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Welcome To Dietetics!

The Nutrition & Food Science Faculty are pleased that you have selected dietetics as your major in the Department of Health and Nutrition Sciences. This handbook has been put together in order to help you have a good understanding of what our concentration has to offer. If you have additional questions, do not hesitate to see your advisor.

Nutrition and Food Science Faculty Advisors

<table>
<thead>
<tr>
<th>Name</th>
<th>Office (University Hall)</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
<td>Dr. Kathleen Bauer</td>
<td>4020</td>
<td>655-7155</td>
</tr>
<tr>
<td>Dr. Yeon Bai</td>
<td>4026</td>
<td>655-3220</td>
</tr>
<tr>
<td>Dr. Renata Blumberg</td>
<td>4012</td>
<td>655-3428</td>
</tr>
<tr>
<td>Dr. Lauren Dinour</td>
<td>4190</td>
<td>655-5395</td>
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<tr>
<td>Dr. Charles Feldman</td>
<td>4016</td>
<td>655-6987</td>
</tr>
<tr>
<td>Dr. Doreen Liou</td>
<td>4022</td>
<td>655-4416</td>
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<tr>
<td>Dr. Meena Mahadevan</td>
<td>4173</td>
<td>655-7574</td>
</tr>
<tr>
<td>Dr. Douglas Murray</td>
<td>4207</td>
<td>655-7642</td>
</tr>
<tr>
<td>Dr. John Specchio</td>
<td>4014</td>
<td>655-5291</td>
</tr>
<tr>
<td>Dr. Shahla Wunderlich</td>
<td>4018</td>
<td>655-4373</td>
</tr>
<tr>
<td>Donna Verney (Dietetics Coordinator)</td>
<td>2105</td>
<td>655-5363</td>
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<tr>
<td>Maria Stanish &amp; Donna Duardo (Dietetic Internship)</td>
<td>4019</td>
<td>655-4375</td>
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<tr>
<td>Barbara Hyzer (Lab Coordinator)</td>
<td>4163</td>
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<tr>
<td>Stephanie Colavita (Assistant Lab Manager)</td>
<td>4019</td>
<td>655-5182</td>
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<tr>
<td>Maddy Antosiewicz (Academic Clinical Coordinator)</td>
<td>4019</td>
<td>655-6681</td>
</tr>
<tr>
<td>Claudia Guy: Department Secretary</td>
<td>4162</td>
<td>655-4154</td>
</tr>
<tr>
<td>Ann Schurmann: Department Administrator</td>
<td>4159</td>
<td>655-7681</td>
</tr>
</tbody>
</table>
About Montclair State University

Montclair State University is proud to be an outstanding institution of higher education in New Jersey, built on a distinguished 105-year history. Six colleges and schools support more than 19,000 students in 300 majors, minors, concentrations and certificate programs. Located on a beautiful, 250-acre suburban campus just 14 miles from New York City, the university brings together the instructional and research resources of a large public university in a dynamic, sophisticated, and diverse academic environment.

Montclair State University prepares students for professional and personal success and is exceptional in offering an extensive and vibrant, campus community full of opportunities for developing leadership skills through a broad range of extracurricular activities.

The College of Education and Human Services

The College of Education and Human Services (CEHS) at Montclair State University offers a broad range of outstanding undergraduate and graduate programs that lead to professional careers in public and private schools, non-profit organizations, government agencies, and private industry.

All programs in the college are strongly grounded in the liberal arts and include internship, field work and student teaching opportunities. The seven academic departments consist of the following:

- Counseling and Educational Leadership;
- Secondary and Special Education;
- Early Childhood, Elementary and Literacy Education;
- Educational Foundations;
- Exercise Science and Physical Education;
- Family and Child Studies
- Health and Nutrition Sciences.

Department of Health and Nutrition Sciences

The Department of Health and Nutrition Sciences housed within the College of Education and Human Services offers four undergraduate majors, two undergraduate minors, two graduate degrees, and three graduate certificates. Students within the department may have different goals, but largely have a shared interest in the health and well-being of individuals and communities.

Our academic programs prepare students for positions as administrators, clinicians, and community educators as well as range of other careers in the field of health and nutrition.
DIDACTIC PROGRAM IN DIETETICS

Goals and Measurable Outcomes

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 an 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 have 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:

I. The program will prepare students to enter dietetic internships, graduate programs, or entry-level dietetics-related careers. Outcome Measures:

1. Eighty percent of students enrolled in the professional courses in the third year of the DPD will complete all program/degree requirements within 150% of the time planned for completion (3 years).
2. Over a five year period, 60% of the DPD graduates will apply to supervised practice programs the academic year they complete the program.
3. Over a 5-year period, 80% of students applying to supervised practice programs the academic year they complete the program will be accepted.
4. At least 25% of senior dietetic students who do not enter a dietetic internship within one year after graduation will seek to enroll in higher education.
5. Students will achieve a 1-year pass rate of at least 80% among graduates who take the Registered Examination for Dietitians.
6. Graduates will rate the quality of their dietetics educational program as adequately preparing them for graduate studies or entry-level dietetic positions (3 or better on scale of 1-5).

