

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

Policy #3: ACEND Verification Statement Qualification & Issuance Procedure for Graduate Students and HNFЕ Alumni

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 (HNFЕ) to issue DPD Verification Statements to students who have completed all DPD requirements. Virginia Tech (VT) Blacksburg Campus Graduate Students and HNFЕ graduates who have been conferred a degree in HNFЕ (henceforth to be referred to as HNFЕ alumni) who meet the approved requirements may also earn a DPD Verification Statement. This policy details the requirements in HNFЕ for Virginia Tech Blacksburg Campus Graduate Students and HNFЕ Alumni to earn the DPD Verification Statement and the procedures used to ensure fair, equitable, and considerate treatment to all students.

Addendum as of August 2017: VT Graduate Students must be enrolled by the fall 2017 semester and demonstrate interest in earning the DPD Verification Statement by the end of the fall 2017 term to be eligible to complete the DPD. No graduate students will be eligible to earn the DPD Verification Statement that begin as of January 2018 unless they receive special permission from the Dietetics Committee for extenuating circumstances.

Verification Statement Qualification- Criteria for Virginia Tech Graduate Students to earn a DPD Verification Statement

Virginia Tech Blacksburg campus graduate students may complete the DPD Verification Statement. Graduate students must have earned a Bachelor's degree from a regionally accredited university or college and be able to complete the DPD at VT within six (6) academic semesters. Graduate students must meet all current academics requirements of the Virginia Tech Graduate School and their home college and department to be eligible for the DPD. All Virginia Tech and HNFЕ academic policies must be followed by graduate students earning a DPD Verification Statement. These policies may be referenced in the Virginia Tech Graduate and Undergraduate Catalogs, the HNFЕ Graduate Handbook, and from other university resources.

The first step to beginning the DPD is to complete a DPD Transcript Evaluation Application (see page 4) to determine coursework required to complete the DPD. After the Transcript Evaluation Application has been processed, graduate students must have the approval of their Graduate Advisor to complete the DPD.

Graduate students are required to complete and submit the DPD Enrollment Form (see Appendix D) with their Graduate Advisor's signature during the first semester they are enrolled in DPD courses. The DPD Enrollment Form is available on the HNFE website and should be submitted to the Graduate Program Coordinator.

Any individual earning a DPD Verification Statement must complete the DPD approved required courses or an approved equivalent course and maintain an overall 3.0 GPA at Virginia Tech. Courses taken at another university or college may count towards these required courses if they are determined to contain equivalent course content to meet the ACEND core knowledge area(s). The DPD Course List may be found in Appendix E. Graduate students are required to honor all required prerequisite courses for DPD undergraduate and graduate courses to support the appropriate evolution of knowledge in the core knowledge areas for Registered Dietitians. This ladder approach ensures students can be successful in subsequent courses, in supervised practice, and on the national examination to become a Registered Dietitian.

Graduate students must earn a minimum of 18 graded (A-F) credits of DPD required courses (which may be at the undergraduate and/or graduate level) in HNFE to be issued a DPD Verification Statement.

To qualify for eligibility to earn a DPD Verification Statement, graduate students must have earned either:

- An overall GPA of a 3.0 on a 4.0 scale or better in their undergraduate conferred degree **OR**
- Have earned a grade of C (2.0 on a 4.0 scale) or better on any courses that will be used to count towards the DPD Verification Statement.

A passing grade (at the institution the course was completed at) must have been earned on all courses that are used to meet the DPD required courses.

Verification Statement Qualification- Criteria for Virginia Tech HNFE Alumni to earn a DPD Verification Statement

HNFE Alumni from non-Dietetics options returning to Virginia Tech to complete the DPD Verification Statement must meet all current academic requirements of the HNFE Dietetics option (including overall minimum GPA) and all Virginia Tech, College of Agriculture and Life Sciences (CALs), and HNFE academic policies must be followed by any students taking courses in HNFE. These policies may be referenced in the Virginia Tech Undergraduate Catalog, CALs academic policies, the HNFE Undergraduate Handbook, and from other university resources.

