

Cedar Crest College

Nutrition Program
2024-2025

Didactic Program in Dietetics (DPD)
Student Handbook
For Intended Nutrition Majors (INR)
and
Declared Nutrition Majors (NTR)



CEDAR CREST
COLLEGE

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INTRODUCTION TO THE PROGRAM

Program Description

The Cedar Crest College Nutrition major and DPD is an undergraduate program that is fully accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Students may complete all DPD coursework and the bachelor's degree in nutrition either onsite or via distance/remotely with the exception of two required residential institutes for all students. Additional information regarding the residential institutes is provided in the section on the [distance track](#). Graduates of the nutrition program will receive a Bachelor of Science in Nutrition, and those meeting the DPD requirements will also earn a verification statement demonstrating that they have attained the knowledge and met the competencies found in the most current ACEND Accreditation Standards for Nutrition and Dietetics Didactic Programs. Verification statement eligibility requirements are detailed in the Nutrition and DPD Student Handbook.

Mission and Goals

Cedar Crest College Didactic Program in Dietetics Mission Statement:

In accordance with the Mission and Values of Cedar Crest College, the mission of the Cedar Crest DPD is to prepare students for supervised practice leading to eligibility for the CDR credentialing exam and to develop competent entry-level Registered Dietitian Nutritionists (RDNs). With a foundation in the liberal arts, our Program is committed to provide high-quality education in accordance with the Accreditation Council for Education in Nutrition and Dietetics Foundation Knowledge Requirements for Dietitians with emphasis on scholarship, leadership, civic engagement, health and wellness, and global connectivity.

Program Goals and Objectives

I. The program will prepare graduates to be competent entry-level dietitians.

Outcome Measures:

- a. 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%.
- b. b.1. (Full-time students): At least 80% of program students complete program/degree requirements within 3.75 years (150% of the program length).
b.2. (Part-time students): At least 80% of program students complete program/degree requirements within 5.25 years (150% of the program length).
Note: This measure reflects program completion from declaration of major.
- c. At least 60% of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation.

- d. Of program graduates who apply to a supervised practice program, at least 60% percent are admitted within 12 months of graduation.
- e. Of the DPD graduates who did not apply to or were not accepted into a dietetic internship, 80% will attend graduate school or successfully pursue other career opportunities.
- f. When surveyed, 80% of internship directors, graduate program directors, or employers rate CCC graduate preparation with an overall knowledge/ability of ACEND Knowledge and Skills for Didactic Programs as competent or higher.
- g. When surveyed upon graduation, at least 80% of all graduates rate their overall knowledge/ability of ACEND Foundation Knowledge Requirements and Learning Outcomes as competent or higher.

II. The program will prepare graduates who demonstrate a commitment to community service and service to the profession of dietetics.

Outcome Measures:

- a. Sixty-five percent of DPD graduates will report an ongoing commitment to serving their community through participation in one or more activities which would include volunteering to provide nutrition education and support to community residents, organizations, or health professionals.
- b. Thirty-five percent of DPD graduates who hold the RD or DTR credential will report an ongoing commitment to serving the profession of dietetics through participation in activities which would include engagement in a professional association, attendance at professional meetings, presenting at a professional conference, or serving on a professional committee.

Program outcomes data are available upon request. (Updated 4/2022)

For this program, fifty-two credits in nutrition are required. Specific chemistry, biology, math, social science, and writing courses are necessary to meet program prerequisites and accreditation requirements set forth by ACEND. (Updated 7/2021)

Program Prerequisites

A departmental visit and interview by the program director are required for anyone interested in coursework in nutrition prior to registering for NTR 121 “Foundations of Dietetics.” Students who identify Nutrition as their intended major are classified as “Intended Nutrition” and will be provided a copy of this Handbook. Intended Nutrition (INR) majors must read this Handbook and sign the [INR Signature Page](#). Declared nutrition (NTR) majors must sign the [DECLARED MAJOR Signature Page](#). The signature pages are provided in the format of a Microsoft Forms survey that is e-mailed to all DPD students.

To be eligible to declare and remain a declared Nutrition Major, students must maintain at least a 2.5 cumulative GPA.

For students who wish to complete the didactic program in dietetics (DPD), be eligible to earn a DPD Verification Statement, and be eligible to apply to an ACEND accredited Dietetic Internship (DI), a cumulative and DPD GPA of 3.0 is required at the time of Declaration of Major and must be maintained to graduation. Please refer to [Graduation Requirements](#) for additional details.

Preparation for Professional Advancement

The program is designed to prepare students for application to an accredited Dietetic Internship (DI), graduate school, or the job market. Students considering entrance to the profession of dietetics as a registered dietitian nutritionist (RDN) through Cedar Crest College must complete these three components:

- A bachelor's degree* (it does not have to be in nutrition) and successful completion of academic coursework (DPD) at an ACEND-approved/accredited institution with a minimum cumulative and didactic GPA of 3.0;

**Effective January 1, 2024, the Commission on Dietetic Registration (CDR) requires a minimum of a master's degree to be eligible to take the credentialing exam to become a registered dietitian nutritionist (RDN). For more information about this requirement visit CDR's website:*

<https://www.cdrnet.org/graduatedegree>. In addition, CDR requires that individuals complete coursework and supervised practice in program(s) accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Graduates who successfully complete the ACEND-accredited DPD at Cedar Crest College are eligible to apply to an ACEND-accredited supervised practice program.

- Admission and successful completion of an ACEND-accredited Dietetic Internship Program;
- A passing score on the National Registration Examination for Dietitians.

In addition to RDN credentialing, many states have regulatory laws for dietitians and nutrition practitioners. Frequently these state requirements are met through the same education and training required to become an RDN. In most states, licensure or certification is required to practice. Information on licensure statutes and information by state can be found here

<https://www.eatrightpro.org/advocacy/licensure/licensure-map>

In Pennsylvania, the licensure statute is a Title Protection Act. Licensure is not required in our state to practice and is therefore voluntary. Some employers may require an RDN to apply for licensure, and the requirement for this is the RDN credential. Any student who successfully pursues the RDN credential can apply through the PA State Board of Nursing for the license. For more information about educational pathways to become an RDN click here: [5 Steps to Become a Registered Dietitian Nutritionist \(eatrightpro.org\)](#).

The verification statement issued through the DPD at Cedar Crest College is designed to prepare students for a career in Nutrition and Dietetics and affords students the opportunity to:

- Apply to the ACEND-accredited DI at Cedar Crest College through the Preselect Process
- Apply to an ACEND-accredited DI during the National DI Match (biannual)

- Apply to graduate school
- Sit for the Nutrition and Dietetic Technician Registered (NDTR) exam through the Commission on Dietetic Registration (CDR)
- Work in the field of nutrition in positions not requiring credentialing

Please note that completion of the bachelor's degree with a verification statement through Cedar Crest College's DPD may lead to, but does not guarantee, admission into a DI.

Applying to an Internship

Application to a Dietetic Internship is an extremely competitive process and requires students to attain and maintain competitive GPAs, a body of work and/or volunteer experience, and demonstrate evidence of commitment to the profession.

The CCC DPD is dedicated to supporting students through this demanding process; however, commitment and success to the process are the responsibility of the student.

In the appendices of this Handbook, you will find a [Sample DI Application Form \(Appendix B\)](#).

This form must be filled out and maintained by both Intended Majors and Declared Majors throughout your time in the DPD program and accompany you to all your academic advising meetings with your NTR adviser. This form will be used to track your progress in all areas of review and will provide the basis for all recommendations for building a competitive application to a DI. Only students who can evidence competitive GPAs, a body of work and/or volunteer experience, and demonstrate evidence of commitment to the profession will be eligible for the program's preselect process and letters of recommendation to a DI. (updated 06/2016)

A list of internships is available on the Academy of Nutrition and Dietetics website (<https://www.eatrightpro.org/acend/accredited-programs/program-directory>). The RD exam is a half-day test that can be taken at designated computer testing sites after completion of an ACEND Accredited DI.

The program also makes available the Supervised Practice Guide, application resources, and preselect resources via a Canvas Course page, which is made available to students during the junior year.

Preadmit Process for the Cedar Crest College Dietetic Internship Program

Fifteen positions in the competitive Cedar Crest College DI are reserved for eligible Cedar Crest College DPD and Master in Nutrition students through the preadmit process.

Students who achieve a DPD GPA of 3.0 or above at the midterm of their Fall semester (in the year of their anticipated graduation) and have accumulated the recommended body of experience are eligible to apply for one of the 15 positions available in the Cedar Crest College DI preadmit process in November of their senior year pending approval by the preadmit review committee. (Updated 9/2024)

A meeting with the DPD Program Director is required to begin the process. This meeting must occur before May 30 prior to the start of the Fall Semester. Before this meeting, you must also have met with the DI Director to ensure that you have the required work and volunteer experience needed to be eligible for the preselect application. A draft of your Preadmit application should be uploaded at least 24 hours prior to the meeting with the DPD Director. All students applying through the Preadmit process are also required to attend the Fall Open House prior to application. (Updated 08/2020)

Failure to follow the process or meet the required criteria will make you ineligible to apply to the CCC DI through preselect. If you meet the DI criteria, you are eligible to apply to the CCC DI through the national spring match process. All CCC students who apply to the CCC DI will not be required to pay the application fee. (Updated 09/2017)

Accreditation Status

The Cedar Crest College Didactic Program is accredited by the Accreditation Council on Education for Nutrition and Dietetics (ACEND) of The Academy of Nutrition and Dietetics (AND), 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, 1-312-899-0040 ext. 5400, 1-800-877-1600 ext. 5400, email acend@eatright.org <http://www.eatright.org>.

Nutrition Facilities

The Nutrition Program is housed in the Allen Center for Nutrition in the Miller Family Building. The Nutrition Department's phone number is 610-606-4666 Ext. 4624.

The Department has a Student Resource and Learning Center (Miller 22) which is equipped with two computers, RD exam study software, books and journals, and a projector with sound. The room is used for most Nutrition classes and meetings. Please check with the Nutrition Department Administrative Assistant for room availability. See [Nutrition Department Faculty and Staff](#) List.

The Nutrition Department is equipped with a state-of-the-art foods lab, complete with six fully functional kitchen stations (one is ADA compliant), and a demonstration kitchen with a video monitor.

Tuition and Fees

The current schedule of tuition and fees can be found on the Cedar Crest College website under Student Financial Services. <https://www.cedarcrest.edu/admissions-and-aid/> Policies regarding withdrawal and refund of tuition and fees can be found there as well. <https://www.cedarcrest.edu/admissions-and-aid/>

Program Schedule

The DPD follows the Cedar Crest College Academic Calendar which can be found on the College website. <https://www.cedarcrest.edu/registrar/academic-calendar/>

Withdrawal and Leave of Absence

The DPD follows the College policy for withdrawal and leave of absence as described in the College Student Handbook. <https://www.cedarcrest.edu/wp-content/uploads/2024/08/2024-2025-Student-Handbook.pdf>

Protection of Student Privacy

The DPD adheres to the College Right of Privacy as outlined in the Student Handbook. <https://www.cedarcrest.edu/wp-content/uploads/2024/08/2024-2025-Student-Handbook.pdf> Access to the online learning platform and all other protected student information within the College’s electronic platforms requires password access.

Equitable Treatment

The program adheres to the Cedar Crest College Diversity Statement as outlined in the Student Handbook. <https://www.cedarcrest.edu/wp-content/uploads/2024/08/2024-2025-Student-Handbook.pdf>

Student Access to File

The DPD adheres to the College Student Records Policy as outlined in the Student Handbook. <https://www.cedarcrest.edu/wp-content/uploads/2024/08/2024-2025-Student-Handbook.pdf>

Access to Support Services

All onsite and distance students within the DPD have access to all campus support services as relevant to their student status (traditional or School of Adult and Graduate Education).

Health & Counseling Services (campus services for traditional students; referrals for students within the School of Adult and Graduate Education)
<https://www.cedarcrest.edu/student-life/health-wellness/health-services/> Traditional students (onsite or distance) who subscribe to the college’s health plan have access to health and counseling services. Counseling services are limited to residents of Pennsylvania. School of Adult and Graduate Education Students and students who do not subscribe to the college’s health plan are provided referrals. New for Fall 2023, Cedar Crest has partnered with TELUS Health Student Support to provide all students access to professional counseling.

Academic Support Services

<https://www.cedarcrest.edu/academic-services/>

The college does not provide testing services for learning disabilities but does provide accommodations for students with diagnosed disabilities.

