



Department of Family & Consumer Sciences

Didactic Program in Nutrition and Dietetics  
(DPND)  
Handbook

2016

Updated June 2016

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The University of Wyoming is an equal opportunity/affirmative action institution. Persons seeking admission, employment, or access to programs of the University of Wyoming shall be considered without regard to race, color, religion, sex, national origin, disability, age, veteran status, sexual orientation, or political belief.

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## **INTRODUCTION**

The Registered Dietitian Nutritionist (RDN) is a food and nutrition expert who has met the minimum academic and professional requirements to qualify for the Registration Examination for Dietitians. Registered dietitian nutritionists work in a variety of settings that include, but are not limited to, hospitals, HMOs, private practice, health-care facilities, community and public health, food and nutrition industry, business, sports nutrition, corporate wellness programs, academia, and research. To become a RDN the following steps must be taken.

1. You must complete a bachelor's degree at a U.S. regionally accredited college or university in which the Didactic Program in Nutrition and Dietetics (DPND) academic requirements are approved by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics.
2. You must complete an ACEND approved supervised practice experience – a Dietetic Internship (DI) or an Individualized Supervised Practice Pathway (ISPP). NOTE: *Only students who apply and do not match to a DI are eligible to apply to ISPPs.*
3. After completion of your academic requirements and supervised practice experience, you must pass the Registration Examination for Dietitians administered by the Commission on Dietetic Registration (CDR), the credentialing agency for the Academy. More information on the exam can be found at [www.cdrnet.org](http://www.cdrnet.org). NOTE: Many states have regulatory laws for dietitians. Often these individual state requirements can be met through the same combination of education and training required to become a RDN. As of July 1, 2012, RDNs practicing in the state of Wyoming must be licensed. For more information on how to obtain state licensure, please see <http://www.cdrnet.org/state-licensure-agency-list>. For more information on Wyoming licensure, please see <http://plboards.state.wy.us>.

## **MISSION**

*The mission of the Didactic Program in Nutrition and Dietetics (DPND) at the University of Wyoming is to provide the academic programming for achievement of the core knowledge requirements for the Registered Dietitian Nutritionist. Intellectual growth of our students is promoted through experiential learning, innovative community and laboratory experiences, and research opportunities. The knowledge and skills obtained through this curriculum will provide program graduates with the capability to be competent entry-level registered dietitian nutritionists in a variety of practice settings. The faculty in the DPND are committed to helping students develop skills in critical thinking, effective communication, community engagement/service and life-long learning.*

## **DPND ACCREDITATION**

Program accreditation is necessary because dietetics is a unique profession that requires a defined educational process based on established national standards. The accreditation process requires a detailed description of how a specific DPND meets the national educational standards and an on-site evaluation by accreditation reviewers. The process is completed every seven years and is undertaken by:

The Accreditation Council for Education in Nutrition and Dietetics (ACEND)  
of the Academy of Nutrition and Dietetics  
120 South Riverside Plaza, Suite 2000  
Chicago, IL 60606-6995  
Phone: (800) 877-1600 ext. 5400 or (312) 899-0040 ext. 5400

ACEND is responsible for setting the national standards and for evaluating, recognizing, and publishing the list of programs that meet these standards. The DPND at the University of Wyoming is fully accredited.

## **ADMISSION REQUIREMENTS AND APPLICATION PROTOCOL**

### **Undergraduate Students**

The DPND at UW is housed in the Department of Family and Consumer Sciences. Entrance into the DPND is gained only through an application process. Applicants must follow the admission protocol outlined in Appendix A. Each prospective DPND student will initially enter the Human Nutrition and Food option. Students will be eligible to apply to the DPND at the end of the spring semester of their sophomore year if they have completed the required list of prerequisite courses and meet both the established minimum cumulative grade point average (GPA) and minimum GPA in the specific prerequisite courses (see Appendix A). Once admitted to the program, students must maintain a minimum GPA of 3.0 and receive a minimum grade of C in every course in the program including those taken in the semester of entry in order to earn a Verification Statement. Courses with grades of less than C must be repeated within one year for the student to remain in the program. If your GPA falls below 3.0, you will be considered to be on probation from the DPND. If your GPA does not increase the following semester, you could be removed from the program and placed back in the Human Nutrition and Food concentration.

