



Department of Foods and Nutrition

Undergraduate Foods and Nutrition Student Handbook Nutrition and Dietetics (Didactic Program in Dietetics/DPD) General Studies in Foods and Nutrition

2022-2023
10th Edition

The Foods and Nutrition Student Handbook is designed to assist the major.
This handbook does not replace official Saint Elizabeth University policies and procedures.
It is the responsibility of the student to know and follow all institutional policies and procedures.
Please note that features of the FN Program are subject to change to ensure quality standards.
Effective July 1, 2020, the College of Saint Elizabeth formally became Saint Elizabeth University.

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Foods and Nutrition Student Handbook 2022-2023, 10th edition

Welcome

Welcome to the Foods and Nutrition (FN) Program at Saint Elizabeth University. ***As a foods and nutrition major, you have selected a dynamic evolving career!*** Our program offers two concentrations. The Nutrition and Dietetics (also referred to as the Didactic Program in Nutrition and Dietetics) concentration is designed for students who wish to enter the profession of dietetics with the goal of becoming a Registered Dietitian/Nutritionist (RD/RDN) or a pre-medical option. Our General Studies in Foods and Nutrition is designed to allow students more flexibility in planning their career path. Students in this concentration are encouraged to combine their FN studies with a minor offering the opportunity for students to expand their personal interests in other health-related areas such as wellness and fitness, nutrition research, medicine, public health or opportunities within the food industry.

The FN Program is designed to provide a broad study in foods and nutrition with a strong science and liberal arts foundation...

- Our program provides a multidisciplinary approach with cooperative learning from program faculty and the SEU community.
- Students are encouraged to participate and develop a sense of purpose and self-responsibility towards learning.
- Our curriculum is student-focused and designed to be intentional where learning progresses from formative to summative.
- Experiential learning is integrated to enhance knowledge and skills allowing students to make meaningful connections throughout their studies.
- Writing within the FN curriculum is emphasized as a “gold standard” of our liberal arts core.

The FN Program is consistent with the mission of Saint Elizabeth University’s endeavor to develop an academic community that supports each person in the pursuit of knowledge and personal development. It is the desire of the program faculty to instill within each student the ethical and social responsibility to make a positive difference in the lives of others and their community, as lifelong learners, and as active, informed, and responsible individuals and leaders in the profession of dietetics, foods and nutrition.

Bottom line, faculty encourage quality and we expect our students to work hard. Students can expect the same level of commitment from faculty towards student learning.

“The mission of the Saint Elizabeth University, sponsored by the Sisters of Charity of Saint Elizabeth, is to be a community of learning in the Catholic liberal arts tradition for students of diverse ages, backgrounds and cultures.

Through the vision of Elizabeth Ann Seton, Vincent de Paul and Louise de Marillac and rooted in Gospel values and in Catholic Social Teaching, Saint Elizabeth University affirms its solidarity with the poor and its commitment in service to the community.

*Saint Elizabeth University, as an engaged institution of higher education, driven by mission and informed by our Catholic Sisters of Charity traditions, seeks to live the following core values to achieve our mission, vision and strategic goals: **Integrity, Social Responsibility, Leadership, and Excellence in Teaching and Learning.***

***We wish you the best in your academic career at Saint Elizabeth University,
Anne Buisson, PhD, RDN
Chair, Department Foods and Nutrition
Monica Luby, MS, RDN, FAND Director,
DPD and Undergraduate FN Program***

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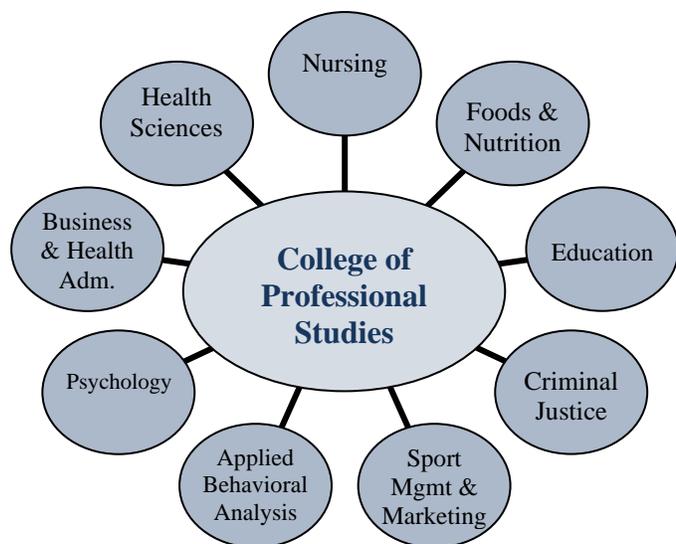
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College of Professional Studies

The Department of Foods and Nutrition is part of several academic and professional programs such as Business & Health Administration, Criminal Justice, Education, Nursing and Psychology that make up the College of Professional Studies (CPS). Providing students with an integrated approach to learning is one of the many goals of the CPS. Students are encouraged to become active participants in the various educational and networking opportunities the CPS offers. Students may use attendance at school offered events or other such events towards their *Student Achievement Portfolio* (described elsewhere in this handbook).



Should you have questions or concerns regarding the FN Program, please speak to your advisor or Dr. Anne Buisson, Chair of the FN Department. For further guidance, please contact Patricia Heindel, Ph.D., Dean, College of Professional Studies and Director of the Center for Human and Social Development (pheindel@steu.edu or 973.290.4102).

Figure 1. College of Professional Studies

Overarching Mission of the Foods and Nutrition Program

The foundation of the mission of the FN programs is based on the University's Vincentian roots of justice, service to others, and systemic change. To this effort, the **mission of the Department of Foods and Nutrition** is to provide a collaborative learning centered environment with opportunities that empower graduates with science-based knowledge and skills necessary to provide the highest quality of food and nutrition services.

Our Philosophy

The philosophy of the undergraduate FN Program is to prepare students to have an integrated holistic approach to the understanding of the food and nutritional needs of individuals through a rigorous course of study that provides a strong foundation in the sciences and liberal arts. Emphasis on personal enrichment with leadership, social responsibility, with service and ethics is core to this philosophy. Our program prepares professionals who will have an in-depth understanding of the nutritional, health and wellness needs of people, and provide leadership in the fields of foods, nutrition, and dietetics within a diverse society.

