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Revised: March 2019
SIGNATURE PAGE

The Public Health/Nutrition Option Didactic Program in Dietetics Student Handbook contains important information regarding the major, requirements, advising, policies and procedures. As part of your application for permanent acceptance into the Public Health/Nutrition Option you are required to read, initial, sign and attach this page as one of the required documents to be submitted. (See page 10 for more information)

_____ I have read The Public Health/Nutrition Option Didactic Program in Dietetics Student Handbook.

_____ I understand that I need to make an advising appointment every semester to assure that my courses are taken on time and in sequence for graduation in 8 semesters.

_____ I understand that a dietetic internship will not be provided as part of my Public Health/Nutrition Option degree.

_____ I understand that acceptance into a dietetic internship is highly competitive and not guaranteed.

_____ I understand that a dietetic internship will add an additional year of costs and each program has a different fee structure.

_____ I understand that in order to attend a dietetic internship or sit for the Dietetic Technician Registered Exam I must earn a DPD Verification statement. To obtain the Verification Statement I must pass the Verification Statement Exam administered after the completion of all coursework.

_____ I understand that beginning in January 2024 I will also need a Master’s degree to qualify for the Registration Exam for Dietitians.

__________________________
Signature

__________________________
Date
INTRODUCTION

This Student Handbook is a guide to help answer your questions about the Public Health/Nutrition Option undergraduate Didactic Program in Dietetics (DPD). The handbook includes DPD-specific information, policies, and practices. This is intended as a supplement to the information found in the KSC College Catalog and KSC Student Handbook.

Please consult your faculty advisor should you need further clarification or have additional questions on any of the areas in this handbook.

NUTRITION OPTION MISSION STATEMENT

The Keene State College Public Health/Nutrition option provides an engaging and supportive learning environment that positions students to pursue academic excellence, active citizenship and meaningful work in the field of nutrition and health. The program prepares students for supervised practice leading to eligibility for the Commission on Dietetic Registration (CDR) credentialing exam to become registered dietitian nutritionists through didactic and engaged learning opportunities in clinical nutrition, foodservice, community nutrition, and health promotion.

PUBLIC HEALTH/NUTRITION OPTION DPD CURRICULUM

The Public Health/Nutrition Option program is a Registered Dietitian preparation curriculum also referred to as a Didactic Program in Dietetics (DPD). A DPD is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). The DPD provides the classroom component of dietetics education, culminating in a B.S. degree. After completing the degree, the student must be accepted and complete an (unpaid) accredited, post-baccalaureate supervised practice experience (dietetic internship) and pass the Registration Examination for Dietitians before earning the credential of a Registered Dietitian. The DPD curriculum combines courses in health promotion, exercise science, addictions, chemistry, biological and social sciences, and management with courses in foods and nutrition.

Given the sequential nature of the course work, it is essential to plan your program carefully with a Public Health/Nutrition faculty advisor. The suggested sequence of required courses is listed on page 12 and can be used as a reference but not as a substitute for advising meetings with your faculty advisor every semester.
All students who have earned a minimum of a bachelor’s degree, have completed all DPD course requirements as assessed by the program director, and wish to receive a DPD Verification Statement from our program so that they are qualified for a dietetic internship must also pass the Verification Statement Exam. This is a multiple-choice exam administered on set dates throughout the year on campus. Graduates may take the exam as many times as they want and there is no charge.

All courses in the dietetic curriculum teach knowledge and skills you will actually use in dietetics employment, and cover areas that are evaluated on the Registration Exam for Dietitians. The DPD is based on a collection of research data about what dietitians actually do in their jobs at entry-level and beyond. Required courses are designed to teach the knowledge and skills needed for entry-level employment. All accredited DPD curricula meet the same competencies. This assures that all graduates have met the minimum requirements to be eligible to sit for the Registration Exam for Dietitians upon completion of the supervised practice experience provided by an accredited dietetic internship.

Note: Beginning January 1, 2024, in addition to the required course work (i.e. DPD) and the supervised practice (internship), eligibility to take the exam for the Registered Dietitian credential will include an earned Master’s degree. This could be completed in conjunction with the dietetic internship or independent of it.

**ACEND Accredited Dietetic Internships**

Completion of the Public Health/Nutrition Option DPD coursework does not guarantee acceptance into post baccalaureate supervised practice dietetic internships. Currently, there are more applicants to dietetic internships than there are available internships. In recent years 50-60% of those that applied for dietetic internships have been accepted. If a student wishes to become a Registered Dietitian they need to work closely with their advisor, throughout all of their academic years at KSC, so the advisor can assist them in developing an academic and professional resume that is competitive.

**ACCREDITATION STATUS**

The Keene State College Public Health/Nutrition Option is currently granted initial accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995. Telephone 312-899-0040, ext. 5400 or visit [http://www.eatrightpro.org/resources/acend](http://www.eatrightpro.org/resources/acend)
DPD PROGRAM GOALS AND PROGRAM OUTCOME MEASURES

The Public Health/Nutrition Option has established program goals, program outcome measures, and student learning outcome measures which are utilized to monitor the effectiveness of the program. Results of all outcome measures are available upon request.

Goal 1 – The program prepares graduates to succeed in dietetic internships and other post baccalaureate educational opportunities such as additional or advanced degrees and certifications.

- At least 80% of students complete program/degree requirements within 6 years (150% of the program length).
- 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%.
- 50% percent of program graduates are admitted to a supervised practice program within 12 months of graduation.
- 35% percent of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation.
- Over a three-year period, 90% or more of Dietetic Internship Directors will rate our graduates as prepared or better prepared for the overall internship experience as compared to peers.
- Over a three-year period, 90% or more of graduates will rate themselves as “prepared” or better compared to their peers for their internship as measured by on the graduate survey.

Goal 2 – The program prepares graduates for nutrition and wellness related paid or volunteer work

- Over a five-year period of time, 70% or more of graduating students will report having participated in department or campus clubs and/or organizations.
- Over a five-year period of time, graduating students will on average have participated in six different service learning experiences.
- Over a five-year period of time, 80% or more of graduating seniors not attending internships or graduate school intend to remain in nutrition, community health or other health related field.
- Over a five-year period, 80% or more of graduates will report that after graduation they obtained paid and/or volunteer work in nutrition, health and/or wellness practice settings such as dietetic internships, community health, food service, clinical, research, medical offices, hospitals, long- term care, health insurance companies, etc.
ASSESSMENT OF OUTCOMES

The Public Health faculty complete outcome assessments annually. Data is compiled, reviewed in Nutrition Option meetings, and reported to the Nutrition Option Advisory Committee annually.

ACADEMIC ADVISOR

The Nutrition Option is strongly committed to academic advising. Every student in the Nutrition Option is assigned a faculty advisor at the time they declare their major. It is the student’s responsibility to meet with their faculty advisor every semester during course selection to discuss their progress toward program completion. Faculty post office hours and will see students at other times by appointment. Advisors are helpful in guiding curriculum choices, assisting students in exploring their interests, planning for internship applications, and navigating through academic life. Students should feel free to meet with their advisor anytime during the semester, not only during course selection. Additionally, students have unlimited access to their advising plans through their MyKSC/Self Service account where they can track their progress.

Prior to course registration, faculty advisors will contact their advisees regarding the process for securing an advising appointment. It is the student’s responsibility to sign up for a course advising appointment. All students are STRONGLY encouraged to work with their advisor on course selection to ensure proper course sequencing and timely program completion.