Any individual earning a DPD Verification Statement must complete the DPD approved required courses or an approved equivalent course. Courses taken at another university or college may count towards these required courses if they are determined to contain equivalent course content to meet the ACEND core knowledge area(s). The DPD Course List may be found in Appendix E. HNFE alumni are required to honor all required prerequisite courses for DPD undergraduate courses to support the appropriate evolution of knowledge in the core knowledge areas for Registered Dietitians. This ladder approach ensures students can be successful in subsequent courses, in supervised practice, and on the national examination to become a Registered Dietitian.

The first step to beginning the DPD is to complete a DPD Transcript Evaluation Application (see page 4). After the Transcript Evaluation Application has been processed, HNFE alumni must have the approval of the DPD Director to complete the DPD. HNFE alumni are required to complete and submit the DPD Enrollment Form (see Appendix D) with the DPD Director's signature during the first semester they are returning for enrollment in DPD courses. The DPD Enrollment Form is available on the HNFE website and should be submitted to the Graduate Program Coordinator.

To qualify for eligibility to earn a DPD Verification Statement, HNFE alumni must have earned:

- An overall GPA of a 3.0 on a 4.0 scale or better at Virginia Tech

A passing grade (at the institution the course was completed at) must have been earned on all courses that are used to meet the DPD required courses.

Curriculum Requirements for Verification Statement Qualification (Graduate Students and HNFE Alumni):

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) **OR** HNFE 5044 Graduate Seminar (3 semesters)
- HNFE 4125 Medical Nutrition Therapy I **OR** HNFE 5125G Advanced Medical Nutrition Therapy (3 credits)
- HNFE 4126 Medical Nutrition Therapy II **OR** HNFE 5126G Advanced Medical Nutrition Therapy (3 credits)

**Unique situations may allow for equivalent courses to be substituted (see page 4).*

Due to the expediency 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 a 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)
- 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) **OR** HNFE 5044 Graduate Seminar (3 semesters)
- HNFE 4624 Community Nutrition (3 credits) **OR** HNFE 5604 Public Health Nutrition and Physical Activity (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 **OR** HNFE 5125G Advanced Medical Nutrition Therapy (3 credits)
- HNFE 4126 Medical Nutrition Therapy II **OR** HNFE 5126G Advanced Medical Nutrition Therapy (3 credits)

Verification Statement Eligibility Determination Process

Virginia Tech Graduate Students and HNFЕ Alumni interested in earning the DPD Verification Statement must complete a DPD Transcript Evaluation Application so that the DPD Director may determine eligibility to enter the DPD. The Transcript Evaluation provides determination of coursework and prior learning experiences that will be counted towards the DPD Verification Statement requirements and those courses that the student has outstanding to complete the Verification Statement. Students are required to submit all transcripts, syllabi, and other evidence specified in the application and/or requested for any previous coursework or prior learning experiences to be considered.

Students whose prior coursework was completed at a college or university outside of the United States or its territories must have their degree validated by an agency approved by the Commission on Dietetic Registration of The Academy of Nutrition and Dietetics.

Transcript Evaluation Process

- The Transcript Evaluation Application is available on the HNFЕ website and from the Graduate Program Coordinator. See Appendix F for the application.
 - The application fee is \$25.00 for accepted graduate students and HNFЕ alumni. The application fee is \$100.00 for prospective graduate students. The one-time fee provides the applicant all necessary DPD documentation indefinitely and covers the evaluation process to determine eligibility for the DPD, review of transcripts and syllabi, review of prior learning experience, and a proposed plan of study for the DPD. The fee also covers future evaluation of courses and experience for substitution credit. The applicant's student account will be billed directly.
- Once the student/prospective student submits the DPD Transcript Evaluation Application the DPD Director will process the application and begin the evaluation within two (2) weeks.
- The DPD Director is responsible for finalizing and approving (signing) the evaluation within two (2) weeks once completed.
- The DPD Director or Graduate Program Coordinator will provide the completed Transcript Evaluation to the student/prospective student via email and hard copy and the graduate faculty advisor via email. An official copy will be kept in the student's DPD file for reference.