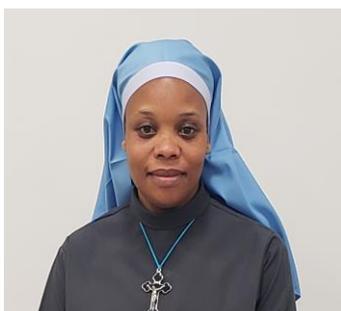
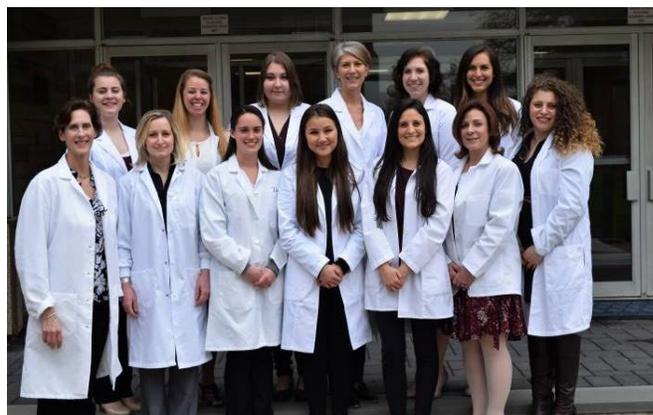
To this philosophy, faculty provide leadership and serve as role models for the students through their teaching, scholarly activity, and public and professional service including active participation in professional associations.

Who Are Our Students?

Students enrolled in the FN program represent a diversity of learning from traditional aged students to second degree students. And for some undergraduates they are first-generation college students. Most of all they are talented, generous, and hard working.

WHITE COAT DAY

DPD students and faculty celebrating a moment after completing clinical case studies and pre-professional accomplishments before graduation and then on to a dietetic internship, employment in clinical nutrition or pre-med post-baccalaureate studies. *DPD Class of 2017*



MEET SISTER LUCY MSHAMI, GSFN'22

Sister Lucy was born in the northeast of Tanzania, East Africa. She is a member of the Congregation of Our Lady of Usambara. Prior to attending SEU, she served as a teacher and school bursar at St. Willibalda Secondary School in Tanzania. Her passion for child nutrition and health led her on the path to study foods and nutrition. According to Sr. Lucy, malnutrition in Tanzania is a critical issue among children under five years old in both rural and urban areas.

Overview of the Foods and Nutrition Undergraduate Program

Our Heritage

The Department of Foods and Nutrition and our program is built upon a long history of excellence in undergraduate education in foods and nutrition. The first degree was offered over one-hundred years ago in 1915 in what was then the Department of Home Economics and we are one of the oldest degree programs offered at the university, and nationally, we are one of the oldest programs in Catholic Higher Education today. We have been leaders in dietetics education for nearly 80 years dating back to the 1940's meeting one of the first academic plans of the Academy of Nutrition and Dietetics (formerly the *American Dietetic Association*). The FN Program is proud of its long-standing commitment to leadership through academic excellence.

In the late 1980's and early 1990's many transitions occurred in the Program including a change in the degree name to Foods and Nutrition and the establishment of the first post-baccalaureate program for the university, which today is the Dietetic Internship Program.¹ In 1994, Saint Elizabeth University² received approval from the New Jersey Department of Higher Education to offer a graduate degree program in nutrition.

¹ The Internship was initially approved in December, 1990, as an Approved Preprofessional Practice Program (AP4), and earned accreditation status in 1995 as a dietetic Internship from ACEND (formerly the Commission on Accreditation for Dietetics Education of the American Dietetic Association).

² Formerly the College of Saint Elizabeth.

In 2005, the Didactic Program in Dietetics (DPD)³ gained accreditation status by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) as part of a required standard for all dietetics education programs. In 2016, the DPD received full reaccreditation and our next re-accreditation (renewal) period is 2025.⁴

Today, we continue our quest for excellence in dietetics, foods and nutrition undergraduate education. As one of only three accredited dietetics programs in New Jersey, we see the importance and need to foster the development of more food and nutrition professionals who possess sound nutritional science backgrounds to meet expanding consumer and industry roles. The addition of the *General Studies in Foods and Nutrition concentration* allows students to select a course of study option that best meets their personal interests and career needs.

In spring 2014, Faculty voted to formally change the name of the DPD concentration to *Nutrition and Dietetics* to be consistent with our governing association, the Academy of Nutrition and Dietetics.

Department Overview of Program Offering

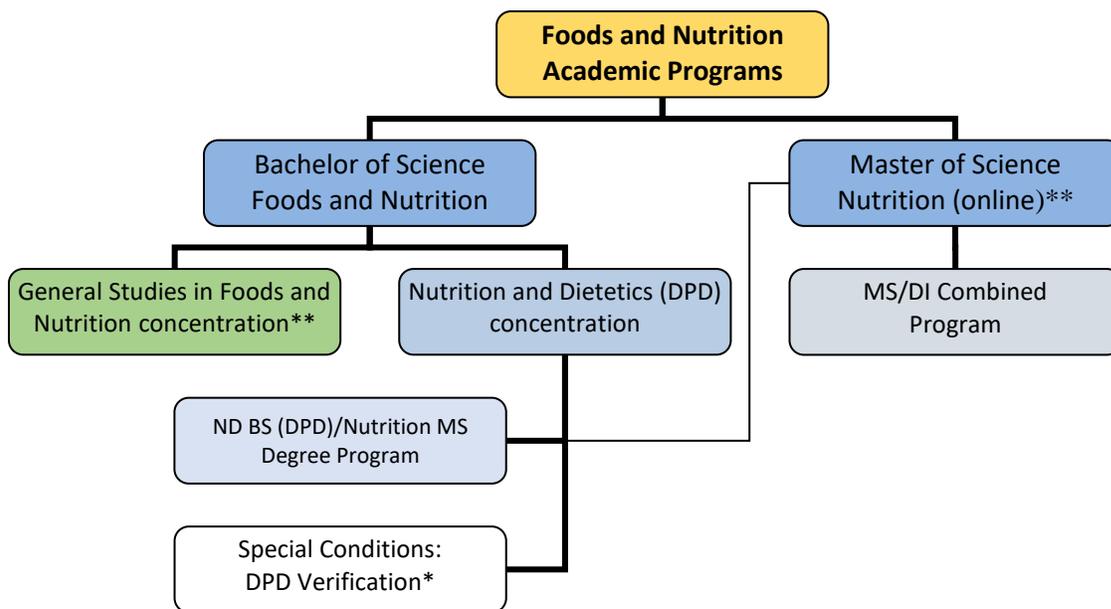


Figure 2. Overview of Food and Nutrition Program offerings to FN students (Revised 2022)

*Non-degree DPD verification coursework. **Non-accredited programs

³ The Nutrition and Dietetics concentration may be used interchangeably throughout the FN Handbook. The ND concentration is the ACEND Didactic Program in Nutrition Dietetics (or DPD).