Financial Aid

<https://www.cedarcrest.edu/admissions-and-aid/>

ACADEMIC POLICIES AND PROCEDURES

Declaration of the Major

*For students pursuing a Verification Statement, to declare Nutrition as your major, the following courses must be completed with a grade of **B or better**:*

- NTR 121
- NTR 210 (at mid-term)

Courses that must be completed with a grade of **C- or better**:

- CHE 110
- CHE 203
- BIO 117
- BIO 118
- BIO 127
- CHE 217 (students must be taking CHE 217 at the time of declaration)

**Biology or Chemistry courses that are used to meet the LAC requirements require a final grade of C or better.*

The following courses must be completed with a **C or better**:

- MAT 110
- SOC 100 (may be taken after declaration of major)
- PSY 100 (may be taken after declaration of major)

**Students who earn only the minimum grades for multiple courses are unlikely to attain the standards required for dietetic internship acceptance.*

All Nutrition Majors must declare the major prior to registering for all 300-level courses.

The non-verification statement track major in Nutrition requires:

- A minimum cumulative GPA of 2.5,
- A grade of C- or better in all Biology and Chemistry courses, and
- A grade of C or better in all other program-required courses.

The verification statement track major in Nutrition requires:

- A minimum cumulative GPA of 3.0,
- A minimum cumulative DPD GPA of 3.0,
- A grade of B or better in all Nutrition (NTR) coursework,
- A grade of C- or better in all Biology and Chemistry courses,

- A grade of C or better in all other required DPD courses, and
- Completion of field experiences for NTR 327, NTR 328, and NTR 330.

Students must maintain a cumulative and DPD GPA of 3.0 and a minimum grade requirement in all courses to remain in the verification statement track. If a student's GPA should fall below 3.0, they have until the next grading period (final grade or midterm grade) to return to the 3.0 requirement. If the student's GPA remains below 3.0 in the next grading period, the student will be transitioned to the non-verification statement track or advised into another major (if unable to complete the required coursework for the non-verification statement track). The process is initiated with a letter from the DPD Director followed by a meeting with their primary academic advisor. (Updated 1/2022)

Students can repeat one nutrition (NTR) course and one science (BIO or CHE) or other DPD course only. The DPD program director's permission is required for the second repeat and/or to continue on the Verification Statement Track. A withdrawal equivalency of a course attempt is subject to evaluation by the DPD program director. Student progress is monitored from a holistic perspective as they progress through the program.

Students are provided with a list of the ACEND DPD Standards for Core Knowledge Competencies in all DPD course syllabi and are encouraged to track their progress. Instructors identify any students who are not performing as expected via the Finish Line/Early Alert system. A formal assessment of students by the instructor includes course projects, papers, and experiential application of concepts as well as midterm and final grades.

Once the declaration of major form has been approved, students will be assigned an advisor from the DPD. Students will meet with the advisor to plan the remaining coursework needed according to the approved curriculum in place at that time. Upon declaration of the major, students will be given the **Nutrition Program Student Handbook** which provides a student with all of the requirements, policies, and procedures of the program. Students must read the Handbook and return the Declared Nutrition Signature page to the department. The Handbook also includes, in its appendices, a sample DI application worksheet, which you are required to use to track your progress in all areas, course work (GPA), volunteer and/or work experience, awards, extracurricular activities, etc. This form must accompany you to all your meetings with your DPD advisor to assess your progress in the program and readiness for DI application. Nutrition students are required to begin to track their progress using this form. Students are required to thoroughly read and sign a statement of acknowledgment and agreement of all policies for continuation in the program by signing the appropriate signature page of this Handbook. Meetings with your DPD academic adviser are mandatory each semester. (Updated 9/2020)

Grades for Nutrition Courses

Letter grades for nutrition courses are as follows.

A	93+	4.0 quality points
A-	90 – 92	3.7
B+	87 – 89	3.3
B	83 – 86	3.0
B-	80 – 82	2.7
C+	77 – 79	2.3
C	73 – 76	2.0
C-	70 – 72	1.7
D+	67 – 69	1.3
D	65 – 66	1.0
F	Below 65	0

Tutoring and Academic Support Resources

The Student Success Center, located on the main floor of Cressman Library, offers writing and tutoring resources to all Cedar Crest students with the goals of assisting students in achieving academic success and becoming effective, independent learners. ThinkingStorm, an on-line tutoring service, is also available to all Cedar Crest students. For information about all available tutoring services and scheduling information, please refer to the Tutoring and Support Resources page on MyCedarCrest, located under the “Academic Services” page in the “Current Students” Section:

<https://www.cedarcrest.edu/academic-services/>

The Student Success Center may also be contacted at 610-606-4628 or advising@cedarcrest.edu

Program Completion Time

Students must complete the program within 150% of program length with the exception of specific courses with recency requirements. The time within the program is measured from the declaration of major (after the posting of midterm grades in the Spring semester of the Sophomore year coursework). For full-time students, the measure is 3.75 years. For part-time students, the equivalent measure is 5.25 years. In extenuating circumstances of student illness or other unforeseen events that cause the student to exceed the time limit for program completion, the Department Chair will evaluate the student’s progress and determine if the student may remain in the program.

Technology Requirements

Declared nutrition majors and intended nutrition majors must have access to the following technology in order to ensure remote access to classes when necessary.

- Continuous, reliable internet service
- A desktop or laptop computer
- A microphone and speakers
- A webcam and screen sharing capability for online synchronous class activities
- A system that meets the current browser and computer requirements for Canvas, the learning management system (LMS) used by Cedar Crest College (<https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-the-browser-and-computer-requirements-for-Canvas/ta-p/66>)

Required Use of Cameras

Effective communication skills are a required professional competency for registered dietitian nutritionists and a core element of dietetics practice in clinical, community, management, and telehealth settings. The practice and mastery of professional communication skills is an integral component of undergraduate dietetics education as detailed in the 2022 Accreditation Council for Education in Nutrition and Dietetics

(ACEND) Accreditation Standards for Nutrition and Dietetics Didactic Programs (DPD) Core Knowledge Competencies (KRDN 2.1 Demonstrate effective and professional oral and written communication and documentation.). Furthermore, face-to-face contact enhances engagement, promotes effective communication, strengthens interpersonal relationships, and more closely emulates in-person contact in distance education. Thus, DPD students are required to turn on their cameras for certain components of the curriculum and courses including but not limited to:

- Guest speakers;
- Simulation and demonstration activities;
- Selected classroom discussions, question and answer sessions, and activities in Teams;
- Presentations and other assessments;
- Proctored exams when another reliable proctoring service is not available;
- Class check-in/check-out at the beginning and end of a class; and
- At any time in the discretion of the faculty.

Backgrounds and background blurring are available to all students via Teams.

Instructions are available here: <https://support.microsoft.com/en-us/office/change-your-background-for-a-teams-meeting-f77a2381-443a-499d-825e-509a140f4780>

Students will generally be notified in advance which class meetings/activities require camera use via the syllabus on Canvas. Students should discuss any bandwidth, internet reliability, or other concerns issues with their instructor.

Change of Address Notification

Declared nutrition majors and intended nutrition majors must notify the College of any changes to their permanent address within 30 days of the change. Timely notification is necessary to facilitate updates regarding state requirements and the dietetics pathway.

Transferring in Nutrition Courses from other Colleges

The Chair of the Nutrition Department, Dr. Scannavino, must approve all transfer credits a student intends to apply toward required Nutrition program courses. You may be required to present course syllabi for the courses to be evaluated for credit.

If previous coursework was completed outside of the United States, the first step is to have your academic degree(s) validated as equivalent to the bachelor's or master's degree conferred by a U.S. regionally accredited college or university. Some non-profit agencies that perform this specialized service are listed below. English proficiency requirements can be found here: <https://www.cedarcrest.edu/international/firstyear.shtm>

World Education Services, Inc.
P. O. Box 745 Old Chelsea Station
New York, NY 10011
212-966-6311

Credentials Evaluation Services, Inc.
P. O. Box 66940
Los Angeles, CA 90066
310-390-6276

Education Credential Evaluators, Inc.
P. O. Box 92970
Milwaukee, WI 53202-0970
414-289-3400

Josef Silny & Associates, International Education Consultants
P. O. Box 248233
Coral Gables, FL 33124
305-666-0233

International Consultants of Delaware, Inc.
914 Pickett Lane
Newark, DE 19711
302-737-8715

Foreign Educational Document Service
P. O. Box 4091
Stockton, CA 95204
209-948-6589

Association of International Credential Evaluators, Inc.
P. O. Box 6756
Beverly Hills CA 90212
888-263-2423

Coursework from other institutions is evaluated based upon the following criteria to determine if it meets program requirements:

- Recency - At the time of admission, prior science (BIO & CHE) cannot be more than 10 years old, social science (PSY & SOC) coursework cannot be more than 20 years old, and prior nutrition coursework cannot be more than five years old.
- Grade earned -
 - A grade of B or better in all Nutrition (NTR) course work,
 - A grade of C- or better in all Biology and Chemistry courses,
 - A grade of C or better in all other required DPD courses
- Alignment with ACEND competencies
- Course content and prerequisites

If a student wishes to apply prior coursework to the DPD coursework for a verification statement but some prerequisites to the course are missing, the DPD Director may accept the coursework for the verification statement only on a provisional basis with verification upon completion of the required prerequisites. (Updated 7/2022)

For transfer and second-degree students, to be eligible to receive a Verification Statement you must complete a minimum of 12 credits of Nutrition course work at Cedar Crest College. (Updated 9/2024)

Adult students and transfer students are encouraged to meet with the DPD Director prior to application. To receive a formal assessment of transfer courses and a course timeline and plan, prospective students must complete the free online application.

Proficiency Examinations

It is at the discretion of the instructor whether proficiency exams are available for DPD required courses.

Advising

Traditional freshman students and SAGE students will be assigned an academic adviser upon admission as well as a faculty adviser from the nutrition department. Upon declaration of the major, students will transition to working primarily with their Nutrition Faculty Adviser.

Students are required to have their adviser's input when selecting coursework. It is the student's responsibility to:

1. Make an appointment with the Nutrition Faculty Adviser during the registration period.
2. Know the requirements for the major.

3. Review the course offerings for the semester as listed in the semester schedule.
4. Bring their DI application worksheet

A copy of the Nutrition Course Sequence recommended by the department is available in the appendices of this handbook and in the DPD Student Center Canvas course.

Attendance and Tardiness

Attendance:

If you are unable to come to campus and attend a class that is scheduled to be face-to-face OR if you are unable to attend a class that is scheduled to be online synchronous, please notify your instructor no later than noon the day of class.

Nutrition students are expected to attend all face-to-face classes and/or online synchronous classes as scheduled (per the onsite or distance track) except in the case of illness or emergency. Class attendance is an integral part of attaining the ACEND DPD Core Knowledge Competencies. If you are unable to attend a class that is scheduled face-to-face or online synchronous and watch a recorded class lecture instead (asynchronous attendance), you must complete an instructor-designated activity verifying your course participation/attendance. Failure to “attend” class via one of the above modalities is considered an absence. Asynchronous attendance in place of attending a face-to-face or online synchronous class is limited to twice a semester and cannot occur more than one time per month or during consecutive weeks. If you are absent more than twice or late more than three times, your final grade will be dropped by one full letter grade at the end of the semester. Please see the full attendance policy for nutrition courses and the Residential Institute in the *Nutrition Student Handbook* and the *Attendance Policy* posted in your Canvas courses. (Updated 9/2024)

Attendance is required and essential for success in all NTR labs and practicums. Hybrid and online courses will have appropriate policies for those platforms and students should refer to the course-specific syllabi for policies. (Updated 8/2017)

Students not pursuing the Verification Statement are not required to complete field experiences for NTR 327, 328, and 330.

Class audits are available with the instructor’s permission. Requirements for the audits are at the professor’s discretion with approval from the DPD director and NTR Chair. (Updated 8/2017)

Audits are not permitted for any field experience or lab in the Nutrition curriculum.

Assignment Completion

Due to the professional and progressive nature of the DPD coursework and the requirement to master ACEND competencies as part of the accredited didactic program, timely completion of coursework is essential.

Late assignments in NTR courses will be given a grade of zero (quizzes and exams) or significant point deductions (journals, lab reports, or project components – 10% per day late) unless arrangements for an extension have been made with the instructor prior to the due date or the student has an absence notification from the Dean of Students office.

The timeline for extensions associated with verified absences or extenuating circumstances is at the purview of the instructor. All extensions must be agreed upon in writing by the instructor and student and include a firm due date.

If a student does not turn the late work in by the extension due date, the student will receive a zero on that assignment (and the associated course points for that portion of a final assignment if the missing submission is part of a scaffolded assignment).

All ACEND competencies must be mastered to earn a Verification Statement. (Updated 9/2022)

Examination Attendance/Proctors

The College sets final exam dates and students must be available for exam times and dates.

All Nutrition DPD courses require a mid-point exam. The date for this examination will be near the time of Fall and Spring break and identified on each course syllabi.

Online examinations taken within the online learning platform require password access. The course syllabi and professor will identify all examination requirements. Please see the Policy for Verification of Student Identity in Distance Education in [Appendix E](#).