It is important for students to feel comfortable with their advisor. Your advisor will provide assistance in:

- Planning a schedule of required courses
- Providing feedback to the student on their progression through the program and requirements for program completion
- Providing information about scholarships, student organizations, professional organizations, and job openings
- Making plans for future endeavors
- Identifying and marketing individual students’ strengths
- Communicating pre-professional and professional expectations
- Nurturing professional growth and development
- Dietetic internship decisions
Faculty Information, Public Health – Nutrition Option
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Associate Clinical Professor, Public Health
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603-358-2544
Email address: kkalich@keene.edu
BECOMING A PUBLIC HEALTH/NUTRITION OPTION MAJOR

Admission Requirements

Students wishing to enter the Nutrition Option will “temporarily” declare as a Public Health/Nutrition Option major. After completing INCHEM 103, PH 101 and INPH 175, the student must apply for permanent admission into the major. Admission applications are submitted either in December or May, depending on the student’s catalogue year and course sequencing. If a student is not accepted into the major, then he/she has several options, including: retaking required classes in accordance with the College’s retake policy and reapplying; transferring into one of the other Public Health options with or without additional nutrition electives; or changing their major. Only those who are accepted into the Nutrition Option will have the opportunity to take the Verification Statement Exam to have the option of attending a dietetic internship. Admission requirements for permanent status in the Nutrition Option are outlined below.

Admission Criteria

- Students must have an overall GPA of 2.8. Application for permanent admission to the Option is typically completed at the end of the student’s first year. After completion of the following courses with an average of “B” or higher, students interested in pursuing the Nutrition Option must submit an application for permanent admission to the Public Health/Nutrition Option:
  - PH 101: Health and Wellness (or equivalent transfer course)
  - INPH 175: Essentials of Nutrition Science (or equivalent transfer course)
  - INCHEM 103: Fundamentals of Chemistry (or equivalent transfer course)
- For transfer students, equivalent transferred courses may be considered if approved by their Nutrition Option advisor.
- With permission, the grade in PH 215 can be substituted for INPH 175.

Application Process

The application process for admission to the Nutrition Option occurs just after grades are finalized in the fall and spring semesters. The following steps should be followed by all students interested in applying to the Nutrition Option:

- Arrange an appointment with an advisor in the Nutrition Option and complete a Declaration of Major form that is then submitted to the Registrar’s office.
- Complete the following introductory courses required before the “official” application for permanent admission to the Nutrition Option will be considered: PH 101: Health and Wellness; INPH 175: Essentials of Nutrition Science; INCHEM 103: Fundamentals of Chemistry.
- At time of application the student must have both of the following:
  - A overall GPA of 2.8
  - An average grade of “B” or better in PH 101, INPH 175 and INCHEM 103
- If the above criteria are met, the student can formally submit an application for permanent admission into the Nutrition Option in either December or
May, depending on their catalogue year.

**The Application**

1. The student must obtain the Application to the Nutrition Option from the Public Health Nutrition Option Canvas site.
2. The student must complete the form and attach all required documents, including a copy of their unofficial transcript from MyKSC with the required course grades and the signature page from the Nutrition Option Student Handbook.
3. Applications must be postmarked and mailed to the Public Health Administrative Assistant by the deadline given on the application. This is typically within a few days after semester grades are official.
4. Enrollment in additional Public Health/Nutrition Option courses will not be allowed if application has not been made and permanent status has not been granted.

**Acceptance**

- The review of applications and notification of the results of this review will be made in writing before the start of the next semester. Students who have met the application criteria will be notified of their acceptance by letter. The overall GPA of these students will then be monitored by their Nutrition Option advisor to assure that it remains at 2.8 or higher.
- Students who are not admitted into the Nutrition Option or do not submit application materials to the Option by due dates will be deregistered from Public Health/Nutrition Option courses that they are currently registered for. These students will be able to adjust their schedule using the online registration process at least 1 week prior to the start of classes.
- If a student is not permanently accepted into the Nutrition Option they should complete the following steps:
  - If the student desires to continue to pursue the Option, schedule a consultation with their Nutrition Option advisor. During this conference, the student will be notified of areas of deficiency which need to be addressed.
  - If the student does not desire to continue pursuing the Nutrition Option, complete a new “Declaration of Major” form removing them from the Nutrition Option. If the student does not complete this step, their advisor will notify the Registrar’s office to change their major to “undeclared.”
  - If interested and if deficiencies are addressed, the student can reapply one time at the conclusion of the following fall semester.
# PUBLIC HEALTH MAJOR/NUTRITION OPTION

## SUGGESTED COURSE SEQUENCE

### First Year

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credits</th>
<th>Spring Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PH 101 Health &amp; Wellness</td>
<td>4</td>
<td>BIO 230 Human Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>INPH 175 Essentials of Nutrition Science*</td>
<td>4</td>
<td>IHCOMM 171 Public Speaking*</td>
<td>4</td>
</tr>
<tr>
<td>INCHEM 103 Fundamentals of Chemistry*</td>
<td>4</td>
<td>MATH 141 or ITW*</td>
<td>4</td>
</tr>
<tr>
<td>ITW* or MATH 141</td>
<td>4</td>
<td>ISP Course*</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Credits for Academic Year** 32

### Second Year

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credits</th>
<th>Spring Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 332 Human Anatomy &amp; Physiology II</td>
<td>4</td>
<td>CHEM 220 Fundamentals of Organic Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>ISPH 285 Health in Society</td>
<td>4</td>
<td>PH 215 Nutrition Science &amp; Application</td>
<td>4</td>
</tr>
<tr>
<td>PH 225 Nutrition Profession</td>
<td>2</td>
<td>ISP or 310 Food Science</td>
<td>4</td>
</tr>
<tr>
<td>PH 216 Food Culture &amp; Community Nutrition</td>
<td>4</td>
<td>Elective</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Credits for Academic Year** 30

### Third Year

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credits</th>
<th>Spring Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PH 240 Microbiology for Health Professionals or ISP</td>
<td>4</td>
<td>ISP Course* or PH 240 Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>PH 318 Nutrition throughout the Lifespan</td>
<td>4</td>
<td>PH 385 Behavior Change Facilitation</td>
<td>4</td>
</tr>
<tr>
<td>PH 310 Food Science or ISP</td>
<td>4</td>
<td>PH 313 Foodservice Mgmt.</td>
<td>4</td>
</tr>
<tr>
<td>PH 360 Physical Activity &amp; Health OR PH 380 Addiction: Theory, Practice, &amp; Research</td>
<td>4</td>
<td>PH 360 Physical Activity &amp; Health OR PH 380 Addiction: Theory, Practice, &amp; Research</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Credits for Academic Year** 32

### Fourth Year

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credits</th>
<th>Spring Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISP Course* or PH 473 Practicum: Nutrition</td>
<td>4</td>
<td>PH 416 Medical Nutrition Therapy II</td>
<td>4</td>
</tr>
<tr>
<td>PH 415 Nutritional Biochemistry</td>
<td>4</td>
<td>PH 473 Practicum: Nutrition or ISP Course*</td>
<td>4</td>
</tr>
<tr>
<td>PH 414 Medical Nutrition Therapy I</td>
<td>2</td>
<td>PH 485 Health Promotion Practice OR PH 494 Public Health Capstone/Seminar: Public Health Research</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Credits for Academic Year** 26

**TOTAL DEGREE CREDITS = 120**

*ISP = 40 Credits *Indicates Integrative Studies Program (ISP) Course

Major Requirements = 96 Credits (PH core [32 Credits] and Option [64 Credits]) 20 Credits can be applied toward ISP.

