

DIDACTIC PROGRAM IN DIETETICS (DPD)
Department of Human Nutrition, Foods and Exercise
VIRGINIA TECH

Policy #2: ACEND Verification Statement Qualification & Issuance Procedure for Undergraduate Students earning a Bachelor of Science degree in Human Nutrition, Foods and Exercise

Policy Statement

An Accreditation Council for Education in Nutrition and Dietetics (ACEND) accredited Didactic Program in Dietetics (DPD) is the education program that provides the required dietetics coursework to meet ACEND's core knowledge requirements to prepare graduates for an ACEND Internship Program in Nutrition and Dietetics (IP). The DPD Verification Statement is the evidence provided by the DPD Director that a student has successfully fulfilled the requirements for completion of the DPD in accordance with institutional policies, current ACEND standards, and appropriate Commission on Dietetic Registration guidelines. Individuals who have DPD completion verification are eligible to complete an ACEND IP to establish eligibility to sit for the registration examination for dietitians (RD). Based on ACEND standards, IPs require a minimum of an earned bachelor's degree and a DPD Verification Statement for admission.

The accreditation of ACEND allows the Department of Human Nutrition, Foods and Exercise (HNFE) to issue DPD Verification Statements to students who have completed all DPD requirements. This policy details the requirements in HNFE to earn the DPD Verification Statement and the procedures used to ensure fair, equitable, and considerate treatment to all students.

Verification Statement Qualification

The HNFE undergraduate Dietetics option is the approved DPD program. Students who are accepted into and complete all Virginia Tech requirements in the Dietetics option earn a Bachelor of Science degree in HNFE and an ACEND DPD Verification Statement. In addition to the core curriculum required of all undergraduate students at Virginia Tech, students take courses to meet the DPD requirements in various departments including: Agriculture and Applied Economics; Biochemistry; Biology; Chemistry; Communications; Food Science and Technology; Management; Psychology; and Statistics. The required DPD courses meet the ACEND Core Knowledge for the Registered Dietitian Nutritionist (RDN) requirements for the current standards. See Appendix B for the approved required DPD course list (Professional and Science courses) to earn a DPD Verification Statement from HNFE.

All Virginia Tech, College of Agriculture and Life Sciences (CALs), and HNFE admission and academic policies must be followed by students earning a Bachelor of Science degree in HNFE. These policies may be referenced in the Virginia Tech Undergraduate Catalog, the CALs Undergraduate guidelines, the HNFE Undergraduate Handbook, and from other university resources. Transfer students must meet all Virginia Tech, CALs, and HNFE requirements to be allowed entrance into the HNFE department and the Dietetics option.

The following requirements must be met for students completing the HNFE DIET option:

1. In-major GPA \geq 2.5 or higher;
2. Overall GPA \geq 3.0 or higher; and
3. Grade of C or better in HNFE 1004, CHEM 1035, CHEM 1036 and CHEM 2535 or 2514.

To assure program quality, the following courses must be taken at Virginia Tech. (18 total credits)

- HNFE 2004 Professional Dietetics (1 credit)
- HNFE 3034 Methods of Human Health Assessment (2 credits)
- HNFE 3025/4025 Metabolic Nutrition (3 credits)
- HNFE 3026/4026 Metabolic Nutrition (3 credits)
- HNFE 4004 Seminar in HNFE (3 credits)
- HNFE 4125 Medical Nutrition Therapy I (3 credits)
- HNFE 4126 Medical Nutrition Therapy II (3 credits)

Due to the dynamic nature with which dietetics knowledge evolves and practice transforms and the expectation of life-long learning for dietetics professionals, the following college-level courses (or equivalent courses) must have been completed, either at Virginia Tech or another approved institution, within a **10-year period before Verification Statement is earned:**

