didactic Program in Dietetics (DPD) at McNeese State University includes select distance education courses offered in fully online or hybrid formats. These courses are designed to provide flexibility while maintaining the academic rigor required by the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

All distance education courses meet the same ACEND standards and learning outcomes as face-to-face courses. They include equivalent instruction and assessment of the Knowledge Requirements for Dietitian Nutritionists (KRDNs) and ensure regular and substantive interaction between faculty and students. Student learning is evaluated using KRDN-aligned assessments, and program data are routinely reviewed to support quality assurance and continuous improvement.

Courses are delivered through Canvas, the university's learning management system, and may include recorded lectures, interactive learning activities, discussion boards, and applied assignments. Courses may incorporate synchronous (live) and/or asynchronous (flexible) components. Faculty provide timely feedback, maintain regular communication, and offer virtual office hours to support student success.

To ensure the integrity of online assessments and verify student identity, the DPD program utilizes *Smarter Proctoring* for selected examinations. This process includes verification of student identity using a valid photo ID and a room scan prior to testing to ensure a secure and distraction-free testing environment. These measures support compliance with academic integrity standards and U.S. Department of Education requirements for distance education.

Students enrolled in distance education courses have access to academic advising, program support, library resources, and technical services. All students are required to adhere to university policies regarding academic integrity and the acceptable use of technology, including secure login systems.

Refer to the Academic and Student Support Services [webpage](#) for information on available technology resources and to the DPD Student Handbook or the University's [Policy Page](#) for the [Acceptable Use of Information Technology Resources Policy](#).

Students participating in distance education courses are expected to have reliable internet access, a computer compatible with university systems (not Chromebooks, iPads, etc.), a webcam, and the ability to use the learning management system and required software platforms.

## **NFSC 459- Field Experience in Dietetics Requirements**

Before graduating, each student will take the course *NFSC 459: Dietetic Field Experience*. 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, Observation and Shadowing: Policy and Procedures**

### **NFSC 459: Dietetic 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 dietetic practice. Currently the DPD has utilized facilities for observation and shadowing for *NFSC 459: Dietetic Field Experience*. 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/registered dietitian to request and confirm that they can provide learning experience 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 with 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 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 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: Dietetic Field Experience* 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 (suggested) \$58 per year
- Project Materials \$20 - \$150
- Online Learning proctored 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 student membership, 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: Dietetic Field Experience 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@mcneese.edu](mailto:studentcentral@mcneese.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 School 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 follows:

- 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.
- Completion of degree curriculum must be completed in ten years per McNeese State University graduation requirements. For a full list of other general degree requirements, please see the MSU Catalog at [Academic Regulations - McNeese State University](#).
- 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 Agricultural Sciences secretary in Gayle 101.

Please note: The maximum amount of time allowed for completing the program requirements is ten (10) years.

## **DPD Verification Statement**

A DPD 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. All courses listed on the *DPD Course List* (see Appendix B) must be successfully completed and a curriculum GPA of 2.8 must be earned for a student to be awarded the DPD 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 DPD 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 Director of Agricultural Sciences, and the Dean of the College of

Engineering and Sciences as necessary to determine whether previous coursework satisfies any of the degree requirements.

## **Recency of Education**

The DPD director will be responsible for developing and amending the policies on prior learning in coordination with the policies of the Accreditation Council for Education in Nutrition and Dietetics (ACEND) and the McNeese State University Didactic Program of Dietetics.

Courses from other accredited institutions that have an ACEND accredited DPD may be accepted toward the DPD at McNeese State University. The course syllabus and content will be reviewed to determine the equivalent knowledge and skills provided through these courses. In general, upper-level coursework must have been completed within the past five years and medical nutrition therapy courses should have been taken in the last two years, but the DPD director will ultimately be responsible for determining if coursework is recent enough for course credit consideration. Prior learning not acquired from an accredited institution will not be considered for course credit.

A student may petition the DPD director to accept prior learning by submitting documentation of the previous learning including, but not limited to, transcripts, course syllabus, and any term papers or written material generated as part of the course. This documentation will be reviewed by the DPD director, discussed with the student, and ultimately deemed relevant or not relevant for course credit.