Electives = 4 Credit (Notes: accredited program) Upper Level Requirements = 54 Credits
ACCESS TO STUDENT SUPPORT SERVICES

Support Services available to students are listed in the KSC Student Handbook, which can be found on the keene.edu website. Below are a list of some of these services and direct links to their websites.

- Through the Aspire program, the College offers an array of support services to students such as ongoing and individualized learning skills instruction in time management, note-taking, and test-taking. More information can be found at: http://www.keene.edu/aspire/
- Support for emotional, personal, and social needs can be found at: https://www.keene.edu/life/services/counseling/
- Academic and career support is provided by Academic and Career Advising and information on their services is located at: https://www.keene.edu/academics/aca/
- The Center for Health and Wellness provides a variety of health services. Information can be found at: http://www.keene.edu/chw/

STUDY ABROAD

The Public Health/Nutrition Option considers study abroad to be an important part of your education—enriching you both personally and professionally. We encourage all students who meet the eligibility criteria to spend a summer or a semester in another country. Information on studying abroad can be found through the Global Education Office (GEO). To ensure proper credit transfer and financial aid packaging you must work closely with the GEO and follow the study abroad process carefully. Please let your advisor know early in your academic career that you would like to do this so that your curriculum can be planned around this very valuable experience. More information is available at the Global Education Office located on the 1st floor of the Elliot Center. Their website is: https://www.keene.edu/academics/geo/

CAMPUS-BASED ORGANIZATIONS

Public Health/Nutrition Option students are encouraged to participate in campus-based organizations to broaden and enrich their academic experience. Below is a list of suggested student organizations; contact information for these and all student organizations can be found at: https://www.keene.edu/life/si/programs/student-organizations/listing/.
**Eta Sigma Gamma**
All Public Health students with a minimum 3.4 grade point average are invited to join in the fall of their junior year. Eta Sigma Gamma, the national honorary for Health Education, has a rich history of serving students in the profession through teaching, service, and research.

**Student Nutrition Association at Keene State College**
All students studying nutrition and dietetics are strongly encouraged to join the Student Nutrition Association at Keene State (SNAKS). SNAKS meets twice each month. Its purpose is to provide a framework for meaningful student involvement in the area of nutrition and to stimulate interest in the profession of dietetics and nutrition. The organization emphasizes the goals of education, service, and peer connections. To become a member, a student must take the initiative to attend two meetings and then request membership. To maintain membership, you must attend four meetings and two activities per semester.

**Public Health Club**
All students from the KSC community are eligible to join the Public Health Club. The purpose of the organization is to support and assist in the development of health promotion and wellness programs on campus. The goal is to increase awareness of the importance of developing and maintaining physical, emotional, and mental health among students, faculty, and staff.

**ACADEMY OF NUTRITION AND DIETETICS: STUDENT MEMBERSHIP**

The Academy of Nutrition and Dietetics (The Academy) and its state affiliates such as the New Hampshire Academy of Nutrition and Dietetics are the only associations which represent registered dietitians. They exist to foster the highest of standards in dietetics practice and to promote the registered dietitian as being the most qualified food and nutrition professional.

Membership in The Academy entitles one to receive the *Journal of the Academy of Nutrition and Dietetics*, as well as other supplemental publications. It also entitles one to membership benefits such as reduced rates at conferences and materials sold in The Academy’s eatrightStore. The individual also becomes a member of the state affiliate. Student members also receive an e-newsletter called *Student Scoop*.

Any student interested in becoming a member of the Academy should see the DPD Program Director for an application. The Academy can be found online at [https://www.eatright.org/](https://www.eatright.org/).
PROGRAM POLICIES AND EXPECTATIONS

Student Conduct
The entire Student Conduct Code is found in the Student Handbook at: https://www.keene.edu/administration/policy/detail/handbook/code/. In brief, Keene State College regards students as adults and expects them to accept responsibility for their behavior, whether acting individually or in a group. Students are expected to be considerate of the rights of others and conduct themselves in a manner that is consistent with the values embraced by the College and reflected in its various policies, contracts, rules, and regulations.

The student’s rights and responsibilities are also outlined in the Student Handbook and can be found at: https://www.keene.edu/administration/policy/detail/handbook/rights/. Keene State College believes that with rights come responsibilities. Students have the right to expect the College to foster an environment which advances your intellectual and personal growth. As a member of the Keene State College community, you have a responsibility to assist in creating an atmosphere conducive to this growth.

Code of Ethics of the Profession
Dietetics students should also become familiar with the Code of Ethics for the Nutrition and Dietetics Profession of which is available at: https://www.eatrightpro.org/practice/code-of-ethics/what-is-the-code-of-ethics. All members of the Academy of Nutrition and Dietetics and registered dietitians are bound to abide by this code of ethics. Students should expect to follow the Code while enrolled in their didactic program and internships.

Dress Code for Practical and Field Experiences
- If a student is placed in a practicum or field experience, they are expected to dress in accordance with the standards of the facility in which they are working.
- The following are not considered professional attire and should not be worn: miniskirts, shorts, jeans, any clothing which would be worn in a gym or to a club, clothing with commercial graphics, flip-flops, tight clothing, low cut necklines, and any clothing that reveals the midsection of the body such as cropped tops or low-slung pants.
- Clothing should be clean and pressed and professional.
- Jewelry should be simple and kept to a minimum.
- Most hospitals require a lab coat when involved in a clinical experience.
- If your experience is in foodservice, you most likely will be asked to wear a hair restraint of some sort and to keep your fingernails short and unpolished. You may also be asked to limit the jewelry you wear. Foodservice establishments typically require closed-toe, rubber-soled shoes. Please check prior to your experience to see what is allowed.
- For males, some facilities allow well-trimmed beards while others may require beard restraints if you work with food.
Tests and Immunizations

Some field experience or practicum facilities may require students to show proof of testing for tuberculosis and the completion of a series of Hepatitis B vaccines. Further, some may require proof of a tetanus shot within a certain time period or a measles titer. Some facilities may have other requirements, such as ServSafe certification, which students obtain in the PH 313 Foodservice Management course.

Background Checks and Drug Testing

Students working in facilities with youth or in hospital settings may be asked to complete a criminal background check or submit to drug testing. The majority of the facilities utilized by KSC will conduct their own background checks and drug testing; however, in the event the student is required to obtain their own background check or drug testing, they will be responsible for any cost.

Student Use of Personal Vehicle for Off-Campus Educational Experiences

The richness of a Keene State College education may be enhanced through the participation in one or more educational experiences. These experiences are both curricular and co-curricular and may take place on or off campus. Several degree programs include one or more of these experiences as a graduation requirement. Students should check with their advisor and/or department chair to determine if this is a requirement for their major area. If the experience is to be convened at a remote location, students may be required to provide their own transportation to and from the site. Unless specifically stated, Keene State College and the University System of New Hampshire assume no responsibility for transportation of students to the site of an experience. Students participating in an off-campus educational experience will be responsible for all costs related to travel. Personal vehicles should be adequately insured for public liability insurance protection. Students are responsible for insuring their own vehicles. Students will not be reimbursed by USNH for collision losses that occur during business use of a personal vehicle. In the event of an accident, the owner's personal insurance provides coverage and the owner is personally responsible for any deductible payable. USNH does not provide any coverage for comprehensive or collision insurance for personal vehicles.