⁴ Accreditation Extended from 2023 to 2024 per ACEND May 2020 due to COVID-19; Extended as of 8/2022 to 12/31/2025.

Specifics of the Undergraduate BS Degree in Foods and Nutrition Program

Bachelor of Science in Foods and Nutrition – Nutrition and Dietetics Concentration

Students who select this course of study are specifically interested in becoming Registered Dietitians/Nutritionists (RDN). The DPD concentration provides the Core Knowledge Requirements for the entry level RDN (KRDNs) as established by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) in the 2022 Accreditation Standards for Didactic Programs in Nutrition and Dietetics (DPD) at <https://www.eatrightpro.org/acend/accreditation-standards-fees-and-policies/2022-standards>. These requirements (KRDNs) have been used to develop the DPD student learning objectives that assist in measuring student progress in the dietetics curriculum. As an ACEND-accredited DPD program, it is expected that students will have met the specified learning requirements and KRDN learning outcomes. **Please review the section of this handbook discussing the Education Plan for the DPD program.**

Upon successful completion of DPD required coursework and completion of all degree requirements, students receive an **ACEND DPD Verification Statement** and become eligible to apply to an ACEND accredited supervised practice program (Dietetic Internship). It is only upon successful completion of all ACEND supervised practice competencies that students are eligible to sit for the national credentialing Registration Examination for Dietitians. Acceptance into a Dietetic Internship and graduate program is a separate process and is nationally competitive. Student information on this process is explained in detail later in this Handbook. Additionally, This course of study allows for students to pursue the Nutrition and Dietetic Technician Registration (BS-N/DTR) credentialing. **(Please see page 51 for DPD Verification policy.)**

Saint Elizabeth University, Didactic Program in Nutrition and Dietetics is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, 312-899-0040 extension 5400.
<http://www.eatright.org/ACEND/>.

ACEND is a specialized accrediting body recognized by the U.S. Department of Education (USDE). ACEND accredited education programs provide students with the foundation knowledge and skills and competency requirements for entry level dietetics education.

Program goals and objectives are continually monitored according to a Program Evaluation Plan.

Program outcomes for the DPD program are available

upon request from the DPD Director, Monica Luby at mluby@steu.edu

The next full accreditation site visit is tentatively scheduled for 2024 (accredited extended through 12/2025).



The educational preparation of the RDN is unique. The curriculum plan offered at SEU has been carefully planned to ensure students can complete the program within four-years, or five-years as part of the BS/MS combined program. Courses are sequenced to build on knowledge and skills throughout the course of study to prepare students to successfully enter a graduate studies/dietetic internship.

Students complete 53 hours of professional concentration coursework and approximately 36 hours in related-requirements in the natural and social sciences, quantitative and business studies. Students enrolled in this concentration and who are in good academic standing, may also wish to pursue a minor, and frequently select areas such as chemistry and psychology. Students must plan for a minor well in advance.

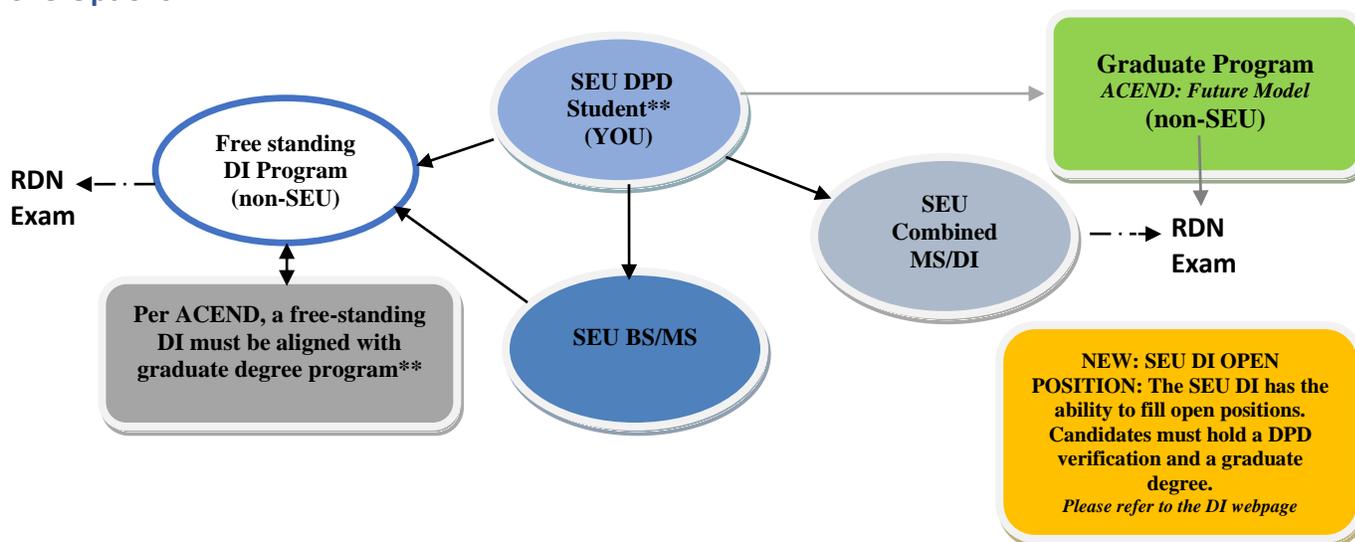
Formal acceptance into the FN major and DPD concentration occurs after a student completes FN100, FN200, FN210, FN213, CHEM121, CHEM123, BIO121 and 123, and MATH119, and holds a cumulative GPA of 2.8 or higher. **Students must have a “C” or better in all courses related to the major to progress.** Dietetics is a competitive field and the need for a strong science base is essential. Students in the DPD concentration are *highly encouraged* to maintain a 3.0 GPA overall (from all schools attended), and a 3.2 GPA or higher in the DPD concentration to remain competitive (national placement) in a Dietetic

Internship supervised practice program. In addition to academics, student engagement in civic and nutrition-related practice outside the classroom is highly recommended. Should a student elect to interrupt his/her academic studies for more than one-year, the student will be required to meet any new degree requirements should a curriculum change occur during the absence. **As of fall 2018, 50 hours of dietetics-related work or volunteer experience will be necessary for acceptance to the major.**

The Foods and Nutrition program at SEU offers the ND student several options to consider when pre-planning for supervised practice experience leading to the RDN credentialing. We highly encourage students to consider graduate program options early as a master’s degree will be the practice standard.

Example of DPD to RDN options available at SEU: Senior students may wish to apply to the 1) SEU Combined MS/DI, 2) complete the five-year BS/MS track and apply to a free-standing DI program, or 3) apply directly to a free-standing DI program (*which must now be aligned with a graduate degree program*).