Classroom Protocol

The current student handbook provides a comprehensive review of the Cedar Crest College Honor Code and Principles of Classroom Protocol: including the Principles, Pledge, and all standards associated with Academic Honesty. Section A. is provided here:

a. Learning Environment and Classroom Behavior

Cedar Crest College maintains a classroom and learning environment dedicated to scholarly, artistic, and professional inquiry. The college's community of learning is founded upon the intellectual freedom of students and faculty in pursuit of knowledge and understanding. Such an environment depends upon the insights of the liberal-arts disciplines, as well as a respect for the global diversity of viewpoints and cultural backgrounds.

The College expects students to conduct themselves in a manner that best realizes their own and other student's education. Appropriate classroom behavior includes, but is not limited to the expectations for students: to attend and be prepared for all classes, to arrive and leave on time, to treat the faculty members

and other students with respect, to refrain from any activities within the classroom that do not directly pertain to the business of the class, to use language that is respectful and non-abusive and to otherwise refrain from any behavior that disrupts or jeopardizes the learning environment as determined by a reasonable faculty member. Academic programs or individual faculty members may establish additional behavioral policies for their courses, including those, which consider classroom behavior for a student's academic evaluation.

Responses to Disruptive Behavior

Faculty members are entitled to respond to disruptive behavior as delineated in the Cedar Crest College Student Handbook. <https://www.cedarcrest.edu/wp-content/uploads/2024/08/2024-2025-Student-Handbook.pdf>

Disciplinary/Termination Procedures

The DPD follows the College policies for academic misconduct, college-initiated withdrawal, and disciplinary sanctions as detailed in the Student Handbook. <https://www.cedarcrest.edu/wp-content/uploads/2024/08/2024-2025-Student-Handbook.pdf>

Notice of Opportunity to File Complaints with ACEND

The Accreditation Council on Education for Nutrition and Dietetics (ACEND) will review complaints that relate to a program's compliance with the accreditation/approval standards. The Commission is interested in the sustained quality and continued improvement of dietetics education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion, or dismissal of faculty, staff, or students.

A copy of the accreditation standards and/or the ACEND policy may be obtained by contacting the Education and Accreditation staff at The Academy of Nutrition and Dietetics at 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, or by calling 1-312-899-0040 ext. 5400, 1-800-877-1600 ext. 5400, email ACEND@eatright.org, <https://www.eatrightpro.org/contact-us>

Written complaints should be forwarded to ACEND at the above address or email.

Cedar Crest College Nutrition Program Complaints and Appeals

The Department of Nutrition abides by all College policies and procedures for complaints and appeals, and these policies and procedures extend to experiential learning. The process for complaints and appeals is clearly outlined in the Cedar Crest College Student Handbook. <https://www.cedarcrest.edu/wp-content/uploads/2024/08/2024-2025-Student-Handbook.pdf> In the event that students or professionals are unable to discuss the

academic decision, complaint, or concern with the Instructor or Program Director, they may request to discuss the matter with the Department Chair or Provost.

Students may file a complaint with Cedar Crest College using the “Student Complaint Form” if they have followed the College’s relevant procedures but believe they have not been treated fairly and impartially if College policies and procedures have not been followed properly in addressing their dispute or they wish to object to College policies and procedures. To file a complaint with Cedar Crest College, submit the Student Complaint Form in MyCedarCrest.

Additional Program Costs and Fees

Course Fees & Other Fees – 2024-2025 Academic Year

- NTR 220: \$100 laboratory fee (for resident students who need access to the foods lab; not required for distance students)
- NTR 341: \$190 practicum fee
- Residential Institute I (Spring 2024): \$250 institute fee (includes NTR 320 lab fee for residential institute project)
- Residential Institute II (starting Fall 2024): \$360 institute fee (includes NTR 327 DPD field experience fee for residential institute activities)
- Students are expected to maintain active student membership with the Academy of Nutrition and Dietetics while they are a DPD student.
- Students are required to purchase low-cost access to internet-based nutrient analysis software while they are a DPD student.
- See [DPD Clinical and Field Experience Placement Requirements](#)

Fees are subject to change

DPD Clinical and Field Experience Placement Requirements

The program clinical and field placements may require medical and background clearances. The clearances are dependent upon the specific sites and the site requirements (and this can change). All required clearances, when and if required, must be completed by August 1 prior to the start of the Fall Semester when a student is enrolled in NTR 327 & NTR 330. Any student not meeting all requirements before the deadline will be dropped from the field experience courses, and the student will transition to the non-verification statement track. The following medical and background clearances may be mandatory to participate in the following courses: NTR 327 MNT I Clinical, NTR 328 MNT II Clinical, and NTR 330 Food Systems Operations Field Experience. Additional fees may apply.

- Report of Health Evaluation and Medical History
- Immunizations and Titers
- Drug and Alcohol Screen (10 Panel Urinalysis)
- Proof of Health Insurance
- Proof of Liability Insurance
- FBI Criminal History Clearance

- Child Abuse History Clearance
- PA Criminal History Clearance
- Annual Flu Shot
- And all other clearances required by placement sites at the time of field experience. (Updated 9/2023)
- *Site placements may be replaced with simulations if needed due to changing conditions. Fees will be adjusted accordingly.*
- **Students entering or participating in the DPD affirm the following regarding vaccination: I understand that my progress in the Program is dependent on my placement in clinical settings or alternate simulation/other activities. I understand I may be denied placement at a health care or other facility as a result of my decision to not be vaccinated. I understand that if I decline a vaccine, the alternate learning activities may not provide the same level and breadth of experiences as those at a clinical/field site. I am aware that clinical/field experiences are considered highly desirable by dietetic internship programs.**
- **Students declining any required vaccine must sign the IMMUNIZATION WAIVER when preparing for clinical and field site placements.** (Updated 9/2023)

IMMUNIZATION WAIVER

In order to enroll as a full-time or part-time student in Cedar Crest College’s nutrition program, students must generally obtain certain vaccinations. The College, however, permits the student or, if the student is a minor, the student’s parents or another legal representative to sign a certificate of exemption/waiver declaring that the administration of the vaccine is medically contraindicated.

Name: _____ DOB: ____/____/____
 (Last) (First) (Middle)
 Student ID #: _____ Term/Year of Enrollment _____

This wavier/exemption applies to the following vaccinations:

Select a reason for this wavier/exemption below:

_____ MEDICAL CONTRAINDICATION: I hereby certify that the immunization(s) specified above are medically contraindicated for the student.

Physician Signature: _____ Date _____

_____ RELIGIOUS REASONS: I choose not to be immunized, and I acknowledge that certain experiential learning sites may require these immunizations, and this may limit my placements in the field and clinical experiences.

Student Signature: _____ Date _____

_____ OTHER: I choose not to be immunized, and I acknowledge that certain experiential learning sites may require these immunizations, and this may limit my placements in the field and clinical experiences.

Student Signature: _____ Date _____

I acknowledge that I have received and reviewed information on the risks associated with specific diseases and vaccinations associated with the diseases by signing below. With this IMMUNIZATION WAIVER, I seek exemption from specified immunization(s). Accordingly, I, to the fullest extent possible and permitted by law, for myself and my personal representatives, heirs, and assigns, do hereby hold harmless and release, waive, discharge Cedar Crest College, its board members, directors, officers, agents, and employees from any cause of action, claims, or demands of any nature whatsoever, including but not limited to a claim of negligence which I or my heirs, representatives, executors, administrators and assigns may now have, or have in the future against Cedar Crest College on account of personal injury, emotional distress, bodily injury, property damage, death or accident of any kind, arising out of or in any way related to my decision not to be immunized. This Waiver shall be construed exclusively in accordance with the laws of the Commonwealth of Pennsylvania, without regard to the principles of conflicts of laws therein. If a dispute arises under this IMMUNIZATION WAIVER and legal action is instituted, the parties agree that such action shall be maintained exclusively in the Court of Common Pleas for Lehigh County, Pennsylvania. If any portion hereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect. My signature below indicates that I have read and freely signed this agreement. I further understand that the terms of this agreement are legally binding, and I certify that I am signing this agreement after having carefully read and understood the same, of my own free will.

I CHOOSE NOT TO BE IMMUNIZED

_____ Date _____

Student Signature or Parent (if student is minor)

Students are responsible for obtaining their own health and professional liability insurance. The specific details regarding how to obtain insurance (including any college-sponsored options) and complete the required clearances are provided to students during the spring semester of their junior year in the format of a Canvas course. The Canvas course is updated annually, and students use the Canvas course to track their progress in completing clearances. (Updated 1/2022)

Departmental Review for Field Placement

Students majoring in Education, Nuclear Medicine, Nursing, Nutrition, or Social Work are required to complete a field practicum or clinical experience. Because this

requirement necessitates working with the public in a professional setting, the student must have advanced interpersonal skills, mature judgment, and appropriate professional demeanor. Thus, faculty in these programs will review students before the practicum and make appropriate recommendations up to and including removal from placement.

Graduation Requirements

To be eligible for the degree of Bachelor of Science in Nutrition (*students must be degree-seeking to be eligible for federal financial aid*), the student must meet the following requirements:

1. Completion of a minimum of 120 credits.
2. Satisfactory completion of all nutrition courses outlined in the curriculum for the nutrition major.
3. Satisfactory completion of college requirements as described by the catalog at the time of graduation.
4. Bachelor's Degree in Nutrition **with Verification Statement**: Maintenance of a 3.0 GPA or higher, B or better in all NTR courses, C or better in all DPD required courses, C- or better in all biology and chemistry courses, with no more than 1 NTR repeated course and no more than 1 repeated science course. Field experiences are required in NTR 330, NTR 327, and NTR 328.
5. Bachelor's Degree in Nutrition **without Verification Statement**: Maintenance of a 2.5-2.99 GPA or higher, C or better in all nutrition and program-required courses, and C- or better in all Biology and Chemistry courses.
6. Completion of the Application for Graduation by the deadline.

Students who successfully complete the DPD and receive a Verification Statement are also eligible to take the Dietetic Technician Registration (DTR) Exam.

All students must complete the program's exit survey before Verification Statements will be issued. Electronic verification statements are e-mailed to program graduates the week following commencement. (Updated 7/2021)

FIELD EXPERIENCES

Students who are seeking to earn a Verification Statement are required to successfully complete field experiences for NTR 330 Food Service Systems and NTR 327 & 328 Medical Nutrition Therapy I & II and must complete all required clearances for that year and the sites as described in the *DPD Clinical and Field Experience Placement Requirements* prior to the start of the semester. Field experiences are focused upon student experiential learning, and students are not used to replace employees.

Students who have prior professional experience in the areas of Food Service or Nutrition Therapy may have their prior work assessed for a waiver and credit for a field requirement. All requests for reviews of prior experience must be made to the DPD Director prior to the registration period for these courses (Fall registration: March of the prior academic year). To receive a waiver and credit for prior learning, students must document how their work experience meets the specific competencies associated with the clinical or field experience and provide written verification of competency from a direct supervisor. (Updated 1/2022)

Students are responsible for their transportation to and from field experiences. In the event of student illness or emergency while at a clinical or field experience site, the site will provide emergency health services to the students during the hours of clinical/field experience at the student's own expense.

From Spring 2024 forward, all students will complete their experiential learning during the residential institutes at sites provided by the College.

Requirements Before Starting Field Experience

Students will be provided Field Experience clearance information and instructions; access to DPD field experiences may require these clearances. Criminal background clearances and the Report of Health Evaluation and Medical History are valid for one year from the time of application.

Information regarding clearances should be addressed with the staff member who handles all student clearances within the department. Scheduling and expectations for the clinical and field experiences should be addressed with the course instructor. Failure to complete any required clearances prior to the August 1 deadline will result in your being dropped from the field experience course. (Updated 9/2019)

- Report of Health Evaluation and Medical History
- Immunizations, Titters, and Current PPD
- Drug and Alcohol Screen
- Proof of Health Insurance
- FBI Criminal History Clearance

- Child Abuse History Clearance
- PA Criminal History Clearance
- Annual Flu Shot
- Professional Liability Insurance
- And all other clearances required by placement sites at the time of field experience.

The information and instructions will be provided to you prior to the semester you will begin classes requiring the clearances. For most students, this occurs prior to enrollment in either Medical Nutrition Therapy I (NTR 327) or Food Systems Operations (NTR 330).

ACCELERATED AND DISTANCE OPTIONS

ACCELERATED PATHWAY

The DPD may be completed at an accelerated pace or traditional pace. Students must select an accelerated or traditional pace upon matriculation. Please see [Appendix A](#) for the curriculum timeline.

DISTANCE TRACK

Students may complete all DPD coursework and the bachelor's degree in nutrition either onsite or via distance/remotely with the exception of two required residential institutes for all students (starting in 2024). Additional information regarding the residential institutes is provided in the section on the [Residential Institutes](#) below.

- The majority of DPD courses in the distance track include synchronous components (scheduled, live class meetings on specific days and at specific times). Nutrition is an evening program with all class meetings (onsite or distance) scheduled for 4 p.m. or later Eastern Time (ET).
- Online course availability is based on current course offerings. Student registration outside of the standard registration period may impact the student's ability to progress in the curriculum.