## **Early Student Monitoring and Remediation Policy**

### **Purpose**

The faculty and staff of the School of Agricultural Sciences actively promote academic achievement and student success through structured monitoring and remediation efforts to fulfill the mission and goals of the McNeese State University Didactic Program in Dietetics (DPD). This policy ensures early identification of students experiencing academic difficulty and provides targeted support to promote achievement of Knowledge Requirements for Dietitian Nutritionists (KRDNs), course success, and progression within the program.

### **Grade Point Average Requirement and Grading**

Requirements to successfully complete the McNeese State University DPD Program include:

- Minimum undergraduate cumulative GPA of 2.8
  - A grade of “C” or better in all agricultural science courses (NFSC, AGRI, AGECE, ANSC, etc.) and other required science courses (BIOL, CHEM, etc.)
1. Students earning a grade of “D” or “F” in required courses may repeat the course to improve the grade and cumulative GPA, in accordance with the McNeese State University Academic Catalog [policy](#) on repeated courses and grade forgiveness.

2. In cases of extenuating circumstances, an instructor may assign a grade of “I” (Incomplete) at their discretion. Students are responsible for completing all required coursework within the timeframe established by the instructor, per university [policy](#).
3. Students admitted conditionally to the DPD program must maintain a minimum GPA of 2.8 across all curriculum coursework attempted.

## **Early Monitoring of Student Performance**

Student performance is closely monitored beginning in foundational and introductory DPD courses. Faculty evaluate student achievement using formative and summative assessments aligned with KRDNs, including exams, assignments, and applied learning activities.

Performance benchmarks include:

- Minimum course grade requirements
- Minimum score of 70% on KRDN-aligned assessments

Faculty regularly review individual and cohort performance and provide timely feedback. Academic advising sessions serve as a key mechanism for reviewing progress, reinforcing expectations, and initiating early intervention when needed.

## **KRDN Assessment and Benchmark Requirements**

All DPD course syllabi that assess KRDNs include required ACEND competencies and the following benchmark:

- Students must achieve  $\geq 70\%$  on KRDN assessments or learning activities to demonstrate competency.
- Students scoring below 70% are required to complete remediation to meet the benchmark.

## **Remediation Procedures for KRDN Assessment**

Remediation is individualized and aligned with the KRDN(s) not achieved. Strategies may include:

- Targeted assignment revision and resubmission with faculty feedback
- Alternative or supplemental assignments assessing the same KRDN
- Required tutoring or academic support services (e.g., tutoring, writing center, study skills workshops)
- Follow-up reassessment using a standardized rubric to confirm competency

All remediation efforts are documented, and students must demonstrate achievement of the benchmark following remediation.

## Overall Course and Curriculum Remediation

Students who fail to meet GPA requirements will be placed on academic remediation and closely monitored during the subsequent semester by the academic advisor and/or DPD Director.

- At the beginning and midterm of the remediation semester, academic progress is reviewed and an intervention plan is implemented.
- Students who do not achieve the minimum GPA requirement will not be permitted to enroll in NFSC 459: Dietetic Field Experience.
- The student and advisor will develop an alternative academic plan to support continued progress and success while maintaining program objectives.

## Progression Requirements and Actions

The DPD program maintains clearly defined progression requirements, including:

- Minimum GPA and course grade requirements
- Achievement of KRDN competency benchmarks
- Demonstration of professional behaviors

Students who do not meet progression standards may be required to:

- Repeat coursework
- Delay progression in the curriculum
- Modify their academic plan in consultation with their advisor

## Documentation and Continuous Improvement

Faculty document all student performance monitoring, remediation activities, and outcomes. Aggregate data are reviewed regularly to identify trends, inform program improvements, and ensure alignment with ACEND accreditation standards.

## Student Support Resources

During advising each semester, a list of support resources will be made available to students. If a student needs 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 2026 - 2027
- [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, code of student conduct, and academic integrity.