The DPND application must include a statement of career goals, transcripts from all universities/colleges attended, and a resume or description of nutrition related work and volunteer experience. The DPND application for admission can be found in Appendix B. The DPND is structured to have four remaining semesters after acceptance with the upper division courses designed as professional dietetics courses.

### **Students with Existing Bachelor's Degrees**

If you have an existing bachelor's degree from another institution and are interested in completing the necessary coursework to obtain a DPND Verification Statement from the University of Wyoming, you must first meet all UW general admission requirements. The DPND Director will evaluate your previous academic preparation and identify the remaining coursework needed to earn the Verification Statement. When you begin this coursework at UW, a minimum grade point average of 3.0 will be required in your first semester and a grade of B or better must be earned in your first two required science courses for acceptance into the DPND. For students requesting course substitutions, the Office of the Registrar first determines if prior coursework meets the university's transfer credit acceptance criteria and course equivalency. For DPND professional classes, the Program Director may request to

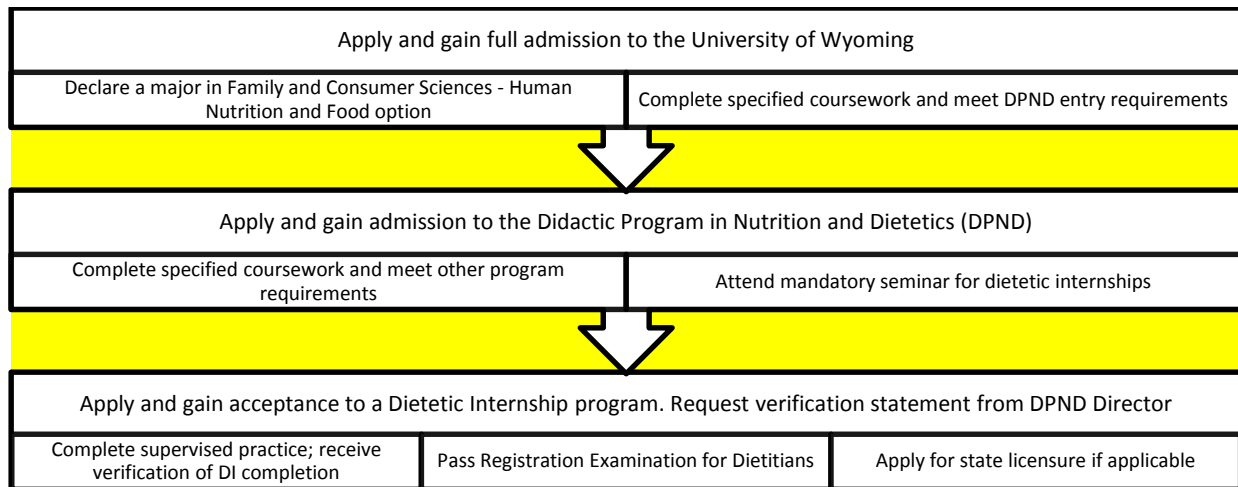
see course syllabi and/or textbooks. Although some course substitutions may be made, please note that in order to obtain a Verification Statement from the UW DPND, the following courses must be taken from UW: FCSC 4145 Advanced Nutrition, FCSC 4150 Experimental Foods, FCSC 4210 Therapeutic Nutrition I, FCSC 4220 Therapeutic Nutrition II, and FCSC 4230 Therapeutic Nutrition Counseling. All courses required for a Verification Statement must be completed with a grade of C or better.