SEU Options:



****Students who have earned a DPD Verification are eligible to sit for the N/DTR national examination per CDR under Pathway III.**

What are the steps to become a Registered Dietitian?

In general, to become a Registered Dietitian Nutritionist in the United States, one must:

1. Complete a baccalaureate degree (US equivalent), and the appropriate course work to earn an ACEND Didactic Program in Dietetics (DPD) completion Verification Statement.
2. Complete an ACEND-accredited supervised-practice program aligned with a graduate degree program **or** an ACEND accredited Graduate Program.
3. Pass the national Registration Examination.

2024 Practice Standard: For students entering the dietetics education programs in 2017 and thereafter, please note that future practitioners will be required to have a master's degree to become an RDN. This Commission on Dietetics Registration (CDR) policy will be in effect January 1, 2024.

NJ State Licensure Considerations

USDE Licensure Disclosure for the state of NJ and SEU, refer to page 47.

Supervised Practice Options (Internships): Meeting the RDN Competency Requirements

There are different pathway option available depending on your degree status. To learn more visit:

<https://www.cdrnet.org/new-graduate-degree-eligibility-requirement-effective-january-1-2024>

- **Dietetic Internships (DI):** This is a stand-alone supervised practice program designed for DPD graduates. Students apply through the computer matching process. Note that in compliance with CDR's Graduate Degree Mandate – all DI's must align with a graduate degree program. For example, a freestanding DI must have an agreement with an institution of higher education that offers master's degree program. These are two separate programs. Additionally, a student who has completed an accelerated BS/MS program may also apply to a freestanding DI.
 - **Dietetic Internship with a Master's (MS-DI):** This program follows a "combined degree" format that offers a master's degree (non-ACEND program) and an accredited ACEND supervised practice program. It aligns with the 2024 Graduate Degree Mandate. DPD students apply to MS-DI through the computer matching process.
 - **Master's Coordinated Program (MS-CP):** This program differs from the MS-DI, as it offers the nutrition and dietetics didactic masters-level coursework integrated with the supervised practice hours. This type of program is generally attractive to students who do not hold a BS-DPD; however, BS DPD students are eligible to apply. Some programs may have additional pre-requisites; therefore, holding a BS-DPD verification does not mean the applicant has met all the MS-CP application requirements. Read carefully!
 - **Graduate Program (GP):** Initially referred to as a "future model" ACEND now refers to this as the 'Graduate Program or GP.' This accredited program provides the required nutrition and dietetics coursework with integrated supervised experiential learning to meet ACEND's competency requirements at the graduate level. Some programs are offering doctoral tracks. The GP model was introduced in 2018.
- Individualized Supervised Practice Pathway (ISSP):** An ISSP is an alternative route for students who applied and were not matched to a DI. An ISSP meets ACEND required supervised practice requirements. Students will still need to meet graduate degree requirements.

For more information on becoming a Registered Dietitian Nutritionist, refer to pages 43-53 of the Handbook.

Nutrition and Dietetics (Didactic Program in Dietetics) concentration - Mission

In keeping with the mission and values of the Saint Elizabeth University, the mission of the *Didactic Program in Nutrition and Dietetics* (DPD) is to educate students through a holistic student-focused approach rooted in the Catholic liberal arts tradition. We aim to prepare students for supervised practice/post-graduate experiences, advanced degree programs and entry-level nutrition and dietetics practice. (Revised 8/2011; modified 8/2015; updated 7/2019; updated 6/2022).

Program Goals

1. Program graduates will develop the breadth and depth of skills, knowledge and professional values through a program curriculum that meets the ACEND Core Knowledge Requirements for the RDN.
2. Program graduates will develop values in personal and professional ethics, social responsibility, cultural humility, and leadership essential for nutrition and dietetics practice.

Specific program objectives that will be monitored for program effectiveness are listed in the Appendix. Program outcomes are available upon request by contacting the Program Director at mluby@steu.edu.

Curriculum Plan Nutrition and Dietetics (DPD) – Concentration: Four Year Plan (2018)

| First Year | | | |
|--|------------------|--|------------------|
| Fall Semester | | Spring Semester | |
| General Education – Element I | 6.0 | General Education – Element I | 6.0 |
| PSY100 Psychology or equivalent | 4.0 | MATH119 Elementary Statistics | 4.0 |
| BIO111 Fundamentals of Biology I | 4.0 | SOC100 Sociology or equivalent | 4.0 |
| Elective (FN109 Personal Nutrition) | 2.0-4.0 | General Education – Element II | 4.0 |
| Total Credits | 14.0-18.0 | Total Credits | 14.0-18.0 |
| Second Year | | | |
| Fall Semester | | Spring Semester | |
| FN200 Introduction to Food Science w/Lab | 4.0 | FN210 Basic Human Nutrition | 3.0 |
| CHEM121 Introductory Chemistry w/Lab | 4.0 | FN213 Principles of Nutritional Assessment | 1.0 |
| BIO121 Anatomy & Physiology I w/Lab | 4.0 | CHEM123 Introductory Organic Chemistry w/Lab | 4.0 |
| General Education – Element II | 4.0 | BIO123 Anatomy & Physiology II w/Lab | 4.0 |
| FN100 Professional Preparation | 1.0 | General Education – Element II | 4.0 |
| | | FN100 Professional Preparation* (If not taken in the Fall) | |
| Total Credits | 16.0-17.0 | Total Credits | 16.0-17.0 |
| Third Year | | | |
| Fall Semester | | Spring Semester | |
| FN235 Methods of Nutrition Education | 4.0 | FN323 Nutrition in the Life Cycle | 4.0 |
| FN320 Nutritional Biochemistry I | 4.0 | FN325 Nutritional Biochemistry II | 4.0 |
| FN300 Food Production Systems w/Lab | 4.0 | BUS245 Accounting for Health Care Professionals (or equivalent substitution) | 4.0 |
| BIO209 Microbiology w/ Lab | 4.0 | General Education – Element III or Element IV | 4.0 |
| | | Capstone or Elective | |
| Total Credits | 16.0 | Total Credits | 16.0 |
| Fourth Year | | | |
| Fall Semester | | Spring Semester | |
| FN400 Professional Practice in Dietetics, Foods and Nutrition | 1.0 | FN405 Food Science and Experimental Foods w/ Lab | 4.0 |
| FN463 Nutrition Research and Communication Seminar | 2.0 | FN435 Management in Dietetics Practice | 4.0 |
| FN500 Community Nutrition | 3.0 | FN490 Capstone in Foods and Nutrition | 1.0 |
| FN501 Medical Nutrition Therapy I | 3.0 | FN503 Medical Nutrition Therapy II | 3.0 |
| FN502 Medical Nutrition Practice I | 1.0 | FN504 Medical Nutrition Practice II | 1.0 |
| FN507 Service Learning/Field Experience in Community Nutrition | 1.0 -2.0 | General Education – Element IV Capstone (if not completed) or Elective | 4.0 |
| General Education – Element IV Capstone or Elective | 4.0 | | |
| Total Credits | 12.0-15.0 | Total Credits | 13.0-17.0 |

Note: Please see the University's preset plan for 1st year and 2nd year students (implemented fall 2016). As of Fall 2018 student entering the program will be required to complete BIO111 (pre-requisite to BIO209), and BIO121 and BIO123 in place of BIO117. Additionally, FN210 will be offered for 3 credits with a 1-credit practicum FN213 (spring 2019).