II. The program will prepare students to become active members and leaders of the dietetics community. Outcome Measures:

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.
DIDACTIC PROGRAM IN DIETETICS MISSION STATEMENT

The mission of the Nutrition and Food Science - Dietetic program 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 students, 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 intellectually developmental, critical thinking, and social justice.

MSU Nutrition-Food Listserv

For all students enrolled in Nutrition and Food Science, there are numerous benefits to subscribing to the listserv:
- Job postings
- Curriculum changes
- Montclair State Dietetic Organization activities
- Special programs
- Conferences
- News releases

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

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

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

Accreditation Status of the Program

The Montclair State University Didactic Program in Dietetics received its initial accreditation in 2004 and is accredited by:
Accreditation Council for Education in Nutrition and Dietetics (ACEND)
Academy of Nutrition and Dietetics
120 South Riverside Plaza , Suite 2000
Chicago, Illinois 60606-6995
312-899-0049

For related information or issues pertaining to the program and/or accreditation, please contact Dr. Yeon Bai, Director of the Didactic Program in Dietetics.
Application for Nutrition & Food Science—Dietetics Major
(Please print clearly)

Name

First       Middle       Last

Address
Number       Street       Apt# (if any)

City       State       Zip Code

CWID

Phone:

Email:

I am a ___Freshman  ___Sophomore  ___Junior  ___Senior  ___2nd Bachelor’s student

This is the (___1st  ___2nd  ___3rd) time I have submitted an application for admission to the Nutrition and Food – Dietetics concentration.

This application is only for undergraduate and Second Bachelor’s students intending to be admitted into the B.S. in Nutrition and Food Science – Dietetics concentration. 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.

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

1. Application form

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.

Decisions will be emailed by July 1.

See information about January application period on the reverse side of this page.
<table>
<thead>
<tr>
<th>College/Universities Attended</th>
<th>Dates Attended</th>
<th>Degree, If Granted</th>
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<th>Leadership Experiences (within past 2 yrs)*</th>
<th>Contact Name and phone number</th>
<th>Dates Involved</th>
<th>Total Number of Hours</th>
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<th>Nutrition-Related Experiences (within past 2 yrs)*</th>
<th>Contact Name and phone number</th>
<th>Dates Involved</th>
<th>Total Number of Hours</th>
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<tbody>
<tr>
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<td>3.</td>
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</tbody>
</table>

*freshmen and sophomores may include high school experiences

Indicate below and **highlight in yellow** on relevant transcripts grades received for:

College/university where course completed:

NUFD 192 (Nutrition with Lab) _____
NUFD 150 (Food Comp & Scientific Prep) _____
CHEM 113 (Fundamentals of Chemistry) _____
MATH 109 (Statistics) _____

_______________________________________________________

Student Signature ____________________________________________________________________________________ Date

**Special January Application Period**

Students who wish to apply for Spring semester admission must meet all of the criteria listed on the reverse side of the page as well as the following criteria:

1) are a first-time applicant to the Nutrition-Dietetics program;
2) will not be able to create a full-time schedule (minimum 12 credits) for the Spring semester that would move them toward graduation in the Dietetics concentration without taking one or more of the following Nutrition-Dietetics concentration required or collateral courses: NUFD 253, NUFD 255, NUFD 292, NUFD 350, NUFD 382, NUFD 488, NUFD 499, CHEM 270, BIOL 243, BIOL 254, or PSYC 101.

Students who meet the above criteria must:

1) Obtain the signature of the Department Administrator, Ann Schurmann Prior to applying: ___________________________ [Ann Schurmann, Dept Administrator]
2) Submit the application form and accompanying materials (see reverse) by January 12.

Decisions will be emailed by January 17.
Maintenance of a minimum 3.2 GPA is needed throughout the program. If a student’s GPA falls below 3.2, meeting with faculty adviser is required to establish plan of action for academic improvement. A grade of “C” or better is needed for all DPD coursework to be eligible to receive an ACEND Verification Statement.

A. NUTRITION & FOOD SCIENCE CORE

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisites</th>
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<tbody>
<tr>
<td>NUFD: 130</td>
<td>Intro Nutrition &amp; Food Science Profession</td>
<td>Nutrition &amp; Food Science Major &amp; Minor</td>
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<tr>
<td>NUFD: 150</td>
<td>Food Comp &amp; Scientific Preparation</td>
<td>None</td>
</tr>
<tr>
<td>NUFD: 153</td>
<td>Dynamics Food &amp; Society</td>
<td>None</td>
</tr>
<tr>
<td>NUFD: 192</td>
<td>Nutrition with Laboratory</td>
<td>None</td>
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<tr>
<td>NUFD: 240</td>
<td>Sanitation Mgmt &amp; Food Micro: Cert</td>
<td>Prerequisite or Co-requisite: NUFD 130</td>
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<tr>
<td></td>
<td></td>
<td>Prerequisite or Co-requisite: NUFD 150</td>
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<tr>
<td>NUFD: 282</td>
<td>Applied Nutrition in Life Cycle</td>
<td>Prerequisite: NUFD 192</td>
</tr>
<tr>
<td>NUFD: 304</td>
<td>Introduction to Research</td>
<td>Prerequisite: MATH 109</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Prerequisite or Co-requisite: NUFD 282</td>
</tr>
<tr>
<td>NUFD: 352</td>
<td>Org &amp; Management Foodservice System</td>
<td>Prerequisite or Co-requisite: NUFD 240</td>
</tr>
<tr>
<td>NUFD: 357</td>
<td>Experimental Food Science</td>
<td>Prerequisite: CHEM 113</td>
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<td></td>
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<td>Prerequisite or Co-requisite: NUFD 240</td>
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<tr>
<td>NUFD: 490</td>
<td>Nutrition &amp; Food Science Professional Seminar</td>
<td>Prerequisite: NUFD 130</td>
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<td>Prerequisite: NUFD 304</td>
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B. DIETETICS CONCENTRATION