## **Disciplinary Actions**

Students should thoroughly review 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 accommodation to be present for classes and other events, or to notify the instructor or DPD Director immediately after recognizing an expected or past absence. It is up to the discretion of the instructor or the DPD Director, 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 School of Agricultural Sciences. 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 School of Agricultural Sciences. "It is the policy of McNeese State University to permit students to inspect their education records."

## PROCEDURE

- The student asks the DPD Director to see their student file. The DPD 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 DPD 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 prevent retaliation. When a complaint is received, the complaint will be discussed in detail with the student. The next step will include the DPD Director discussing the complaint with the Director of the School of Agricultural Sciences. When necessary, the situation will be discussed with the Dean of the College of Engineering and Sciences. If necessary, a meeting may be held between the DPD Director, the student, and the Director of the School 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](http://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 (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 \(liaisoncas.com\)](https://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 applications 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](mailto:dicasinfo@dicas.org).

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

**MCNEESE STATE UNIVERSITY**  
**DIDACTIC PROGRAM OF DIETETICS**



**Verification of Receipt of Student Handbook**

I, \_\_\_\_\_ have received a copy of the McNeese State University Didactic Program in Dietetics Student 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 DPD Director. I also understand that should policies or procedures be modified; I may obtain current information from the DPD 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 and have successfully met all KRDN assessment benchmarks in the DPD courses. 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 DPD Director, Geneva Breaux Girard, MS, RDN, LDN.**

# Appendices

APPENDIX A: BS IN AGRICULTURAL SCIENCES/NUTRITION AND DIETETICS DEGREE PLAN	22
APPENDIX B: DPD COURSE LIST	23
APPENDIX C: KRDN CURRICULUM MAP	24
APPENDIX D: PERSONAL STATEMENT AND RESUME	25-26
APPENDIX E: STUDENT ACADEMY OF NUTRITION AND DIETETICS (SAND)	27
APPENDIX F: THE ACADEMY OF NUTRITION AND DIETETICS CODE OF ETHICS	28-30
APPENDIX G: GREIVANCE FORM	31
APPENDIX H: DICAS APPLICATION AND CHECKLIST	32

## APPENDIX A

### DEGREE PLAN FOR CATALOG YEARS 2026-2027

<b>1<sup>st</sup> Semester</b>	<b>2<sup>nd</sup> Semester</b>
ENG 101- English Composition (3)	ENG 102 – English Composition II (3)
MATH 171 –Algebra & Trigonometry I (3)	BIOL 225 – Human Anatomy and Physiology I (4)
PSYC 101 – Introduction to Psychology (3)	CHEM 101 – General Chemistry (4)
NFSC 131 – Nutrition (3)	SOCL 201 – Introduction to Sociology (3)
BIOL 101 – Introduction to Biology (3)	NFSC 255 – Introduction to Nutrition & Food Science (1)
BIOL 101L – Introduction to Biology Laboratory (1)	
AGRI 111 – Introduction to Agriculture (1)	
<b>Total Hours: 17</b>	<b>Total Hours: 15</b>
<b>3<sup>rd</sup> Semester</b>	<b>4<sup>th</sup> Semester</b>
CHEM 102 – General Chemistry II (4)	NFSC 354 – Community Nutrition (3)
BIOL 226 – Human Anatomy and Physiology II (4)	BIOL 201 – Microbiology (4)
AGEC 201 – Introduction to Agricultural Economics (3)	COMM 201 – Fundamentals of Public Speaking (3)
NFSC 257 – Nutrition Across the Lifespan (3)	Agricultural Elective – 300+ level course (3)
History General Education Elective (3)	English Lit. General Education Elective (3)
<b>Total Hours: 17</b>	<b>Total Hours: 16</b>
<b>5<sup>th</sup> Semester</b>	<b>6<sup>th</sup> Semester</b>
CHEM 211 – Elements of Organic Chemistry (3)	CHEM 265 – Basic Biochemistry (3)
AGRI 340 – Junior Seminar (1)	NFSC 349 – Nutrition Assessment (1)
HSM 200 – US Healthcare Organization and Delivery (3)	NFSC 344 – Sports Nutrition (3)
NFSC 111 – Introduction to Food Science (3)	HSM 380 – Introduction to Human Disease (3)
NFSC 332 – Quantity Food Production in Food Service (3)	Fine Arts General Education Elective (3)
STAT 231 – Elementary Probability and Statistical Inference (3)	
<b>Total hours: 16</b>	<b>Total hours: 13</b>
<b>7<sup>th</sup> Semester</b>	<b>8<sup>th</sup> Semester</b>
NFSC 351 – Human Nutrition and Metabolism (3)	NFSC 450 – Medical Nutrition Therapy II (3)
NFSC 352 – Medical Nutrition Therapy (3)	NFSC 459 – Field Experience in Dietetics (3)
NFSC 356 – Management in Food and Nutrition Science (3)	NFSC 350 – Nutrition Counseling (3)
NFSC 412 – Food Laws, Standards, and Regulations (3)	NFSC 401 – Food Safety and Sanitation for Managers (1)
AGRI 441 – Senior Seminar (1)	300/400 Level Elective
<b>Total hours: 13</b>	<b>Total hours: 13</b>