Total Credits: 121-129 (120 credits are required for graduation). For more on the University's degree requirement for graduation, please refer to the SEU Catalog.

Important Considerations in Planning

- Students must take FN100 Professional Practice* in either the fall or spring semester of second year. This course introduces the student to **important** details regarding dietetics education and preparation for supervised practice.
- Students in the honors program are highly encouraged to complete all general education requirements prior to senior year.
- Chemistry: Students considering a minor in chemistry may be required to begin their studies in biology and/or chemistry during freshman year (CHEM151 and CHEM153). Students are advised to meet with Biology and Chemistry faculty.
- **Suggested Electives for first year or second year:** FN109 Personal Nutrition, FN217 World Foods, BUS100 Introduction to Business, or BUS200 Principles of Management and Management Skills.
- Students should also consider courses from Health Sciences for electives, PHIL331 Health Care Ethics, or SPAN107 Spanish for Health Care Professionals.
- The curriculum plan outlined assumes **full-time enrollment**. Students completing the program on a part-time basis will need to plan carefully to ensure all pre-requisites are met.
- **PLEASE NOTE: Upper-level courses may be offered on alternative years based on course enrollment.**

Nutrition and Dietetics - List of Required Courses (Personal Log)

| Course Number | Course Title | Credits | Semester Completed | Grade Earned |
|---------------|--|---------|--------------------|--------------|
| FN100 | Professional Preparation | 1.0 | | |
| FN200 | Introduction to Food Science w/Lab | 4.0 | | |
| FN210 | Basic Human Nutrition | 3.0 | | |
| FN213 | Principles of Nutritional Assessment | 1.0 | | |
| FN235 | Methods of Nutrition Education | 4.0 | | |
| FN300 | Food Production Systems w/Lab | 4.0 | | |
| FN320 | Nutritional Biochemistry I (May be taught through CHEM) | 4.0 | | |
| FN323 | Nutrition in the Life Cycle | 4.0 | | |
| FN325 | Nutritional Biochemistry II | 4.0 | | |
| FN400 | Professional Practice in Dietetics, Foods and Nutrition | 1.0 | | |
| FN405 | Food Science and Experimental Foods w/Lab | 4.0 | | |
| FN435 | Management in Dietetics Practice | 4.0 | | |
| FN463 | Nutrition Research and Communication Seminar | 2.0 | | |
| FN490 | Capstone in Foods and Nutrition | 1.0 | | |
| FN500 | Community Nutrition | 3.0 | | |
| FN501 | Medical Nutrition Therapy I | 3.0 | | |
| FN502 | Medical Nutrition Practice I | 1.0 | | |
| FN503 | Medical Nutrition Therapy II | 3.0 | | |
| FN504 | Medical Nutrition Practice II | 1.0 | | |
| FN507 | Service Learning/Field Experience in Community Nutrition | 1.0-2.0 | | |
| | Total | 53-54.0 | | |

Nutrition and Dietetics List of Required Related Courses

| Course Number | Course Title | Credits | Semester Completed | Grade Earned |
|---------------|---|---------|--------------------|--------------|
| BIO121 | Anatomy and Physiology, I w/Lab | 4.0 | | |
| BIO123 | Anatomy and Physiology II w/Lab | 4.0 | | |
| BIO209 | Microbiology w/Lab* | 4.0 | | |
| CHEM121 | Introductory Chemistry w/Lab* | 4.0 | | |
| CHEM123 | Introductory Organic Chemistry w/Lab* | 4.0 | | |
| BUS245 | Accounting for Health Care Professions (or equivalent subst.) | 4.0 | | |
| MATH119 | Elementary Statistics (or equivalent) | 4.0 | | |
| PSY | Psychology Elective | 4.0 | | |
| SOC | Sociology Elective | 4.0 | | |
| | Total | 36.0 | | |

*See pre-requisite BIO111; **May substitute with upper-level chemistry courses.

DPD Student Retention: Students in the ND/DPD concentration are *highly encouraged* to maintain a competitive GPA. Any student whose GPA falls below a 2.8 junior year, or third year equivalent may be advised to complete the General Studies in Foods and Nutrition concentration (see application to the Major) or change majors. Please see section on Transfer credit under Program Policies.

Students wishing to complete the Combined BS/MS degree program must meet the GPA requirements for admission. Please read this information carefully.

Please note that a minimum grade of "C" is required to progress in the DPD concentration for all major courses and the related required courses.

Combined Degree Program: B.S. in Foods and Nutrition: Nutrition and Dietetics/M.S. in Nutrition

Eligible undergraduate students can earn a combined BS/MS degree for a total of 141 credits. Students are required to complete a minimum of 120 undergraduate degree credits and 30 graduate-level degree credits of which 9 credits overlap in partial to fulfillment of the combined degree requirements. The Bachelor of Science degree will be awarded upon completion of 120 credits, which must meet all general education and professional concentration requirements.

Students interested in the BS/MS program option, must be a major in the foods and nutrition for the nutrition and dietetics concentration and meet the program's eligibility criteria:

- 1) Students must have established senior standing, or completion of 90 credits. Generally, this process is met at the beginning of the junior year.
- 2) Complete the prerequisites to the M.S. in Nutrition program coursework: Anatomy & Physiology I and II, Introductory and Organic Chemistry, Nutritional Biochemistry I, II (or the equivalent), and Statistics.
- 3) Students seeking a first degree through either the UG program or the Continuing Studies program must show adequate progress towards completion of the SEU Essentials general education program.
- 4) Hold a 3.0 cumulative GPA or higher from the Saint Elizabeth University and all schools attended.
- 5) Demonstrate academic achievement in the ND/DPD core (minimum of 3.2 GPA in the ND core and sciences), leadership and potential to ensure academic success in completion of the MS degree requirements.

