



**MONTCLAIR STATE**  

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**UNIVERSITY**

**Didactic Program in Dietetics**  
**BS/DPD**  
**MS/DPD**  
**Student Handbook**

**Department of Nutrition and Food Studies**

# **Fall 2018**

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# **DIDACTIC PROGRAM IN DIETETICS**

## **Overview**

The dietetics curriculum provides students with the broad educational background needed to effectively manage the nutrition, food, and health needs of society. The curriculum, which includes an in-depth study of natural and physical sciences, provides for a sound understanding of the basic principles of nutrition in health and disease. Study of the behavioral sciences enables students to gain an understanding of the multiple factors that impact on individual's health decisions, specifically those related to food choices. Students are afforded research and independent study opportunities to aid in their professional development. A variety of learning experiences (in the field, nutrition counseling clinics, food science labs, computer-assisted instruction) prepare students for varied careers in dietetics, applied nutrition, community nutrition, nutrition counseling, and nutrition education. Supporting disciplines such as biology, chemistry, physiology, management, and business provide the theoretical and conceptual tools, which underlie the dietetics courses. The dietetics program is built upon General Education requirements mandated by the University for all graduates. Students also gain competencies encompassing the areas of general dietetics, food and nutrition science, food service management, and medical nutrition therapy. The goals and outcome measures for the dietetics program at Montclair State University are as follows.

## **Mission Statement**

The mission of the Didactic Program in Dietetics is to provide culturally diverse students with a broad general education background and a solid foundation in nutrition and food studies. The program strives to offer a supportive learning environment with enriching experiences and practical training that is responsive to student, professional and community needs. The aim of the program is to prepare graduates to work in a variety of dietetic careers and to be influential and active members of the profession. The program is dedicated to excellence in intellectual development, critical thinking and social justice. To accomplish this mission, the DPD at Montclair has established two program goals.

## Goals and Objectives

**Goal 1: The program will prepare graduates to have the knowledge and skills in nutrition and food necessary for supervised practice or entry-level nutrition and dietetics related careers.**

### Objectives:

1. At least 80% of graduates will rate that they felt prepared for entry into practice
2. At least 80% of program students complete program/degree requirements within 150% of the program length (i.e. 5 years for BS/DPD and 3 years for MS/DPD)
3. At least 60% of program graduates are expected to apply for admission to a supervised practice program within 12 months of graduation.
4. Of those who apply to supervised practice, at least 50% are expected to be admitted to supervised practice program within 12 months of graduation.
5. The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.

**Goal 2: The program will prepare graduates to become active members and leaders of the dietetics community.**

### Objectives:

1. At least 30% of dietetic students will become members of Montclair State Dietetics Organization (MSDO).
2. At least 30% of graduates will become active members of professional food and/or health organizations within one year after graduation.
3. The mean rating or preparation for supervised practice that dietetics internship directors assess program graduates will meet or exceed "satisfactory" on surveys (3 on scale of 1-5).

## Accreditation Status of the Program

The Montclair State University Didactic Program in Dietetics is accredited by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics



Accreditation Council for Education in Nutrition and Dietetics  
Academy of Nutrition and Dietetics  
120 South Riverside Plaza, Suite 2190  
Chicago, Illinois 60606-6995  
312-899-0040 Ext 5400  
<http://www.eatright.org/ACEND>

For related information or issues pertaining to the program and/or accreditation, and program outcome data, please contact Dr. Yeon Bai, Director of the Didactic Program in Dietetics.

For more information about the Registered Dietitian credential, visit the [To Become an RD/RDN](#) page.

## **MSU Nutrition-Food Listserv**

For all students enrolled in Nutrition and Food Science, there are numerous benefits to subscribing to the listserv:

- Job postings, conferences & news releases
- Curriculum changes
- Montclair State Dietetic Organization activities
- Special programs