# APPENDIX B

# DICAS

Dietetics Inclusive Centralized Application Service

**Didactic Program in Dietetics (DPD) Course List  
Required Document for those in a DPD Program  
To Be Completed by the DPD Program Director and Uploaded by Applicant in DICAS**

<b>DPD Program Institution Name:</b>	McNeese State University
<b>DPD Director name and email:</b>	Geneva Breaux Girard, MS, RDN, LDN gbreaux@mcneese.edu
<b>Catalog Year and Website for Course Catalog:</b>	2026-2027
<b>Date Completed by DPD Director:</b>	2026
DPD Professional Courses	DPD Science Courses
NFSC 111: Introduction to Food Science (3)	BIOL 101: Introduction to Biology (4)
NFSC 131: Nutrition (3)	BIOL 225: Human Anatomy & Physiology I (4)
NFSC 255: Introduction to Nutrition & Food Science (1)	BIOL 226: Human Anatomy & Physiology II (4)
NFSC 257: Nutrition Across the Lifespan (3)	BIOL 201: Microbiology (4)
NFSC 332: Fundamentals of Quantity Food Production (3)	CHEM 101: General Chemistry I (4)
NFSC 344: Sports Nutrition (3)	CHEM 102: General Chemistry II (4)
NFSC 349: Nutrition Assessment (1)	CHEM 211: Elements of Organic Chemistry (3)
NFSC 350: Nutrition Counseling and Education (3)	CHEM 265: Basic Biochemistry (3)
NFSC 351: Human Nutrition and Metabolism (3)	
NFSC 352: Medical Nutrition Therapy I (3)	
NFSC 354: Community Nutrition (3)	
NFSC 356: Management in Nutrition and Food Science (3)	
HSM 380: Introduction to Human Disease (3)	
NFSC 401: Food Safety and Sanitation for Managers (1)	
NFSC 412: Food Laws, Standards and Regulations (3)	
NFSC 450: Medical Nutrition Therapy II (3)	
NFSC 459: Dietetic Field Experience (3)	
PSYC 101: Introduction to Psychology (3)	
SOCL 201: Introduction to Sociology (3)	
STAT 231: Probability and Statistics (3)	Total DPD Hours: 84 hours

# APPENDIX C

## KRDN CURRICULUM MAP

### McNeese State University DPD KRDN Curriculum Map (Required Element 3.2) Didactic Courses Aligned with Core Knowledge for the RDN (DPD)

**Background:** The KRDN Curriculum Map is used to identify the courses in which students are being taught ACEND-Required Core Knowledge (KRDN).  
**Directions:** List courses in chronological order organized by term, including course number, course title and credit hours. Next, using course syllabi, textbooks and assignments, identify what ACEND-Required Core Knowledge occurs in a course and place an 'X' in the appropriate column. Add additional rows as needed.

