

Ball State University



**Didactic Program in Dietetics (DPD)
Student Handbook
&
Policy and Procedures**

2010-2011

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Dear Students and Prospective Students,

Welcome to the Ball State University (BSU) Didactic Program in Dietetics (DPD). The nutrition faculty and I are pleased with your decision to study Dietetics at BSU. This handbook is designed to assist you with questions pertaining to admission into the DPD, course requirements, student conduct and expectations, helpful resources, and program policies and procedures.

On the following pages, you will find information regarding the University, the Department of Family and Consumer Sciences, as well as the DPD. This purpose of this handbook is to provide a point of student reference for important information regarding the DPD. It is not designed to replace regular appointments with your academic advisor.

If you should have any questions regarding the program or material outlined in this handbook, please contact me. My contact information is listed below.

All the best,

*Kimberli Pike, MS, RD, CSSD
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INTRODUCTION TO THE DIDACTIC PROGRAM IN DIETETICS

The Ball State University Didactic Program in Dietetics (DPD) provides academic preparation of dietetics practitioners. Successful completion of the DPD results in the student being awarded a Verification Statement of Completion of Didactic Program in Dietetics, the first step toward becoming a Registered Dietitian.

Upon completing the program, graduates must successfully obtain and complete an accredited dietetic internship program before sitting for the National Registration Examination for Dietitians (to obtain the R.D. credential). **The application and acceptance process for dietetic internship programs is highly competitive and cannot be guaranteed.**

Registered Dietitians are employed in several capacities in clinical, community, and management settings. Although the field is often categorized in the above three areas of practice, the scope of practice for the profession has expanded to include several areas of specialized expertise.

DPD MISSION

The **Didactic Program in Dietetics** at Ball State University has as its mission the preparation of students for acceptance into, and successful completion of, an accredited supervised practice program, an advanced degree program, and/or entry into a career in foods and nutrition. The Didactic Program in Dietetics defines the successful preparation of students for future practice by providing a thorough academic training that encourages graduates to practice in an ethical and professional manner as outlined by the American Dietetic Association Code of Ethics for Dietitians and the Standards of Practice and Performance for Registered Dietitians.

DPD GOALS

The goals of the Didactic Program in Dietetics at Ball State University are as follows:

1. The Didactic Program in Dietetics will provide a thorough, challenging curriculum that successfully prepares professionals in Dietetics.
2. The Nutrition faculty will advise, support and encourage dietetic student success through learning activities and assignments that are immersive, collaborative, and/or career-oriented.

Graduate Outcomes Monitored to Determine Extent of Goal Achievement:

Goal 1 The Didactic Program in Dietetics will provide a thorough, challenging curriculum that successfully prepares professionals in Dietetics.

- Percentage of students enrolled in the professional courses in the third year of the program completing the DPD program requirements and degree requirements within three years.
- Percentage of DPD graduates applying to supervised practice programs the academic year they complete the program.
- Success rate in the placement of first time applicants applying for admission into a dietetic internship program.
- Positive outcomes for students not applying or not accepted into a supervised practice program the academic year they complete the program
- Percentage of DPD seniors reporting that the sequence of courses in the DPD was scheduled in a way that allowed them to build from earlier learning.

- Percentage of DPD seniors reporting that the DPD adequately prepared them for the Dietetics Internship Process
- Percentage of graduates of the DPD indicating that the DPD adequately prepared them for the dietetic internship, graduate school, and/or employment in the field of dietetics.
- Percentage of employers of DPD graduates indicating that the DPD graduate exhibited excellence in job performance
- Percentage of program graduates over a five-year period successfully passing the Registration Examination for Dietitians on their first attempt.

Goal 2: The Nutrition faculty will advise, support and encourage dietetic student success through learning activities that are immersive, collaborative, and career-oriented.

- Percentage of DPD seniors reporting that the DPD offers adequate advising
- Percentage of DPD seniors reporting that the nutrition faculty have suggested or offered assistance with finding work or volunteer experience appropriate for dietetics.
- Percentage of DPD seniors reporting that nutrition faculty are supportive of them as a DPD student (provide guidance, insight, and encouragement)
- Percentage of DPD seniors reporting that the nutrition faculty have suggested or offered assistance with finding work or volunteer experience appropriate for dietetics.
- Percentage of DPD seniors reporting that the nutrition faculty shows passion for and commitment to the field of dietetics and educating new practitioners.
- Percentage of DPD seniors reporting that University-sponsored organizations such as the Ball State Dietetics Association provided me opportunities to get involved in dietetics practice.
- Percentage of DPD graduates reporting that they participated in BSDA, collaborative projects, or immersive learning experiences led by Nutrition faculty while in the DPD.