Illness or Injury While Participating in Off-Campus Educational Experiences

The Public Health/Nutrition Option’s educational experience is enhanced through the participation in out-of-classroom learning experiences. These experiences are both curricular and co-curricular and may take place on or off campus. If a student is injured or becomes ill during an off campus educational experience, the student assumes the responsibility for all related costs and liabilities. This is outlined in the Student Liability-Waiver form that all Public Health students are required to sign if they are to participate in educational experiences outside of the classroom.
**Academic Calendar**

The Nutrition Option follows the Keene State College academic calendar which can be found at: [https://www.keene.edu/news/events/categories/academic/](https://www.keene.edu/news/events/categories/academic/)

**Protection of Privacy of Student Information**

Pursuant to the passage of the Family Educational Rights and Privacy Act of 1974 20 U.S.C. 1232g (the "Buckley Amendment") and subsequent amendments and clarifications by the U.S. Senate Joint Resolution No. 40, the Board of Trustees of the University System of New Hampshire adopted a policy which assures a student access to education records which pertain to matriculation within Keene State College. In general, the law provides that: Student records are confidential, with the exception of predetermined public directory information.

The specifics of the policy can be found at: [https://www.keene.edu/administration/policy/detail/ferpa/](https://www.keene.edu/administration/policy/detail/ferpa/)

A student’s Public Health/Nutrition Option advising records are kept in locked faculty offices. Verification Statements will be kept securely indefinitely.

**Evaluation of Prior Learning**

**Purpose of the Policy:** To ensure consistent review of prior learning for prospective students who are interested in the Nutrition Option at Keene State College. This includes:

a. A transfer student who has completed college course work at another institution and is looking to transfer coursework toward a baccalaureate degree in Public Health with an option in Nutrition.

b. A baccalaureate and/or master’s degree in another area of study, with interest in pursuing nutrition to obtain a verification statement (i.e. either obtaining a baccalaureate degree in Public Health/Nutrition Option from Keene State or completing required coursework for a verification statement).

c. A baccalaureate and/or master’s degree in nutrition from another country, with interest in pursuing nutrition to obtain a verification statement (i.e. either obtaining a baccalaureate degree in Public Health with an option in Nutrition from Keene State or completing required coursework for a verification statement).

d. An individual with documented professional experience without college coursework.

**Person Responsible for the Policy:** The Program Director oversees policy; all Nutrition Option faculty are responsible for implementing the policy.
Procedure Details:

1. All students who are interested in the Public Health/Nutrition Option will contact the Program Director.
2. The Program Director will assign a Nutrition Option faculty advisor to the student.

TRANSFER STUDENTS: For students interested in pursuing a baccalaureate degree in Public Health, the student must meet with a general academic advisor in Academic and Career Services for an evaluation of official transcript(s) and transfer of courses into Keene State’s Integrative Studies program. Keene State College Academic Policies will apply to matriculated transfer students (e.g. completion of Integrative Studies, completion of major requirements, minimum number of credits required to be completed at Keene State College for a baccalaureate degree, upper-level requirement, etc.).

   a. Once students have met with a general academic advisor, they will then meet with a Nutrition Option faculty advisor to review transcripts, courses accepted by Keene State to meet Integrative Studies requirements, and additional completed courses that may meet Public Health core and Nutrition Option requirements. Course descriptions and syllabi from the transferring institution are used to assess equivalencies.

   b. If credit is requested for prior work and life experience, Nutrition Option faculty advisors will follow Keene State College’s policy on “Process of Assessment of Non-College Learning.”

   c. Students who have completed an INPH175 Essentials of Nutrition Science equivalent and a minimum of 30 credits will be evaluated by their Nutrition Option faculty advisor for expedited admission into the program. Formal admission paperwork will be completed by the student and submitted to their Nutrition Option faculty advisor. If a student is deemed not appropriate for expedited admission, an alternative plan will be made.

   d. Appropriate paperwork (i.e. course substitutions, course waivers) will be completed by the Nutrition Option faculty advisor for those courses that meet Public Health core and Nutrition Option requirements, the Nutrition Option handbook will be provided with review of admission criteria to the Option, and declaration of major paperwork will be completed.

VERIFICATION STATEMENT/SECOND DEGREE STUDENTS: If students with a completed baccalaureate and/or master’s degree wish to obtain a verification statement from the Nutrition Option, initially they will meet with the Program Director for review of transcripts from the institution where the degree(s) was obtained.

   a. The DPD Director will review minimum requirements for obtaining a verification statement which includes:
i. Living within a commutable distance to the College.

ii. Completion of courses at Keene State with a minimum requirement being PH416 *Medical Nutrition Therapy*.

iii. Registration for courses occurs through Continuing Education unless the student chooses to matriculate.

iv. Successful completion of the Keene State Nutrition Option Verification Statement Exam.

b. The Program Director will review course descriptions and syllabi from the transferring institution to assess equivalencies.

i. Students with foreign degrees must first contact an independent foreign degree evaluation agency for transcript and degree equivalency before transcript review will be initiated by the Program Director. Examples of independent agencies can be found at: [http://www.eatrightpro.org/resource/acend/students-and-advancing-education/information-for-students/foreign-degree-evaluation-agencies](http://www.eatrightpro.org/resource/acend/students-and-advancing-education/information-for-students/foreign-degree-evaluation-agencies)

c. If credit is requested for prior work and life experience, the Program Director will follow Keene State College’s policy on “Process of Assessment of Non-College Learning.”

d. For students interested in pursuing a second baccalaureate degree in Public Health, the first step is to meet with a general academic advisor in Academic and Career Advising for an evaluation of official transcript(s) and transfer of courses into Keene State’s Integrative Studies program. Keene State College Academic Policies will apply to matriculated transfer students (e.g. completion of Integrative Studies, completion of major requirements, minimum number of credits required to be completed at Keene State College for a baccalaureate degree, upper-level requirement, etc.).

**AN INDIVIDUAL WITH DOCUMENTED PROFESSIONAL EXPERIENCE WITHOUT COLLEGE COURSEWORK:** For students interested in pursuing a baccalaureate degree in Public Health, the first step is to meet with a general academic advisor in Academic and Career Advising for a review of Academic Policies that apply to matriculated students (e.g. completion of the Integrative Studies program, completion of major requirements, minimum number of credits required to be completed at Keene State College for a baccalaureate degree, upper-level requirement, etc.).

a. Once students have met with a general academic advisor, they will then meet with a Nutrition Option faculty advisor to review requirements for a baccalaureate degree in Public Health with an option in Nutrition.

b. If credit is requested for prior work and life experience, Nutrition Option
faculty advisors will follow Keene State College’s policy on “Process of Assessment of Non-College Learning.”

c. The Nutrition Option handbook will be provided with review of admission criteria to the Option, and declaration of major paper work will be completed.