Courses (hours)	KRDN 1.1	KRDN 1.2	KRDN 1.3	KRDN 2.1	KRDN 2.2	KRDN 2.3	KRDN 2.4	KRDN 2.5	KRDN 2.6	KRDN 2.7	KRDN 2.8	KRDN 2.9	KRDN 3.1	KRDN 3.2	KRDN 3.3	KRDN 3.4	KRDN 3.5	KRDN 3.6	KRDN 4.1	KRDN 4.2	KRDN 4.3	KRDN 4.4	KRDN 4.5	KRDN 4.6	KRDN 4.7	KRDN 5.1	KRDN 5.2	KRDN 5.3	KRDN 5.4	KRDN 5.5	KRDN 5.6					
<b>Semester 1</b>																																				
NFSC 354: Community Nutrition (3)				X					X	X		X						X																		
NFSC 352: Quantity Food Production in Foodservice (3)					X													X					X													
<b>Semester 2</b>																																				
NFSC 344: Sports Nutrition (3)				X								X																								
NFSC 349: Nutrition Assessment (1)																																				
<b>Semester 3</b>																																				
NFSC 351: Human Nutrition and Metabolism (3)	X			X													X																			
NFSC 352: Medical Nutrition Therapy I (3)		X	X				X														X															
NFSC 356: Management in Nutrition and Food Science (3)																				X	X	X	X													
<b>Semester 4</b>																																				
NFSC 350: Nutrition Counseling and Education (3)														X																						
NFSC 401: Food Safety and Sanitation for Managers																							X													
NFSC 450: Medical Nutrition Therapy II (3)													X																							
NFSC 459: Dietetic Field Experience (3)					X						X																X	X								

## APPENDIX D

### PERSONAL STATEMENT AND RESUME

#### **Personal Statement:**

A key part of your application to dietetic internships on DICAS is your personal statement (also known as a letter of application). Its significance cannot be overstated – thus it is critical that your personal statement is well-written, grammatically correct, and professional. If you struggle with professional writing or would like a trained eye to review your statement, consider reaching out to the staff at McNeese’s Write to Excellence Center ([Write to Excellence Center | McNeese State University](#)). You should demonstrate good written communication skills and active voice with accurate spelling, grammar, and punctuation.

Write a separate personal statement for **each** dietetic internship you are applying to, as a tailored statement will be more appealing to the Dietetic Internship Director reviewing your application. Additionally, DI program requirements may vary based on their specific guidelines. **Make sure to refer to the DI program website and write your personal statement according to the guidelines provided.**

#### **Content**

The content of your personal statement is extremely important as it may be your only chance to make a personal impression on the DI Director. Consider the following questions when drafting your personal statement:

- Why did you choose dietetics as a career? Did you discover the field in college or did another life event push you to pursue it?
- What are your immediate and long-term goals? Describe at least 3.
- State your personal and career goals clearly and precisely.
- What can you contribute to the dietetic profession as a whole? That is, what makes **you** unique?
- What food, nutrition, and/or dietetic-related experience do you have? Discuss work, volunteer, and extracurricular experiences that have helped to prepare you for your dietetic internship and future career. Discuss the soft skills (leadership, communication, collaboration) that you developed because of your experience; you do not need to discuss technical skills – completion of a DPD program and your transcripts already highlight them.
- Why are you interested in this program? What influenced you to apply here?
- Don’t be afraid of getting too personal – it’s a personal statement after all. Be yourself and be authentic. When relating personal experiences to your career, discuss how you were able to grow through them and what you learned from them.
- Be positive! Emphasize your strengths and provide examples to support them. Identify the characteristics that make you stand out from other applicants and make you a strong candidate for this program. Sell yourself to the DI Director.

- If you had a hard semester and your grades were not as good as you would have liked or if you have an apparent weakness, don't be afraid to address it. Explain how you worked to overcome this and how you grew from it.
- Start writing your personal statement early. *Do not worry about length at first.* Write everything that you can think of and condense it later to fit the guidelines provided by the program you are applying to.