Residential Institutes

The residential institutes occur during the spring semester when the student is enrolled in Experimental Foods and fall semester when the student is enrolled in Medical Nutrition Therapy I (see Appendix). The residential institutes will be held during the following times:

Fall Residential Institute – Four days (Friday through Monday) beginning the Friday after Fall Break per the Academic Calendar

Fall 2024 Dates: Friday, October 11, 2024 through Monday, October 14, 2024

Spring Residential Institute – Four days (Friday through Monday) beginning the Friday following the end of Spring Break per the Academic Calendar

Spring 2025 Dates: Friday, March 14, 2025 through Monday, March 17, 2025

Future Residential Institutes are scheduled when the next Academic Calendar is published.

Schedule for both institutes: Friday 12-6, Saturday 8-6, Sunday 8-6, and Monday 8-2

The schedule is designed to permit some travel on Friday and Monday. All students are expected to attend both residential institutes in their entirety. The following list provides guidance for what are acceptable reasons and required documentation for a missed residential institute.

- A death in the immediate family (i.e. parent, sibling, grandparent, spouse, or partner)

- An act of God
- Severe illness that renders the student unable to participate or would present a risk of infecting others
- Any other reason deemed appropriate by the department chair and program director

Students must submit documentation verifying the circumstances (i.e. obituary, physician note) in order to be eligible for proficiency make-up. Some of the work may be made up remotely prior to the end of the semester. The experiential practice activities that would meet the criteria for remote completion must align with the activities performed at the institute. Assessment of proficiency will be identical to the proficiency assessment given to all students who attended the residential institute. Students will be issued an incomplete for any competencies that must be assessed on site and given the opportunity to complete the work during a designated make-up day. There will be one designated make-up day for each residential institute (the third Tuesday in May for the spring residential institute and the second Tuesday in January for the fall residential institute). If a student cannot attend the make-up day for the spring institute, they may repeat the institute experience that was missed the following spring. If a student cannot attend the make-up day for the fall institute, they will not be able to graduate and will not receive a verification statement, and the work will need to be completed the following fall.

Tuition and Financial Aid for Distance Students

Please see [Financial Aid](#).

DPD Admission Requirements (including the distance track)

Traditional Student Admission process at Cedar Crest College:
<https://www.cedarcrest.edu/traditional/index.shtml>

Adult Students Admission process at Cedar Crest College:
<https://www.cedarcrest.edu/sage/>

Adult students and transfer students are encouraged to meet with the DPD Director prior to application to determine pre-requisite course needs and to create a program timeline and plan. Distance students are required to meet with the program director prior to matriculation to assess if the program is a good fit and discuss program requirements. Acceptance to the program is based on a holistic review of the student's potential for success in the program.

With the exception of the required Residential Institutes, the DPD follows the Academic Calendar established by the Office of the Registrar.
<https://www.cedarcrest.edu/registrar/academic-calendar/>

Technology Requirements for Distance Students

Please see [Technology Requirements](#).

Fees (2024-2025 Academic Year and Residential Institutes)

- NTR 220: \$100 laboratory fee (for resident students who need access to the foods lab; not required for distance students)
- NTR 341: \$190 practicum fee
- Residential Institute I (Spring 2024): \$250 institute fee (includes NTR 320 lab fee for residential institute project)
- Residential Institute II (starting Fall 2024): \$360 institute fee (includes NTR 327 DPD field experience fee for residential institute activities)
- Students are expected to maintain active student membership with the Academy of Nutrition and Dietetics while they are a DPD student.
- Students are required to purchase low-cost access to internet-based nutrient analysis software while they are a DPD student.
- See [DPD Clinical and Field Experience Placement Requirements](#)

Fees are subject to change

- Includes medical and criminal background checks, liability and health insurance, and additional clearances as mandated by the field experience facility
- Transportation to and from the Allentown area, to and from the airport, lodging, and some meals are the student's responsibility during the residential institutes. Lunches and snacks will be provided. Local hotels with discounted rates can be found here. <https://campustravel.com/university/cedar-crest-college/>

Note: The College reserves the right to change the fees and charges when necessary.

Distance Learning Policies and Procedures

The college-wide policy for distance learning courses and programs will apply and can be found in [Appendix E](#).

Distance Access to Support Services

All onsite and distance students within the DPD have access to all campus support services as relevant to their student status (traditional or School of Adult and Graduate Education) as described in the section on [Access to Support Services](#).

THE NUTRITION PROGRAM: Ethics and Professional Conduct

Code of Ethics for the Nutrition and Dietetics Profession (Effective date: June 1, 2018)

Preamble:

When providing services the nutrition and dietetics practitioner adheres to the core values of customer focus, integrity, innovation, social responsibility, and diversity. Science-based decisions, derived from the best available research and evidence, are the underpinnings of ethical conduct and practice.

This Code applies to nutrition and dietetics practitioners who act in a wide variety of capacities, provides general principles and specific ethical standards for situations frequently encountered in daily practice. The primary goal is the protection of the individuals, groups, organizations, communities, or populations with whom the practitioner works and interacts.

The nutrition and dietetics practitioner supports and promotes high standards of professional practice, accepting the obligation to protect clients, the public and the profession; upholds the Academy of Nutrition and Dietetics (Academy) and its credentialing agency the Commission on Dietetic Registration (CDR) Code of Ethics for the Nutrition and Dietetics Profession; and shall report perceived violations of the Code through established processes.

The Academy/CDR Code of Ethics for the Nutrition and Dietetics Profession establishes the principles and ethical standards that underlie the nutrition and dietetics practitioner's roles and conduct. All individuals to whom the Code applies are referred to as "nutrition and dietetics practitioners". By accepting membership in the Academy and/or accepting and maintaining CDR credentials, all nutrition and dietetics practitioners agree to abide by the Code.

Principles and Standards:

1. Competence and professional development in practice (Non-maleficence)

Nutrition and dietetics practitioners shall:

- a. Practice using an evidence-based approach within areas of competence, continuously develop and enhance expertise, and recognize limitations.
- b. Demonstrate in depth scientific knowledge of food, human nutrition and behavior.
- c. Assess the validity and applicability of scientific evidence without personal bias.
- d. Interpret, apply, participate in and/or generate research to enhance practice, innovation, and discovery.
- e. Make evidence-based practice decisions, taking into account the unique values and circumstances of the patient/client and community, in combination with the practitioner's expertise and judgment.
- f. Recognize and exercise professional judgment within the limits of individual qualifications and collaborate with others, seek counsel, and make referrals as appropriate.
- g. Act in a caring and respectful manner, mindful of individual differences, cultural, and ethnic diversity.

- h. Practice within the limits of their scope and collaborate with the inter-professional team.

2. Integrity in personal and organizational behaviors and practices (Autonomy)

Nutrition and dietetics practitioners shall:

- a. Disclose any conflicts of interest, including any financial interests in products or services that are recommended. Refrain from accepting gifts or services which potentially influence or which may give the appearance of influencing professional judgment.
- b. Comply with all applicable laws and regulations, including obtaining/maintaining a state license or certification if engaged in practice governed by nutrition and dietetics statutes.
- c. Maintain and appropriately use credentials.
- d. Respect intellectual property rights, including citation and recognition of the ideas and work of others, regardless of the medium (e.g. written, oral, electronic).
- e. Provide accurate and truthful information in all communications.
- f. Report inappropriate behavior or treatment of a patient/client by another nutrition and dietetics practitioner or other professionals.
- g. Document, code and bill to most accurately reflect the character and extent of delivered services.
- h. Respect patient/client's autonomy. Safeguard patient/client confidentiality according to current regulations and laws.
- i. Implement appropriate measures to protect personal health information using appropriate techniques (e.g., encryption).

3. Professionalism (Beneficence)

Nutrition and dietetics practitioners shall:

- a. Participate in and contribute to decisions that affect the well-being of patients/clients.
- b. Respect the values, rights, knowledge, and skills of colleagues and other professionals.
- c. Demonstrate respect, constructive dialogue, civility and professionalism in all communications, including social media.
- d. Refrain from communicating false, fraudulent, deceptive, misleading, disparaging or unfair statements or claims.
- e. Uphold professional boundaries and refrain from romantic relationships with any patients/clients, surrogates, supervisees, or students.
- f. Refrain from verbal/physical/emotional/sexual harassment.
- g. Provide objective evaluations of performance for employees, coworkers, and students and candidates for employment, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.
- h. Communicate at an appropriate level to promote health literacy.
- i. Contribute to the advancement and competence of others, including colleagues, students, and the public.

4. Social responsibility for local, regional, national, global nutrition and well-being (Justice)

Nutrition and dietetics practitioners shall:

- a. Collaborate with others to reduce health disparities and protect human rights.
- b. Promote fairness and objectivity with fair and equitable treatment.
- c. Contribute time and expertise to activities that promote respect, integrity, and competence of the profession.
- d. Promote the unique role of nutrition and dietetics practitioners.
- e. Engage in service that benefits the community and to enhance the public's trust in the profession.
- f. Seek leadership opportunities in professional, community, and service organizations to enhance health and nutritional status while protecting the public.

Cedar Crest Honor Code

Honor Code

Cedar Crest College students should uphold community standards for academic and social behavior in order to preserve a learning environment dedicated to personal and academic excellence. Upholding community standards is a matter of personal integrity and honor. Individuals who accept the honor of membership in the Cedar Crest College community pledge to accept responsibility for their actions in all academic and social situations and the effect their actions may have on other members of the college community.

Honor Code Principles

The following principles stand at the center of the honor philosophy:

We believe in self-governance.

We respect the individual ownership of ideas, work and property.

We recognize and appreciate others' differences.

We have responsibility as individuals within a community to uphold community standards.

We will create a just and caring environment by striving to behave with equity and consideration of others.

Honor Code Pledge

"We who accept the honor of membership in the Cedar Crest College community recognize our obligation to act, and encourage others to act, with honor. The honor code exists to promote an atmosphere in which the individual makes her own decisions, develops a regard for the system under which she lives, and achieves a sense of integrity

and judgment in all aspects of her life. It is with faith in such a system that I have accepted membership into this community. Representative of such, I hereby pledge to uphold the spirit and the letter of the honor code.

Academic Standards of Integrity

Incumbent from the Honor Code, academic integrity and ethical behavior provide the foundations of the Cedar Crest scholarly community and the basis for our learning environment. Cedar Crest College expects students to set a high standard for themselves to be personally and intellectually honest and to ensure that other students do the same. This standard applies to all academic work (oral, written, or visual) completed as part of a Cedar Crest education. The process of responding to instances of behavior that violate the Cedar Crest Academic Standards of Integrity is managed by the Dean of Student Success, on behalf of the Provost's Office, in conjunction with instructors and Department Chairs. (Updated 8/2021)

Academic Misconduct

Cedar Crest College considers the following acts, but not only the following acts, to be breaches of its academic standard of integrity and academic misconduct. Cedar Crest College reserves the right, in its sole discretion, to define what constitutes academic misconduct. Examples of academic misconduct include, but are not limited to, the following:

- i. **Cheating.** During the performance of or completion of an academic assignment (e.g. quizzes, tests, examinations, artistic works, presentations, or papers), it is misconduct to use, have access to, or attempt to gain access to any and all sources or assistance not authorized by the instructor.
- ii. **Plagiarism.** Plagiarism is the act, intentional or not, of misrepresenting the work, research, language or ideas of another person (published or unpublished) as one's own. An assignment or part of an assignment that fails to acknowledge source material through an appropriate academic discipline's citation conventions for quotation, paraphrase, and summary also constitutes plagiarism.
- iii. **Collusion.** Collusion is the collaboration of two or more individuals in either giving or receiving assistance not authorized by the instructor for the completion of an academic assignment.
- iv. **Falsification.** Falsification is the misrepresentation of academic work or records. Falsification includes, but is not limited to: the fabrication of research, scientific data, or an experiment's results; providing false information regarding an academic assignment, including reasons for absence, deadline extension or tardiness; the tampering with grade or attendance records; the forging or misuse of college documents or records;

or the forging of faculty or administrator signatures. An assignment or part of an assignment, submitted for academic credit in one course and resubmitted by the student for academic credit in another course without both instructors' permission also constitutes falsification.

- v. **Sabotage.** Sabotage is the act of hindering another student's (or students') ability to complete an academic assignment. Destruction of college property (e.g. library holdings, laboratory materials, or computer hardware or software) may constitute sabotage.
- vi. **Impersonation.** Impersonation is the act of a person pretending to be a student during the completion of an academic assignment; impersonation also includes the act of a student soliciting another person to assume that student's identity for the completion of an academic assignment.

The forms of academic misconduct defined above are not exhaustive, and other acts in violation of the Cedar Crest Honor Code or academic standards of integrity may be deemed academic misconduct by an instructor or by the college.