DPD ACCREDITATION

The Ball State University DPD is fully accredited by the Commission on Accreditation for Dietetics Education (CADE), the accrediting agency for the American Dietetic Association (ADA). The mission of CADE is as follows:

CADE serves the public by establishing and enforcing eligibility requirements and accreditation standards that ensure the quality and continued improvement of nutrition and dietetics education programs that reflect the evolving practice of dietetics. CADE defines educational quality as the ability to prepare graduates with the foundation knowledge, skills and/or competencies for current dietetics practice and lifelong learning.

CADE can be contacted at the following address, phone numbers, or email address:

120 South Riverside Plaza, Suite 2000
 Chicago, IL 60606-6995
 (312)899-0040 ext. 5400
 (800)877-1600 ext. 5400
cade@eatright.org

ABOUT THE DEPARTMENT OF FAMILY & CONSUMER SCIENCES

The Family and Consumer Science (FCS) Department is a division of the College of Applied Sciences & Technology. The FCS Department is accredited by the American Association of Family and Consumer Sciences (AAFCS) and is divided into eight academic programs including apparel design, dietetics, family and child, family and consumer sciences education, fashion merchandising, hospitality and food management, interior design, and residential property management. These academic programs are overseen by the FCS Department Chair, Dr. Jayanthi Kandiah, and the Assistant Department Chair, Dr. Deanna Pucciarelli. The FCS offices are located in the Applied Technology Building, Room 150.

PROGRAM ADMISSION

To begin the process of becoming a Dietetics professional, prospective students must be admitted by the University. The requirements for admission to Ball State University can be found on the University's website:

<http://cms.bsu.edu/AdmissionsLanding/UndergraduateAdmissions/AdmissionRequirements.aspx>.

Beginning in the fall semester 2010, all students admitted to the University wishing to complete a degree in Dietetics should declare the Pre-Dietetics major until the prerequisite course requirements are met to apply for full admission to the Dietetics program. Students who had declared the Dietetics major prior to the 2010 fall semester may proceed through the program as outlined on the student's Degree Analysis Progress Report (DAPR) or by DPD advisors.

Ball State University provides equal opportunity to all students and applicants for admission in its education programs, activities, and facilities without regard to race, religion, color, sex (except where sex is a bona fide qualification), sexual orientation, physical or mental disability, national origin, ancestry, or age.

Application Process for the Dietetics Major

To continue beyond the first four semesters of the DPD required courses, all Pre-Dietetics students must be granted full admission to the Dietetics major through the process indicated below.

PROGRAM ADMISSION CRITERIA AND REQUIREMENTS

Minimum prerequisite courses and requirements for admission:

- Credit in FCSFN 275 (or equivalent) with a grade of B (3.0) or better; and
- Credit in CHEM 111, CHEM 112, CHEM 231, CHEM 360, BIO 111, ANAT 201 and PHYSL 215 with a grade of C (2.0) or better; and
- A cumulative undergraduate grade point average (GPA) of 3.0 or higher.
- Letter of Application

ADMISSION PROCESS:

- All students interested in applying to the dietetics program who have completed or in progress of completing the final courses in the above listed sequences (CHEM 360/PHYSL 215/FCSFN 275) must submit a completed application form, all transcripts (or Degree Analysis Progress Report/DAPR), and a letter of intent to the DPD Director, Kimberli Pike by the 2nd Wednesday of February (date will be formally announced).

