

MONTCLAIR STATE

UNIVERSITY

Didactic Program in Dietetics

BSDPD

MSDPD

Student Handbook

Department of Nutrition and Food Studies

TABLE OF CONTENTS

DIETETICS PROGRAM PHILOSOPHY & GOALS

Overview	3
Mission Statement	3
Goals and Objectives	3
Accreditation Status	4
Nutrition-Food Listserv	5

PROGRAM ADMISSION & COMPLETION REQUIREMENTS

BSDPD Track	6
MSDPD Track	7
Student Performance Monitoring	8
Student Retention and Remediation	9

POLICIES AND PROCEDURES

Academic Integrity	10
Program Grievance Policy	10
Procedures for Verification Statement	10
Procedures for Declaration of Intent	11
Insurance Requirements	12
Assessment of Student learning	13
Additional Policies	14

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.

Mission Statement

The mission of the Didactic Program in Dietetics (DPD) 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: Graduates will 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 or more than prepared for entry into practice.
2. At least 80% of program students complete program/degree requirements within 150% of the program length (i.e. 6 years for BSDPD and 3 years for MSDPD).

3. At least 60% of program graduates apply for admission to a supervised practice program prior to or within 12 of months graduation.
4. At least 40% of program graduates are admitted to a 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%.

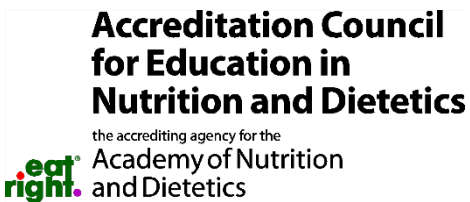
Goal 2: Graduates will become active members and leaders of the dietetics community.

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 of preparation for supervised practice that dietetic 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
<https://www.eatrightpro.org/acend>

For related information or issues pertaining to the program and/or accreditation, and program outcome data, please contact Dr. Yeon Bai (baiy@montclair.edu) 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

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 (BSDPD 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 1st or 2nd 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 STAT109 (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; 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

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)

The May application will remain open until May 31st, giving students an opportunity to upload their final spring semester grades. Only completed applications received by May 31 at 11:59 pm will be considered. Decisions will be emailed by July 1

The December application will remain open until January 10, giving students an opportunity to upload their final fall semester grades. Only completed applications received by January 10 at 11:59 pm will be considered. Decisions will be emailed by January 25.

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 term to apply again.**

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 Completion Requirements](#) in the University Catalog
- All requirements for the bachelor's degree must be completed within maximum 6 years from the date of matriculation
- [Tuition and Fees](#)
- [Health Center coverage and Health Insurance](#)

INSTRUCTIONS FOR APPLYING TO THE COMBINED BSMS PROGRAM IN NUTRITION & FOOD SCIENCE (MSDPD track)

Undergraduate students who are enrolled in the Dietetics concentration (i.e. BSDPD) 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 3rd 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 overall GPA of 3.4
4. Degree plan indicating completion of a minimum of 34-35 undergraduate credits
5. Two letters of recommendation from faculty in the major
6. 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 (BSDPD).

For additional information about tuition and fees, university health center coverage and health insurance, follow the links below.

- [Program Completion Requirements](#) in the University Catalog
- All requirements for the master's degree must be completed within maximum 6 years from the date of matriculation
- [Tuition and Fees](#)
- [Health Center coverage and Health Insurance](#)

STUDENT PERFORMANCE MONITORING

BSDPD

Students in BSDPD are assigned to faculty advisors upon admission to the program. These faculty members meet with students at least once a semester, prior to the registration period. During advisement, academic honesty, professional and ethical behaviors are discussed as needed. This allows for the effective evaluation of student progress and identification of students at risk of not meeting academic requirements. Students can access their files regarding academic progress and course requirement via [NEST](#) and [CANVAS](#). It is the responsibility of the student to review their degree audit regularly through NEST.

MSDPD

All students in MSDPD 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 AND REMEDIATION

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 Dietetics (BSDPD) and the combined program (MSDPD). Assigned faculty advisors counsel BSDPD students who are not achieving the minimum program requirements of C or better in DPD courses. Faculty advisors may suggest repeating courses to improve their grade. Students who fail to achieve satisfactory grades (C or better) after course repetition are counseled into one of the other non-dietetic degree concentrations such as food science, food systems or applied nutrition and wellness.

MSDPD students who fail to maintain a 3.4 GPA are dismissed from the combined program and will graduate with BSDPD. These students are directed to complete any missing undergraduate courses in order to fully meet undergraduate requirements and obtain their BSDPD. In addition, students with minimal chances of success in the program will be counseled into career paths that are appropriate to their ability.

Specifically, the advisor's roles and responsibilities will include:

1. helping potential and interested students to understand the Dietetics (BSDPD) and combined program's (MSDPD) curriculum and its purpose,
2. guiding potential and interested Dietetics students through the DPD requirements,
3. guiding potential and interested Dietetics students through Dietetics and 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.

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 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

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 concerns with the instructor directly. If students have complaints directly related to the Didactic Program in Dietetics (DPD) Program at Montclair State University, a written letter documenting a description of the issues can be submitted to the DPD Director. If the issue is not resolved within the program and the department, the next step is to follow the [University Student Concerns and Grievances Policy](#). A record of students' complaints and their resolutions are maintained for a period of seven years by the DPD Director.

If the complaint relates to the program's noncompliance with the Accreditation Council for Education in Nutrition and Dietetics (ACEND) accreditation standards, and all other options with the program and University have been exhausted, then students should contact the ACEND of the Academy of Nutrition and Dietetics, South Riverside Plaza, Suite 2190, Chicago, IL 60606, (312) 899-0040, ext. 5400. For further details regarding complaints to ACEND, you can visit the ACEND [website](#).