- HNFE 1004 Foods, Nutrition and Exercise (3 credits)
- HNFE 2004 Professional Dietetics (1 credit)
- HNFE 2014 Nutrition Across the Life Span (3 credits)
- BCHM 2024 Concepts of Biochemistry (3 credits)
- HNFE 2224 Food Selection and Preparation Laboratory (1 credit) AND HNFE 2234 Food Selection and Preparation (3 credits) OR FST 2014 Introduction to Food Science (2 credits) AND HNFE 3024 Science of Food Preparation Lab (2 credits)
- HNFE 3025/4025 Metabolic Nutrition (3 credits)
- HNFE 3026/4026 Metabolic Nutrition (3 credits)
- HNFE 3034 Methods of Human Health Assessment (2 credits)
- HNFE 3224 Communicating with Food (3 credits)
- HNFE 3114 Foodservice and Meal Management (4 credits)
- HNFE 4004 Seminar in HNFE (3 credits)
- HNFE 4624 Community Nutrition (3 credits)
- HNFE 4644 Health Counseling (3 credits)

The following courses must have been completed within a **5-year period before a Verification Statement is earned:**

- HNFE 4125 Medical Nutrition Therapy I (3 credits)
- HNFE 4126 Medical Nutrition Therapy II (3 credits)

Substitutions for required DPD courses will be processed and approved or denied following the Virginia Tech, CALS, and HNFE course substitution policies. See www.registrar.vt.edu for Virginia Tech policies.

Virginia Tech Blacksburg Campus Graduate Students and HNFE alumni who have been conferred a degree in HNFE who meet the approved requirements may also earn a DPD Verification Statement. DPD Policy #3 provides the requirements for graduate students and HNFE alumni to earn the DPD Verification Statement and the process of Verification Statement issuance. Students and prospective students interested in earning the Verification Statement who have not been conferred a degree in HNFE are encouraged to apply to Virginia Tech as a degree seeking student.

Verification Statement Application and Issuance Process

- Once all HNFE Bachelor of Science Dietetics option degree and DPD requirements have been completed, students and alumni are eligible for issuance of a DPD Verification Statement.
- Students/alumni desiring a hard copy Verification Statement, or submitting IP applications, must complete and submit the DPD Verification Statement application. The application is available on the HNFE website and from the Program Director. See Appendix C for the application.
 - The application fee is \$25.00. The one-time fee provides the applicant all necessary DPD documentation indefinitely. The applicant's student account will be billed directly.
 - The student/alumni must pay the application fee before the Verification Statement will be provided.
 - Application fees are housed in the HNFE Dietetics account used to support DPD administrative costs.
- Once the student/alumni submits the DPD Verification Statement application, the dietetics administrative support and program director will process the application and create the appropriate form within two (2) weeks. The three possible DPD forms applicants may qualify for are:

1. ACEND Verification Statement Form

- Approval of the DPD Verification Statement application will result in issuing to the applicant six (6) originals of the form (per ACEND/CDR guidelines). Students/alumni have the option to choose to pick-up the forms in the HNFE office or have the forms mailed to the address of their choice. Delivery preference is provided by the student/alumni on the application.
 - Students/alumni may request more original Verification Statement forms at any time by completing the application online and/or contacting the dietetics administrative support and program director if an application has been completed and approved in the past.
 - Electronic Verification Statement confirmation will also be provided for the Dietetic Internship Centralized Application System (DICAS) if requested by the student/alumni.

2. ACEND Intent to Complete Form

- Students completing IP applications who have not completed all DPD requirements and have ≤ 24 credit hours remaining with a plan to complete those credits within a nine (9) month time frame and who will meet all HNFE undergraduate degree requirements also within that time frame will be issued an ACEND Intent to Complete Form and/or electronic DICAS Intent to Complete Form.

3. Letter of Deficiency for DPD

- If an ACEND Verification Statement and Intent to Complete Form is denied, a letter of deficiency will be prepared by the dietetics administrative support and approved and signed by program director before being sent to the applicant. The letter of deficiency will be maintained in the student's DPD file.
- Once the dietetics administrative support has processed the application and created the appropriate form, the DPD Director will be responsible for finalizing and approving (signing) the appropriate form within two (2) weeks.
 - After the DPD Director's approval of the appropriate form, the dietetics administrative support will distribute the final forms to the student/alumni.