Responses to Academic Misconduct

Students who breach the Academic Standard of Integrity – as set forth in the types of academic misconduct specified under the Faculty Handbook, Book IV Article.B.2.a – are subject to sanctions imposed by an instructor, an Academic Integrity Review Board, the Provost's Office, or the Board of Trustees. Such sanctions can range from, but are not limited to, the expectation to redo an assignment; the reduction in grade for an assignment or course; or the failure of an assignment or course; suspension or expulsion from the college; or the withholding, denial, or rescinding of academic degrees. Sanctions imposed by the Academic Integrity Review Board will be made in consultation with the chair of the department affected. Plagiarism or other forms of academic misconduct may result in penalties up to and including a grade of F on the assignment, a grade of F in the class and or dismissal from the Nutrition Program. Appeals for all penalties follow the procedures outlined in the CCC Student Handbook and Catalogue. (Updated 8/2021)

Writing Style

All written papers for the Nutrition programs are required to be in either the American Psychological Association (APA) style or Journal of the Academy of Nutrition and Dietetics (JAND) using the American Medical Association (AMA) style. Professors attempt to include more than one style during the four-year degree to introduce students to a variety of requirements and writing competencies. The APA Publication Manual (7th edition) is available at the bookstore. JAND guidelines are distributed in respective classes and available on the <https://www.jandonline.org/> journal link. Limited electronic access to the AMA Manual of Style is available to students taking nutrition courses which require that format.

Guidelines for Requesting Recommendation Letters

All Students must complete the Cedar Crest College permission and clearance form to the writer before any recommendations can be written. This form is available on [MyCedarCrest](#) under the Registrar Forms Tab.

Arrange your requests in a timely manner. (Ask the writer for his/her timeline! Usually, 4-5 weeks are necessary. KEEP IN TOUCH with the writer to assist in expediting your letters.)

Place all your documents in one folder or one e-mail.

- Identify the folder or e-mail with your name and contact information.

Include:

- Cover memo clearly stating what the letter is for,
- Your name and date of request,
- Name, title, and contact information of all people to whom the letter(s) / application(s) are to be sent,
- Indicate alongside each name whether the recommendation letter is to be sent to a person OR to be returned to you because you need to include the letter in your application package OR e-mailed.
- DEADLINE DATES for everything you need!
- Any supporting materials that you are comfortable sharing.
 - **Copy of your most recent college transcript** (Include other transcripts, as appropriate, e.g., if you want to demonstrate your improvement in academic performance)
 - **Current Resume** - A current resume will include all work, volunteer and college experiences, honors, and recognition.
 - **Additional helpful information for the writer** - Include comments about any professional projects you completed while you were a student/employee/volunteer of the writer.
 - **Current E-portfolio website**
 - **Up-to-date DI worksheet** (found in the appendices of this handbook)
 - **Statement of Professional Goals or Personal Statement** - General and Specific for Each School or Employment recommendation. Be specific about your short-term and long-term aspirations and the reasons you are applying to each school/internship to help you achieve them.
 - **Statement of Unique Qualifications, Knowledge Skills, Talents, Interests** - General and Specific for Each school and/or Employment recommendation. Identify your characteristics, attributes, and experiences, e.g. employment, co-op, volunteer, and classroom projects, that you think will enhance your application to each school/internship.

- **Recommendation Letter Forms (signed, if appropriate) with addressed envelope (stamped, if appropriate) paper-clipped to each or in electronic format.** (If the writer will be using their own business envelope, supply a mailing label with the addressee's information.)

The Nutrition Curriculum

The entry-level dietitian is knowledgeable in the ACEND Knowledge Requirements for Dietitians listed in [Appendix C](#).

The foundation knowledge and skills precede achievement of the core and emphasis area competencies, which identify the performance level expected upon completion of the supervised practice program. Foundation learning is divided as follows: basic knowledge of a topic, working or in-depth knowledge of a topic as it applies to the profession of dietetics, and the ability to demonstrate the skill at a level that can be developed further. To successfully achieve the foundation knowledge and skills, graduates must have demonstrated the ability to communicate and collaborate, solve problems, and apply critical thinking skills. Each Nutrition course syllabus indicates which of these knowledge requirements (KRDN) are covered. All KRDNs are clearly identified on the course syllabi and in [Appendix C](#).

The program is committed to meet the following standards for accreditation:
100% of students in the DPD will earn a minimum grade of 80% (B-), or meets expectations, and 60% of all students in the DPD will earn a minimum grade of 90% (A-) or exceeds expectations on all measured competencies (assignments, exams, experiences, etc.) associated with the ACEND Knowledge Requirement embedded in each course. The competencies can be reviewed in [Appendix D](#).

Food Lab Safety Guidelines

Appropriate lab attire, food safety/sanitation procedures and general safety considerations are required, serve to protect everyone, and include the following:

- Closed-toe shoes that are skid-resistant
- A clean lab coat or chef's jacket (must have long sleeves)
- Pants (shorts and skirts are not permitted)
- Hair net or scarf with hair pulled off the collar and fully covered
- Nail polish or artificial nails are not permitted in lab; nails should be short, neatly trimmed, and clean
- Rings (other than a flat wedding band), bracelets, long necklaces, and dangling earrings are not permitted
- Countertops and equipment are to be cleaned and sanitized prior to use
- Hands are to be washed immediately prior to reporting to your lab station (after covering hair and putting on lab coat); lab coats are to be removed when using the restroom or leaving the lab for any other reason; hands must be washed after touching any potentially contaminated item, after using the restroom, after touching any part of your body (i.e. face, nose, or hair), handling garbage or chemicals, and switching from working with raw to ready-to-eat foods
- Gloves will be used when touching all ready-to-eat foods
- Appliances and utensils (for example cooktops, ovens, mixers, and knives) used in the kitchen can pose potential safety hazards if used improperly. Safe use will be covered in lab. If you are unsure of how to operate or use an item safely, ask your instructor.

Classroom Protocol

The consumption of food or drink in classrooms is strictly prohibited. Instructors will provide frequent breaks during classes. During those breaks, students will be permitted to go outside for fresh air, a snack, or a beverage.

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Appendix A: DPD Course Curriculum, 2024-2025 AY

Nutrition Major for Traditional Students					
Course	Title	Cr	Designation	Grade	
Fall 2024	BIO 117	Anatomy and Physiology I (no lab)	3	SCI	
	MAT 107	Math for Health Care Professionals	3	ML	
	PSY 100	Introduction to Psychology	3	SS	
	NTR 121	Foundations of Dietetics I (Fall 1)	1	NTR	
	FYS	First Year Seminar	3	CCC	
	CCC 101	College Life	0.5	CCC	
		13.5			
13.5					
Fall 2025	CHE 110	Introduction to Chemistry (no lab)	3	SCI	
	MAT 110	Probability and Statistics	3	ML	
	NTR 130	Food and Culture	3	GS/NTR	
	NTR 210	Principles of Human Nutrition	3	NTR	
		Humanities LAC course	3	HUM	
			15		
15					
Fall 2026	NTR 213	Introduction to Evidence Analysis	1	NTR	
	NTR 220	Principles of Food	3	NTR	
	NTR 220	Principles of Food Lab	1	NTR	
	NTR 300	Advanced Nutrition and Metabolism I	3	NTR	
	NTR 301	Management in Dietetics	3	NTR	
	NTR 326	Medical Terminology	1	NTR	
	Art LAC course	3	ART		
	Elective	3			
		18			
18					
Fall 2027	NTR 217	Nutrition Education in the Community	3	NTR	
	NTR 327	Medical Nutrition Therapy (MNT) I	3	NTR	
	NTR 327	MNT I Clinical*	1	NTR	
	NTR 330	Food Systems Operation	3	NTR	
	NTR 330	Food Systems Field Experience*	1	NTR	
		Elective	3		
		14			
14					
Spring 2025	BIO 118	Anatomy and Physiology II (no lab)	3	SCI	
	SOC 100	Introduction to Culture and Society	3	SS	
	WRI 100	College Writing	3	WRI-I	
	CCC 102	Exploring Your Future	0.5	CCC	
		Humanities LAC course	3	HUM	
		Elective	1		
		13.5			
13.5					
Spring 2026	BIO 127	Clinical Microbiology (no lab)	3	SCI	
	CHE 203	Survey of Organic Chemistry (no lab) (Spring 1)	3	SCI	
	CHE 217	Nutritional Biochemistry (Spring 2)	3	SCI	
		Art LAC course	3	ART	
	CCC 202	Sophomore Expedition	3	CCC	
			15		
15					
Spring 2027	MHS 614 or NTR 212	Lifecycle Nutrition*	3	MHS/NTR	
	NTR 215	Nutrition Assessment	1	NTR	
	NTR 305	Advanced Nutrition and Metabolism II	3	NTR	
	NTR 321	Experimental Foods	3	NTR/WRI-2/SCI w/lab	
	NTR 320	Experimental Foods Lab	1	NTR	
	NTR 122	Foundations of Dietetics II (Spring 2)	1	NTR	
	Elective	3			
		15			
15					
Spring 2028	NTR 328	Medical Nutrition Therapy (MNT) II	3	NTR	
	NTR 328	MNT II Clinical*	1	NTR	
	NTR 341	Nutrition Counseling	3	NTR/ETH	
	MHS 602 or NTR 350	Evidence Analysis*	3	MHS/NTR	
		Elective	3		
		Elective	3		
		16			
16					
TOTAL Undergraduate Credits 120					
Summer 2028 Dietetic Internship/Master's (completion of DPD requirements & VS track does not guarantee admission into a Master's/ Internship) 2024 Master's Degree Requirement					
<p>DPD Required courses for NTR Major To receive a Verification Statement (VS) students must:</p> <ol style="list-style-type: none"> 1) achieve B or above in all NTR courses (no more than 1 repeat or W) 2) achieve C- or above in Biology and Chemistry; C or above in all other DPD courses (no more than 1 repeat or W) 3) complete all clinical and field experiences with required clearances in final year 					
<p>* MHS 614/NTR 212 and MHS 602/NTR 350 may be taken for either graduate or undergraduate credit. Students are responsible for ensuring that financial aid requirements are met. If taking MHS 614 and MHS 602 at the graduate level, students must take an additional 6 undergraduate credits to satisfy graduation requirements. rev. 4/2024.sld</p>					

Nutrition Major for SAGE Students					
Year 1: Fall	Course	Title	Cr	Designation	Grade
	BIO 117	Anatomy and Physiology I (no lab)	3	SCI	
	MAT 107	Math for Health Care Professionals	3	ML	
	PSY 100	Introduction to Psychology	3	SS	
	NTR 121	Foundations of Dietetics I (Fall 1)	1	NTR	
		Art LAC course	3	ART	
	Elective	1			
			14		
Year 2: Fall	Course	Title	Cr	Designation	Grade
	CHE 110	Introduction to Chemistry (no lab)	3	SCI	
	MAT 110	Probability and Statistics	3	ML	
	NTR 130	Food and Culture (or MHS 604) [§]	3	GS/NTR	
	NTR 210	Principles of Human Nutrition	3	NTR	
		Humanities LAC course	3	HUM	
			15		
Year 3: Fall	Course	Title	Cr	Designation	Grade
	NTR 213	Introduction to Evidence Analysis <small>online</small>	1	NTR	
	NTR 220	Principles of Food <small>R 5-9:30</small>	3	NTR	
	NTR 220	Principles of Food Lab <small>Lab and lecture alternate weeks</small>	1	NTR	
	NTR 300	Advanced Nutrition and Metabolism I <small>W 4-6:30</small>	3	NTR	
	NTR 301	Management in Dietetics <small>T 7-9:30</small>	3	NTR	
NTR 326	Medical Terminology <small>online</small>	1	NTR		
	Elective	3			
	Elective	3			
			18		
Year 4: Fall	Course	Title	Cr	Designation	Grade
	NTR 217	Nutrition Education in the Community <small>T 4-6:30</small>	3	NTR	
	NTR 327	Medical Nutrition Therapy (MNT) I <small>M 6-8:30</small>	3	NTR	
	NTR 327	MNT I Clinical* <small>time tbd</small>	1	NTR	
	NTR 330	Food Systems Operation <small>R 5-8:30</small>	3	NTR	
	NTR 330	Food Systems Field Experience* <small>time tbd</small>	1	NTR	
	Elective	3			
			14		
TOTAL Credits					
120					
Year 1: Spring	Course	Title	Cr	Designation	Grade
	BIO 118	Anatomy and Physiology II (no lab)	3	SCI	
	SOC 100	Introduction to Culture and Society	3	SS	
	WRI 100	College Writing	3	WRI-1	
		Art LAC course	3	ART	
		Humanities LAC course	3	HUM	
	Elective	1			
			16		
Year 2: Spring	Course	Title	Cr	Designation	Grade
	BIO 127	Clinical Microbiology (no lab)	3	SCI	
	CHE 203	Survey of Organic Chemistry (no lab) (Spring 1)	3	SCI	
	CHE 217	Nutritional Biochemistry (Spring 2)	3	SCI	
		Elective	3		
		Elective	3		
			15		
Year 3: Spring	Course	Title	Cr	Designation	Grade
	MHS 614 or NTR 212	Lifecycle Nutrition [§] <small>online</small>	3	MHS/NTR	
	NTR 215	Nutrition Assessment <small>online</small>	1	NTR	
	NTR 305	Advanced Nutrition and Metabolism II <small>W 4-6:30</small>	3	NTR	
	NTR 321	Experimental Foods <small>R 5-9</small>	3	NTR/WRI-2	
	NTR 320	Experimental Foods Lab <small>Lab and lecture alternate weeks</small>	1	NTR	
NTR 122	Foundations of Dietetics II (Spring 2)	1	NTR		
	Elective	3			
			15		
Year 4: Spring	Course	Title	Cr	Designation	Grade
	NTR 328	Medical Nutrition Therapy (MNT) II <small>M 5:30-8</small>	3	NTR	
	NTR 328	MNT II Clinical* <small>time tbd</small>	1	NTR	
	NTR 341	Nutrition Counseling <small>T 4-6:30</small>	3	NTR/ETH	
	MHS 602 or NTR 350	Evidence Analysis [§] <small>online</small>	3	MHS/NTR	
		Elective	3		
			13		
Year 5: Dietetic Internship/Master's (completion of DPD requirements & VS track does not guarantee admission into an Internship) - 2024 Master's Degree Requirement					
<p>DPD Required courses for NTR Major</p> <p>To receive a Verification Statement (VS) students must:</p> <ol style="list-style-type: none"> 1) achieve B or above in all NTR courses (no more than 1 repeat or W) 2) achieve C- or above in Biology and Chemistry; C or above in all other DPD courses (no more than 1 repeat or W) 3) complete all clinical and field experiences with required clearances in final year <p>[§]For prior BS degree holders only. Graduate tuition rates apply.</p> <p>[§]MHS 614/NTR 212 and MHS 602/NTR 350 may be taken for either graduate or undergraduate credit. Students are responsible for ensuring that financial aid requirements are met. If taking MHS 614 and MHS 602 at the graduate level, students must take an additional 6 undergraduate credits to satisfy graduation requirements.</p> <p>Course times are provided for planning purposes and subject to change - Always check current course offerings</p>					
rev. 4/2024 sld					