If your existing bachelor's is from UW, you must meet the criteria for returning students. When you begin the coursework for your Verification Statement, a minimum grade point average of 3.0 will be required in your first semester and a grade of B or better must be earned in your first two required sciences courses for acceptance into the DPND. Although some course substitutions may be made, please note that in order to obtain a Verification Statement from the UW DPND, the following courses must be taken from UW: FCSC 4145 Advanced Nutrition, FCSC 4150 Experimental Foods, FCSC 4210 Therapeutic Nutrition I, FCSC 4220 Therapeutic Nutrition II, and FCSC 4230 Therapeutic Nutrition Counseling. All courses required for a Verification Statement must be completed with a grade of C or better.

**PROGRAM OF STUDY**

The DPND requires a minimum of 120 overall credit hours that include University Studies courses (general education requirements also known as USP), Family and Consumer Sciences core courses, and specific dietetics courses as described in the [University of Wyoming Catalog](#). Of the total, a minimum of 42 credit hours must be upper division (3000 level and above). Thirty (30) of the upper division credit hours must be from UW. The program is structured for eight consecutive semesters – four before application to the DPND and four after admission to the program. The DPND coursework ranges from human nutrition and food science to sociology, psychology, mathematics, management, chemistry, biochemistry, physiology, anatomy, and microbiology. Proper course sequencing is critical to the successful completion of your degree within the desired time frame. Planning your class schedule using the program check sheet is done with your academic adviser each semester during advising week.

The following outlines the recommended progress plan from admission to becoming a Registered Dietitian Nutritionist:



## **FOUNDATION KNOWLEDGE AND LEARNING OUTCOMES FOR DPNDs**

Competence to practice in the field of dietetics requires the entry-level dietitian to have achieved the foundation knowledge and skills through his/her DPND. For complete information on ACEND's core knowledge requirements for DPNDs please see the Standards for Didactic Programs in Nutrition and Dietetics under the publications heading [www.eatrightacend.org/ACEND/](http://www.eatrightacend.org/ACEND/).

## **COST OF PROGRAM**

DPND students should be prepared for the following program expenses:

- Tuition and fees; financial aid; books and course packets; room and board for attending the University ([http://www.uwyo.edu/sfa/cost\\_of\\_attendance/](http://www.uwyo.edu/sfa/cost_of_attendance/))
- Local transportation to off-campus facilities approximately \$50
- Lab coat \$20.00 to \$40.00
- Slip resistant shoes \$50 to \$100
- Health insurance as per the University requirements
- Immunizations (university requirements: MMR, Hepatitis B) and current TB screening
- Student membership in the Academy of Nutrition and Dietetics (AND) \$50.00
- Dietetic Internship Computer Application Service (DICAS) \$45.00 minimum
- D & D Digital computer matching fee \$50.00
- ServSafe Online Test Voucher \$36.00
- *Nutrition Terminology Reference Manual (eNCPT): Dietetics Language for Nutrition Care* \$50
- Additional optional costs (eg, attendance at the annual Food and Nutrition Conference and Expo (FNCE) (\$400-\$600)

## **POLICIES AND PROCEDURES**

All students at the University of Wyoming are expected to abide by the policies and procedures that govern our campus. The [University of Wyoming Catalog](#) includes a variety of important general information tips as well as the annual university calendar, a list of campus services, student rights and responsibilities, the code of conduct, and procedures covering such topics as academic honesty.

The Department of Family and Consumer Sciences has an [Undergraduate Student Handbook](#) for all majors including those in the dietetics option.

## **COMPLAINTS**

Students who have a grievance with the DPND are encouraged to discuss their concerns with the DPND Director in an attempt to resolve the issue. In the event the issue is not resolved, the student can present the grievance to the Family and Consumer Sciences Department Head. If a resolution cannot be reached, the Department Head will consult the Associate Dean in the College of Agriculture and Natural

Resources' Office of Academic and Student Programs. All student complaints will be carefully considered and the student will be fully informed of the College's student appeals guidelines and procedures.