Students wishing to complete the BS/MS option must apply and be recommended by the faculty for formal acceptance and must be a matriculating student (not open to DPD Verification visiting students). Students

must complete the FN Combined Degree application available in the FN Office or the FN Dept webpage. The completed application must be submitted to the Director of the Graduate Program no later than **Sept 15**. An admission decision will be made, and the applicant notified by **October 1**. Application available at: <https://www.steu.edu/bsfn> (See left tab: *Apply to BS/MS Degree*).

Once formally accepted through the FN Program, students are eligible to submit the SEU graduate application through the Admissions Office.

Combined degree students must maintain continuous matriculation. This program is designed for full-time enrollment. A full-time enrollment plan included 9 credits each fall and spring semester and 3 credits for summer session. Summer credits may be completed immediately upon a B.S. degree graduation in May, or the following summer with a tentative August graduation. Students wishing to complete the program on a part-time basis must meet with the Director of the Graduate Program to carefully plan their program to avoid interruptions in course offerings. A suggested course sequence plan for the part-time option is 6 credits for each of the summer, fall and spring semesters, and 3 credits for the fall semester with a tentative December graduation. (*Revised Summer 2018*)

Students complete 9 credits¹ awarded towards graduate studies in partial fulfillment of the current 30 credits required for the MS degree in Nutrition. Students must maintain a grade of “**B**” or better in all courses taken senior year to remain in the BS/MS combined degree program. Students entering the BS/MS program must notify course instructor for FN500, FN501 and FN503. A graduate-level assignment will be supplemented to the course. **This BS/MS course sequence plan encourages students to have completed all General Education requirements prior to their senior year.**

Transfer credits will be applied upon successful completion of the BS degree for the following courses. No course substitutions allowed.

- FN500 Community Nutrition (3 credits)
- FN501 Medical Nutrition Therapy I (3.0 credits)
- FN503 Medical Nutrition Therapy II (3.0 credits)

Students completing the Combined BS/MS degree program are **eligible** to receive their ACEND DPD Verification Statement upon conferring of the BS degree. This gives students the opportunity to sit for the N/DTR examination following completion the of BS degree requirements. **Policy revised fall 2013.**

Important: Students in the Combined BS/MS degree program are eligible to apply to any free-standing ACEND Dietetic Internship program. This will probably occur during the student’s fifth year. Students are highly encouraged to consult with the DPD Director and to consider program and DI planning options.

Combined BS (DPD)/MS in Nutrition: Five Year Plan for 2021 - 2022

| | | Fourth Year – First Year Graduate* | |
|--|------------------------|---|------------------------|
| <i>Fall Semester</i> | <i>Credits</i> | <i>Spring Semester</i> | <i>Credits</i> |
| FN400 Professional Practice in Dietetics, Foods and Nutrition | 1.0 | FN435 Management in Dietetics Practice | 4.0 |
| FN501 Medical Nutrition Therapy I | 3.0¹ | FN503 Medical Nutrition Therapy II | 3.0¹ |
| FN463 Nutrition Research and Communication | 2.0 | FN463 Capstone in Foods and Nutrition | 1.0 |
| FN502 Medical Nutrition Practice I | 1.0 | FN504 Medical Nutrition Practice II | 1.0 |
| FN500 Community Nutrition | 3.0¹ | FN405 Food Science and Experimental Foods w/Lab | 4.0 |
| FN507 Service Learning/Field Experience in Community Nutrition | 1.0-2.0 | | |
| <i>Total Credits</i> | 11.0-12.0 | <i>Total Credits</i> | 13.0 |

| Graduate - SAMPLE Fifth Year (Full-time) | | | | | |
|--|---------|---|------------|---|------------|
| Summer | Credits | Fall Semester | Credits | Spring Semester | Credits |
| MC626 Ethical Issues in Human Services Leadership FN Elective | 3.0 | FN650 Advanced Nutrition & Metabolism FN655 Research Methods for Health Professionals FN Elective | 3.0 3.0 | FN630 Interventions and Strategies for Weight Management FN695,697 or 699 Capstone Portfolio, Active Research, or Thesis | 3.0 3.0 |
| <i>Total Credits</i> | 6.0 | <i>Total Credits</i> | 9.0 | <i>Total Credits</i> | 6.0 |

Graduate faculty reserve the right to change courses. Minor changes in course sequence may occur based on Graduate Program offerings. Consult your graduate advisor prior to registration.

Recommended electives for students in BS/MS route include weight management, pharmacology, counseling psychology, critical care, and/or another clinical nutrition course.

Combined MS in Nutrition and Dietetic Internship Program

This combined program provides ND (DPD) students with the option of completing their MS degree online during the first year if full-time and supervised practice requirements year two. SEU students in good academic standing wishing to complete the Combined MS/DI program may be **eligible** to apply under a pre-select option during their senior year of the BS degree.

Pre-Select Qualifications: Students wishing to apply must follow specific application guidelines and meet the pre-select GPA requirements. Available at <https://www.steu.edu/msdipreselect>. **Read all instructions carefully and follow the most current published guidelines.**

The application deadline is September 15 with an acceptance decision rendered by October 1. If accepted, students must accept or decline the position by October 15. Once accepted into the SEU Combined MS/DI Program, the student will NOT be eligible to participate in computer matching for other positions. For further information, please contact Professor Theresa O'Reilly, Dietetic Internship Program Director or Dr. Anne Buison, Chair of the Graduate Program in Nutrition.

SEU students who *do not meet the pre-select* early decision requirements may still apply through the February application process – DICAS common application and D&D computer matching. The SEU DI Open House is generally held in mid-November.

Students wishing to pursue the MS/DI should consult with the DPD Director in preparation of their application. Please note the DPD Director does not participate in the MS/DI selection process.

Options for Returning Students to earn an ACEND DPD Verification

Special Considerations Dietetics Verification - for students who hold a B.A. or B.S. degree

Under certain circumstances students who already hold a B.A. or B.S. degree in foods, nutrition, dietetics or, or another closely related field and who wish to pursue required coursework to meet ACEND DPD verification statement requirements may earn a DPD verification. Students enroll as non-matriculated status. There is no degree offered under this option. Students should have a 3.0 cumulative GPA in past studies to be considered.

A review of all transcripts and recency/updating of education will be completed by the DPD Director and individualized advisement will be provided. A minimum of 12 credits must be completed in the DPD required coursework at SEU for the verification to be granted. This usually involves upper-level coursework. Refer to the Academic Catalog for more details. Follow *Initial Review Application* as per below.