- The application form will be available on the FCS website (www.bsu.edu/fcs) for the first required applications (Spring 2012).
- A copy of the Degree Analysis Progress Report (DAPR) is available to BSU students on the University website (www.bsu.edu) under “Student Information”.
- The letter of intent should state the following:
 - Your interest in the profession
 - Your short-term and long-term professional goals
 - A brief overview of your involvement in extracurricular activities, volunteer experiences, and work history while in college.
- Please note: It is expected that most students will **not** have completed all required courses before the application form is due (e.g., CHEM 360 Biochemistry); nonetheless, students should apply for the program if they anticipate having completed all required courses in time to begin FCSFN 345 Macronutrients the following fall semester. If all other criteria are met, the committee will accept students into the program on a conditional basis.
- Once the student has completed all pending courses (final grades recorded), it is the responsibility of the student to notify the Dietetics Program Director for full admission into the Dietetics major.
- The admissions committee will notify the applicant of their decision by mid-March, in time for students to enroll for fall classes. Upon receiving notification of acceptance, students must go to the Academic Resource Center, TC 915 to officially declare the Dietetics major. <http://cms.bsu.edu/Academics/Advising/AdvisingCenters/CurrentStudents/Contact/TeachersCollege.aspx>
- Students will not be allowed to take any required upper-level foods and nutrition classes (e.g., FCSFN 345, 346, 390, 400, 446, 447, 455, 456) until they have been officially accepted into the dietetics program.

DENIED APPLICATIONS

Students who do not meet the above criteria for full admission into the Dietetics Program will be allowed to repeat any course(s) in which the student does not meet the established eligibility requirements. The student will be required to reapply into the major following the procedure outlined above.

ADMISSIONS PROCESS FOR TRANSFER STUDENTS

Transfer students will be admitted into the program as a Pre-Dietetics major. Application into the Dietetics major should occur after the above designated classes (or equivalent) are completed. Please see “Assessment of Prior Learning” Policy regarding course transfers into the DPD.

ADMISSIONS PROCESS FOR STUDENTS HOLDING A BACHELOR’S DEGREE

Students holding a Bachelor’s degree from an accredited university are eligible to earn Verification in Dietetics (a designation holding equal weight to a Bachelor’s degree in Dietetics). To earn Verification, the student must complete all DPD-required courses (no University Core or Departmental Core courses are required) and must complete at least 30 hours of coursework at Ball State University. See “Verification Statement Issuance” Policy for more information. In addition, please see “Assessment of Prior Learning” Policy regarding course transfers into the DPD.

DPD RETENTION AND REMEDIATION POLICY

Upon admission to the DPD, students must receive a grade of “C-“ or better in all FCSFN courses to remain active in the DPD and complete the program. Students who do not receive the minimum grade may repeat a course **one time** to meet the required criteria. Students failing an FCSFN course will not be allowed to enroll in any course for which the failed course is a prerequisite. **Verification Statements will not be issued to students having a “D+” or lower in an FCSFN course.**

Any DPD student behavior which is deemed inappropriate, unethical, or detrimental to the student’s performance in an FCSFN course will result in review by the DPD director and other appropriate university administrators to determine remedial action.

REQUIRED COURSES FOR THE DIETETICS MAJOR

The courses required for a baccalaureate degree in Dietetics are based on the 2008 CADE Foundation Knowledge, Competencies and Learning Outcomes. The CADE guidelines ensure that all accredited Dietetics Programs provide the same, high quality education throughout the United States (and in result, bring uniformity to our profession!). The DPD curriculum is based on these guidelines, as is other accredited program curricula throughout the United States. The content of courses might vary from one university to the next, however, as universities may divide the same information among different courses. The BSU DPD Required Course List is available on the FCS Department Website (www.bsu.edu/fcs).

To determine progress in the DPD (number of courses completed, number remaining, and overall GPA), students can access their Degree Analysis Progress Report (DAPR). The DAPR is available electronically on the BSU website (it is an option under the “Current Students” tab). The DAPR is also available to the Dietetics Program Director and the student’s Academic Advisor.
<http://cms.bsu.edu/Gateways/CurrentStudents.aspx> .

RECOMMENDED COURSE SEQUENCE

The recommended sequence in which all DPD courses are taken is guide for student course scheduling. The Eight Semester Sequence ensures that all prerequisites are met in an appropriate timeframe, and that courses offered in spring/fall only are accounted for. It is recommended to follow the Eight Semester Sequence in order to graduate from the DPD in four academic years. The Recommended Eight Semester Sequence is available to students via the FCS Department Website (www.bsu.edu/fcs) and the DPD Academic Advisors. Failure to follow the recommended sequence of courses can result in late graduation, missed prerequisite courses, and required summer coursework.