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>NUFD: 253</td>
<td>Quantity Food Purchase &amp; Prod</td>
<td>Prerequisite: NUFD 192</td>
</tr>
<tr>
<td>NUFD: 255</td>
<td>Meal Design &amp; Management</td>
<td>Prerequisite: NUFD 150</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Prerequisite: NUFD 192</td>
</tr>
<tr>
<td>NUFD: 292</td>
<td>Applied Community Nutrition</td>
<td>Prerequisite: NUFD 150</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Prerequisite: NUFD 192</td>
</tr>
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<td>NUFD: 350</td>
<td>Quantity Food Application</td>
<td>Prerequisite: NUFD 192</td>
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<td>Prerequisite: NUFD 253</td>
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<td>NUFD: 382</td>
<td>Advanced Nutrition</td>
<td>Prerequisite: NUFD 192</td>
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<td>Prerequisite: CHEM 270</td>
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<td>Prerequisite or Co-requisite: BIOL 243</td>
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<td>NUFD: 412</td>
<td>Nutrition Education Techniques</td>
<td>Prerequisite: NUFD 282</td>
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<td>NUFD: 482</td>
<td>Nutrition Counseling</td>
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<td>Prerequisite or Co-requisite: NUFD 412</td>
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<td>NUFD: 488</td>
<td>Medical Nutrition Therapy</td>
<td>Prerequisite: NUFD 382</td>
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NUFD: 499  Medical Nutrition Applications  Prerequisite: NUFD 382
          Prerequisite or Co-requisite:  NUFD 488

C. REQUIRED COLLATERAL COURSES

CHEM: 113  Fundamentals of Chemistry  None

CHEM: 130  Fundamentals of Organic Chemistry  Prerequisite: CHEM 113

CHEM: 270  Fundamentals of Biochemistry  Prerequisite: CHEM 130

BIOL: 243  Human Anatomy & Physiology  Prerequisite: CHEM 130

BIOL: 254  Applied Microbiology  Prerequisite: CHEM 130

ECON: 101  Macro Economics or  None

ECON: 102  Principles of Microeconomics  None

MATH: 109  Math Statistics  None

PSYC: 101  General Psychology I  None

Dietetics Program Undergraduate and Graduate Costs:

UNDERGRADUATE TUITION: (2014-2015)
Undergraduates - Full-time flat rate per semester: 12 - 18 Credits
New Jersey Residents:  $4,172.80
Non New Jersey Residents:  $8,529.75
(plus $277.07 per credit NJ Residents or $568.85 per credit Non-resident, for registration in excess of 18 credits.)

New Undergraduate - Part-Time per credit rate:
New Jersey Residents:  $277.77
Non New Jersey Residents:  $568.65

GRADUATE TUITION: (2014)
Graduate Tuition- Per credit rates:
New Jersey Residents:  $553.35
Non New Jersey Residents:  $837.43

Student Fees - Full-time Undergraduate flat rate per semester: 12 - 18 Credits
Student Services Fee:  $412.65
Facilities Fee:  $964.65
Computer Technology Fee:  $171.00
Student Government Association Fee:  $48.90
**Student Fees - per credit**

Student Services Fee Undergraduate: $26.84  
Student Services Fee Graduate: $12.79  
Facilities Fee Undergraduate: $63.24  
Facilities Fee Graduate: $63.24  
Student Government Association Fee Undergraduate: $3.26  
Computer Technology Fee (Undergraduate and Graduate): $11.18

Health Insurance - Full Year Graduate: $1505.00  
Health Insurance - Full Year Undergraduate: $1050.00  

Commuter Parking Permit: $225  
Resident Parking Permit: $325

Additional information on tuition and fees can be found at [http://www.montclair.edu/about-montclair/tuition-and-fees/](http://www.montclair.edu/about-montclair/tuition-and-fees/).

Additional information on university health center coverage and health insurance can be found at [http://www.montclair.edu/dean-of-students/handbook/student-services/medical-care](http://www.montclair.edu/dean-of-students/handbook/student-services/medical-care)

**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.

Below is a list of links available to explore and learn more about academic honesty and integrity, academic standards, plagiarism, and related on-line resources.

Preventing Plagiarism

http://owl.english.purdue.edu/owl/resource/930/01/

An informative site for college students; it features broad guidelines for citing sources and a presents examples of what is and what is not plagiarism.