**Keep up-to-date with nutrition and food activities and subscribe to the nutrition-food listserv!**

**To subscribe, send an e-mail to: [sympa@cehs-lists.montclair.edu](mailto:sympa@cehs-lists.montclair.edu)**

**In the subject of the e-mail, type: subscribe nutrition-food**

**In the text of the message, write only: subscribe nutrition-food**

## **INSTRUCTIONS FOR APPLYING TO THE DIETETICS CONCENTRATION (BS/DPD track)**

The application for the Dietetics Major is *only* for undergraduate and Second Bachelor's students intending to be admitted into the B.S. in Nutrition and Food Science – Dietetics concentration. The application must be completed **online** in their 1<sup>st</sup> or 2<sup>nd</sup> year: visit Nutrition and Food Science community on CANVAS and [apply online](#). Before applying, students must have met the following requirements:

1. Completed at least 14 credits of coursework at MSU including NUFD150, NUFD192, CHEM113, and MATH109 (or equivalent coursework at other institutions)
2. Achieved a minimum GPA of 3.2 with no grades lower than a “C” (2.0) in Dietetics-related courses (see B.S. in Nutrition – Dietetics worksheet for description).

Evidence of leadership roles and/or nutrition-related experience will also be considered and should be listed on the reverse side of this form; however, an applicant's GPA will be given highest consideration.

Applications are accepted and evaluated every January and May after grades from the most recent semester are posted. To apply, submit the following materials via CANVAS application portal during the application period of May 22-30\* (materials sent through the mail must be *received* by May 30 or January 8):

1. Application form ([online application](#))
2. Unofficial transcript(s) from college(s) attended other than MSU
3. Unofficial MSU transcript (must reflect final grades from most recently-ended semester)

Incomplete or late applications will not be accepted under any circumstances. **Please note that if you submit an incomplete application and are not accepted into the program as a result, you must wait until the following year to apply again. Applications must be completed online. Below are instructions on how to complete the application.**

Decisions will be emailed by July 1<sup>st</sup> for the Fall semester and January 16<sup>th</sup> for the Spring semester.

For additional information about program requirements, tuition and fees and university health center coverage and health insurance can be found by following the links below.

- [Program Requirements](#) in the University Catalog
- [Tuition and Fees](#)
- [Health Center coverage and Health Insurance](#)

**INSTRUCTIONS FOR APPLYING TO THE COMBINED BS AND MS PROGRAM IN  
NUTRITION & FOOD SCIENCE  
(MS/DPD track)**

Undergraduate students who are enrolled in the Dietetics concentration (i.e. BS/DPD), and wish to be considered for admission into the combined BS and MS program must submit a formal application in the spring semester of their 3<sup>rd</sup> year.

To apply, submit the following materials in one envelope to the Department Secretary during the application period of May 22-30\* (materials sent through the mail must be *received* by May 30):

1. Application form that will assess evidence of leadership and related experiences
2. Official Transcript indicating a minimum GPA of 3.4 in the major
3. Official Transcript indicating a minimum over GPA of 3.4
4. Degree plan indicating completion of a minimum of 34-35 undergraduate credits
5. Degree plan indicating B+ or higher in the following ‘benchmark’ major courses: MATH 109 Statistics, CHEM 113 Fundamentals of Chemistry, NUFD 258 Experimental Food Science, and NUFD 381 Applied Nutrition in the Lifecycle
6. Two letters of recommendation from faculty in the major
7. Statement of purpose

Students admitted into the combined program are not expected to take the Graduate Record Examination (GRE). Decisions for admission to the combined program will be emailed to all applicants by July 1.

In addition to the above requirements, interested and potential students will also be required to appear for a personal interview with the department’s Graduate Admissions Committee. Upon acceptance into the combined program, students will be assigned a faculty advisor who will specialize in advising students in the program. The advisor will meet with the admitted students periodically to review their progress towards completing the program’s academic requirements. Students who do not meet the admission requirements will be directed by their advisors to complete the requirements for timely graduation from the BS program in Nutrition & Food Science—Dietetics (BS/DPD).

For additional information about program requirements, tuition and fees and university health center coverage and health insurance can be found by following the links below.

- [Program Requirements](#) in the University Catalog
- [Tuition and Fees](#)
- [Health Center coverage and Health Insurance](#)

## **Student Performance Monitoring (MS/DPD)**

All students in MS/DPD are assigned to an advisor to ensure their success in the program. The advisor will meet with the admitted students periodically to review their progress toward completing the program's academic requirements.