## **Resume:**

Applicants to dietetic internships are required to upload a **professional** resume to DICAS. A professional resume should be concise, relevant (including work experience, professional organizational involvement, leadership, and honors) and is free of spelling and grammatical errors. It is recommended that a resume should be no longer than two pages in length; one-page resumes are preferred. Assistance is available at McNeese's Career Center, located in the Burton Business Center, Room 206A, open Monday – Thursday 9:00 a.m. – 4:00 p.m. (<https://www.mcneese.edu/career/>). If you need somewhere to start, <https://flowcv.com/resume-templates> and <https://sheetsresume.com/resume-template> provide concise, professional resume templates.

## APPENDIX E

### STUDENT ACADEMY OF NUTRITION AND DIETETICS (SAND)

The mission of SAND is to apply knowledge and communication skills to make aware and educate the McNeese State University community about the relationship between nutrition, food, and health. This can only be accomplished by the participation of student members. Nutrition and Dietetic majors are encouraged to join and actively participate. Members participate in on-campus activities, fund-raising projects, and community service projects. The organization offers students opportunities to develop leadership skills and to network with nutrition and dietetic professionals. Meeting times and places are set at the beginning of each fall and spring semester.

Every effort is made to schedule meetings for the convenience of most students. For more information about the Academy of Nutrition and Dietetics and to join go to: [www.eatright.org](http://www.eatright.org).



Each student pursuing a degree with a concentration of Nutrition and Dietetic are highly encouraged to join the Academy as a Didactic Program of Dietetics (DPD) student. This allows the student to benefits that include access to member only resources, allows eligibility to scholarships that the Academy provides each year, and also permits you to be a member of the Louisiana Academy of Nutrition and Dietetics (LAND), and the student organization (SAND) at the student membership rate. As a student enrolled in the DPD or Internship of Nutrition and Dietetics (DI), one can maintain the student membership status for up to six (6) months after graduating, or until you pass a registration exam (RD or Dietetic Technician Registered).

# APPENDIX F

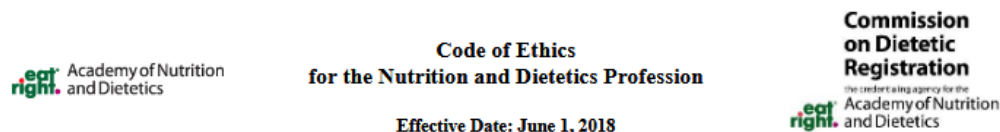
## THE ACADEMY OF NUTRITION AND DIETETICS CODE OF ETHICS

Professionals have codes in which to perform ethically within their scope of practice. Provided for this handbook is the code of ethics of the Academy of Nutrition and Dietetics. The Code of Ethics is covered in the Introduction to Nutrition and Food Science (NFSC 255) and again in the Field Experience Classes (NFSC 459).

All members of the Academy of Nutrition and Dietetics, registered dietitian nutritionists (RDNs) and nutrition and dietetic technicians, registered (NDTRs) must abide by a set of core values: customer focus, integrity, innovation, social responsibility, and diversity.

Supported by science-based decisions using the best available research and evidence, the primary goal is the protection of the individuals, groups, organizations, communities, and populations with whom the practitioner works and interacts.

For more information, see <https://www.eatright.org/code-of-ethics-for-rdns-and-ndtrs>.



### **Preamble:**

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

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

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

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

### **Principles and Standards:**

#### **1. Competence and professional development in practice (Non-maleficence)**

Nutrition and dietetics practitioners shall:

- a. Practice using an evidence-based approach within areas of competence, continuously develop and enhance expertise, and recognize limitations.
- b. Demonstrate in depth scientific knowledge of food, human nutrition and behavior.
- c. Assess the validity and applicability of scientific evidence without personal bias.
- d. Interpret, apply, participate in and/or generate research to enhance practice, innovation, and discovery.
- e. Make evidence-based practice decisions, taking into account the unique values and circumstances of the patient/client and community, in combination with the practitioner's expertise and judgment.
- f. Recognize and exercise professional judgment within the limits of individual qualifications and collaborate with others, seek counsel, and make referrals as appropriate.
- g. Act in a caring and respectful manner, mindful of individual differences, cultural, and ethnic diversity.
- h. Practice within the limits of their scope and collaborate with the inter-professional team.