Accelerated Nutrition Major for Traditional Students

Course	Title	Cr	Design	Grade
CHE 110	Introduction to Chemistry	3	SCI	
BIO 117	Anatomy and Physiology I (no lab)	3	SCI	
NTR 121	Foundations of Dietetics I (Fall 1)	1	NTR	
MAT 107	Math for Health Care Professionals	3	ML	
FYS	First Year Seminar	3	CCC	
CCC 101	College Life	0.5	CCC	
	Elective	1		
		14.5		

Course	Title	Cr	Design	Grade
MAT 110	Probability and Statistics	3	ML	
SOC 100	Introduction to Culture and Society	3	SS	
		6		

SOC 100 offered online during Winter Term in weekend format.
MAT 110 offered online during Winter Term.

Course	Title	Cr	Design	Grade
CHE 203	Survey of Organic Chemistry (w/lab) (Spring 1)	3	SCI	
CHE 217	Nutritional Biochemistry (Spring 2)	3	SCI	
BIO 118	Anatomy and Physiology II (no lab)	3	SCI	
BIO 127	Clinical Microbiology (no lab)	3	SCI	
NTR 210	Principles of Human Nutrition	3	NTR	
CCC 102	Exploring Your Future	0.5	CCC	
		15.5		

Course	Title	Cr	Design	Grade
WRI 100	College Writing	3	WRI-1	
NTR 130	Food and Culture	3	GS/NTR	
		6		

WRI 100 offered online Summer 1

Course	Title	Cr	Design	Grade
NTR 213	Introduction to Evidence Analysis	1	NTR	
NTR 220	Principles of Food	3	NTR	
NTR 220	Principles of Food Lab	1	NTR	
NTR 300	Advanced Nutrition and Metabolism I	3	NTR	
NTR 301	Management in Dietetics	3	NTR	
NTR 326	Medical Terminology	1	NTR	
PSY 100	Intro to Psychology	3	SS	
	Art LAC course	3	ART	
		18		

Course	Title	Cr	Design	Grade
—	Humanities LAC course	3	HUM	
	Elective	3		
		6		

Course	Title	Cr	Design	Grade
MHS 614 or NTR 212	Lifecycle Nutrition*	3	MHS/ NTR	
NTR 215	Nutrition Assessment	1	NTR	
NTR 305	Advanced Nutrition and Metabolism II	3	NTR	
NTR 321	Experimental Foods	3	NTR/ WRI-2 /SCI w/lab	
NTR 320	Experimental Foods Lab	1	NTR	
NTR 122	Foundations of Dietetics II (Spring 2)	1	NTR	
CCC 202	Sophomore Expedition	3	CCC	
	Art LAC course	3	ART	
		18		

Course	Title	Cr	Design	Grade
NTR 328	Medical Nutrition Therapy (MNT) II	3	NTR	
NTR 328	MNT II Clinical*	1	NTR	
NTR 341	Nutrition Counseling	3	NTR/ETH	
MHS 602 or NTR 350	Evidence Analysis*	3	MHS/ NTR	
	Elective	3		
	Elective	3		
		16		

Course	Title	Cr	Design	Grade
NTR 217	Nutrition Education in the Community	3	NTR	
NTR 327	Medical Nutrition Therapy (MNT) I	3	NTR	
NTR 327	MNT I Clinical*	1	NTR	
NTR 330	Food Systems Operation	3	NTR	
NTR 330	Food Systems Field Experience*	1	NTR	
	Elective	3		
		14		

TOTAL Undergraduate Credits 120
 Dietetic Internship/Master's (completion of DPD requirements & VS track does not guarantee admission into a Master's/ Internship)
 2024 Master's Degree Requirement

DPD Required courses for NTR Major To receive a Verification Statement (VS) students must:

- 1) achieve B or above in all NTR courses (no more than 1 repeat or W)
- 2) achieve C- or above in Biology and Chemistry; C or above in all other DPD courses (no more than 1 repeat or W)
- 3) complete all clinical and field experiences with required clearances in final year

*MHS 614/NTR 212 and MHS 602/NTR 350 may be taken for either graduate or undergraduate credit. Students are responsible for ensuring that financial aid requirements are met. If taking MHS 614 and MHS 602 at the graduate level, students must take an additional 6 undergraduate credits to satisfy graduation requirements.

Accelerated Nutrition Major for SAGE Students

Course	Title	Cr.	Desig.	Grade	Course	Title	Cr.	Desig.	Grade	Course	Title	Cr.	Desig.	Grade					
CHE 110	Introduction to Chemistry	3	SCI		Winter Year 1	MAT 110	Probability and Statistics	3	ML	CHE 203	Survey of Organic Chemistry (no lab) (Spring 1)	3	SCI						
BIO 117	Anatomy and Physiology I (no lab)	3	SCI		SOC 100	Introduction to Culture and Society	3	SS		CHE 217	Nutritional Biochemistry (Spring 2)	3	SCI		WRI 100	College Writing	3	WRI-1	
NTR 121	Foundations of Dietetics I (Fall 1)	1	NTR				6			BIO 118	Anatomy and Physiology II (no lab)	3	SCI		NTR 130	Food and Culture OR MHS 604*	3	GS/NTR	
MAT 107	Math for Health Care Professionals	3	ML		SOC 100 offered online during Winter Term in weekend format, MAT 110 offered online during Winter Term.						BIO 127	Clinical Microbiology (no lab)	3	SCI		WRI 100 offered online Summer 1			
	Humanities LAC course	3	HUM							NTR 210	Principles of Human Nutrition	3	NTR						
	Elective	1									Elective	1							
		14									Elective	1							
												16							
Fall Year 2					Winter Year 2					Spring Year 2					Summer Year 1				
NTR 213	Introduction to Evidence Analysis	1	NTR			Humanities LAC course	3	HUM		MHS 614 or NTR 212	Lifecycle Nutrition*	3	MHS/NTR						
NTR 220	Principles of Food	3	NTR			Elective	3			NTR 215	Nutrition Assessment	1	NTR						
NTR 220	Principles of Food Lab	1	NTR				6			NTR 305	Advanced Nutrition and Metabolism II	3	NTR						
NTR 300	Advanced Nutrition and Metabolism I	3	NTR							NTR 321	Experimental Foods	3	NTR/WRI-2 /SCI w/lab						
NTR 301	Management in Dietetics	3	NTR							NTR 320	Experimental Foods Lab	1	NTR						
NTR 326	Medical Terminology	1	NTR							NTR 122	Foundations of Dietetics II (Spring 2)	1	NTR						
PSY 100	Intro to Psychology	3	SS								Art LAC course	3	ART						
	Art LAC course	3	ART								Elective	3							
		16									Elective	3							
												16							
Fall Year 3					Spring Year 3														
NTR 217	Nutrition Education in the Community	3	NTR		NTR 328	Medical Nutrition Therapy (MNT) II	3	NTR											
NTR 327	Medical Nutrition Therapy (MNT) I	3	NTR		NTR 328	MNT II Clinical*	1	NTR											
NTR 327	MNT I Clinical*	1	NTR		NTR 341	Nutrition Counseling	3	NTR/ETH											
NTR 330	Food Systems Operation	3	NTR		MHS 602 or NTR 150	Evidence Analysis*	3	MHS/NTR											
NTR 330	Food Systems Field Experience*	1	NTR			Elective	3												
	Elective	3				Elective	3												
		14					16												
TOTAL Undergraduate Credits 120					120														
Dietetic Internship/Master's (completion of DPD requirements & VS track does not guarantee admission into a Master's Internship)																			
2024 Master's Degree Requirement																			
DPD Required courses for NTR Major					To receive a Verification Statement (VS) students must:														
					1) achieve B or above in all NTR courses (no more than 1 repeat or W)														
					2) achieve C- or above in Biology and Chemistry; C or above in all other DPD courses (no more than 1 repeat or W)														
					3) complete all clinical and field experiences with required clearances in final year														
					*For prior BS degree holders only. Graduate tuition rates apply.														
					*MHS 614 and MHS 602 may be taken for either graduate or undergraduate credit. Students are responsible for ensuring that financial aid requirements are met.														
					If taking MHS 614 and MHS 602 at the graduate level, students must take an additional 6 undergraduate credits to satisfy graduation requirements.														
					Course times are provided for planning purposes and subject to change - Always check current course offerings														

Appendix B: Sample DI Application Form

Dietetic Internship Program Application

Verify application requirements of each program to which you wish to apply.
Not all programs use this form. All information must be typed/printed.

Date _____

Name _____
(Last) (First) (Middle or Maiden)

Present Address _____
(Street) (Apt #)

(City) (State) (Zip Code) (Phone)

Permanent Address (if different) _____
(Street) (Apt #)

(City) (State) (Zip Code) (Phone)

_____ Cell Phone Number _____ (Phone number where you can be reached on Appointment Day.)
XXX-XXX-XXXX

_____ E-mail address _____ Social Security Number

_____ Actual or Expected Date (Month/Year) Baccalaureate Degree conferred. _____ Actual or Expected Date (Month/Year) DFD Course requirements completed.

Foreign Applicants: Designate Immigration Status _____ Expiration Date: _____

Grade Point Averages: _____
Overall Undergraduate (See page 6.) DFD (See page 6.) Overall Graduate (If applicable)

Graduate Record Exam Results:
 (If taken, include a copy with your application.)

<ul style="list-style-type: none">• Not all programs require GRE scores.• Check each program's admission requirements.• Leave blank if not applicable.	_____ <small>Date Taken (Month/Year)</small>	_____ <small>Verbal Score</small>	_____ <small>Quantitative Score</small>	_____ <small>Analytical Writing Score</small>
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Use the following steps, to unlock this document so it is editable, i.e. you are able to modify box sizes, font etc.

1. Open the file in Word.
2. Place your cursor to the right side of the taskbars at the top of the page
3. Right click and select Forms
4. The Forms taskbar will appear.
5. Click on the lock icon. (It is usually the last one to right on Forms taskbar.)

The form is now unlocked and editable. Treat it as you would any table in a Word document. After making edits, you can re-click on the lock icon. This allows you to once again jump between fields with the tab key and the drop down boxes, work as intended.

Education: List all colleges or universities attended, with most recent listed first.

College/University	City and State of College/Univeristy	Start and End Dates (Month/Year)	Degree
█	█	█	█
█	█	█	█
█	█	█	█
█	█	█	█
█	█	█	█
█	█	█	█

Recommendations: List the names of the 3 individuals who will complete your recommendation forms.