Visit montclair.edu/center-for-writing-excellence/ to arrange an appointment with the Center for Writing Excellence (CWE) on campus. This service is offered to you FREE. https://blogs.montclair.edu/cwe/ This blog is run by Montclair State University students dealing with issues of writer’s block and the frustration of procrastination. This blog may serve as a support resource.

Students Reflections on Moral Conflicts in College

http://www.degruyter.com/view/j/jcc

From the Journal of College and Character, this is a collection of essays written by college students who have reflected on the ethical issues and moral decisions they have faced during their college experience.

www.montclair.edu/dean-of-students/student-conduct/academic-integrity/

College of Education and Human Services Academic Dishonesty Policy

Whenever a faculty member has evidence that a student has committed an act of academic dishonesty, it will be reported to the MSU Dean of Students’ office and the CEHS Dean’s office. The CEHS Dean’s office will keep a confidential list of names reported.

Montclair State University Grievance Procedure

All students who wish to file an academic complaint must do so by following the appropriate format. The Informal and Formal Complaint Policy Procedure should be read, evaluated, and understood in its entirety before submitting a complaint of any kind.

First, for academic or grade grievance of any kind, the student should schedule to meet with the professor responsible for the instruction in the course. An attempt at agreement regarding the complaint is advised. In the event an agreement is unable to be reached, the student should arrange a private conference with the faculty member’s Chairperson. An attempt to reach agreement regarding the complaint is advised. Should the grievance still not be resolved, it must be reported to the Dean of the College/School.
attempt to reach agreement regarding the complaint is advised. If the conflict is still not resolved, the Dean of the College/School must notify the Vice Provost for Academic Affairs in writing of the unresolved grievance and must forward all paperwork to the Associate VPAA within one week of the issuance of the Dean’s statement. An attempt to reach agreement regarding the complaint is advised. If an agreement has still not been met, the informal complaint policy must be handled by the formal complaint policy in which a grievance committee will be appointed.

A. Goals and Objectives

1. To insure for every student who feels aggrieved a formal procedure to guarantee due process.
2. To insure equitable treatment for all parties concerned and protect the rights of individuals.
3. To insure academic freedom as well as academic quality.
4. To insure remedy within a reasonable period of time.

B. Informal Resolution Procedure

1. It is the responsibility of any student wishing to pursue an academic grade grievance involving a faculty member to first discuss the matter privately with the professor involved. In the event that the student is unable to contact the professor within a two-week period, an appointment should be arranged through the departmental secretary for the first time available. The initiation of the student grade grievance must take place within three weeks from the beginning of the next regular (Fall or Spring) semester.

2. Should the meeting fail to accomplish a resolution between the student and the faculty member, the student should arrange a private conference with the faculty member's Chair. The Chair must notify, in writing, the faculty member involved that a meeting has been arranged between the Chair and the student. Following the conference with the student, the Chair must meet privately with the faculty member to discuss the problem and attempt to resolve the conflict.

3. Should the grievance still not be resolved, it must be reported to the Dean of the College/School. The Dean should attempt to resolve the problem informally, meeting separately or jointly with the individuals involved. The Dean should prepare a written evaluative statement concerning the student-faculty conflict. All concerned parties must receive a copy of the Dean's statement within eight weeks from the beginning of the regular (Fall or Spring) semester.

4. If the conflict is still not resolved, the Dean of the College/School must notify the Associate Vice President for Academic Affairs in writing of the unresolved grievance and must forward all paperwork to the Associate VPAA within one week of the issuance of the Dean’s statement. Both parties to the grievance must be apprised of this action. The Associate VPAA shall decide whether a formal grievance is warranted. If a formal grievance is deemed warranted, a grievance committee must be convened.

C. Formal Resolution Procedure

1. Grievance Committee

(a) The Grievance Committee shall be composed of one faculty member from each College/School, appointed by the Dean of that College/School, two students selected by the SGA, and the Dean of Students who will chair the committee while retaining voting rights. The Grievance Committee must be convened within two weeks after receipt of the paper work from the Dean of the College/School.
(b) A new committee will be selected each year.

(c) The bargaining agent of the faculty member involved may appoint one representative to be present during committee deliberations. The aggrieved student may also bring an advisor to the proceedings.

(d) If any committee member has a direct personal or professional relationship with any individual(s) involved in a particular case, the committee member must disqualify him/herself from serving on the committee while the case is being heard. If the impartiality of a committee member is questioned, the committee itself must reach a decision as to the continuance of the individual so questioned. If a member is disqualified, another individual from the same constituency shall be appointed to serve in his or her place.

2. Grievance Committee Procedure

(a) The Grievance Committee will hold hearings in two steps. In the first step the complainant will present the relevant charges and the complainant and the individual charged will present relevant evidence in support of their respective positions and ask questions of the other party. In the second step members of the Grievance Committee only will deliberate leading to a recommendation to be forwarded to the Vice President for Academic Affairs.

(b) In advance of the hearing, the Chair of the Grade Grievance Committee shall notify the grievant, the individual charged with the unfair practice and the members of the committee of the time and place of the hearing, specification(s) of the complaint, composition of the committee and the right of the individual charged to be accompanied by an advisor. The advisors to the student and faculty member may be present when charges and evidence are presented to the committee.

(c) At any hearing, all parties with the exception of advisors may question witnesses.