If all options to resolve or address the complaint at the University of Wyoming have been exhausted and the complaint is related to the ACEND accreditation standards, students may submit a formal complaint to The Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, Illinois 60606-6995 (Phone: 800-877-1600 ext. 5400 or 312-899-0040). More information on ACEND's procedure for filing a complaint can be found at: <http://www.eatrightacend.org/ACEND/content.aspx?id=6442485390>.

The DPND Director will keep a chronological record of all student complaints and resolutions related to the ACEND accreditation standards, and these records will be available for inspection during accreditation site visits.

## **GOALS**

The goals of the DPND at the University of Wyoming are as follows.

*Goal 1:* Prepare program graduates to be successful in dietetic internships and food and nutrition careers.

### *Objectives*

Over a seven year period:

1. Once accepted into the DPND, at least 90% of students will complete program requirements within 3 years (150% of program length).
2. Of the students who complete the DPND Program Graduate Survey during their final semester or within three months of graduating, at least 85% of responses will be agree or better on achievement of all student learning outcomes.
3. At least 80% of program graduates will apply to Dietetic Internships/Supervised Practice Programs during their final semester of the program or within 12 months of graduation.
4. At least 60% of students, including current students and DPND alumni, who apply to dietetic internships will be matched with an internship program the first time they apply.
5. At least 85% of students who apply but are not matched with an internship during their final semester will obtain additional volunteer, work, or academic experience in food and nutrition/dietetics within 6 months of graduation.
6. At least 50% of students who *reapply* to dietetic internships will be accepted.

7. 100% of program graduates who respond to the Dietetic Intern Survey will indicate preparation ratings for themselves of average or better for all content areas.
8. Of the dietetic internship directors who respond to the Dietetic Internship Director Survey, at least 90% will rate program graduates as average or better as compared to other interns on their overall internship performance.
9. At least 90% of program graduates will pass the Registration Examination for Dietitians on the first attempt.
10. At least 85% of employed program graduates who respond to the Alumni Survey will be employed in food, nutrition, or dietetics related positions.

*Goal 2:* Prepare program graduates who participate in lifelong learning, leadership roles, and civic engagement.

### *Objectives*

Over a seven-year period:

1. At least 40% of program graduates who respond to the Alumni Survey will indicate they are currently enrolled in graduate school or have obtained a graduate degree.
2. At least 15% of program graduates who respond to the Alumni Survey will indicate they are or have been preceptors for dietetics practice.
3. 30% or more of program graduates who respond to the Alumni Survey will hold leadership roles in a professional or community organization.
4. 60% or more of program graduates who respond to the Alumni Survey will indicate they participated in at least one community service activity during the past year.

DPND program outcome data are available upon request. Please contact Kristin McTigue at [kmctigue@uwyo.edu](mailto:kmctigue@uwyo.edu).

## **PROGRAM SEMINARS AND ORIENTATION**

Each semester the DPND Director holds a DPND Information session for prospective students and a pre-advising week seminar as needed for students who have been accepted into the DPND. All DPND students are invited to the pre-advising week seminar through an e-mail communication. General announcements are made along with updates on any major changes in the status of the program or courses taught. Therefore, it is advised that all DPND students attend this seminar.



An internship seminar is presented by the DPND Director each fall semester. Attendance is required of all DPND juniors and seniors who plan to apply to Dietetic Internships. The goal of this seminar is to guide students through the application process. In addition, after this seminar, seniors anticipating graduation from the DPND must schedule individual planning sessions with the DPND Director the semester prior to applying to Dietetic Internships.