Name	Title	Address	E-mail and Phone
█	█	█	Email: █ Phone: █
█	█	█	Email: █ Phone: █
█	█	█	Email: █ Phone: █

Honors and/or extracurricular activities after beginning college: List organizations, appointed or elected offices held, scholarships, honors, and certifications received. Include dates for honors

█
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Professional Organization Memberships: List professional organizations of which you are a member.

█
█
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█

Work experiences in the past five (5) years: List all experiences, including volunteer, beginning with the most recent. Indicate if the experience was paid, volunteer or part of a practicum/field experience associated with a college course. Briefly describe key responsibilities. When indicating the amount of hours, use hrs/wk for reoccurring work and volunteer experiences and total hours for limited time volunteer and practicum/field experiences. (Note: if you have professional dietetics work experience from over five years ago, you may include it.) Use additional pages as needed.

Name of Employer / Organization	Position Title	Start and End Dates (Month/Year)	Hrs/Wk or Total Hours	Paid, Volunteer, or Practicum
1. [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Supervisor's Name and Title: [REDACTED]			Email: [REDACTED]	
Key Responsibilities: [REDACTED]			Phone: [REDACTED]	
2. [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Supervisor's Name and Title: [REDACTED]			Email: [REDACTED]	
Key Responsibilities: [REDACTED]			Phone: [REDACTED]	
3. [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Supervisor's Name and Title: [REDACTED]			Email: [REDACTED]	
Key Responsibilities: [REDACTED]			Phone: [REDACTED]	
4. [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Supervisor's Name and Title: [REDACTED]			Email: [REDACTED]	
Key Responsibilities: [REDACTED]			Phone: [REDACTED]	
5. [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Supervisor's Name and Title: [REDACTED]			Email: [REDACTED]	
Key Responsibilities: [REDACTED]			Phone: [REDACTED]	
6. [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Supervisor's Name and Title: [REDACTED]			Email: [REDACTED]	
Key Responsibilities: [REDACTED]			Phone: [REDACTED]	

Work experiences in the past five (5) years, continued

Place of Employment and/or Practicum	Position, Title	Start and End Dates (Month/Year)	Hrs/Wk or Total Hours	Paid, Volunteer, or Practicum
7. [redacted]	[redacted]	[redacted]	[redacted]	[redacted]
Supervisor's Name and Title: [redacted]			Email: [redacted]	
Key Responsibilities: [redacted]			Phone: [redacted]	
8. [redacted]	[redacted]	[redacted]	[redacted]	[redacted]
Supervisor's Name and Title: [redacted]			Email: [redacted]	
Key Responsibilities: [redacted]			Phone: [redacted]	
9. [redacted]	[redacted]	[redacted]	[redacted]	[redacted]
Supervisor's Name and Title: [redacted]			Email: [redacted]	
Key Responsibilities: [redacted]			Phone: [redacted]	
10. [redacted]	[redacted]	[redacted]	[redacted]	[redacted]
Supervisor's Name and Title: [redacted]			Email: [redacted]	
Key Responsibilities: [redacted]			Phone: [redacted]	
11. [redacted]	[redacted]	[redacted]	[redacted]	[redacted]
Supervisor's Name and Title: [redacted]			Email: [redacted]	
Key Responsibilities: [redacted]			Phone: [redacted]	
12. [redacted]	[redacted]	[redacted]	[redacted]	[redacted]
Supervisor's Name and Title: [redacted]			Email: [redacted]	
Key Responsibilities: [redacted]			Phone: [redacted]	

Didactic Program in Dietetic (DPD) Courses: Include all courses required to meet DPD requirements at your college or university. If a course has not been completed, indicated INC in the No. of Credits column. See instructions on page 6. Use additional pages as needed. (If you have earned credits from multiple educational systems that use different credit units, e.g. semesters and quarters, you must convert all credits to one type of unit.)

College or University	Course Prefix & No.	Course Title	Lab / Practicum	Term & Year	No. of Credits	Grade Earned	Grade Points Earned
			<input type="checkbox"/>				
			<input type="checkbox"/>				
			<input type="checkbox"/>				
			<input type="checkbox"/>				
			<input type="checkbox"/>				
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					Totals Credits		Totals Grade Points

I certify the information I have provided in this application is true and accurate and recognize any false or incorrect statements made herein will be grounds for my dismissal from the program. I understand I must provide an original copy of a signed Verification Statement substantiating completion of academic requirements prior to start date of program.

_____ Date _____ Signature

Instructions for Completing Grade Point Averages

CALCULATING UNDERGRADUATE GPA: (If you have earned credits from multiple educational systems that use different credit units, e.g. semesters and quarters, you must convert all credits to one type of unit.)

- Example 1 – Pat completed all courses required for an undergraduate degree in nutrition from one university.
 - Pat should use the calculated GPA on the institution's transcripts.
- Example 2 - Sarah earned an undergraduate degree in sociology with a minor in nutrition. She attended two community colleges and a state university to fulfill all degree requirements. She took several general interest courses while attending these colleges, although the courses did not meet any specific degree requirements. These courses are listed on her transcripts. Sarah also took a ceramics class at a fourth community college during one summer. It was the only course she took from this college and is not one of the three colleges she attended to meet her degree requirements. Sarah will calculate the Undergraduate GPA using the transcripts from the three institutions she attended where she earned credits towards her undergraduate degree. Because Sarah did not transfer her ceramics course grade to her degree granting institution, it will not be included in the Undergraduate GPA calculation. General interest courses Sarah took from the three credit earning institutions will be included.

	College/University 1		College/University 2		College/University 3	
	Credits	GPA	Credits	GPA	Credits	GPA
From Transcripts	15	3.90	24	2.90	89	3.32
Grade Points Earned ^a	58.5		69.6		295.48	
Total Grade Points Earned = 423.58						
Total Credits = 128						
Undergraduate GPA₂ = 3.31						

^aTo calculate Grade Points Earned, multiply the number of credits times the GPA for each respective institution separately.

^bTo calculate the Undergraduate GPA; divide the Total Grade Points Earned by the Total Credits. In this example: 423.58 ÷ 128 = 3.31.

CALCULATING DPD GPA:

Each university has specific courses which meets Didactic Program in Dietetics (DPD) requirements. The DPD Director at the university where you earned or will earn the Verification Statement indicating you are eligible to apply to a dietetic internship will have a list of these courses. The following scale should be used to calculate Grade Points Earned for your DPD GPA. For repeated courses, list both grades earned but use only the higher grade to calculate the DPD GPA.

Grade earned	Grade Points Earned for each credit
A+, A, A-	4.0
B+, B, B-	3.0
C+, C, C-	2.0
D+, D, D-	1.0

Sample completed form:

College or University	Course Prefix & No.	Course Title	Lab / Prerequisite	Term & Year	No. of Credits	Grade Earned	Grade Points Earned	
Midtown University	Chem 113	Chemistry	<input type="checkbox"/>	Fall '04	3	B	9	
	Chem 114	Chemistry Lab	<input checked="" type="checkbox"/>	Fall '04	1	A-	4	
	A&P 202	Physiology (includes lab)	<input checked="" type="checkbox"/>	Fall '03	0	D	0	
	A&P 202	Physiology (includes lab) (retook class)	<input checked="" type="checkbox"/>	Fall '04	4	C+	8	
Centerville Comm. College	Psych 100	Intro to Psychology	<input type="checkbox"/>	Summer '04	3	A	12	
	Eng 101	English Composition	<input type="checkbox"/>	Summer '04	3	B+	9	
Eastside State University	Nutr 344	Food Management	<input type="checkbox"/>	Spring '05	3	B-	9	
	Nutr 444	Advanced Nutrition	<input type="checkbox"/>	Spring '06	INC*			
Totals					17	Total Grade Points	51	
To calculate DPD GPA, divide the Total Grade Points by the Total Credits. In this example: 51 ÷ 17 = 3.00							DPD GPA	3.00

Appendix C: 2022 ACEND DPD Standards for Core Knowledge Competencies*

2022 ACEND DPD Standards for Core Knowledge Competencies	
Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.	
<i>Competency</i>	<i>Upon completion of the program, graduates will be able to:</i>
KRDN 1.1	Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions.
KRDN 1.2	Select and use appropriate current information technologies to locate and apply evidence-based guidelines and protocols.
KRDN 1.3	Apply critical thinking skills.
Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the nutrition and dietetics practitioner level of practice.	
<i>Competency</i>	<i>Upon completion of the program, graduates will be able to:</i>
KRDN 2.1	Demonstrate effective and professional oral and written communication and documentation.
KRDN 2.2	Describe the governance of nutrition and dietetics practice, such as the Scope of Practice for the Registered Dietitian Nutritionist and the Code of Ethics for the Profession of Nutrition and Dietetics.
KRDN 2.3	Assess the impact of a public policy position on nutrition and dietetics practice.
KRDN 2.4	Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.
KRDN 2.5	Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates.
KRDN 2.6	Demonstrate cultural humility, awareness of personal biases and an understanding of cultural differences as they contribute to diversity, equity and inclusion.
KRDN 2.7	Describe contributing factors to health inequity in nutrition and dietetics including structural bias, social inequities, health disparities and discrimination.
KRDN 2.8	Participate in a nutrition and dietetics professional organization and explain the significant role of the organization.

KRDN 2.9	Defend a position on issues impacting the nutrition and dietetics profession.
Domain 3. Clinical and Client Services: Development and delivery of information, products and services to individuals, groups and populations.	
<i>Competency</i>	<i>Upon completion of the program, graduates will be able to:</i>
KRDN 3.1	Use the Nutrition Care Process and clinical workflow elements to assess nutritional parameters, diagnose nutrition related problems, determine appropriate nutrition interventions and develop plans to monitor the effectiveness of these interventions.
KRDN 3.2	Develop an educational session or program/educational strategy for a target population.
KRDN 3.3	Demonstrate counseling and education methods to facilitate behavior change and enhance wellness for diverse individuals and groups.
KRDN 3.4	Practice routine health screening assessments, including measuring blood pressure and conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol).
KRDN 3.5	Describe concepts of nutritional genomics and how they relate to medical nutrition therapy, health and disease.
KRDN 3.6	Develop nutritionally sound meals, menus and meal plans that promote health and disease management and meet client's/patient's needs.
Domain 4. Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations.	
<i>Competency</i>	<i>Upon completion of the program, graduates will be able to:</i>
KRDN 4.1	Apply management theories to the development of programs or services.
KRDN 4.2	Evaluate a budget/financial management plan and interpret financial data.
KRDN 4.3	Demonstrate an understanding of the regulation system related to billing and coding, what services are reimbursable by third party payers, and how reimbursement may be obtained.
KRDN 4.4	Apply the principles of human resource management to different situations.
KRDN 4.5	Apply safety and sanitation principles related to food, personnel and consumers.

KRDN 4.6	Explain the processes involved in delivering quality food and nutrition services.
KRDN 4.7	Evaluate data to be used in decision-making for continuous quality improvement.
Domain 5. Leadership and Career Management: Skills, strengths, knowledge and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.	
<i>Competency</i>	<i>Upon completion of the program, graduates will be able to:</i>
KRDN 5.1	Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.
KRDN 5.2	Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and career goals.
KRDN 5.3	Practice how to self-advocate for opportunities in a variety of settings (such as asking for needed support, presenting an elevator pitch).
KRDN 5.4	Practice resolving differences or dealing with conflict.
KRDN 5.5	Promote team involvement and recognize the skills of each member.
KRDN 5.6	Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.

Required Components for Requisite Knowledge Entry to Supervised Practice	
<i>The program's curriculum includes the following required components and prerequisites:</i>	
1	Research methodology, interpretation of research literature and integration of research principles into evidence-based practice
2	Communication and documentation skills sufficient for entry into professional practice
3	Principles and techniques of effective education, counseling and behavior change theories and techniques
4	Governance of nutrition and dietetics practice, such as the Scope of Practice for the Registered Dietitian Nutritionist and the Code of Ethics for the Profession of Nutrition and Dietetics, and interprofessional relationships in various practice settings
5	Principles of medical nutrition therapy, the Nutrition Care Process, and clinical workflow elements
6	Role of environment, food, nutrition and lifestyle choices in health promotion and disease prevention
7	Management theories and business principles required to deliver programs and services
8	Continuous quality management of food and nutrition services
9	Fundamentals of public policy, including the legislative and regulatory basis of nutrition and dietetics practice
10	Licensure and certification in the practice of nutrition and dietetics

11	Individual National Provider Identifier (NPI)
12	Health care delivery systems (such as accountable care organizations, managed care, medical homes, local health care agencies)
13	Coding and billing of nutrition and dietetics services to obtain reimbursement for services from public or private payers, fee-for-service and value-based payment systems
14	Food science and food systems, food safety and sanitation, environmental sustainability, global nutrition, principles and techniques of food preparation and development, modification and evaluation of recipes, menus and food products acceptable to diverse populations
15	Organic chemistry, biochemistry, anatomy, physiology, genetics, microbiology, pharmacology, statistics, logic, nutrient metabolism, integrative and functional nutrition and nutrition across the lifespan
16	Cultural humility, self-reflection, and diversity, equity and inclusion
17	Human behavior, psychology, sociology or anthropology

*All knowledge competencies and required elements are introduced, practiced, and achieved through the required curriculum of the DPD program at Cedar Crest College. All individual DPD course syllabi identify competencies achieved through specific assignments, projects, and exams. *Upon request*, a comprehensive curriculum map of competencies, course work, and student learning outcomes can be reviewed.