**Completion of Required Coursework for Verification Statement**

Attainment of the Verification Statement is dependent on the successful completion of competencies (DPD requirements) established by the Accreditation Council on Education for Nutrition and Dietetics. These competencies are reviewed and revised every five years and curriculum is adjusted accordingly. Students must complete all DPD requirements within six years of declaring their major as a Public Health Nutrition Option student to ensure all competencies are met. In the event that a student does not complete Nutrition Option requirements within six years they will be required to change to the most current catalog year for all major requirements.

**Academic Probation, Suspension and Readmission**

All students declared as Public Health/Nutrition Option majors must meet the entrance requirements for permanent acceptance into the major as outlined in [https://www.keene.edu/catalog/programs/detail/public-health-bs/](https://www.keene.edu/catalog/programs/detail/public-health-bs/)

To remain in the program the student must maintain a 2.0 average or higher to avoid academic probation and suspension as outlined in the KSC academic policies found at [https://www.keene.edu/administration/policy/detail/academic-probation/](https://www.keene.edu/administration/policy/detail/academic-probation/)

Other policies pertaining to student academic standing, termination, and re-admittance can be found at the following web pages:  
[https://www.keene.edu/administration/policy/detail/academic-standing/](https://www.keene.edu/administration/policy/detail/academic-standing/)
[https://www.keene.edu/admissions/apply/](https://www.keene.edu/admissions/apply/)

**Grievances and Complaints**

The College’s grievance procedures are outlined in the Student Handbook and summarized below.

A student with a grievance - a concern that a policy or procedure of the College has been incorrectly or unfairly applied in their particular case - has recourse through grievance procedures.

- Grievances arising from a misapplication of academic policy should be channeled to the instructor, the student’s academic advisor, and/or the Divisional Dean or the Vice President for Academic Affairs, Hale Building.
- All other grievances should be addressed to the Vice President for Student
Affairs, Student Center, with the exception of those involving discrimination on the basis of race, color, religion, veteran's status, sex, age, national origin, or disability status.

- Grievances arising from discrimination on the basis of disability status should be directed to the Dean of Students, Elliot Hall. All others should be directed to the Affirmative Action Officer, who is also the Director of Human Resources, in Fiske Annex.

Additional information on the College’s policies on Discrimination and Discriminatory Harassment can be found at: https://www.keene.edu/administration/policy/detail/discrimination/

The complaint policy for Nutrition Option specific issues mirrors the KSC grievance policy and students can make a complaint without risk of retaliation. The steps to address issues or complaints are as follows:

1. Students must first speak with the DPD Director, unless the issue is about the program director; then the student may go directly to the Chair of the Public Health Department.
2. If the complaint is not resolved by the DPD Director, the student has the option to meet with the Chair of the Public Health Department.
3. If the complaint is not resolved by the Chair, then the student has the option to meet with the Dean of Sciences, Sustainability, & Health.
4. If the complaint is not resolved by the Dean, then the student has the option to meet with the Vice President of Academic Affairs (VPAA).
5. If the complaint is not resolved by the VPAA and the specific complaint relates to a program’s compliance with the accreditation/approval standards, then the student may contact Accreditation Council for Education in Nutrition and Dietetics (ACEND) to submit a formal complaint: http://www.eatrightpro.org/resource/acend/accreditation-standards-fees-and-policies/filing-a-complaint/procedure-for-complaints-against-accredited-programs

ACEND will review complaints that relate to a program’s compliance with the accreditation/approval standards. The Council is interested in the sustained quality and continued improvement of dietetics education and programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff, or students.

A copy of the accreditation/approval standards and/or the Council’s policy and procedure for submission of complaints may be obtained by contacting the Education staff at The Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606 or by calling 800/877-1600, ext. 4872.

Revised: March 2019
Requirements for Graduation and Completion of the Program

KSC Public Health/Nutrition Option students must complete 120 credits including Integrated Studies courses to be eligible to graduate. They must complete all required courses. Students must file an Intent to Graduate form to have the Registrar check records to verify that the student has met all requirements. Information as to deadlines and specifics concerning graduation can be found on the KSC website at: https://www.keene.edu/administration/policy/detail/graduation-requirements/

Verification Statements

Students who successfully complete the Nutrition Option and pass the cumulative Verification Statement Exam will be awarded a Verification Statement after graduating from the program. This document is needed when applying to a Supervised Practice Program. The Verification Statement confirms that all requirements of the Didactic Program in Dietetics (DPD) have been met.

In order to receive a paper copy of the Verification Statement, the student must obtain and complete the Verification Statement Request Form available on the Nutrition Option Canvas site. The form should be submitted to the DPD Program Director by December 1st for December graduation, May 1st for May graduation and August 1st for August graduation. Students will receive three (3) Verification Statements within a month of successfully passing the Verification Statement Exam. They may request additional copies if needed from the DPD Director. In addition, one copy will be retained in each student’s file.

Verification Statement Exam

All students who have earned a minimum of a bachelor’s degree, have completed all DPD course requirements as assessed by the program director, and wish to receive a DPD Verification Statement to qualify for a dietetic internship must pass the Verification Statement Exam. This is a multiple choice exam administered on set dates throughout the year and is administered on campus. Graduates may take the exam as many times as they want and there is no charge. Please contact the program director or your advisor for the test administration schedule.

Declaration of Intent to Complete Degree and/or ACEND Minimum Academic Requirements

Students applying to Supervised Practice Programs who have not yet completed all the requirements for the DPD will need to complete the Declaration of Intent to Complete Degree and/or ACEND Minimum Academic Requirements form and return it to the program director with an unofficial copy of their transcript to date. On this form the
student will list all unfinished coursework for the DPD requirements and/or the bachelor’s degree. The Program Director will verify the information and provide necessary documentation to the student for their internship applications. The Declaration of Intent to Complete Degree and/or ACEND Minimum Academic Requirements form is available on the Nutrition Option Canvas site.

PROGRAM COSTS

Keene State College Tuition & Fees
A detailed description of costs related to tuition and fees, plus residence hall room and board are posted on the KSC website at: https://www.keene.edu/admissions/tuition/
Since costs vary each year, students should refer to this site for the most up-to-date information related to costs.

Enrolling in more than 20 credits per semester will result in additional costs.

Additional Dietetic Program Expenses
The student may incur up to $500 dollars per year of additional expenses for the following:
- Transportation expenses for field trips, practicum and projects for the following courses:
  - PH 216: Food Culture & Community Nutrition
  - PH 313: Food Service Management
  - PH 385: Behavior Change
  - PH 416: Medical Nutrition Therapy II
  - PH 473: Practicum: Nutrition
- Expenses for individual course materials, i.e., presentation posters, copying costs, computer disks, etc., should be expected.

Optional participation in the following would incur additional expenses:
- Transportation, meal costs, and registration fees should be expected if the student selects to attend professional meetings or practical experiences. Costs will vary.
- Membership into The Academy of Nutrition and Dietetics is suggested but not required. ($58.00 per year).
- Most dietetic internship programs charge an application fee. The fees will vary, but most are between $50 and $100. These fees must be sent directly to the internship.
- Additional costs when applying for internships:
  - If the internship is participating in the Dietetic Internship Centralized Application system there is a fee of $40.00 for the first application
and $20.00 for each additional application. Visit: https://portal.dicas.org/ for more information.

- It will cost $50.00 to participate in the computer matching process via D & D Digital, a necessary step for internship acceptance. Visit: https://www.dnddigital.com/ for more information.