### **STUDENT DIETETIC ASSOCIATION (SDA)**

The Student Dietetic Association (SDA) is a recognized student organization (RSO) at the University of Wyoming. SDA members are actively involved with volunteer experiences on campus and in community activities in which nutrition and food are the focus. Also, there is a close association with the Wyoming Academy of Nutrition and Dietetics (WAND) members. SDA students assist with many tasks at the annual WDA meeting. Student conduct and appearance reflects the image of this organization. Each member is responsible for behaving professionally and dressing appropriately for volunteer activities through SDA. Casual clothing is fine, but attire should be neat and conservative. You should conduct yourself in a professional manner at all times.

### **APPLICATION TO DIETETIC INTERNSHIP PROGRAMS**

The DPND Director delivers an annual DI seminar during the fall semester for all students in their final two years of the program (see *Program Seminars and Orientation* section above). At this seminar, the DPND Director will discuss all components of the DI application, including DICAS (Dietetic Internship Computer Application Service - <http://portal.dicas.org>), D&D Digital computer matching (<http://www.dnndigital.com/ada/>), placement rate; and locations of dietetic internships to which this DPND has placed graduates. Follow-up one-on-one personalized assistance with the DPND Director is given to each student on an appointment basis. The DICAS *Declaration of Intent* form, which identifies the courses needed to complete program and university requirements, is prepared by the DPND Director after the internship applicant has made a request for this form through DICAS to accompany the application of each student.

A list of nationwide accredited Dietetic Internship programs can be found on the Academy of Nutrition and Dietetics website <http://www.eatright.org> or <http://www.eatrightacend.org>. This website also describes the internship application process, lists suggestions for improving your chances of getting a dietetic internship position, and provides up-to-date placement statistics. Internship placement is a highly competitive process, therefore, preparing for the DI is a process which ideally begins *before* you enter the DPND. It is advised that students strive to obtain and maintain a high GPA because a GPA of *at least* 3.0 is necessary to be a viable internship candidate. Gaining work or volunteer experience in the field of dietetics is also necessary. In addition, extracurricular activity involvement, such as in the Student Dietetic Association, can assist a student in gaining leadership experience.

## **DPND COMPLETION AND ACEND VERIFICATION STATEMENTS**

### **Declaration of Intent**

The DPND Director will provide students who are applying for Dietetic Internships with an ACEND *Declaration of Intent* form prior to completion of the DPND. Students should request this form by emailing the DPND Director by December 1<sup>st</sup>.

### **Verification Statements**

The ACEND *Verification Statement* is an official document that indicates the completion of course requirements for the Didactic Program in Nutrition and Dietetics (DPND) at the University of Wyoming. Prior to graduation, all DPND seniors should complete the *Verification Statement* Request Form, which is available either from the DPND Director or in Appendix C of this handbook, and submit it to the DPND Director. Students must make a request through the Office of the Registrar to have an official transcript sent to the Program Director after graduation. Preparation of the *Verification Statement* is done after the Office of the Registrar posts your degree with passing grades in all courses and your official final transcript has been received. Each graduate will be given six signed *Verification Statements*. An original signature from the DPND Director must appear on the *Verification Statement* in colored ink. Copies of this form are not acceptable for official verification. Graduates accepted into a Dietetic Internship (DI), Individualized Supervised Practice Pathway (ISPP) or Coordinated Master's Program will be required to provide a *Verification Statement* with the DPND Director's original signature in blue ink. A *Verification Statement* is also required to sit for the Registration Examination for Dietitians. Therefore, it is a good idea to file these in a safe place. A permanent record of your academic program along with a *Verification Statement* is kept in the department files. If in the future you need additional *Verification Statements* for application to an internship, employment, or licensure, please make a request in a timely manner to the DPND Director at the University of Wyoming.