(d) All committee hearings shall be confidential; witnesses shall be excluded except for the period of their questioning.

(e) The report and recommendation of the committee shall be in writing, including the committee's rationale for its decision and any dissenting opinion(s). Only those committee members who have heard all testimony and evidence in a given case may vote on a committee's recommendation. Class schedules of students and faculty members must be accommodated when setting committee meetings.

(f) If the committee finds in favor of the student, the committee's report and recommendation shall be forwarded to the Vice President for Academic Affairs of the University after completion of the hearing, and copies shall be provided to all parties of the complaint. If the committee finds in favor of the faculty member and no appeal to the committee's decision is filed within the specified time period, (see 3a below) the committee shall destroy all documents pertaining to that particular case.

3. Appeal Process

(a) If any parties to the complaint are not satisfied with the committee’s report and recommendation, they may request a meeting with the Vice President for Academic Affairs. Such a request must be filed within five (5) calendar days after receipt of the report.

(b) Such an appeal to the Vice President for Academic Affairs shall be based upon: a contention that committee procedure may have had a prejudicial effect on the outcome of the report and recommendation; the discovery of new information after the committee hearing which may have an effect on the outcome of
the hearing; the belief that the committee recommendation was unsubstantiated by the evidence and documentation presented.

(c) The Vice President for Academic Affairs of the University shall weigh all evidence and recommendations and render a final written determination of the matter. All parties to the grievance must receive copies of the Vice President's recommendation.

(d) If the Vice President is in agreement with the committee's findings in favor of the faculty member, the Vice President must destroy all documents pertaining to that case. If, however, the Vice President for Academic Affairs finds in favor of the student, a recommendation for change of grade should be made by the Vice President to the faculty member. A copy of this recommendation should go to the Chair of the Department, the Dean of the College/School, and the Dean of Students. All procedural actions must be completed within the semester they are initiated.

(e) Department Chairs, Deans, Vice Presidents, etc. should not attempt to discuss or resolve any grade grievance unless the above procedure has been faithfully adhered to.

NOTE: No individual involved in the appeal process should hear, initiate, or attempt to resolve a grade grievance unless the Grade Grievance Procedure, obtainable at Department Chair's office or at the Office of the Dean of Students, has been properly followed.

http://www.montclair.edu/provost/faculty-handbook/academic-policies/requirements/grade-grievences/

**Medical Information and Insurance Verification**

**Immunization Requirements**

Every graduate and undergraduate who is enrolled full-time or part-time in a course of study leading to an academic degree at any four year public or independent institution of higher education in NJ are required to provide evidence of immunization as a prerequisite for enrollment. Additional mandatory immunizations for residential students are listed below. Montclair State University’s mandatory requirements are as follows:

Measles: Two doses of a live measles-containing vaccine, or any vaccine combination containing live measles vaccine that was administered after 1968.

Mumps: Two doses of live mumps virus vaccine, or any vaccine combination containing live mumps virus vaccine on or after the student's first birthday

Rubella: One dose of live rubella virus vaccine, or any vaccine combination containing live rubella virus vaccine on or after the student's first birthday.

Hepatitis B: (full time Undergraduate and Graduate students only): Three doses of hepatitis B virus vaccine, or any vaccine combination containing hepatitis B vaccine or approved two dose regimen.

Documented laboratory evidence of immunity to Measles, Mumps, and Rubella or Hepatitis B may be submitted in place of above vaccines.

Exemptions to the above immunization requirements:
Students born before 1956 (does not apply to Hepatitis B requirements). Certain medical conditions in which immunizations pose a health risk. Clearly proscribed and documented religious exclusions. Students enrolled in a program for which students do not congregate on campus at any time, whether for classes or to participate in institution-sponsored events (home study, distance learning). Should an infectious disease outbreak occur, the University may require students without documented evidence of immunity to stay away from the campus until the outbreak is over.

Residential Students

In addition to meeting the above requirements, all students intending to reside in any university housing facility must submit evidence of immunization for:

Meningitis: One dose of meningococcal meningitis vaccine within the last five years.

DEADLINES

Fall Entry
General Requirements: June 1
Residential Requirements: June 1

Spring Entry
Due two weeks after enrollment and/or housing deposit submission

Failure to comply with requirements and deadlines will prevent course registration and/or housing eligibility.

Instructions for Submission of documentation

1. Click on Immunization Forms box available at http://www.montclair.edu/university-health-center/immunizations/ and print out documents
2. Fill in all information requested. Missing or unclear information will delay processing of these requirements.
3. The section for healthcare providers MUST be completed and signed by a healthcare provider. Forms signed by students or parent/guardian will not be accepted.
4. All forms must be mailed to the address listed below prior to deadline. Do not submit documentation to any other department.
5. Completed forms can be faxed to UHC at 973-655-4159. Your student IC or Social Security # must be included on these forms.
6. Immunization documentation from a high school or other college/university will be accepted in place of the forms below. Copies of original immunization records from health departments or other countries will also be accepted. Please do not send originals. They will not be returned! Your student ID or Social Security # must be included on these forms.
7. If laboratory titers are submitted, a copy of actual laboratory results must be sent with the completed forms.
8. If you choose to request a religious exemption to immunizations, a letter must be submitted from the enrolled student stating specific religious doctrine that prohibits immunization. Letters from parents or religious leaders will not be accepted.
9. Individuals in need of a medical exemption for immunizations must submit a written statement from their healthcare provider that immunization is contraindicated due to a valid medical condition.
10. Students under the age of eighteen must have a parent or guardian sign the last section to provide consent for the University Health Center to treat the student until the age of eighteen.

