

**MONTCLAIR STATE**  

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**UNIVERSITY**

**Didactic Program in Dietetics  
BSDPD  
MSDPD  
Student Handbook**

**Department of Nutrition and Food Studies**

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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 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 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 State University 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 months of 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%.

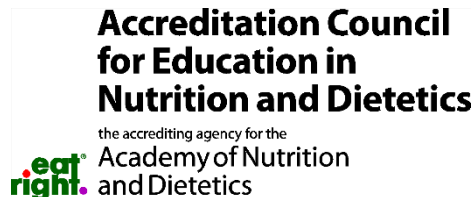
**Goal 2: Graduates will become active members and leaders of the dietetics community.**

**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. Lauren Dinour ([dinourl@montclair.edu](mailto:dinourl@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](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

## PROGRAM ADMISSION AND COMPLETION REQUIREMENTS

### Instructions for Applying to the BS Dietetics Concentration (BSDPD)

The application for the Dietetics Major is *only* for undergraduate and Second Bachelor's students intending to be admitted into the BS in Nutrition and Food Science – Dietetics concentration. **This option will no longer be available after the May 2023 application.** The application must be completed **online** in a student's 1<sup>st</sup> or 2<sup>nd</sup> year: visit the 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 BS 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 in 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.

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, 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 BS/MS Dietetics Concentration (MSDPD)

Beginning September 2023, all students interested in pursuing the Dietetics concentration will need to apply for the combined BS and MS program.

Undergraduate and Second Bachelor's students intending to be admitted into the combined BS and MS in Nutrition and Food Science – Dietetics concentration will need to complete the application **online** in their 1<sup>st</sup> or 2<sup>nd</sup> year: visit the 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 combined BS and MS 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.**

Once accepted, students must change their major to BS/MS in Nutrition and Food Science-Dietetics Concentration (contact Maddy Antosiewicz at [nutritionpermit@montclair.edu](mailto:nutritionpermit@montclair.edu) for assistance with this). If a student's GPA ever falls below 3.0, they will be dismissed from the program. However, with subsequent improvements in GPA, re-entering the program is possible.

During the second semester of the junior year, students must meet with Maddy Antosiewicz ([nutritionpermit@montclair.edu](mailto:nutritionpermit@montclair.edu)) to receive permission to register for the first two 500-level “swing” courses (courses that count toward both the BS and MS degrees at the same time). Two swing courses will be completed each semester of a student’s senior year. **A GPA of 3.4 or above is required at this time;** GPAs below 3.4 will prevent a student from continuing in the BS/MS program, at which point the student will be advised to complete any remaining courses to fully meet undergraduate requirements and obtain their BS degree.

During the second semester of the senior year (the semester in which BS requirements are completed), a “Fast App” will be sent to the student’s email by The Graduate School to apply for admission to the graduate portion of the BS/MS program. A GPA of 3.4 or above earns automatic admission. At this point, if a student’s GPA falls below 3.4 but above 3.0, the student will need to submit a standard MS application for committee review and consideration for admission into the graduate program. Students admitted into the combined program are not expected to take the Graduate Record Examination (GRE).

For additional information about program completion, 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 requirements 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 (i.e., earns a grade of F) a graduate swing course, the student will be informed that they will be dismissed from the combined program. The student 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, the student will be informed that they will be dismissed from the combined program and will graduate with a BS. The student 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), the student 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, the student 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) or the combined program (MSDPD). 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.

For all DPD students, in order to earn a verification statement for completing the DPD, students must:

- achieve a C or higher in all DPD courses, **AND**
- demonstrate attainment of every dietetics core knowledge requirement (KRDN) throughout the program by earning a 74% or higher on each KRDN assessment. (All assignments, quizzes, or tests that assess a KRDN in DPD courses have been identified in the respective syllabi for students' convenience.)

If a student does not earn a C or higher in a DPD course, faculty advisors may suggest repeating courses to improve the grade. Per University policy, a course can be repeated once, for a maximum of two attempts. Students who fail to achieve satisfactory grades (C or better) after course repetition are counseled into one of the other non-dietetic degree concentrations: food science, food systems, or applied nutrition and wellness.

In the event that a student does not successfully demonstrate attainment of one or more KRDNs in a course, the instructor will give the student the chance to submit either a revision of the original assessment or an equivalent alternative during the same course. This remediation will only be for the purposes of reassessing KRDNs; there will be no impact on the original assignment grade or overall course grade.

If a student does not successfully demonstrate attainment of the KRDN by earning a 74% or higher even after remediation, the course instructor will notify the DPD Director and a remediation plan will be agreed upon by the DPD Director, student, instructor of record for the

course, and/or faculty advisor. A verification statement will not be awarded at the completion of the degree program unless the student provides the DPD Director with evidence that all KRDNs have been achieved. Students with minimal chances of success in the program will be counseled by the DPD Director and an action plan with timelines will be developed. If appropriate, the student will be counseled into alternative career paths.

Additionally, MSDPD students who fail to maintain a 3.4 GPA during their final BS year (when “swing” courses are taken) 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.

## 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

### 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 and all KRDNs must be successfully demonstrated by achieving a 74% or higher on each KRDN-associated assessment.

1. Obtain an application form for ACEND Verification Statement from the Dietetics Coordinator, Donna Verney ([verneyd@montclair.edu](mailto:verneyd@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, Donna Verney. Original transcripts from

all colleges or universities attended must be submitted to Donna Verney for final review and preparation of the Verification Statement.

3. Submit the following to Donna Verney:
  - a. A completed application for the ACEND Verification Statement
  - b. 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 a student meets the eligibility, the verification statement will be issued. The faculty and program advisors provide regular advisement and follow program retention and remediation procedures 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 Donna Verney. 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, Donna Verney:

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 Donna Verney, University 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. Lauren Dinour:** [dinourl@montclair.edu](mailto:dinourl@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 and grades for each KRDN-associated assessment. 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 and all KRDNs are successfully demonstrated at a grade of 74% or higher to issue Verification Statements.

## Assessment of Students' Prior Learning

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.

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. However, the following courses must be taken at Montclair State University:

- NUFD 258 (Experimental Food Science)
- NUFD 382 (Advanced Nutrition)
- NUFD 412 (Nutrition Education Techniques)
- NUFD 452 (Organization and Management of Food Service Systems)
- NUFD 488 (Medical Nutrition Therapy)
- NUFD 499 (Medical Nutrition Applications)

Additionally, for transfer and second Bachelor's students, biochemistry must have been completed within the past 10 years in order to be considered for a waiver.

For any waiver requests of eligible DPD-required courses, students must provide evidence of an assignment or exam from those transferred courses that closely align with the KRDNs assessed in the Montclair State University curriculum. If the student's work in transferred courses is inadequate in successfully demonstrating the KRDN, the student will be given one additional opportunity to pass the competency through an alternative assignment.

If a student does not successfully demonstrate attainment of the KRDN by earning a 74% or higher even after the additional opportunity, the respective course will not be waived and the student must take the equivalent course at Montclair State University to ensure that the KRDN can be met. A verification statement will not be awarded at the completion of the degree program unless the student provides the DPD Director with evidence that all KRDNs have been successfully demonstrated. Students with minimal chances of success in the program will be counseled by the DPD Director and an action plan with timelines will be developed. If appropriate, the student will be counseled into alternative career paths.

## 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 Resources](#).

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