- (1) In the event that a student is accepted into the program, but fails a graduate swing course, he or she will be informed that they will be dismissed from the combined program. He or she will then be directed to complete any or all of the four 400-level undergraduate courses they failed in order to fully meet undergraduate requirements, and obtain their BS degree.
- (2) In the event that a student is accepted into the program, obtains a passing grade in the graduate swing courses, but fails to maintain GPA standards for continuing in the combined program, he or she will be informed that they will be dismissed from the combined program and will graduate with a BS. He or she will then be directed to complete any missing undergraduate courses in order to fully meet undergraduate requirements, and obtain their BS degree.
- (3) In the event that a student is accepted into the program and completes the graduate swing courses, but fails to maintain standards for graduate standing (as outlined in the Graduate Policy Manual, and explained in the Academic Policies, Procedures, and Guidelines posted on the university's Graduate School website), he or she will be directed to complete the four 400-level undergraduate courses in order to fully meet undergraduate requirements, and for timely graduation.
- (4) In the event that a student is accepted into the program and completes the graduate swing courses, but chooses or decides not to continue into the MS portion of the combined program, he or she will be directed to complete any missing 400-level undergraduate courses in order to fully meet the undergraduate requirements, and for timely graduation.

## **Student Retention (MS/DPD)**

Meeting the DPD requirements, meeting the MS/DPD program's admissions requirements, and taking graduate level courses, all while still in their senior year of the undergraduate program, might be a time of major transition and challenge for most students. Therefore, the DPD Director and other Dietetics faculty in the Department of Nutrition and Food Studies will serve as advisors, guiding interested and qualified Dietetics students through the admissions process and track their progress once accepted into the combined program. Specifically, the advisor's roles and responsibilities will include:

1. helping potential and interested Dietetics students to understand the combined program's curriculum and its purpose,
2. guiding potential and interested Dietetics students through the DPD requirements,
3. guiding potential and interested Dietetics students through the combined program's admission requirements and procedures,
4. helping potential and interested Dietetics students with poor grades, especially in the benchmark courses, and refer them to remedial coursework or other support when needed,
5. helping accepted Dietetics students achieve their academic goals, and last but not the least,
6. helping accepted Dietetics students with timely completion of their graduation requirements.

In addition, students with minimal chances of success in the program will be counseled into career paths that are appropriate to their ability.



## **Resource Guide**

Office of the Dean of Students

Academic Success and Retention Programs (ASRP)

Center for Academic Advising and Student Transitions (CAST)

Center for Student Involvement (CSI) (Commuter Affairs, Greek Affairs, LGBTQ Center & Leadership Programs)

Center for Writing Excellence (CWE)

Counseling and Psychological Services  
(CAPS)

Disability Resource Center (DRC)

Drop-In Center

Financial Aid Office

Residential Education and Services (RES)

Sexual Assault Response Team (SART)

University Police/UHC

Student Accounts

Student Conduct

Student Recreation Center (Rec Center)

Tutoring Services

Center for Academic Development & Assessment (CADA)

University Police

Women's Center

## **POLICIES AND PROCEDURES**

### **Academic Honesty and Integrity**

If you have any questions regarding Montclair State University's policy on academic integrity, please contact the Director of Student Conduct at [collinsje@mail.montclair.edu](mailto:collinsje@mail.montclair.edu) or visit the [Student Conduct, Academic Honesty and Integrity](#) webpage. Here you can explore and learn more about:

- Academic standards
- How to prevent plagiarism
- Student Reflections on Moral Conflicts in College
- Related on-line resources

University Policies and Procedures regarding the topics below, can be found on the Montclair State University [website](#).

- Academic Dishonesty Policy
- Attendance
- Audit Policy
- Basic Skills Requirements
- Dean's List
- General Education Requirement
- Graduation Honors
- Incomplete Work
- Pass/Fail Grading
- Repeated Courses
- Residence Requirements
- Retention Standards
- Transfer Students
- Undergraduate Degree Requirements
- University Writing Requirement
- Withdrawal from the University

Dietetics Policies and Procedures can be found on [this page](#) where you can learn more about: medical requirements, program grievance policy, procedures for verification statement, declaration of intent and challenge exam.

For a complete Montclair State University Resource Guide, click [here](#).