11. Specific detail of New Jersey immunization regulations may be obtained through the UHC website at www.montclair.edu. Additional information on immunizations can also be found at www.cdc.gov.

12. Students who need immunizations to meet requirements may obtain any of the vaccines at the University Health Center. Please call 973-655-4361 to make an appointment.

13. All completed forms should be mailed to:
   Montclair State University Health Center
   Blanton Hall, One Normal Avenue
   Montclair, New Jersey 07043
   Attn: Immunization Program

Additional Medical Requirements for Dietetics Program

NUFD: 350 Quantity Food Applications students are required to have the following information before the scheduled second class meeting of this semester. Adherence to this schedule is required for full credit of completion.

A health certificate – Proof that you are TB negative is required to be on file with your instructor. Montclair State University Student Health Services will administer the PPD test, however an appointment is necessary. Please plan your appointment in advance as the test will necessitate multiple visits. Proof of insurance must be on file with your instructor prior to any class participation.

Medical Insurance – Proof of medical insurance coverage is required. Students will not be covered under the Sodexo facility’s Worker’s Compensation policy. Any change in a student’s medical coverage is required to be submitted to your faculty instructor. Insurance is available through:
   1) Parental policies
   2) Employment policies
   3) Student insurance may be purchased through Montclair State University, applications are available through the Dean of Student’s office.
MSU Approved Attire

You are responsible to be in proper kitchen attire at the beginning of each laboratory session.

- Appropriate kitchen professionalism is part of your evaluation.

You must report to your assigned laboratory facility properly attired in:

- Clean white chef coat with MSU logo.
- Clean dark colored, full length pants made of woven fabric. No jeans, stretch pants, or shorts.

- Clean safety shoes (all black) with slip resistant soles and ankle socks. No open shoes, sneakers, ped socks or not wearing socks.

- Clean chef hat. All hair must be tucked into the hat.

- All outside clothing must be covered by uniform. (i.e. Hooded sweatshirts must be removed; Chef hat must be worn over a head wrap)
- Calibrated thermometer.

- Safety cut resistant gloves. Provided in laboratories (and offsite facilities for NUFD350). Required during any activity involving sharp instruments. Must be returned to facility by the end of each class period.

- Name Tag (for NUFD350) – This is important. Be sure to have one on each time, this will be provided in class.
- No nail polish or jewelry allowed except for a plain ring, i.e wedding band.
**DPD Program Grievance Policy**

Most student complaints can be resolved on an informal basis by communication between the student and faculty members. Students who believe they are subject to unfair policies or practices should first discuss their concern with the instructor directly.

If students have complaints directly related to the DPD Program at Montclair State University, a written letter documenting a description of the issues can be submitted to the DPD Director.

Submission of complaints directly to ACEND is available only after all other options with the program and university have been exhausted.

**ACEND Complaint Policy**

**Procedure for Complaints Against Accredited Programs**

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) has established a process for reviewing complaints against accredited programs in order to fulfill its public responsibility for assuring the quality and integrity of the educational programs that it accredits. Any individual, for example, student, faculty, dietetics practitioner and/or member of the public may submit a complaint against any accredited or approved program to ACEND. However, the ACEND board does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion or dismissal of faculty or students. It acts only upon a signed allegation that the program may not be in compliance with the accreditation standards or policies. The complaint must be signed by the complainant. Anonymous complaints are not considered.

- **Complaint Investigation Form**

  1. ACEND staff forwards all written complaints to the ACEND chair within three weeks of receipt of the complaint.
  2. If the ACEND chair determines that the complaint does not relate to the accreditation standards or policies, the complainant is notified in writing within two weeks of the Chair's review that no further action will be taken.
  3. If the ACEND chair determines that the complaint may relate to the accreditation standards or policies, the complaint is acknowledged in writing within two weeks of the chair's review and the complainant is provided a copy of the process for handling the complaint.
  4. At the same time as the complainant is notified, the complaint is forwarded to the program by express mail second day delivery for tracking purposes. The administrative officers of the institution or organization sponsoring the program, currently on file with ACEND, receive copies of the correspondence by first class mail. At the request of the complainant, the name of the complainant is “blocked out” within the body of the written complaint that is sent to the program.
  5. The ACEND chair requests the program to conduct a preliminary investigation and submit a report addressing the relevant accreditation standards or policies postmarked no more than 30 calendar days from receipt of the notification, as documented by the record of second day delivery.
  6. The ACEND chair may also request further information or materials relating to the complaint from the complainant, the institution or other sources.
7. The ACEND chair appoints a review committee to consider the complaint, along with all relevant information. The review committee recommends appropriate action to the ACEND board at its next scheduled meeting.