## **PROGRAM FACULTY**

Jill F. Keith, PhD, RDN  
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D. Enette Larson-Meyer, PhD, RDN, LD, FACSM  
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Professor, Human Nutrition and Food  
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Kristin McTigue, MS, RDN, LD  
Director, Didactic Program in Nutrition and Dietetics  
[kmctigue@uwyo.edu](mailto:kmctigue@uwyo.edu)

Rhoda Schantz, PhD, RDN, LD  
Associate Professor, Human Nutrition and Food  
[schantz@uwyo.edu](mailto:schantz@uwyo.edu)

# **DPND HANDBOOK APPENDIX A**

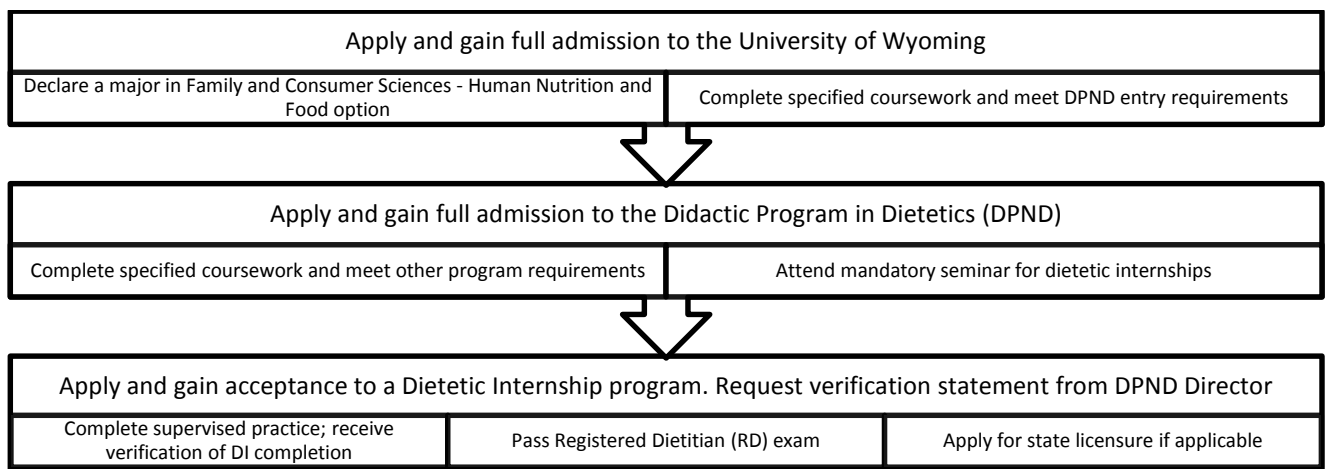
## **Application Protocol**



College of Agriculture and Natural Resources  
Department of Family and Consumer Sciences

**Applying to the Didactic Program in Nutrition and Dietetics**

Entrance into the Didactic Program in Nutrition and Dietetics (DPND) at the University of Wyoming is made only through an application process. Each prospective DPND student will initially enter the Human Nutrition and Food option. Students will be eligible to apply for the DPND only after completing the required list of courses (outlined on page 2) and meeting the established grade point averages. Students who complete the dietetics option meet academic requirements as approved by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics. Completion of this curriculum allows students to pursue a post-graduate competitive internship to become eligible to take the examination for Registered Dietitians. The DPND at the University of Wyoming is currently fully accredited. The following chart outlines the recommended progress plan from admission to becoming a Registered Dietitian:



**DPND APPLICATION PROTOCOL**

- Applications for admission to the DPND are accepted year-round, although it is advised that you apply during the final semester of your sophomore year if possible. The official application is online at [www.uwyo.edu/fcs](http://www.uwyo.edu/fcs).
- The completed application and all required accompanying documentation should be submitted to the Department of Family and Consumer Sciences in the College of Agriculture and Natural Resources, Room 251. The application is reviewed by the DPND Director and forwarded to the Department Head of Family and Consumer Sciences with a recommendation for acceptance or rejection. When denied, a reason will be stated.
- The official DPND acceptance letter is prepared by the Department Head and sent to the student with a copy to the student’s advisor and the DPND Director.
- Upon acceptance, the student and their advisor must prepare the official Change of Major form to reflect the Dietetics option with an effective term of the following semester.