**Insurance**

Nutrition Option students are covered by a blanket professional liability insurance policy paid for by the University System of New Hampshire when participating in supervised field placement activities. The KSC Student Handbook specifies written policies and procedures about student health insurance.

Health Insurance: The student is responsible for obtaining their own personal health insurance.

Liability/Travel/Injuries: Travel either as part of the DPD Program or commuting time to field experience agencies is not covered by Keene State College and is to be covered by personal auto insurance. See student use of personal vehicle on page 16 of this handbook.

**Withdrawal and Refund of Tuition and Fees**

Policies and procedures for tuition and refunds can be found at: https://www.keene.edu/life/services/accounts/resources/refunds/

**Financial Aid**

To apply for financial aid, the student must visit the Student Financial Aid Office in Elliot Hall. Financial aid is usually based on need (family income), which is determined after review of one’s family financial form. Financial aid comes in many forms. Some financial aid must be paid back (loans) while other aid does not (grants). Answers to all your financial aid questions can be found at: https://www.keene.edu/admissions/aid/

**DIETETIC TECHNICIAN REGISTERED**

Students wishing to take the Dietetic Technician Registered Exam must have an earned Bachelor’s degree and must earn a DPD Verification Statement by passing the Verification Statement Exam. Graduates must then contact the DPD program director to complete paperwork necessary to confirm eligibility to sit for the exam.
Instructions for Applying to take the Dietetic Technician Registered Exam

Application for the Dietetic Technician Registered Exam Instructions:

1. Provide the Program Director your email address.

2. Once your degree is conferred you must request an official copy of your transcript. This must be sent directly to the Program Director in paper form—NOT electronic.

3. If you have received your copies of your Verification Statement, include one copy. If you have not received them yet, email Angela Poirier at (angela.poirier@keene.edu) and ask her to hold a copy for the Program Director to use with the application.

4. Send all of the above to the Program Director postmarked no later than June 10th. Any application sent after June 10th will be held until the semester begins in August.

The Nutrition Option Program Director (Lisa Prospert) will begin the electronic approval process in REPS system of The Commission on Dietetics Registration by the end of the third week in June. You will be sent an email asking you to complete demographic information that you must complete before final approval. Once this is completed, in approximately 10 days to three weeks, the Commission on Dietetics Registration will notify you of your eligibility acceptance. You are then able to contact Pearson Vue to schedule the exam anytime within the next year.

Expect to study for several months for this exam. There are a few study materials available aside from DTR Study Buddy at http://www.dtrstudybuddy.com/. The Commission on Dietetics Registration also provides an overview of the exam in a booklet. This and all of the above required forms can be found at http://cdrnet.org/program-director/grad-info-dpd-pathway-iii.

BECOMING A REGISTERED DIETITIAN

Requirements

- Completion at a minimum of a Bachelor’s degree in dietetics or a related field from an accredited college or university. Completion indicates that the student has met all requirements of a given program and those of the Accreditation Council for Education in Nutrition and Dietetics (ACEND).
• Completion of Didactic Program in Dietetics (DPD) requirements in a program approved/accredited by the Commission on Accreditation for Dietetics Education.

• The DPD at Keene State College is the first step to becoming a registered dietitian (RD). The pathway consists of completing the DPD, earning a Bachelor’s degree and obtaining a Verification Statement of Completion.

• After you have earned your degree and your DPD verification statement, you will then need to complete a supervised practice experience by completing an ACEND-accredited internship.

• Beginning in January 2024, an earned Master’s degree will also be required.

• You will then be eligible to take the Examination for Dietetic Registration to become credentialed as an RD. Passing the exam will credential you as an RD.

• The FLOW CHART on the following page clearly depicts the pathway.

Important Notes

• Students are required to meet the DPD requirements for the catalog year in which they declared their major.

• In accordance with college policy, students already enrolled in the program when new DPD requirements go into effect have the option of either meeting the DPD requirements that were in place when they enrolled at KSC or the revised requirements.

• Students who are readmitted into the college after an absence will be required to meet the requirements of the plan that is in effect when they reenter the program.

• A career as a Registered Dietitian requires a total commitment of five (or six) years of education. This includes DPD course work, the post graduate internship, and passing the Registration Exam for Dietitians.
Pathway to becoming a Registered Dietitian

1. Apply for Student Academy Membership
2. Enroll in an ACEND*-accredited or approved DPD Program
   - Complete the DPD Program requirements, and a bachelor's degree. Obtain a DPD Verification Statement
   - Apply to ACEND*-accredited Dietetic Internship (DI)
     - Supervised practice experience
   - Complete DI Program and receive a supervised practice Verification Statement

3. Enroll in an ACEND*-accredited CP Program
   - Complete CP Program and obtain bachelor's degree in dietetics and receive Verification Statement for completion of supervised practice experience
     - Includes supervised practice experience
   - Beginning 1/1/2024 a Master's Degree will also be required

4. Apply for Registration Eligibility with Accreditation Council for Education in Nutrition and Dietetics (ACEND).
   - (Through Dietetic Internship Program Director)

5. Registration Exam for Dietitians
6. State licensure or certification, if applicable

*Accreditation Council for Education in Nutrition and Dietetics
Employment Opportunities in Food and Nutrition

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<th>Clinical Nutrition</th>
<th>Food Industry</th>
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<td>Cardiac Rehabilitation</td>
<td>Food Service Management</td>
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<td>Nutrition Support</td>
<td>Food Product Development</td>
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<td>Clinical Counseling</td>
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<td>Geriatrics</td>
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<td>Long-term care</td>
<td>Recipe Development</td>
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<td>Sports and Fitness Nutrition</td>
<td>Pharmaceutical Industry</td>
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<td>Nutrition Communications</td>
<td>Corporate Nutrition</td>
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<td>Nutrition Educator</td>
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<td>Prenatal and Lactation Nutrition</td>
<td>Drug Nutrient Interactions – Toxicology</td>
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<td>Public Health Nutrition</td>
<td>Nutrient and Food Supplements</td>
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<td>Private Practice Consulting</td>
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<td>Health and Nutrition Journalism</td>
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<td>Foods and Nutrition Legislation</td>
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*Some of these opportunities require a Registered Dietitian and/or additional graduate course work*
**DIETETIC INTERNSHIP PROCESS**

*Choosing Dietetic Internships to Apply To*

It is suggested that you talk with your PH 473: Practicum: Nutrition instructor and your Nutrition Option faculty advisor about the choices you are making. Most students apply to one to six programs, depending on both geographic and financial considerations. The faculty believe that choosing the right programs and choosing programs outside New England increase your success in acceptance. Including at least one program for which you exceed the selection requirements is also important.

1. Identify which internships you are interested in applying to using the following resources to get started:
   i. Go directly to the website for each program you are interested in to assist you in making your final decision.
   ii. The Accreditation Council for Education in Nutrition and Dietetics (ACEND) has a list of all internships. Visit: [https://www.eatrightpro.org/acend](https://www.eatrightpro.org/acend).
   iii. The applicant guide is a searchable database and is available in Canvas under the Nutrition Option course. A PDF version is available for reading and a Microsoft Access data base version is available which allows for searching and sorting of programs. You will need to use a computer on campus to be able to use the Microsoft Access version. Instructions on how to use it are found on Canvas.