Procedures for Verification Statement

Students who are graduating under Nutrition and Food Science — Dietetics and post-baccalaureate students who have successfully completed DPD courses should apply for a Verification Statement. To obtain an ACEND Verification Statement, a grade of "C" or better must be attained in all DPD coursework.

1. Obtain an application form for ACEND Verification Statement from the Dietetics Coordinator, Rebecca Miller (millerre@montclair.edu)

2. During the last semester on campus (after the official graduation date), arrange with the Office of the Registrar to have a final transcript **WHICH STATES THE DATE THE DEGREE WAS EARNED** sent to the Dietetics Coordinator, Rebecca Miller. Original transcripts from all colleges or universities attended must be submitted to Rebecca Miller for final review and preparation of the Verification Statement.
3. Submit the following to Rebecca Miller:
 1. A completed application for the ACEND Verification Statement
 2. Original transcripts from ALL colleges and universities attended

Note: If you submitted previous college transcripts with your Declaration of Intent application, you only need to submit the Montclair State University final transcript with your degree indicated, and all grades.

The application for verification statement and required materials will be evaluated. If student meet the eligibility, the verification statement will be issued. The faculty and program advisors provide regular advisement and follow program retention and remediation procedure to ensure all students completing program requirements receive verification statements. The initial verification statement will be signed by the DPD director with authenticated digital signature and sent to students via email. Any additional verification statement will require a fee of \$50 payable to Montclair State University

Procedures for Declaration of Intent

Students who still have DPD courses in progress and plan to apply for a Dietetic Internship should complete the Declaration of Intent. Obtain the Declaration of Intent form from Rebecca Miller. On the form, 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.

Please note that students requesting an evaluation of their “Declaration of Intent” on DICAS (Dietetic Internship Centralized Application System) need to submit the following to the Dietetics Coordinator, Rebecca Miller:

1. **OFFICIAL** transcripts from all colleges you attended other than Montclair State
2. **UNOFFICIAL** transcripts from Montclair State
3. Submit a completed hard copy of the Declaration of Intent
4. A \$30 fee is required to complete this review process. Cash or checks made payable to Montclair State University are acceptable.
5. Submit all materials in a sealed envelope to the department mailbox of Rebecca Miller, Univ Hall, Room 2154.

Note: Hard copy Declaration of Intent is separate from your application on DICAS. This hard copy is needed so that we can verify your Declaration of Intent on DICAS.

On DICAS under DPD contact information write

Dr. Yeon Bai: baiy@montclair.edu

Insurance Requirements

Health Insurance

Policy: The University requires all full-time students to have health insurance coverage. The Dietetics program follows the University policy regarding [health insurance requirements](#). The student's individual health insurance is responsible for covering costs incurred due to illness or injury while in a facility on- or off-campus for experiential learning, or in transit.

Procedure: This only applies to all students in NUFD 450 Quantity Food Applications or 550 Advanced Quantity Food Applications

1. Proof of health insurance must be on file with the instructor at the beginning of the semester
2. Proof of health insurance: A copy of each student's insurance card with the name of the insurance carrier and the policy number.
3. Insurance is available through parental policies, employment policies, or may be purchased through the university. Applications for the University health insurance are available at the Dean of Students office

Professional Liability Insurance

Policy: We do not require Professional Liability Insurance

Injury or Illness while in a facility for Experiential Learning

Policy: Injury or illness while in a facility for experiential learning should be covered by the student's individual health insurance

Experiential Learning Requirement

Policy: The requirement of students completing the experiential learning for the course is not to be used to replace employees

Assessment of Student Learning

Student learning is formally assessed at the conclusion of any given course in each semester, with a final grade. At the conclusion of the program completion for graduation, the Dietetics Coordinator formally audits every student's academic performance in all DPD courses to ensure all grades are C or better to issue Verification Statements.

Assessment of Students' Prior Learning

The program grants students' prior learning through course credit adjustment or challenge exams.

Credit Adjustment

For students in the 2nd bachelor program, who hold a bachelor's degree, or who are transferred from another college, faculty or department advisors can give credits for their prior learning.

Procedures: For the courses that are considered equivalent by cross checking the content of the course using syllabus and course description, the faculty and department advisors can give credits for students' prior learning.

Challenge Exams

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

NUFD 382 (Advanced Nutrition)

NUFD 488 (Medical Nutrition Therapy)

NUFD 258 (Experimental Food Science)

NUFD 412 (Nutrition Education Techniques)

NUFD 452 (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
- 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 three years from a U.S., ACEND Accredited Institution. Students may be requested to supply**

supporting evidence of comparability, such as a 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 *two hours* to complete the exam.
5. Students must register for the exam at least *one month* prior to the exam date.

ADDITIONAL POLICIES

1. [Tutorial Services](#)
2. [Disciplinary/Termination Procedures](#) (Article IV: Sanctions/Stipulations)
3. [Withdrawal and refund of tuition and fees](#)
4. [Program schedule, vacations, holidays](#)
5. [Leave of Absence](#)
6. [Protection of privacy of student information](#)
7. Students can access their own file using their NETID and Password via [NEST](#) and [CANVAS](#)
8. Student support services: [Academic support](#), [Health Services](#), [Counseling Services](#), [Financial aid resources](#), [Disability resource](#),

More University Policies and Procedures can be found on the Montclair State University [website](#). For a complete Montclair State University Resource Guide, click [here](#).