Program Contacts:

Jill F. Keith, PhD, RDN  
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**Department of Family & Consumer Sciences**  
**(307) 766-4145 (office) ♦ (307) 766-5686 (fax)**  
[fam-consci@uwyo.edu](mailto:fam-consci@uwyo.edu) [www.uwyo.edu/fcs](http://www.uwyo.edu/fcs)

Application to the Didactic Program in Nutrition and Dietetics can be made only after completion of the following courses with a grade of C or better and attaining a grade point average (GPA) of at least a 3.0. Use the [DPND Prerequisites GPA Calculation Worksheet](#).

**SCIENCE COURSES**

CHEM 1020 General Chemistry I (PN) .....	4
CHEM 1030 General Chemistry II (PN).....	4
LIFE 1010 General Biology I (PN).....	4
MOLB 2021 General Microbiology.....	4

**SOCIAL SCIENCE COURSES**

PSYC 1000 General Psychology (H) .....	3
SOC 1000 Sociological Principles (H).....	3

**FCSC DEPARTMENT (Note: ALL FCSC courses must be completed with a grade of C or better)**

FCSC 1141 Principles of Nutrition .....	3
FCSC 1150 Scientific Study of Food.....	3
FCSC 2200 Professionalism and Communication in FCSC (COM 2) .....	3

**USP COURSES (NOT ALREADY LISTED IN THE ABOVE CATEGORIES)**

ENGL 1010 College Composition and Rhetoric (COM 1) .....	3
MATH 1400 College Algebra (Q).....	3

**Total credits needed before applying to the DPND .....37**

It is important to understand course sequencing (when courses are offered) and prerequisites (other courses that must be taken first). Each student has a faculty advisor. You will be advised each semester. It is important that you work closely with your advisor to plan your course schedule. For a complete list of all course descriptions, visit [http://www.uwyo.edu/registrar/university\\_catalog](http://www.uwyo.edu/registrar/university_catalog).

<p><b>Once admitted to the program, students must maintain a minimum GPA of 3.0 and receive a grade of C or better in <u>every</u> course required of the program.</b></p>
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**University Requirement** – All degrees at the University of Wyoming require at least 42 upper-division credit hours (3000-level and above).

**Residency Requirement** – All degrees must include a minimum of 30 credit hours from UW.

**DPND HANDBOOK APPENDIX B**

**Application  
for the  
Didactic Program in Nutrition and Dietetics**



# UNIVERSITY OF WYOMING

Department of Family and Consumer Sciences

Didactic Program in Nutrition and Dietetics

## Application for Admission

Date:		W Number:			
Last Name:		First Name:		Middle:	
Address:					
City:		State:		Zip:	
E-mail:					
Local Phone Number:		Alternative Phone Number:			

I certify that the information provided in this application is true and accurate.

Signature (in blue ink)	Date

List all colleges and universities attended, with most recent first.

School	City/State	Dates	Degree

In the space provided below, provide a statement on interruption of education, if applicable. Give year(s) and reason.



**Application to the Didactic Program in Nutrition and Dietetics can be made only after completion of the following courses with a grade of C or better and attaining an average grade point average (GPA) of at least a 3.0. Complete and submit the [DPND Prerequisites GPA Calculation Worksheet](#). Attach a one-page statement of your career goals and your current WyoWeb transcript (if currently enrolled at UW) as well as transcripts for all other colleges/universities attended. If you are not currently enrolled at the University of Wyoming, please attach your transcript(s) from all institutions attended.**

SCIENCE COURSES

CHEM 1020 General Chemistry I (PN).....	4
CHEM 1030 General Chemistry II (PN).....	4
LIFE 1010 General Biology I (PN).....	4
MOLB 2021 General Microbiology.....	4