Students who have completed the GSFN concentration at SEU and who later wish to pursue a career in dietetics may complete the ACEND DPD verification statement requirements under this option or in combination with the MS in Nutrition Degree. **In some cases, students may need to complete more than 30 credits towards the MS degree.**

Students who have completed their degree requirements outside of the United States must submit TOEFL (Test of English as a Foreign Language) scores and an original educational services transcript that states U.S. degree equivalency. On occasion, a copy of the foreign degree transcript may be requested. Acceptance under the **Special Considerations** option is available only to qualified candidates. Please note that in many cases, students with a B.A. or a B.S. degree in another area of study will meet the university's criteria for a second degree.

Applicants accepted to this option must maintain an academic standing of a letter grade of B or higher in required coursework, demonstrate attainment of all ACEND educational requirements*, and pre-professional standards as outlined for students enrolled in the ND concentration. Please note, the DPD Director maintains the right to withhold verification or dismiss any student in the special considerations option who fails to meet established standards.

*Attainment of all KRDN objectives. In some cases, an applicant may be required to complete a Prior Learning portfolio to ensure attainment of ACEND educational objectives.

Second Degree – DPD Verification

The second-degree option is designed for the student who holds a B.A. or a B.S. degree in a non-related field and requires a minimum of 32 credits to complete the degree and DPD coursework to meet ACEND DPD verification requirements. Students earn a B.S. in Foods and Nutrition.

Students must:

- Complete the required *Initial Review of Application* and follow the outlined procedure. *This form is available from the DPD Director or FN UG website.*
- Complete the program under the university's Continuing Studies program. Admission requires a 3.0 cumulative grade point average in past university-level studies. **Prospective applicants not meeting this standard should submit a letter discussing past academic performance.**
- **Applications will be reviewed, and recommendations made on an individual basis for admission.**
- **Applicants must provide a letter of application to the DPD Director discussing their goals and objectives for wishing to pursue their Nutrition and Dietetics credentialing.**
- Meet the university's requirements for a second degree and enroll as a matriculated student.
- Students who have completed their degree requirements outside of the United States must submit TOEFL (Test of English as a Foreign Language) scores and an original educational services transcript that states U.S. degree equivalency. On occasion, a copy of the foreign degree may be requested for review.
- Have a transcript evaluation of all past institutions attended to determine what courses a prospective student must take, and approximately how long it will take the student to complete the degree requirements. Students completing the program on a part-time basis must plan carefully to ensure pre-requisites are met.
- Complete a one four-credit course under the SEU general education requirements, Element III.

- Coursework requirements towards the DPD concentration will be determined on an individual basis but must meet a minimum of 24 credits towards the major.
- Only coursework with a grade of “B” or better for the DPD required and related courses will be accepted for initial transfer. Please note that under certain circumstances a lower grade may be accepted if the grade in question was part of the degree major (for example C+ in Psychology and degree was in Psychology). However, no course grade less than a “C” will be accepted.
- Upper-level nutrition courses completed at another institution must have been completed within the past five years to transfer. The decision to accept a course will be based upon the DPD Directors evaluation (not institutional). Nutritional Biochemistry I and II and all courses with specific ACEND KRDN student learning outcomes must be completed at the SEU unless specific permission has been provided by the DPD Director or the FN Program Chair.
- Maintain academic standing of a letter grade of B or higher, demonstrate attainment of all ACEND educational requirements, and pre-professional standards as outlined for students enrolled in the ND concentration.
- Interested students should apply by July 15 for consideration of a Fall admission and by November 15 for consideration of a January admission.

Qualified students completing the DPD concentration second degree option may wish to consider the Combined BS/MS five-year degree program or apply to the Combined MS/DI program.



LEADERSHIP THROUGH EXCELLENCE

Meet a few of our NJ Academy of Nutrition and Dietetics Outstanding DPD Students: (R-L) Natalia Benson 2019, Lena Mattero 2017; Katerina Melekos 2014; and Emily Pomykala 2011. A SEU student has been the recipient of this NJ state affiliate award of the Academy of Nutrition and Dietetics twelve times since 2007! [See page 41 of handbook.](#)

Bachelor of Science in Foods and Nutrition – General Studies in Foods and Nutrition Concentration

This degree option allows students the flexibility to plan a personalized career path combining skills, talents, and academic interests. Students who are focused on graduate study in food technology or food science are encouraged to complete the chemistry minor or consider taking the higher-level chemistry/science coursework. If your interest is more geared to the food industry, a focus on business and communications course is encouraged.

While the GSFN is a relatively new concentration, several graduates have gone on to graduate school in food science and public health, and pre-medical post baccalaureate studies. Graduates have found employment in the beauty and cosmetic industry, food industry in product design and social marketing, the pet-food industry, and in health education/exercise professions. A few have returned to SEU to complete their DPD verification. Students are encouraged to speak to their advisor and faculty about their interests in planning the major.

General Studies in Foods and Nutrition concentration - Mission

The mission of the *General Studies in Foods and Nutrition concentration* is to prepare students with broad foundational knowledge of food and nutrition principles and practices leading to future studies through a student-centered multidisciplinary approach rooted in the Catholic liberal arts tradition. (Updated 6/2109)

Program Goals

1. The program will prepare graduates in general studies in foods and nutrition (GSFN) which may be combined with another area of study (i.e., business, communication, allied health, or as entry to pre-medical studies, etc.) for a special career in foods and nutrition, and preparation for graduate studies.
2. Integrated foods and nutrition–related learning opportunities will prepare graduates to develop qualities of personal and professional ethics, social responsibility, service, leadership, and an appreciation for lifelong learning.

Curriculum Plan General Studies in Food and Nutrition concentration: Four Year Plan (revised 2021)