PROGRAM ADVISING

All students in the DPD will be assigned an academic advisor upon admission to the University. To determine who the advisor is, go to the BSU website, and look for “Who is My Advisor?” under the Current Students tab. The academic advisor is also listed (along with contact information) at the bottom of the student DAPR report. For the first academic year (freshman year), students will be expected to meet with a Freshman Advisor (located in North Quad, Room 323). Sophomores, juniors, and seniors will be assigned a Dietetics Program Advisor through the Academic Resource Center (TC 915). Program Advisors are members of the Nutrition Faculty. For more detailed information regarding academic advising, registration, and graduation procedures, the Advising Handbook is available online (www.bsu.edu/advising)

SUCCESS IN THE DIETETICS PROGRAM

Successful completion of the dietetics is the first step in a three-step process to become a Registered Dietitian. The program maintains a rigorous curriculum based on the 2008 CADE Foundation Knowledge Requirements and Learning Outcomes. Successful completion of these courses allows the DPD graduate to be eligible to apply for the highly competitive dietetic internship process. It is the mission of the program to students for the dietetics internship, and ultimately, dietetics practice.

Students admitted to the Dietetics major should be advised that a Dietetic Internship will be required after graduation (and prior to taking the National Registration Examination for Registered Dietitians). Dietetic Internships are also accredited by CADE, and are acquired on a competitive basis, meaning the DPD graduate will apply to internships independently. At BSU, the DPD program director and faculty want to see graduates succeed. Therefore, the following have been established to support our current students:

During the first semester in the Pre-Dietetics program, students are advised to take FCSFN 101 Introduction to Dietetics. FCSFN 101 covers the profession of dietetics, as well as outlining what is/will be expected of each student in the program. The Dietetic Internship process is explained at that time, and reviewed in subsequent junior and senior level courses.

Traditionally, a successful candidate for selection by a dietetic internship would be a student who has dedicated his/her attention to maintaining a strong Grade Point Average (GPA), has obtained dietetics-related work experience (volunteer or paid), has excellent rapport with program faculty and employers, and has adequate communication skills to express his/her interest in the field in the form of an application letter.

The DPD faculty and University-sponsored student dietetic association (BSDA) strive to support students by providing several opportunities for experience in the dietetics field. Successful students take advantage of these opportunities!

ASSESSMENT OF STUDENT LEARNING

The DPD conducts ongoing student assessment. This assessment measures the level of student performance and understanding of course content in several DPD required courses. Students are evaluated in several formats such as examination questions, projects, papers, presentations, and overall course grades at several points throughout the DPD. The information gathered from student assessment is used to evaluate the effectiveness of DPD courses toward preparing students for internships and dietetics practice.

DISCIPLINARY/TERMINATION PROCEDURES

Disciplinary and termination procedures are outlined in the University Student Code <http://cms.bsu.edu/About/AdministrativeOffices/StudentRights/PoliciesandProcedures/StudentCode.aspx>. The Department of Family and Consumer Sciences and the DPD uphold the University policies including, but not limited to those regarding academic dishonesty. Students can find additional information regarding their rights through the Office of Student Rights and Community Standards <http://cms.bsu.edu/About/AdministrativeOffices/StudentRights.aspx>.

The DPD requires students to abide by the Code of Ethics for Dietetics Professionals <http://www.eatright.org/HealthProfessionals/content.aspx?id=6868>. A more thorough explanation of the Code of Ethics for Dietetics Professionals is provided in FCSFN 101 Introduction to Dietetics.

ESTIMATED PROGRAM COSTS

Application to the University requires a \$50.00 application fee. For information related to the cost of obtaining a Bachelor's degree at Ball State University (including tuition, housing, and other fees) can be found on the University webpage: <http://cms.bsu.edu/AdmissionsLanding/TuitionandFees.aspx>.

Additional expenses, such as book fees, may vary from semester to semester (and by course instructor preference). It is recommended that all DPD students become student members of the American Dietetic Association (\$50), which includes automatic membership to the State Dietetic Association of the student's choice. Membership in the Ball State Dietetics Association (BSDA) is highly recommended for valuable opportunities for experience in the dietetics profession (annual fee \$15).

WITHDRAWAL AND REFUND OF FEES

Information for withdrawal from courses and from Ball State University can be found on the University webpage: <http://www.bsu.edu/bursar/article/0,,64185--,00.html> .