Coursework Equivalency and Substitution of Required Courses

Courses at Virginia Tech are evaluated regularly by the DPD Director for equivalency possibilities. Courses taken at other institutions may substitute for the DPD approved required courses (see Appendix E) with approval by the DPD Director, with consultation from the Dietetics Committee when the equivalency to ACEND core requirements require discussion. All courses that have been reviewed and approved or denied for equivalency are kept on file by the Graduate Program Coordinator. Courses that have been approved for equivalency are available to students. Courses that have not been evaluated in the past for equivalency requests are evaluated on a case by case basis and supporting evidence must be provided by the student for consideration of equivalency. If courses have changed since equivalency approval was granted, the course must be reevaluated before approval for equivalency will be granted. The Course for Course Substitution Form will be completed for each course substitution and kept in the student's DPD file. See Appendix G for the Course for Course Substitution Form.

*Unique situations may allow for equivalent courses to be substituted for the **HNFЕ Required Coursework*** (18 credits) but require approval by the DPD Director, with consultation from the Dietetics Committee.*

Of the **HNFE Required Coursework*** (18 credits), 6 credits may be substituted by other courses based on the following rationale. Students with substitution for courses are still required to earn a minimum of 18 graded credits of DPD courses in HNFE to earn a DPD Verification Statement. Examples of when course for course substitutions may be approved include:

- new courses are added to the Virginia Tech graduate curriculum that meet/exceed required undergraduate course learning outcomes fulfilling ACEND core knowledge requirements and provide an equitable or enhanced experience;
- courses from other institutions taught in an ACEND accredited program meet/exceed required undergraduate course learning outcomes fulfilling ACEND core knowledge requirements and provide an equitable or enhanced experience;
- courses from other institutions meet/exceed required undergraduate course learning outcomes fulfilling ACEND core knowledge requirements and provide equitable or enhanced experience.

Experience for Substitution of Required Courses

Prior learning, work experience, laboratory work, graduate teaching assistant experience, and other exceptional experiential opportunities may substitute for the DPD approved required courses (see Appendix E) but require approval by the DPD Director, with consultation from the Dietetics Committee. Students are permitted a maximum waiver of 9 credits from the DPD approved required courses via substitution for experience.

Students with substitution for experience are still required to earn 18 graded credits of DPD courses in HNFE to earn a DPD Verification Statement. Experience substitutions must meet/exceed required undergraduate course learning outcomes fulfilling ACEND core knowledge requirements for the course being substituted.

Examples of when experience for course substitutions may be approved include:

- student is a satisfactory Graduate Teaching Assistant (GTA) for a course (instructor of record must agree and acknowledge that student has mastered course learning outcomes by signing substitution form);
- student has extensive experience in a laboratory completing activities that require mastery of course learning outcomes (work supervisor must provide job description and acknowledge that student has mastered course learning outcomes by signing substitution form);
- student has extensive work experience in a setting completing activities that require mastery of course learning outcomes (work supervisor must provide job description and acknowledge that student has mastered course learning outcomes by signing substitution form).

Of the **HNFE Required Coursework*** (18 credits), 3 credits may be waived via substitution for experience.

A student who wishes to apply to substitute Experience for a DPD required Course should submit the Experience for Course Substitution form (Appendix H) to the Graduate Program Coordinator who will provide initial information about type of documentation that may be needed for the DPD Director to evaluate if the student's experience met ACEND core knowledge requirements for the course. For GTA experiences, course syllabi will be required. Documentation required for other experiences include a detailed letter from a work supervisor or student portfolio providing evidence of knowledge earned through experience. Should these not

be sufficient and if a comprehensive exam is available, the student may be asked to take the course final exam along with other students enrolled in the course. A student must score a percentage grade of an 80% or better on a substitution comprehensive examination to receive the experience substitution approval.