**2. Integrity in personal and organizational behaviors and practices (Autonomy)**

Nutrition and dietetics practitioners shall:

- a. Disclose any conflicts of interest, including any financial interests in products or services that are recommended. Refrain from accepting gifts or services which potentially influence or which may give the appearance of influencing professional judgment.
- b. Comply with all applicable laws and regulations, including obtaining/maintaining a state license or certification if engaged in practice governed by nutrition and dietetics statutes.
- c. Maintain and appropriately use credentials.
- d. Respect intellectual property rights, including citation and recognition of the ideas and work of others, regardless of the medium (e.g. written, oral, electronic).
- e. Provide accurate and truthful information in all communications.
- f. Report inappropriate behavior or treatment of a patient/client by another nutrition and dietetics practitioner or other professionals.
- g. Document, code and bill to most accurately reflect the character and extent of delivered services.
- h. Respect patient/client's autonomy. Safeguard patient/client confidentiality according to current regulations and laws.
- i. Implement appropriate measures to protect personal health information using appropriate techniques (e.g., encryption).

**3. Professionalism (Beneficence)**

Nutrition and dietetics practitioners shall:

- a. Participate in and contribute to decisions that affect the well-being of patients/clients.
- b. Respect the values, rights, knowledge, and skills of colleagues and other professionals.
- c. Demonstrate respect, constructive dialogue, civility and professionalism in all communications, including social media.
- d. Refrain from communicating false, fraudulent, deceptive, misleading, disparaging or unfair statements or claims.
- e. Uphold professional boundaries and refrain from romantic relationships with any patients/clients, surrogates, supervisees, or students.
- f. Refrain from verbal/physical/emotional/sexual harassment.
- g. Provide objective evaluations of performance for employees, coworkers, and students and candidates for employment, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.
- h. Communicate at an appropriate level to promote health literacy.
- i. Contribute to the advancement and competence of others, including colleagues, students, and the public.

**4. Social responsibility for local, regional, national, global nutrition and well-being (Justice)**

Nutrition and dietetics practitioners shall:

- a. Collaborate with others to reduce health disparities and protect human rights.
- b. Promote fairness and objectivity with fair and equitable treatment.
- c. Contribute time and expertise to activities that promote respect, integrity, and competence of the profession.
- d. Promote the unique role of nutrition and dietetics practitioners.
- e. Engage in service that benefits the community and to enhance the public's trust in the profession.
- f. Seek leadership opportunities in professional, community, and service organizations to enhance health and nutritional status while protecting the public.

**Glossary of Terms:**

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

**Beneficence:** encompasses taking positive steps to benefit others, which includes balancing benefit and risk.<sup>1</sup>

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

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

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

**Diversity:** "The Academy values and respects the diverse viewpoints and individual differences of all people. The Academy's mission and vision are most effectively realized through the promotion of a diverse membership that reflects cultural, ethnic, gender, racial, religious, sexual orientation, socioeconomic, geographical, political, educational, experiential and philosophical characteristics of the public it services. The Academy actively identifies and offers opportunities to individuals with varied skills, talents, abilities, ideas, disabilities, backgrounds and practice expertise."<sup>4</sup>

**Evidence-based Practice:** Evidence-based practice is an approach to health care wherein health practitioners use the best evidence possible, i.e., the most appropriate information available, to make decisions for individuals, groups and populations. Evidence-based practice values, enhances and builds on clinical expertise, knowledge of disease mechanisms, and pathophysiology. It involves complex and conscientious decision-making based not only on the available evidence but also on client characteristics, situations, and preferences. It recognizes that health care is individualized and ever changing and involves uncertainties and probabilities. Evidence-based practice incorporates successful strategies that improve client outcomes and are derived from various sources of evidence including research, national guidelines, policies, consensus statements, systematic analysis of clinical experience, quality improvement data, specialized knowledge and skills of experts.<sup>2</sup>

**Justice (social justice):** supports fair, equitable, and appropriate treatment for individuals<sup>1</sup> and fair allocation of resources.