2. Download/copy each program’s specific application guidelines. Look specifically for the following:
   i. Are they utilizing the Dietetic Internship Centralized Application System (DICAS)?
      - If so then obtain the following information:
      - What is their application fee and where to send it?
      - Does the program require additional materials to be sent directly to them?
      - Do they have specific requirements for who must write your letters of recommendations?
      - What is the application deadline? (Internships may have a deadline for materials that differs from the DICAS or D&D digital.)

If **NOT** utilizing the Centralized Application (DICAS):
   - What is the application fee?
   - What exactly do they want included in the final application packet?
   - Do they have specific requirements for who must write your letters of recommendations?
- Where to send the application packet?
- What is the application deadline?

3. Suggested timeline for the process of selecting an internship for April Matching:
   i. Narrow choices down to a maximum of 10 programs by the end of September and meet with faculty advisor.
   ii. Narrow choices down to one to six programs by mid-October and meet with faculty advisor again.
   iii. Formally request recommendation letters (in writing) on or before the last Friday in October.
   iv. Provide all required recommendation materials to the writers by the Monday in December designated as Reading Day. (see below)
   v. Complete the “Intent to Complete Requirements Form” found on Canvas and provide a copy to Angela Poirier by the Monday in December designated as Reading Day. This form, once completed, will identify what classes you still need to take for graduation and verification statement, and when you will be taking them. It looks like this:

   
   \[
   \text{Spring Semester} \\
   \text{PH 410 Applied Research in Food Systems} \\
   \text{GEOG 101: Introduction to Geography} \\
   \text{January} \\
   \text{CLEP: American History} \\
   \text{Summer: one social science course}
   \]

   vi. Please indicate how many of these internships are NOT using DICAS. You will only need to submit signed hard copies of this form for programs not using DICAS; however, ALL students applying to internships must submit a completed copy of the Intent to Complete Requirements Form by Reading Day to Angela Poirier.

\section*{Letters of Recommendation}

1. Consider your letter of recommendation writers very carefully. Think about your relationship with the faculty member, employer, etc. For example, here are some questions to consider:
   i. Did you have a strong and positive presence in particular courses that you had with the faculty member?
   ii. Did you actively contribute to the classroom environment?
   iii. What was the outcome of your work for those classes?

2. Have a back-up plan if someone does not feel comfortable speaking on your behalf.

3. Please note that some faculty will only write a limited number of letters.
4. You must formally make your request in writing via email by the last Friday in October.

5. By the Monday in December designated as Reading Day, provide letter of recommendation information to your writers. This includes:

If nutrition faculty are writing a letter of recommendation for you, please include all of the following:

i. A list of all the internships and their corresponding directors.
ii. A clear note if any programs you are applying to are using an earlier deadline date.
iii. Complete the Standard Recommendation Form by filling out page 2 (evaluating yourself). Include a narrative EXPLAINING your self-evaluation (ranking). This reminds the letter writers of your accomplishments (courses, field experiences, employment).
iv. Unofficial transcript
v. Resume
vi. A phone number where you can be reached over break.

For each recommendation writer, place a copy of all of your materials in a separate manila envelope with your name and their name on it and give it to them before the deadline of Reading Day in December.

For programs USING DICAS you will also be sending an email to your letter writers through the DICAS website, which will give them access to the electronic version of the evaluation form for them to complete.

For programs NOT using the DICAS:

i. Complete signed waivers for every program you are applying for that is not using DICAS.
ii. Remind each letter writer (particularly all those not including Becky Dunn, Lisa Prospert, and Dena Shields) that they will need to provide you with individual letters for each internship and place each letter in a sealed and signed (across the back flap) envelope.
iii. If an internship uses a recommendation form other than the standard form, you’ll need to provide a copy of this.
iv. Your recommendations may be ready for your pick-up when you return from break. Some faculty members will have individual times when they will complete letters; clarify with them their timeframe and please be patient. If you will not be picking up your signed and sealed letters, you must provide a self-addressed stamped manila envelope so your letters can be mailed back to you.
Please provide letter writers with all of the necessary information by READING DAY. Materials will not be accepted after the Monday in December designated as Reading Day. Please do not ask for an exception as it will not be granted.

**Intent to Complete Requirements or Verification Statement**

1. If you have not graduated, then you must submit an Intent to Complete Requirements form as outlined above.
2. If you have already graduated, you do not need to complete the ADA Intent to Complete Requirements form. For those programs that do not use DICAS, you will submit in your application a copy of your signed verification statement sent to you after graduation. For those using DICAS, you will submit an electronic request for Verification Statement to Lisa Prospert, Program Director, at lprosper@keene.edu.

**Transcripts**

Order your transcripts as soon as the most recent semester grades are included on the official transcript or, in the case of a graduate, after the degree has been conferred on the transcript.

KSC policy is to wait two weeks prior to sending out a transcript request. If you want to have the transcript sent out sooner, you must contact them by telephone after placing the electronic request. ([http://www.keene.edu/registrar/transcripts/](http://www.keene.edu/registrar/transcripts/))

**For Programs using DICAS**

If applying to programs using the DICAS, only one set (total) of transcripts needs to be ordered. The official transcripts are sent directly to DICAS – Transcript Dept., PO Box 9118, Watertown, MA 02472.

**For Programs not using DICAS**

1. A complete set of transcripts is needed for each program you apply to that is NOT using the Centralized Application system.

2. ORDER Official Transcripts from KSC—this can be done online or through the Elliot Center. INCLUDE THE CURRENT FALL SEMESTER in your request. Request these transcripts NO LATER than the last day of the fall semester.

3. ORDER Official Transcripts from any other colleges or universities attended. Order these ASAP. It is suggested that you order these transcripts by the middle of the fall semester to allow ample time for processing and arrival. You should order extra copies for your files.
Standard Supervised Practice Application

For Programs using DICAS
For programs using DICAS, you will complete the Standard Application online.

For Programs not using DICAS
If the internship is NOT using DICAS and does not provide the standard application on their website, you can access all standard materials from the Nutrition Option Canvas site or as a last resort contact Lisa Prospert.

Take your time filling out the application and be sure to proofread, proofread, and proofread!

You must complete ALL sections even if you believe that your resume has the information. Not all programs look at the resume or the resume does not have all the details they want.

If you have taken classes at another college and these credits have been applied to KSC, you will need to include these grades when calculating your overall GPA.

Letter of Application/Personal Essay
You must write a different personal essay for each program. There will be similarities but it is critical that you communicate to each program why you want them and why they should want you.

For Programs using DICAS
Programs using DICAS will require answers to the following questions in the personal statement:

1. Why do you want to enter the dietetics profession?
2. Discuss experiences that have helped to prepare you for your career.
3. What are your short-term and long-term goals?
4. What are your strengths and weaknesses or areas needing improvement?
5. What other information do you consider important for the selection decision?

For Programs not using DICAS
Programs NOT using DICAS will have directions on their website on what they want in their personal statements.

General Guidelines for your personal statement
• Be certain to follow directions and respond to what they are asking!
• Be sure to use the resources of the College to assist you in writing, editing, and proofreading this letter. Make an appointment at Academic and Career Advising.
• Please remember: Nutrition Option faculty do not read letters of application as it is to the student’s benefit to have an outside reader.

**Resumes**

**For Programs using DICAS**
A professional resume is required for the completion of the DICAS application. Resume writing is discussed in *PH 494: Public Health Capstone*. Academic and Career Advising will also provide assistance in writing, editing, and proofreading your resume.