ACADEMIC CALENDAR (Including Course Registration Deadlines, Holidays, and Vacation)

The DPD follows the University Academic Calendar: <http://www.bsu.edu/events/>

STUDENT SUPPORT SERVICES

Ball State University offers a wealth of student programs, services, and activities. To learn more, visit the student support service website here: <http://cms.bsu.edu/Gateways/CurrentStudents.aspx>

PROTECTION OF PRIVACY/ACCESS TO PERSONAL FILES

Ball State University and the Department of Family and Consumer Sciences are committed to upholding the Family Education Rights to Privacy Act of 1974 (FERPA).

<http://cms.bsu.edu/About/AdministrativeOffices/StudentRights/PoliciesandProcedures/FERPA.aspx>

Student records are kept confidential and will not be released to a third party without the written consent of the student.

FILING AND HANDLING OF COMPLAINTS

A program complaint is one pertaining to the program administration, faculty, curriculum, and/or the fair and considerate treatment of students (including prospective students). Students enrolled in the DPD program or other members of the public who have a complaint related to the program can file a complaint with the DPD Director. The complaint must be written (within 14 days of the occurrence) and should be submitted to the DPD Director via the Department of Family and Consumer Sciences office Applied Technology Building, Room 150 in a sealed envelope. The complaint must be signed. Anonymous complaints will not be considered.

The DPD Director will contact the student or person filing the complaint for a meeting within one week of receiving the complaint. The DPD Director will develop a plan of action relative to the complaint or personally resolve the complaint at the time of the appointment. If the complaint is against the DPD Director or nutrition faculty or if the complaint is not resolved to the student's/person filing's satisfaction through meeting with the DPD director, the student/person filing can submit the original written complaint to the Family and Consumer Sciences Department Chairperson. The Department Chairperson will also schedule a meeting with the person filing a complaint. If after voicing the concern with the department chair, the complaint is still not resolved to the student's/person filing's satisfaction, the complaint may be taken to the Dean of the College of Applied Science and Technology (Applied Technology Building, Room 202) for the Dean or Associate Dean's review.

There will be no retaliation toward any student or other individual who files a complaint. If the student/person filing the complaint suspects that retaliation has occurred, the same process as utilized for filing a complaint.

Any student who wishes to appeal a final course grade in a DPD required course must follow the University Grade Appeal Process as outlined in the University Student Policies and Procedures Manual or at the following link

<http://cms.bsu.edu/About/AdministrativeOffices/StudentRights/PoliciesandProcedures/StudentCode/65GradeAppeals.aspx>.

For complaints unrelated to the DPD, but against Ball State University must refer to the University policy:

<http://cms.bsu.edu/About/AdministrativeOffices/StudentRights/PoliciesandProcedures/StudentCode/VI/DisziplinProc.aspx>

ASSESSMENT OF PRIOR LEARNING

The DPD welcomes transfer students into the program. In order to transfer credits from another institution, the following procedure must be adhered to:

Student wishing to transfer who has been admitted to BSU

Students must submit all official transcripts from all institutions in which they are requesting transfer credits from as part of the admissions process. The BSU Admissions Office/Registrar will review all prior learning and determine standard transfers (please note that standard transfers include University Core classes that were completed with at least a 2.0/C- or better from an accredited institution). Once the standard classes have been accepted, more specific classes, such as those required for the DPD core, will be addressed in the following manner:

- The student will provide the course description and course syllabus for each course in which he/she would like to obtain transfer credit to the Dietetics Program Director. Both the course description and syllabus must be as they were written in the semester in which the course was completed and must be from the original University in which the course was offered. Note: Course descriptions and syllabi for courses taken outside of the Foods and Nutrition area (ex. Chemistry, Biology) may be presented to the Advising Resource Center, TC 915. Academic Advising can proceed with the evaluation.
- The DPD Director will review the information (course description and syllabus) for a potential match with courses on the current DPD curriculum. Courses taken outside of the Foods and Nutrition area will require an evaluation from the appropriate department's representative (ex. Chemistry course descriptions and syllabi will be evaluated by a representative of the BSU Chemistry Department).
- If a match is determined, the DPD Director will approve the credit transfer through the Office of Academic Advising. At this time, the transferred course will appear under the "Credits Earned" portion of the student Degree Analysis Progress Report (DAPR).
- If a match is not determined or is declined, the student may appeal the DPD Director's decision by requesting the Nutrition Area Faculty Committee to review the course description and syllabus (or other department, if the course is outside of the FCS Department). If approved, the transferred course will appear under the "Credits Earned" portion of the student Degree Analysis Progress Report (DAPR).