Experience for course substitution requests are evaluated on a case by case basis and supporting evidence must be provided by the student for consideration of substitution. The Experience for Course Substitution Form will be completed for each course substitution and kept in the student's DPD file. See Appendix H for the Experience for Course Substitution Form.

DPD Course Registration Process

HNFE makes every effort to plan courses to meet degree and program completion progress demand. Graduate students and/or HNFE alumni may have difficulty adding DPD required courses due to a variety of reasons. During the Virginia Tech established Course Request time period, these students should complete the DPD Course Request survey which is available to students on the HNFE website and will be provided via email to the appropriate students on this pathway. The survey provides the Graduate Program Coordinator information on which courses students earning a DPD Verification Statement may need.

While the HNFE department will make every effort to ensure these students get the courses they need, completion of the survey does not guarantee seats in courses. The HNFE Department is not able to force add students to non-HNFE courses but the DPD Director and/or Graduate Program Coordinator will work with departments outside of HNFE to assist students in securing seats in needed courses.

We prioritize all course requests based on degree and DPD completion requirements and expected graduation dates. We cannot guarantee seats in courses that are not required for graduation or DPD completion.

Verification Statement Application and Issuance Process

- Once all DPD requirements have been completed, students and alumni are eligible for issuance of a DPD Verification Statement.
 - Students applying to IPs who have yet to complete program requirements may have an Intent to Complete issued (see #2 below).
- Students/alumni desiring a hard copy Verification Statement, or submitting IPI applications, must complete and submit the DPD Verification Statement application. The application is available on the HNFE website and from the Graduate Program Coordinator. See Appendix C for the application.
 - The application fee is \$25.00. The one-time fee covers any costs related to the DPD Verification Statement issuance process indefinitely. The applicants' Virginia Tech account will be billed directly.
 - The student/alumni must pay the application fee before the Verification Statement will be provided. If the student/alumni paid this fee when beginning the DPD, the fee is not reassessed.
- Once the student/alumni submits the DPD Verification Statement application, HNFE will process the application and process the appropriate form. 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 \leq 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.



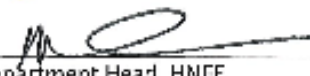
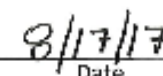
3. Letter of Deficiency for DPD

- 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.

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

APPROVED:

 Director, Didactic Program in Dietetics	 Date
 Department Head, HNFE	 Date

Reviewed and approved by the Dietetics Committee:

Vote; unanimously approved with updates by Dietetics Committee at meeting on August 23, 2017

Vote; unanimously approved by Dietetics Committee at meeting on May 10, 2016; language updated August 17, 2017

Reviewed and approved by the HNFE Faculty:

Vote; unanimously approved by HNFE faculty at meeting on May 20, 2016

Next Review scheduled:

January 2019

History of the Policy: This policy was part of Policy #2 until November 2015 revision.

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

Reviewed and approved by the Dietetics Committee on January 24, 2008

Reviewed and updated by the Dietetics Committee on November 4, 2015

Appendix D

Didactic Program in Dietetics Enrollment Form for Graduate Students & HNFE Alumni

Available online at: [DPD Enrollment Form](#)

Didactic Program in Dietetics Student Enrollment Form

GRADUATE STUDENTS AND HNFE ALUMNI (Previous Degree-Earners) ONLY

The Virginia Tech Human Nutrition, Foods and Exercise Didactic Program in Dietetics (DPD) is accredited by the Academy of Nutrition and Dietetics' Accreditation Council for Education in Nutrition and for Dietetics (ACEND). Submission of this form indicates student understanding of the RD educational pathway and willingness to comply to program guidelines and expectations. Submission of this form will provide the graduate faculty advisor the opportunity to approve participation of the student in the DPD.