SOCIAL SCIENCE COURSES

PSYC 1000 General Psychology (H) .....	3
SOC 1000 Sociological Principles (H).....	3

FCSC COURSES (All FCSC courses must be completed with a grade of C or better)

FCSC 1141 Principles of Nutrition .....	3
FCSC 1150 Scientific Study of Food.....	3
FCSC 2200 Professionalism and Communication in Family and Consumer Sciences (COM2).....	3

UNIVERSITY STUDIES COURSES (NOT ALREADY LISTED ABOVE)

MATH 1400 College Algebra (Q) .....	3
ENGL 1010 College Composition and Rhetoric (COM 1).....	3

**Total credits needed before applying to the DPND.....37**

**Based on the requirements above, use the attached excel GPA calculator sheets to complete the table below. Be sure to turn in your completed excel calculator sheets with your application.**

Average grade point average for courses listed above	
UW cumulative grade point average	
OVERALL cumulative GPA (applies only if you attended other colleges/universities in addition to UW)	

List all related experience since high school, with most recent experience listed first or you may attach a resume.

Dates of Experience	From:	To:
Place of Employment:		
Position/Title:		
Key Responsibilities:		
Hours per week:	Total Hours for this experience:	Paid: <input type="checkbox"/> Yes <input type="checkbox"/> No

Dates of Experience	From:	To:
Place of Employment:		
Position/Title:		
Key Responsibilities:		
Hours per week:	Total Hours for this experience:	Paid: <input type="checkbox"/> Yes <input type="checkbox"/> No

Dates of Experience	From:	To:
Place of Employment:		
Position/Title:		
Key Responsibilities:		
Hours per week:	Total Hours for this experience:	Paid: <input type="checkbox"/> Yes <input type="checkbox"/> No

Dates of Experience	From:	To:
Place of Employment:		
Position/Title:		
Key Responsibilities:		
Hours per week:	Total Hours for this experience:	Paid: <input type="checkbox"/> Yes <input type="checkbox"/> No

Dates of Experience	From:	To:
Place of Employment:		
Position/Title:		
Key Responsibilities:		
Hours per week:	Total Hours for this experience:	Paid: <input type="checkbox"/> Yes <input type="checkbox"/> No

Dates of Experience	From:	To:
Place of Employment:		
Position/Title:		
Key Responsibilities:		
Hours per week:	Total Hours for this experience:	Paid: <input type="checkbox"/> Yes <input type="checkbox"/> No

**DPND HANDBOOK APPENDIX C**

**Verification Statement Request Form**



**DIDACTIC PROGRAM IN NUTRITION AND DIETETICS (DPND)  
Verification Statement Request Form**

A verification statement is the document you will receive from the DPND Director after completing the required courses for the DPND. Preparation of the verification statement cannot take place until *after* the Office of the Registrar has posted your bachelor's degree with passing grades in all courses and you have requested an official transcript be sent to the DPND Director. Your mother's maiden name and your date of birth are required for completion of the verification statement. This signed form and your verification statement will be permanently stored in the Department of Family and Consumer Sciences.

The DPND Director will prepare your verification statement approximately 30 to 45 days after you have graduated or met the DPND requirements. Please do not expect it earlier. Please complete the requested information below and return this completed form to the DPND Director before graduation.

---

<b>Last Name</b>	<b>First Name</b>	<b>Full Middle Name</b>
<b>Maiden Name if applicable</b>	<b>Your Date of Birth (DOB)</b>	<b>Mother's Maiden Name</b>

---

**Address (to which your verification statement should be sent):**

**Phone number and permanent email address (NOT your UW email):**

By signing below, you agree that you understand your Verification Statement will be prepared 30-45 days after graduation or completion of DPND requirements. Your signature also indicates you agree not to contact the DPND Director regarding the status of your verification statement until after 45 days.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Graduation Date \_\_\_\_\_