- Transfer students will apply into the Dietetics Major as specified in Admission Criteria.

Student wishing to transfer who HAS NOT been admitted to BSU

Students wishing to have his/her current transcripts reviewed for potential transfers into the DPD, but who HAVE NOT been admitted to the University, may request the DPD Director to review his/her transcripts for an unofficial review for transfer credit. For this process, the prospective student may submit his/her transcripts to the DPD director for a review of DPD-specific classes. The DPD Program Director **will not** assess transfer credits for the purpose of meeting University or Department Core requirements. The official course transfer will not occur until the student is admitted to the University (at which time, the procedure listed above will be followed).

This online resource can help you learn if credits you earned at another institution will transfer to Ball State:

- [Transfer Indiana](#) -- If you are transferring from an Indiana college or university, this site has the most comprehensive information from about [40 Indiana campuses](#).

The DPD will not accept course work to meet prerequisite courses for DPD program admission or DPD requirements from any university/college outside of Ball State University in which a grade of D-, D, or D+ was earned.

ASSESSMENT OF PRIOR EXPERIENCE

The DPD does not give credit for previous work experience toward meeting course requirements. A student who is admitted to the University may, however, test out of specific courses such as COMM 210 Fundamentals of Public Communication and various University Core Curriculum courses. <http://cms.bsu.edu/Academics/CollegesandDepartments/CommunicationStudies/AcademicsandAdmissions/Comm210/COMM210TestOutInformation.aspx>

VERIFICATION STATEMENT ELIGIBILITY POLICY

Students must meet the BSU Residency Requirement (the number of credits required to be taken at BSU in order to earn a degree from the University) for graduation. This requirement is that thirty (30) of the last 40 hours taken prior to graduation must be resident credits. In other words, only 10 credits of the last 40 can be transfer credits. Among the required resident course credit hours, the following courses MUST BE completed at BSU in order for the student to receive a Verification Statement of Completion from the Dietetics Program:

- FCSFN 345 Micronutrition (3)
- FCSFN 346 Macronutrition (3)
- FCSFN 390 Dietetics Practicum (3)
- FCSFN 446 Medical Nutrition Therapy I (3)
- FCSFN 447 Medical Nutrition Therapy II (3)
- FCSFN 455 Lifecycle Nutrition (3)
- FCSFN 456 Community Nutrition (3)

GRADUATION/DPD COMPLETION REQUIREMENTS

Students near completion of the DPD program should apply one semester prior to when they anticipate to graduate. Applications for graduation are available online and in the Advising Resource Center, Teacher's College Building, room 915.

<http://cms.bsu.edu/Academics/Advising/AdvisingCenters/CurrentStudents/GraduationProcess.aspx>.

It is recommended that all students nearing completion of the program meet with their program advisor, as a double check of completion of program requirements. Program advisors will also provide information and counsel regarding the dietetic internship application process that typically occurs in the student's final semester in the DPD.

VERIFICATION STATEMENT ISSUANCE POLICY

All students completing the DPD requirements as stated on the DPD Curriculum checklist appropriate to the student's date of admission to the program will receive an official Verification Statement of Completion upon graduating with a bachelor's degree in Dietetics (or for those with a prior four year degree, the completion of the Verification process) regardless of whether or not they intend to apply for dietetics internships.

The Verification Statement must be completed by the DPD program director. The director will verify that all degree and program requirements have been completed prior to the issuance of the Verification Statement.

To ensure prompt receipt of the Verification Statement after program completion, the student should provide the DPD director with their Social Security Number and permanent address prior to leaving the University. Six copies of the student's Verification Statement will be mailed as soon as his/her degree is conferred.

In light of recent concerns of identification theft and the use of Social Security Numbers, any student completing the DPD may choose to meet with the DPD director after program completion/graduation to have the Verification Statement presented in person.

A copy of each graduate's Verification Statement is maintained by the DPD director indefinitely. Should the graduate need additional copies of the Verification Statement for application to dietetics internships, CDR issued examinations, employment, or for state licensure, the document can be reissued to the graduate upon request.