*** Required**

Name (last, first)

Today's Date

The following best describes me: *

HNFE Graduate Student
 Previous Graduate of HNFE (not enrolled in graduate program)
 Graduate Student in Other Department than HNFE (specify below):
 Other:

Graduate Faculty Advisor (if applicable)

Graduate Faculty Advisor's email address
 If you are a non-graduate student alumni of HNFE, please list Heather Cox's email address (hacox1@vt.edu) so your DPD contract will be submitted to her for signature.

On completion of all the DPD requirements, students will earn an ACEND DPD Verification Statement. Following completion of the DPD, students are required to complete an ACEND accredited Internship Program in Nutrition & Dietetics (IP) to become eligible to sit for the national Registration Examination for Dietitians. Internship Programs are highly competitive and admission to one is NOT guaranteed upon completion of this DPD. Most IPs require an overall GPA of at least a 3.0 and dietetics related work and/or volunteer experience to be competitive for acceptance. My initials below acknowledge that I understand the RD educational pathway and the competitiveness of Internship Programs. *

All Virginia Tech and HNFE academic policies must be followed by all students earning a DPD Verification Statement. These policies may be referenced in the Virginia Tech Graduate and Undergraduate Catalogs, the HNFE Graduate Student Handbook, and from other university resources. My initials below indicate my understanding of these academic policies. *

As a Virginia Tech graduate student, I understand that expectations and obligations to my graduate program are independent from DPD coursework and commitments. My initials below indicate that I understand graduate expectations and requirements associated with my graduate program.
 (complete if applicable)

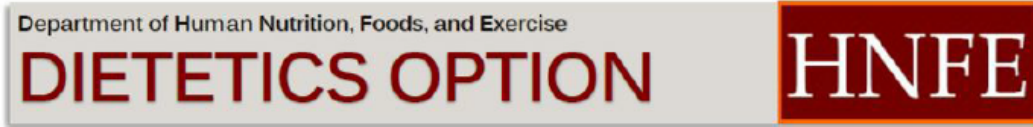
My initials below indicate that, as an alumni of HNFE who has been conferred a degree in the SNFE option, I understand that I am not earning another degree or option in HNFE. Rather, I am completing the DPD Verification Statement requirements as outlined in HNFE DPD Policies.
 (complete if applicable)

My initials below indicate that I have scheduled and attended an advising meeting with the Dietetics & Graduate Program Coordinator or DPD Director. *

Never submit passwords through Google Forms.

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This portion of the DPD Enrollment Form is completed by the Faculty Advisor or DPD Director after the student completes the Student Contract.



Student Participation in Didactic Program in Dietetics

My student: <<<<<Student Name (last,first)>>>>> has confirmed understanding of the RD educational pathway and has agreed to comply by academic guidelines and expectations set forth by the Virginia Tech DPD program.

I approve of this student's participation in the program throughout the graduate plan of study.

I do not approve of this student's participation in the program throughout the graduate plan of study.

Signature:

Faculty/ Program Advisor	Date

Appendix E
Didactic Program in Dietetics Verification Statement Required Courses for Graduate 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 OR BCHM 5124 Life Sciences 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* OR HNFE 5044 Graduate Seminar* (1 cr) (3 semesters)	
HNFE 4125 Medical Nutrition Therapy* OR HNFE 5125G Advanced Medical Nutrition Therapy*	
HNFE 4126 Medical Nutrition Therapy* OR HNFE 5126G Advanced Medical Nutrition Therapy*	
HNFE 4624 Community Nutrition OR HNFE 5604 Public Health Nutrition & Physical Activity	
HNFE 4644 Health Counseling	
AAEC 4814 Food and Health Economics OR AAEC 5814G Advanced Food and Health Economics	
COMM 2004 Public Speaking OR HNFE 5204 Translational Science in HNFE (4 cr)	

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 OR PHS 5034 Health Behavior and Health Education	
STAT 2004 Introductory Statistics OR STAT 3615 Biological Statistics OR HNFE Graduate Program approved Graduate Level Statistics (3 credits)	
END	

Appendix F
Didactic Program in Dietetics Transcript Evaluation 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.