**Non-Maleficence:** is the intent to not inflict harm.<sup>1</sup>

**References:**

1. Fornari A. Approaches to ethical decision-making. *J Acad Nutr Diet.* 2015;115(1):119-121.
2. Academy of Nutrition and Dietetics Definition of Terms List. June, 2017 (Approved by Definition of Terms Workgroup Quality Management Committee May 16, 2017). Accessed October 11, 2017. <http://www.eatrightpro.org/~media/eatrightpro%20files/practice/scope%20standards%20of%20practice/academydefinitionoftermslist.ashx>
3. Academy of Nutrition and Dietetics: Revised 2017 Standards of Practice in Nutrition Care and Standards of Professional Performance for Registered Dietitian Nutritionists. *J Acad Nutr Diet.* 2018; 118: 132-140.
4. Academy of Nutrition and Dietetics "Diversity Philosophy Statement" (adopted by the House of Delegates and Board of Directors in 1995).

**APPENDIX G**  
**MSU DPD PROGRAM**  
**GRIEVANCE FORM**

**DATE FILED:** \_\_\_\_\_

**DATE OF INCIDENT(S):** \_\_\_\_\_

**FILED BY:** \_\_\_\_\_

**CONTACT PHONE NUMBER:** (\_\_\_\_) \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

**GRIEVANCE REGARDING** *(be specific and brief):*

Attach a one-page typed summary of significant occurrences, dates, and other pertinent information, such as witnesses and their contact information, if needed. Please reflect on your grievance before submission to ensure that it rises to the occasion of an official complaint.

## APPENDIX H

### DICAS APPLICATION CHECKLIST

#### Academic Year that Student is Actually Applying to a DI Program – DPD Seniors

##### Early Fall

- \_\_\_\_\_ Use individual DI websites to confirm the application requirements of the specific programs and identify any additional supplemental forms that are required
- \_\_\_\_\_ Write your personal statement(s)
- \_\_\_\_\_ Update your resume

##### Mid-Fall Semester

- \_\_\_\_\_ Attend the Nutrition and Dietetics Career Workshop (September/October)
- \_\_\_\_\_ Complete the “Request for Declaration of Intent” from DPD Director
- \_\_\_\_\_ Request three letters of recommendation from professors, employers, etc.
- \_\_\_\_\_ Confirm the DPD Course List Required Supplemental Form (located in the appendix) aligns with your transcript.
- \_\_\_\_\_ Complete any other supplemental forms required by the DI program you plan to apply.
- \_\_\_\_\_ Apply for graduate school (if required)
- \_\_\_\_\_ Initiate DICAS application when portal opens on August 5, 2025

##### By the End of the Fall Semester

- \_\_\_\_\_ Revise, get feedback on, and complete personal statement(s)
- \_\_\_\_\_ Complete and/or upload the following on the DICAS application:
  - \_\_\_\_\_ Enter the names and contact information for those who will be writing your three letters of recommendation and send them a request to complete the letter of recommendation on the DICAS portal.
  - \_\_\_\_\_ Enter the name and contact information of your DPD Director and request she complete a Declaration of Intent on DICAS
- \_\_\_\_\_ Upload DICAS DPD Course List – Required Supplemental Form
- \_\_\_\_\_ Upload any other supplemental forms required by the DI program

##### Early Spring

- \_\_\_\_\_ Order all original transcripts no later than early January (be sure the preceding fall grades are included) and send them to DICAS according to guidelines provided on DICAS
- \_\_\_\_\_ Enter your personal information on all sections of the DICAS application
- \_\_\_\_\_ Apply for financial aid and scholarships (including university specific scholarships, those offered by local AND branches, and eatright foundation scholarships)
- \_\_\_\_\_ Finalize resume; include all pertinent employment, internship, volunteer, mentoring, and other unique experiences
- \_\_\_\_\_ Finalize personal statement for each DI program you are applying
- \_\_\_\_\_ Take a breather – you’ve got this!