**For Programs not using DICAS**
Check the program’s website to identify the need for a resume in your application packet.

**D & D Digital: Computer Matching**
The majority of internship programs utilize D & D Digital to match your internship preferences to the program’s preferences. Assume that all programs use D & D Digital unless the website tells you otherwise. You must sign in to D & D Digital and rank your internship preferences before the February application deadline. If you do not do this, then you will not get an internship even if you have sent in an application. Here are the instructions for D & D Digital:

1. Go to the D & D Digital web site for on-line application materials at: https://www.dnddigital.com/
2. Don’t forget to fill this out and submit by the deadline indicated – this is mailed separately from your applications.
3. Carefully rank each of your internships, complete the release form, and submit to D & D Digital by the due date, which is in February for the spring match. Confirm all deadlines.

Information on Computer Matching: https://www.eatrightpro.org/acend/students-and-advancing-education/dietetic-internship-match-students

**How Does DICAS Work?**

1. DICAS may be accessed at https://portal.dicas.org/ or by email at DICASinfo@DICAS.org. DICAS will be available in December for the spring match. The online application must be completed by 11:59 p.m. Central Time on the February due date for the spring match, or in September for the fall match. The
fee to use DICAS is $40 for the first application submitted and $20 for each additional application.

2. When completing the application form, applicants must include the name and contact information (specifically an email address) for each reference. This will trigger an email message requesting completion of a reference form. The form will be completed online. Students submitting more than one application will need to use the same individuals as references for each application.

3. Applicants who apply to internships using DICAS will be asked to complete a personal statement. You will be able to write more than one personal statement and select different statements for different internships and there is a 1,000-word limit for each.

4. Applicants must also register online for computer matching at https://www.dnddigital.com/ and select dietetic internship priority choices by 11:59 p.m. Central Time on the February due date for the spring match. There is a $50.00 computer matching fee that will be required at that time.

For Non-DICAS Programs

Utilize the program’s individual application requirements as outlined on their website.
### Summary of Application Requirements of DICAS vs. Non-DICAS Applications

<table>
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<tr>
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<th>For Programs Utilizing DICAS</th>
<th>For Programs Not Utilizing DICAS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dietetic Internship Program Application</td>
<td>Complete in DICAS</td>
<td>Obtain and complete the Dietetic Internship Program Application from the program requiring a written Application.</td>
</tr>
</tbody>
</table>
| Transcripts                          | Request an official transcript be sent to:  
DICAS Transcript  
Department  
PO Box 9118  
Watertown, MA 02472  

| Grade Calculations                     | • Students must convert their letter grades into numerical grades. Use the following conversions: A (4.0), AB (3.5), B (3.0), BC (2.5), C (2.0), CD (1.5), D (1.0), and F (0.0)  
• Enter courses and numerical conversion into DICAS and it will automatically calculate the DPD GPA.  

| Recommendations                        | • Identify who you would like to write your recommendations and formally ask them by the deadline.  
• Complete request for recommendations within DICAS.  

|                                      | • Complete the Dietetic Internship Program Application DPD grade section and calculate your DPD GPA as instructed on the Application using this conversion for letter grades: A (4.0), AB (3.5), B (3.0), BC (2.5), C (2.0), CD (1.5), D (1.0), and F (0.0).  
• Identify who you would like to write your recommendations and formally ask them by the deadline.  
• Provide copies of the recommendation form along with your self-reflection and resume to your recommenders.  
• Make arrangements to pick up recommendations to include in your final packet.  

Revised: March 2019
<table>
<thead>
<tr>
<th>For Programs Utilizing DICAS</th>
<th>For Programs Not utilizing DICAS</th>
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<tbody>
<tr>
<td>Intent to complete or Verification Statements</td>
<td>Complete Nutrition Option form requesting this information and submit to the Public Health administrative assistant by the deadline on the form.</td>
</tr>
<tr>
<td></td>
<td>Complete request within DICAS.</td>
</tr>
<tr>
<td>Other</td>
<td>If the program you are applying to requests additional information, mail it separately to the program by the deadline date.</td>
</tr>
<tr>
<td></td>
<td>Send the Internship Application fee directly to the internship.</td>
</tr>
<tr>
<td>Fees</td>
<td>Once your DICAS application is complete you will be required to pay $40.00 for the first internship you are applying to and $20.00 for each additional internship.</td>
</tr>
<tr>
<td></td>
<td>You must send the Internship-specific application fee to the address provided on their website by the application due date.</td>
</tr>
<tr>
<td></td>
<td>The D &amp; D Digital fee of $50.00 is paid directly to them when you register.</td>
</tr>
</tbody>
</table>
Dates to Remember for Students Applying for an Internship for April Match

September:
- Meet with your nutrition advisor to discuss your application choices (maximum of 10).
- Arrange to take the GRE exam if you are considering programs that require them.

Mid-October:
- Narrow your choices to one to six and meet with your nutrition advisor again to discuss your choices.
- Order transcripts for non-DICAS programs from other colleges and universities.
- Study for the GRE exam.
- Research DICAS.
- **Last Friday in October:** Last day to formally request a letter of recommendation from Nutrition faculty.

November 1st:
- Download the internship application forms from each program’s web site. Begin to complete application forms.
- Begin to make appointments at the Center for Writing and at Academic and Career Advising to assist you with your resume and letters of application/personal essay.

December Reading Day:
- Last date to submit INTENT TO COMPLETE REQUIREMENTS FORM materials to Angela Poirier (angela.poirier@keene.edu).
- Last day to submit recommendation materials to all other Nutrition faculty. **No exceptions will be made. Please do not ask.**
- Don’t forget to order your KSC official transcripts for DICAS and non-DICAS programs.

December-Mid-February:
- Work on and finalize all application materials.

Mid-February:
- Last day to submit D & D Digital form and DI applications (be sure to check the D&D web site for exact date and DIs that may have an early deadline!).
Dates to Remember for Students Applying for an Internship for September Application Due Date with Match

May (Prior to graduation or leaving for the summer):
- Meet with your nutrition advisor to discuss your application choices (maximum of 10).
- Submit an intent to complete requirements form if you will be graduating in December to Angela Poirier, Joslin 204.
- Formally request recommendations from Nutrition Option Faculty.
- Arrange to take the GRE exam if you are considering programs that require them.

Mid-July:
- Narrow your choices to one to six and email your nutrition advisor or other faculty to discuss your choices.
- Order transcripts for non-DICAS programs from other colleges and universities.
- Take the GRE exam if you intend to.
- DICAS system opens mid-July; begin your DICAS application.
- Deadline for requesting a letter of recommendation from Nutrition faculty is the end of the second week in July.

August 1st:
- If utilizing DICAS, complete the following:
  - Reference requests
  - Intent to complete requirements or Verification Statement requests
- Continue working on your DICAS application. Academic & Career Advising can assist with your resume, personal statement, and preparation for interviews.

First week in September:
- If you are graduating in December, meet with your faculty advisor to review your program selections and to answer any questions you may have.

Last week in September:
- Confirm due dates for application materials and submit the following by that due date.
  - D & D Digital registration and program selections.
  - DICAS application completed and submitted to programs.

Mid-late October:
- You may reorder your D & D Digital preferences. Confirm the last available date for doing this.

November 1st:
- Check your match results on D & D Digital.