- Issued Verification Statements must be kept indefinitely by the HNFE Department. Student DPD files are kept in the main HNFE office. The Department Head, DPD Director, dietetics administrative support, and HNFE Office Administrator have access to these files.

This policy will be reviewed as needed; minimum review every three years.

APPROVED:

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APPROVED:



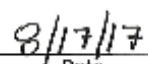
Director, Didactic Program in Dietetics



Department Head, HNFE



Date



Date

Reviewed and approved by the Dietetics Committee:

Vote; unanimously approved by Dietetics Committee at meeting on January 20, 2016; update on MNT course requirement approved via Dietetics Committee vote on July 18, 2017

Reviewed and approved by the HNFE Faculty:

Vote; approved by HNFE Faculty at meeting on February 26, 2016

Next Review scheduled:

January 2019

History of the Policy:

Original version signed by DPD Director Dr. Sharon M. Nickols-Richardson on April 1, 2004; HNFE Faculty Endorsement per Faculty Minutes on April 2, 2004; Department Head Dr. Michael Houston on April 21, 2004

Reviewed and approved by the Dietetics Committee on March 2, 2006

Reviewed and approved by the Dietetics Committee on December 13, 2007; edits January 24, 2008.

Reviewed and approved by the Dietetics Committee on December 16, 2009

Reviewed and approved by the Dietetics Committee on August 14, 2012

Reviewed and approved by Dietetics Committee on August 19, 2015

Appendix B
Didactic Program in Dietetics Verification Statement Required Courses for Undergraduate Degree Students

DPD Program Institution:	Virginia Tech
DPD Director Name:	Heather K. Cox, MS, RD
Website for Course Catalog:	Virginia Tech Undergraduate Course Catalog

All courses are three credits (3 cr) unless otherwise indicated. *Course required to be taken in HNFE.

DPD Professional Courses	DPD Science Courses
HNFE 1004 Foods, Nutrition and Exercise OR HNFE 1004 Foods and Nutrition	BCHM 2024 Concepts of Biochemistry
HNFE 2004 Professional Dietetics* (1 cr)	BIOL 2604 General Microbiology
HNFE 2014 Nutrition Across the Life Span	BIOL 2614 General Microbiology Lab (1 or 2 cr)
HNFE 2234 Food Selection & Preparation (3 cr) & HNFE 2224 Food Selection & Preparation Lab (1 cr) OR FST 2014 Introduction to Food Science (2 cr) & HNFE 3014 Science of Food Preparation Lab (2 cr)	BMSP 2135 Human Anatomy & Physiology BMSP 2136 Human Anatomy & Physiology
HNFE 3025/4025* Metabolic Nutrition	CHEM 1035 General Chemistry
HNFE 3026/4026* Metabolic Nutrition	CHEM 1045 General Chemistry Lab (1 cr)
HNFE 3034* Methods of Human Health Assessment OR Methods of Human Nutritional Assessment (2 cr)	CHEM 1036 General Chemistry
HNFE 3114 Foodservice and Meal Management (4 cr)	CHEM 1046 General Chemistry Lab (1 cr)
HNFE 3224 Communicating with Food	CHEM 2514 Survey of Organic Chemistry OR CHEM 2535 Organic Chemistry
HNFE 4004* Seminar in HNFE	
HNFE 4125* Medical Nutrition Therapy	
HNFE 4126* Medical Nutrition Therapy	
HNFE 4624 Community Nutrition	
HNFE 4644 Health Counseling	
AAEC 4814 Food and Health Economics	
COMM 2004 Public Speaking	
MGT 3304 Management Theory and Leadership Practice	
PSYC 1004 Introduction to Psychology	
PSYC 2084 Social Psychology OR PSYC 2034 Developmental Psychology OR SOC 1004 Introductory Sociology OR HNFE 2664 Behavioral Nutrition & Physical Activity	
STAT 2004 Introductory Statistics OR STAT 3615 Biological Statistics	
END	

Appendix C
Didactic Program in Dietetics Verification Statement Application

Available via HNFE website: <https://www.hnfe.vt.edu/programs/undergraduate/options/dietetics/forms.html>

Hard copy application is available by request to meet accessibility and accommodation requirements.