Appendix G: Didactic Program in Dietetics Course for Course Substitution Form

 Didactic Program in Dietetics (DPD)
 Accredited by: Accreditation Council for Education in Nutrition and Dietetics (ACEND)

COURSE FOR COURSE SUBSTITUTION FORM

Per *DPD Policy 3: ACEND Verification Statement Qualification & Issuance Procedure for Graduate Students and HNFE Alumni*, the DPD Director, with consultation from the Dietetics Committee, may grant course substitutions for required DPD courses after evaluating comparative coursework catalog description, objectives, and syllabus for alignment and fulfillment of ACEND core knowledge requirements. Students are responsible for providing a copy of the catalog description and syllabus for evaluation.

Student Name:		VT Email:	
Student Number:		Date Submitted:	

Proposed course for substitution of DPD course:

Course Number	Name of Course	# of Credits

Institution where course was completed:		
Date course was completed:		
Was course completed longer than 10 years ago? (circle or highlight)	Yes	No
Are you requesting substitution for one of the following courses? (circle or highlight)	Yes	No
HNFE 2004 Professional Dietetics HNFE 3025 Metabolic Nutrition HNFE 3026 Metabolic Nutrition II HNFE 3034 Methods of Human Health Assessment	HNFE 4004 Seminar in HNFE HNFE 4125/51 25-G Medical Nutrition Therapy I HNFE 4126/51 25-G Medical Nutrition Therapy II	

Substitution requested for the following HNFE course(s):

Course Number	Name of Course	# of Credits

Supporting documents accompanying form include:

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Student Signature:
The above information is accurate and truthful to the best of my knowledge.

Signature	Printed Name	Date	Comments

Approval Results:
DPD Director

Signature	Printed Name	Date	Comments

 HUMAN NUTRITION, FOODS AND EXERCISE
 338 Wallace Hall (D4 30)/ 295 West Campus Drive
 Blacksburg, VA 24061
 540/231-4672, FAX: 540/231-3916

 Form version: October 20, 2015
 DPD Policies G

Appendix H: Didactic Program in Dietetics Course for Experience Substitution Form

Didactic Program in Dietetics (DPD)

Accredited by: Accreditation Council for Education in Nutrition and Dietetics (ACEND)

EXPERIENCE FOR COURSE SUBSTITUTION FORM

Per DPD Policy 3: ACEND Verification Statement Qualification & Issuance Procedure for Graduate Students and HNFE Alumni, the DPD Director, with consultation from the Dietetics Committee, may grant experience substitutions for required DPD courses after evaluating experience (Graduate Teaching Assistantship, Laboratory Experience, Work Experience, etc.) for alignment and fulfillment of ACEND core knowledge requirements. Students are responsible for providing evidence of experience (job description, job duties, course syllabus, etc.) and experience supervisor signature acknowledging student has met course learning outcomes.

Student Name:		VT Email:	
Student Number:		Date Submitted:	

Proposed experience for substitution of DPD course:

Position Title	Description of Experience	Dates of Experience

Organization where experience was completed:	
Experience Supervisor Name:	
Experience Supervisor Title:	
Experience Supervisor Phone & Email:	
ACEND Core Knowledge met through experience (to be completed by DPD Faculty):	

Substitution requested for the following HNFE course(s):

Course Number	Name of Course	# of Credits

Supporting documents accompanying form include:
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Student Signature:
The above information is accurate and truthful to the best of my knowledge.

Signature	Printed Name	Date	Comments

Approval Results:
Experience Supervisor acknowledging ACEND Core Knowledge met in experience

Signature	Printed Name	Date	Comments

DPD Director

Signature	Printed Name	Date	Comments