8. In determining the appropriate action, the ACEND board considers the complaint, materials relating to the complaint, the review committee's recommendation, if any, and additional evidence provided by the program, if any.

9. The ACEND board or the ACEND chair may determine that legal counsel is needed to address the complaint. Staff works with the ACEND board and legal counsel to identify a plan to address the complaint.

10. If the complaint is determined to be unsubstantiated or not related to the accreditation standards or policies, no action is taken.

11. If the complaint is substantiated and indicates that the program may not be in compliance with the accreditation standards or policies, appropriate action is taken, which may include, but is not limited to, scheduling an on-site visit of the program. If the complaint is substantiated and the ACEND board determines that the program is not in compliance with the accreditation standards or policies, the ACEND board may place the program on probation or withdraw accreditation or approval.

12. The program director and administration of the sponsoring institution are notified of the ACEND board's decision and action in writing within two weeks of the decision. The complainant is notified of the final decision and action when the reconsideration and appeals process expires.

13. The program has the right to request the ACEND board to reconsider a decision to place the program on probation or to withdraw accreditation or approval.
Complaint Investigation Request

Refer to ACEND Policy & Procedure Handbook. Section 2.1
www.eatright.org/ACEND
February 2013

Directions: Please read this form in its entirety, complete, print and then mail it to:

Accreditation Council for Education in Nutrition and Dietetics (ACEND)
120 South Riverside Plaza, Suite 2000,
Chicago, IL 60606-6995

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<tr>
<th>Your Information</th>
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<td>Name: □ Ms. □ Mrs. □ Mr. (Check One)</td>
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<td>Email Address (Required)</td>
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Name(s) of the individual(s) cited in your complaint

Please list all ACEND standards or the policies and procedures that are being violated by this issue:
(Please refer to www.eatright.org/ACEND for ACEND standards and policies and procedures.)

What steps have you already taken to address this issue with the program, and what was the outcome?

What outcome would you like to occur?
Directions: Succinctly describe your complaint including any individuals involved. Please do not exceed the space allotted on this summary form. If your complaint is determined to be related to ACEND standards or policies and procedures, you will be asked to provide a version of your complaint to be sent to the program for a response with your name and other identifying information removed.

PLEASE READ THE FOLLOWING BEFORE SIGNING BELOW:
I have read ACEND’s complaint process and agree to abide by it. I understand that the Accreditation Council for Education in Nutrition and Dietetics (ACEND) does not provide legal advice, and only investigates questions regarding a program’s compliance with ACEND accreditation standards, policies and procedures. ACEND does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion or dismissal of faculty or students. The above complaint is true and accurate to the best of my knowledge.

Signature: ___________________________________________ Date: __________________________
Please print and send the completed form to the address at the top of this complaint form.
Incomplete forms may be returned.
PROCEDURES FOR CHALLENGE EXAMS

Students who hold at least a bachelor’s degree may be eligible to take the challenge exams. A maximum of 3 challenge exams are available for upper-level food and nutrition course work including:

- NUFD 382 (Advanced Nutrition),
- NUFD 488 (Medical Nutrition Therapy),
- NUFD 357 (Experimental Food Science),
- NUFD 412 (Nutrition Education Techniques), and
- NUFD 352 (Organization and Management of Food Service Systems)

Students who have taken these courses elsewhere may be eligible to take the exams after 1) the Dietetics Coordinator has indicated that a student may be eligible, 2) the faculty member in charge of the course has interviewed the student and verified that the student is eligible, and 3) the student has paid a $200 fee payable to Montclair State University.

**In order to be eligible to take the exam, students must have taken a comparable course with 3 years from a U.S., ACEND Accredited Institution. Students may be requested to supply supporting evidence of comparability, such as copy of the course syllabus or a college catalog description of the course.**

The following is a list of guidelines regarding the administration of the Challenge Exams:

1. Exams will be given twice a year—once during the spring semester and once during the fall semester. The Dietetics Coordinator or faculty will announce the dates and the times.

2. Students can take any particular challenge exam only once. In order to pass the exam, a student must have at least 75% of the answers correct. If the student does not pass the exam, then the course needs to be taken.

3. Before taking the exam, students are entitled to receive a course syllabus from the faculty in charge of designing and grading the particular exam.

4. Students will be given 2 hours to complete the exam.

5. Students must register for the exam at least one month prior to the exam date.
CHALLENGE EXAM AUTHORIZATION FORM
Montclair State University
Nutrition & Food Science Program

NAME: __________________________________________________________

CWID: __________________________________________________________

Major/Concentration: ____________________________________________

Please check the appropriate status:

____ undergraduate student
____ graduate student
____ Post-baccalaureate

Challenge exam to be taken for specific course: ______________________

Course completed in this previous institution: ______________________

**U.S. ACEND Accredited Institution

Year Completed: ___________ Grade Received: ___________

**Completed within 3 years

Challenge exam to be administered on: ____________________________

Student signature ___________________________ Faculty/Professor’s signature ___________________________

Date ___________ Date ___________

Please make checks payable to Monclair State University, to be submitted to the course professor or the Dietetics Coordinator. A $200 fee is required for each challenge exam taken.