Appendix D: Curriculum Map for NTR Curriculum, 2024-2025 AY

Cedar Crest College KRDN Curriculum Map (Required Elements 3.1/3.2) (2022 Standards) Didactic Courses Aligned with Core Knowledge for the RDN (DPD)

Courses & Rotations	KRDN 1.1	KRDN 1.2	KRDN 1.3	KRDN 2.1	KRDN 2.2	KRDN 2.3	KRDN 2.4	KRDN 2.5	KRDN 2.6	KRDN 2.7	KRDN 2.8	KRDN 2.9	KRDN 3.1	KRDN 3.2	KRDN 3.3	KRDN 3.4	KRDN 3.5	KRDN 3.6	KRDN 4.1	KRDN 4.2	KRDN 4.3	KRDN 4.4	KRDN 4.5	KRDN 4.6	KRDN 4.7
NTR 121: Foundations of Dietetics I (1)		x	x		x	x	x		x		x	x	x	x	x		x		x	x		x			x
NTR 130: Food & Culture (3)			x						x																
NTR 210: Principles of Human Nutrition (3)			x		x												x								
NTR 213: Intro. To EA (1)	x	x	x																						
NTR 215: Nutr. Assessment (1)			x										x				x								x
NTR 220: Principles of Food Lect. & Lab (4)			x				x											x					x		x
NTR 300: Adv Nut. / Metabolism I (3)	x	x	x		x												x								x
NTR 301: Mgmt. in Dietetics (3)			x																	x		x			
NTR 212/MHS 614: Lifecycle Nutrition (3)	x				x				x		x	x	x	x	x					x		x			
NTR 305: Adv. Nut. / Metabolism II (3)	x	x	x		x						x	x					x								
NTR 321/320: Exp. Foods Lect. & Lab (4)			x		x											x							x		x
NTR 122: Foundations of Dietetics II (1)																									
NTR 217: Community Nutrition (3)	x	x			x		x	x	x	x				x	x				x	x		x			
NTR 327: MNT I (Lecture & Clinical) (4)	x	x	x		x	x		x					x									x			x
NTR 330: Food Systems Op (Lecture & Field) (4)	x	x	x		x		x													x		x		x	
NTR 328: MNT II (Lecture & Clinical) (4)	x	x	x		x	x							x									x			x
NTR 341: Nutrition Counseling (3)					x	x		x		x			x	x	x							x			
NTR 350/MHS 602: Seminar in Nut. (3)	x				x																			x	x

Cedar Crest College, DPD

KEY
 Introduced
 Practiced
 Mastered



Courses & Rotations	KRDN 5.1	KRDN 5.2	KRDN 5.3	KRDN 5.4	KRDN 5.5	KRDN 5.6
NTR 121: Foundations of Dietetics I (1)	x	x				x
NTR 130: Food & Culture (3)						
NTR 210: Principles of Human Nutrition (3)						
NTR 213: Intro. To EA (1)						
NTR 215: Nutr. Assessment (1)						
NTR 220: Principles of Food lect. & lab (4)						
NTR 300: Adv Nut. / Metabolism I (3)						
NTR 301: Mgmt. in Dietetics (3)	x			x	x	
NTR 212/MHS 614: Lifecycle Nutrition (3)						
NTR 305: Adv. Nut. / Metabolism II (3)						
NTR 321/320: Exp. Foods Lect. & Lab (4)			x			
NTR 122: Foundations of Dietetics II (1)	x	x	x	x	x	
NTR 217: Community Nutrition (3)						
NTR 327: MNT I (Lecture & Clinical) (4)						x
NTR 330: Food Systems Op (Lecture & Field) (4)			x	x	x	
NTR 328: MNT II (Lecture & Clinical) (4)						x
NTR 341: Nutrition Counseling (3)		x	x			
NTR 350/MHS 602: Seminar in Ntr. (3)						

Cedar Crest College, DPD

KEY		
Introduced	Practiced	Mastered

Appendix E: Policy for Verification of Student Identity in Distance Education

SCOPE

This policy applies to all credit-bearing distance learning courses and programs offered by Cedar Crest College, beginning with the application for admission and continuing through to a student's graduation, transfer, or withdrawal from study.

PURPOSE OF POLICY

The purpose of this policy is to ensure that Cedar Crest College operates in compliance with the provisions of the United States Federal Higher Education Opportunity Act (HEOA), Public Law 110-315 concerning the verification of student identity in distance learning. All credit-bearing courses and programs offered through distance learning methods must verify that the student who registers for a distance education course or program is the same student who participates in and completes the course or program and receives academic credit. One or more of the following methods would be used:

An individual secure login and password

Proctored examinations

Other technologies and practices approved by the Provost's Office that have been shown to be effective in verifying student identification.

Pedagogical and related practices that are effective in verifying student identity (faculty review, questioning students, etc.)

Secure Login and Password

Each student has his or her own assigned login ID and password to log into the learning management system.

Proctored Examinations

The College's Policy on Testing and Proctored Examinations should be used as a guiding reference for proctored examinations.

New or Emerging Technologies

Third party vendors that provide robust identity verification software services (e.g., services similar to those used in the financial sector) could be used as an option by the College.

Pedagogical and Related Practices

Online instructors have a responsibility to identify changes in student behavior that may indicate that academic work is not being produced by the registered student. Examples of such behavioral changes could include a sudden change in academic performance, changes in writing style, or odd statements by a student in online discussion or email. Such changes in behavior may be detected by using more than one kind of assessment type for a course's learning outcomes or asking students to share important ideas learned from referenced sources.

Privacy Protection

All methods of verifying student identity in distance learning must protect the privacy of student information. Students must be notified in writing at the time of registration or enrollment of any fees associated with the verification of student identity. Personally identifiable information collected by the College may be used, at the discretion of the institution, as the basis for identity verification. For instance, a student requesting that his or her learning system password be reset may be asked to provide two or more pieces of information for comparison with data on file, or to come to the IT Help Desk in person with a photo ID or verification.

RESPONSIBILITIES

All users of the college's learning management systems are responsible for maintaining the security of usernames, passwords, and any other access credentials assigned. Access passwords may not be shared or given to anyone other than the user to whom they were assigned for any reason.

Users are responsible for any and all uses of their account. Users are responsible for changing passwords periodically to maintain security. Users are held responsible for knowledge of the information contained within the most recent College Catalog as well as the Student Handbook. Failure to read College guidelines, requirements, and regulations will not exempt users from responsibility. Students are responsible for providing accurate and true information about themselves in any identity verification process.

Faculty teaching courses through distance education methods have the primary responsibility for ensuring that their courses comply with the provisions of this policy. Faculty are responsible for informing the Provost's Office of any new technologies being used to verify student identity, so that published information on student privacy can be maintained appropriately, and so that the College can coordinate resources and services efficiently. Because technology and personal accountability may not verify identity absolutely or ensure academic integrity completely, faculty are encouraged, when feasible and pedagogically sound, to design courses that employ assignments and evaluations unique to the course and that support academic integrity.

Deans, department chairs, graduate program directors, and other directors of academic units are responsible for ensuring that faculty are aware of this policy and comply with its

provisions. Deans, department chairs, graduate program directors, and other academic directors are also responsible for ensuring that academic awards and degree programs within their units comply with the provisions of this policy.

The Provost's Office is responsible for ensuring college-wide compliance with the provisions of this policy and that deans, chairs, and directors are informed of any changes in a timely fashion.

The Provost's Office is responsible for publishing college-wide information on how identity verification processes protect student privacy. The Provost's Office is also responsible for coordinating and promoting efficient use of college resources and services, and for ensuring that college-level processes (e.g. admissions or registration) also remain in compliance with this policy.

The Student Financial Services Office is responsible to notify students at the time of registration of any projected additional student charges associated with verification of student identity.

COMPLIANCE

In accordance with the responsibilities outlined above, deans, department chairs, graduate program directors, and other directors of academic units are expected to ensure that all faculty and staff within their units remain in compliance with this policy. Cedar Crest College should have in place appropriate policies to promote the academic integrity of its online courses. Those policies should be widely disseminated throughout the College. Training for Faculty and Students

The College should provide faculty with appropriate training to use pedagogical approaches and technology to promote academic integrity. Additionally, the College should provide information to students regarding not sharing passwords and being held accountable for academic integrity. Syllabi and orientations should include information for students to understand issues for each online course and the college as a whole.

FREQUENCY OF REVIEW AND UPDATE

This policy will be reviewed annually by the Provost's Office for continued alignment with the appropriate federal regulations and policies and revised as necessary.

Appendix F: Verification of Receipt Forms Signature Pages

Please complete and sign the *electronic version* that will be sent to you at the start of the fall semester.

**INTENDED NUTRITION (INR) MAJOR
STUDENT HANDBOOK SIGNATURE PAGE****VERIFICATION OF RECEIPT AND CONFIDENTIALITY STATEMENT
FILE COPY**

I, _____ have received a copy of the Cedar Crest College Nutrition Program's Student Handbook and understand that it contains important information regarding the Nutrition Program's policies and my obligations as a Nutrition student.

I will familiarize myself with the material in the handbook and understand that I am governed by its contents. I further understand that the policies included in this handbook may occasionally require clarification and that I should discuss any question I might have concerning these policies with the Director of the Nutrition Program.

I understand that my progress in the Program is dependent on my placement in clinical settings or alternate simulation/other activities. I understand I may be denied placement at a health care or other facility as a result of my decision to not be vaccinated. I understand that if I decline a vaccine, the alternate learning activities may not provide the same level and breadth of experiences as those at a clinical/field site. I am aware that clinical/field experiences are considered highly desirable by dietetic internship programs, and I have reviewed the Immunization Waiver provided in this handbook.

I understand that the granting of a degree in Nutrition from Cedar Crest College is no guarantee that I will be licensed, certified, or accepted for practice by professional licensing agencies.

I also understand and agree that in my performance as a Nutrition student, I will maintain the confidentiality of all medical and or personal information regarding the client and/or family at all times. I understand that any violation of this confidentiality will constitute a breach of the Honor Code of Cedar Crest College and the Academy of Nutrition and Dietetics and the Commission on Dietetic Registration Code of Ethics for the Profession of Dietetics.

STUDENT SIGNATURE _____

DATE _____

DPD DIRECTOR SIGNATURE _____

DATE _____

(After reviewing the student handbook, please contact the DPD Director to discuss the program. You must meet the DPD director and submit this form prior to registering for NTR 121; failure to do so will block your ability to register for NTR courses and delay your progression in the program.)

**DECLARED NUTRITION (NTR) MAJOR
STUDENT HANDBOOK SIGNATURE PAGE****VERIFICATION OF RECEIPT AND AGREEMENT AND CONFIDENTIALITY
STATEMENT FILE COPY**

I, _____ have received a copy of the Cedar Crest College Nutrition Program's Student Handbook and understand that it contains important information regarding the Nutrition Program's policies and my obligations as a Nutrition student.

I will familiarize myself with the material in the handbook and understand that I am governed by its contents. I further understand that the policies included in this handbook may occasionally require clarification and that I should discuss any question I might have concerning these policies with the Director of the Nutrition Program.

I understand that my progress in the Program is dependent on my placement in clinical settings or alternate simulation/other activities. I understand I may be denied placement at a health care or other facility as a result of my decision to not be vaccinated. I understand that if I decline a vaccine, the alternate learning activities may not provide the same level and breadth of experiences as those at a clinical/field site. I am aware that clinical/field experiences are considered highly desirable by dietetic internship programs, and I have reviewed the Immunization Waiver provided in this handbook.

I understand that the granting of a degree in Nutrition from Cedar Crest College is no guarantee that I will be licensed, certified, or accepted for practice by professional licensing agencies.

I also understand and agree that in my performance as a Nutrition student, I will maintain the confidentiality of all medical and or personal information regarding the client and/or family at all times. I understand that any violation of this confidentiality will constitute a breach of the Honor Code of Cedar Crest College and the Academy of Nutrition and Dietetics and the Commission on Dietetic Registration Code of Ethics for the Profession of Dietetics.

STUDENT SIGNATURE _____

DATE _____

DPD DIRECTOR SIGNATURE _____

DATE _____

(After reviewing the student handbook, please contact the DPD Director or your academic adviser in the NTR department to discuss your progress in the program. You must meet the DPD director (or academic adviser) and submit this form prior to registering for any NTR 300 level course; failure to do so will block your ability to register for NTR courses and delay your progression in the program.)