Exam fee submitted on ___________

Exam grade: ________________ Status: Pass _____ Fail _____
ACEND VERIFICATION STATEMENT

Students who are graduating under Nutrition and Food Science—Dietetics, and post-baccalaureate students who have completed Didactic Program in Dietetics coursework are eligible to receive an ACEND Verification Statement. This Verification Statement is very important for professional advancement in the field of nutrition and dietetics. Verification of completion of dietetics programs is the method used by The Academy of Nutrition and Dietetics to ensure that qualifications for membership or requirements set by the Commission on Dietetic Registration (CDR) to determine eligibility for the Registration Examination for Dietitians has been met. At various times in preparing for professional membership or registration, an individual will be asked to supply verification of both academic and supervised practice qualifications.

The verification statement is used for:

- Admission to many graduate schools and all dietetic internships
- Employment in positions which require verification of completion of a Didactic Program in Dietetics
- Active membership in the Academy of Nutrition and Dietetics
- Documentation of credentials for taking the Registered Dietitian exam

PROCEDURES FOR OBTAINING VERIFICATION STATEMENT

1. Obtain an application for ACEND Verification Statement from the Dietetics Coordinator (Donna Verney) or DPD Director.

2. During the last semester on campus, arrange with the Office of the Registrar to have a final transcript which states the date the degree was earned. Original transcripts from all colleges or universities attended must be sent to the Dietetics Coordinator for final review and preparation of the Verification Statements.

NOTE: A grade of “C” or better is required for all Didactic Program in Dietetics (DPD) coursework to obtain an ACEND Verification Statement.

3. Submit the following to the Dietetics Coordinator:

   a. A completed application for DPD verification.
   b. Original transcripts from ALL colleges and universities attended.

4. Upon request of these materials, your transcript will be evaluated by the Dietetics Coordinator and signed by the DPD Director. Six copies of the Verification Statement will be provided free of charge OR a letter stating deficiencies will be sent to you. Additional packets of 6 copies of the verification statement will require a fee of $50 payable to Montclair State University.
# Application for Verification Statement
## Completion of Didactic Program in Dietetics

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**Date of Birth (Required)**

(Required) ________________

**Mother’s Maiden Name (Required)**

____________________________________

**Phone Number**

____________________________________

**MSU CWID**

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## Education

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**Evaluation Fees:**

- * MSU undergraduate degree (initial 6 copies of Verification Statement) Free of Charge
  - Additional packet of 6 copies of Verification Statement $50.00
- * Graduate of American College other than MSU $50.00
- * Graduate of foreign College or university $100.00

The evaluation fee is payable by check or money order made out to **Montclair State University**

**Return Form to:**

Donna Verney, Dietetics Coordinator
Department of Health & Nutrition Sciences
Montclair State University
Montclair, New Jersey 07043

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<td>Reviewer</td>
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12/2014
REGISTRATION EXAMINATION FOR DIETETIC TECHNICIANS

Upon successful completion of the DPD coursework and the university graduation requirements, students will be eligible to sit for the Registration Examination for Dietetic Technicians. Once the student’s degree is posted, the DPD Director will issue the Verification of Completion Statement. The DPD Director will accept and process paperwork (application, DTRE misuse form, and official transcript with posted degree) for the Registration Examination for Dietetic Technicians. For more information regarding the Registration Examination for Dietetic Technicians, students may go to the Commission on Dietetic Registration website at http://cdrnet.org/

PROCEDURES FOR DECLARATION OF INTENT FORM

Please note that students applying to Dietetic Internships requesting for evaluation of "Declaration of Intent" form need to submit the following to Donna Verney:

(1) Transcripts from all colleges attended

UNOFFICIAL transcripts from MSU are acceptable for this review

(2) Completed Declaration of Intent Form

Submit a HARD COPY of the Declaration of Intent Form to Donna Verney, even if you are applying via online application process (DICAS).

Indicate all courses left to be completed during the following semester, date of anticipated completion of courses, signature in blue ink to denote original copy.

Copies of this form are available from Donna Verney or Dr. Bai.

(3) Please note that a $20 fee is required to complete this review process. Cash or checks made payable to Montclair State University are accepted.

Donna Verney, Dietetics Coordinator
verneyd@mail.montclair.edu (973) 655-5363

Dr. Yeon Bai, Director, Didactic Program in Dietetics
baiy@mail.montclair.edu (973) 655-3220
DECLARATION OF INTENT TO COMPLETE DEGREE AND/OR ACEND MINIMUM ACADEMIC REQUIREMENTS

Based upon courses already completed, projected courses listed below, and completion of at least a baccalaureate degree, the applicant will meet the minimum academic requirements for the Didactic Program in Dietetics accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (formerly known as the Commission on Accreditation for Dietetics Education of the American Dietetic Association).

Applicant's name: 

College or University Didactic Program in Dietetics: 

Degree granted or to be granted: 

Month/Year Degree completed or to be completed: 

College or University conferring Degree, if different from above: 

Attach official transcript(s) for courses completed to date.

LIST COURSE(S) AND DATES(S) OF PROJECTED COMPLETION ACEND Minimum Academic Requirements

Electives:

Didactic Program Director Name: Yeon Bai, Ph.D., R.D.

Director's Signature: 

Applicant's Signature: 

Date: 

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