| First Year | | | |
|---|-----------|--|-----------|
| Fall Semester | | Spring Semester | |
| BUS100 Introduction to Business (<i>Pre-requisite to BUS200</i>) | 2.0 | Math119 Elementary Statistics | 4.0 |
| PSY100 Psychology or equivalent | 4.0 | SOC100 Sociology | 4.0 |
| General Education – Element I | 6.0 | General Education – Element I | 6.0 |
| Personal Nutrition – <i>Elective Suggested</i>) | 2.0 | BUS200 Principles of Management and Management Skills - <i>Elective</i> | 4.0 |
| Elective | 4.0 | | |
| <i>Total Credits</i> | 14.0-18.0 | <i>Total Credits</i> | 14.0-18.0 |
| Second Year | | | |
| Fall Semester | | Spring Semester | |
| FN200 Introduction to Food Science w/ Lab | 4.0 | FN210 Basic Human Nutrition | 3.0 |
| CHEM121 Introductory Chemistry w/ Lab | 4.0 | FN213 Principles of Nutritional Assessment | 1.0 |
| General Education – Element II or Elective (1-2) | 4.0 | CHEM123 Introductory Organic Chemistry w/ Lab | 4.0 |
| FN100 Professional Preparation* | 1.0 | BIO123 Anatomy & Physiology I w/Lab (<i>formerly Human Physiology117</i>) | 4.0 |
| BIO121 Anatomy & Physiology I w/Lab (<i>Recommended Elective</i>) | 4.0 | General Education – Element II | |
| | | FN100 Professional Preparation* | 1.0 |
| <i>Total Credits</i> | 13.0-17.0 | <i>Total Credits</i> | 16.0-17.0 |
| Third Year | | | |
| Fall Semester | | Spring Semester | |
| FN235 Methods of Nutrition Education | 4.0 | FN323 Nutrition in the Life Cycle | 4.0 |
| FN320 Nutritional Biochemistry I | 4.0 | FN325 Nutritional Biochemistry II | 4.0 |
| FN300 Food Production Systems w/ Lab | 4.0 | BUS245 Accounting for Health Care Professionals (or equivalent substitution) | 4.0 |
| General Education – Element II or III | 4.0 | General Education – Element II or III | 4.0 |
| <i>Total Credits</i> | 16.0 | <i>Total Credits</i> | 16.0 |
| Fourth Year | | | |
| Fall Semester | | Spring Semester | |
| FN400 Professional Practice in Dietetics, Foods and Nutrition | 1.0 | FN405 Food Science and Experimental Foods w/ Lab | 4.0 |
| FN463 Nutrition Research and Communication Seminar | 2.0 | FN490 Capstone in Foods and Nutrition | 1.0 |
| FN500 Community Nutrition | 3.0 | General Education – Element IV and/or Elective | 4.0 |
| FN507 Service Learning/Field Experience in Community Nutrition | 1.0-2.0 | Electives | 4.0-8.0 |
| General Education – Element IV Capstone and/or Elective(s) | 4.0-8.0 | | |
| <i>Total Credits</i> | 12.0-16.0 | <i>Total Credits</i> | 13.0-17.0 |

Total Credits required for degree 120 (120 credits are required for graduation). For more on the University's degree requirement for graduation, please refer to the SEU Catalog. Students taking more than 18 credits in a semester should refer to the university catalog for credit costs and seeking approval. Course offerings may be subject to revision based on course changes offered by other disciplines. The curriculum plan outlined assumes

full-time enrollment. Students completing the program on a part-time basis will need to plan carefully to ensure all pre-requisites are met.

Considerations in Planning

- Students may take FN100 Professional Practice* in either the fall or spring semester of second year.
- Suggested Electives for first year: FN109 Personal Nutrition, BIO111 Fundamentals of Biology, or plan accordingly for a minor. Faculty will gladly assist you in figuring out a minor
- Students thinking about a minor in chemistry may be required to begin their studies in biology and/or chemistry during freshman year (CHEM 151 and CHEM 153)
- Students considering a food-related course of study should consider taking BIO111 Fundamentals of Biology and BIO209 Microbiology.
- GSFN encourages students to pick electives of interest. Students may also cross-register for a course(s) at Fairleigh Dickinson University (FDU) and Drew University.

General Studies in Foods and Nutrition List of Required Courses (Personal Log)

| Course Number | Course Title | Credits | Semester Completed | Grade Earned |
|---------------|--|-----------|--------------------|--------------|
| FN100 | Professional Preparation | 1.0 | | |
| FN200 | Introduction to Food Science w/Lab | 4.0 | | |
| FN210 | Basic Human Nutrition | 3.0 | | |
| FN213 | Principles of Nutritional Assessment | 1.0 | | |
| FN235 | Methods of Nutrition Education | 4.0 | | |
| FN300 | Food Production Systems w/Lab | 4.0 | | |
| FN320 | Nutritional Biochemistry I (May be taught through CHEM) | 4.0 | | |
| FN323 | Nutrition in the Life Cycle | 4.0 | | |
| FN325 | Nutritional Biochemistry II | 4.0 | | |
| FN400 | Professional Practice in Dietetics, Foods and Nutrition | 1.0 | | |
| FN405 | Food Science and Experimental Foods w/Lab | 4.0 | | |
| FN463 | Nutrition Research and Communication Seminar | 2.0 | | |
| FN490 | Capstone in Foods and Nutrition | 1.0 | | |
| FN500 | Community Nutrition | 3.0 | | |
| FN507 | Service Learning/Field Experience in Community Nutrition | 1.0-2.0 | | |
| | Total | 41.0-42.0 | | |

General Studies in Foods and Nutrition Required Related Courses

| Course Number | Course Title | Credits | Semester Completed | Grade Earned |
|---------------|---|---------|--------------------|--------------|
| BIO123 | Anatomy and Physiology II w/Lab* | 4.0 | | |
| CHEM121 | Introductory Chemistry w/Lab | 4.0 | | |
| CHEM123 | Introductory Organic Chemistry w/Lab | 4.0 | | |
| MATH119 | Elementary Statistics (or equivalent) | 4.0 | | |
| BUS200 | Principles of Management and Management Skills** | 4.0 | | |
| BUS245 | Accounting for Health Care Professions (or equivalent subst.) | 4.0 | | |
| PSY | Psychology Elective | 4.0 | | |
| SOC | Sociology Elective | 4.0 | | |
| | Total | 32.0 | | |

* Recommend taking BIO121 A&P I. **Pre-requisite is BUS100 Introduction to Business

Please note that a minimum grade of "C" is required to progress in the GSFN concentration for all major courses and for the related required courses.

Should a student receive a C- in an upper-level FN course this grade may be accepted towards degree requirements (policy revised Fall 2017).

GSFN Conversion to the Nutrition and Dietetics Profession

Students who have completed the GSFN concentration at SEU and who later wish to pursue a career in dietetics may complete the ACEND DPD verification statement requirements under the **Special Conditions** option (non-matriculated) or through the MS in Nutrition Degree. Students must meet the academic qualifications for the DPD Verification. Recency of upper-level courses will apply. *(Reviewed 7/26/2021)*

SEU Independent Major

Students interested in an Individualized Major through the GSFN concentration, please refer to the University's Academic Policies. Students are encouraged to discuss this option with their first-year advisor and an FN advisor early on in their studies. <https://www.steu.edu/isdmajor>.

Educational Plan

The FN Program has designed a curriculum that ensures that students have the knowledge, skills, values, and attitude that are defined in the DPD and General Studies in Foods and Nutrition mission statements. Throughout the curriculum, we refer to these as Student Learning Outcomes.

Student Learning Outcomes and Objectives

What is a Student Learning Outcome? Student learning outcomes (SLO) describes the anticipated result of what a student should be able to perform upon successful completion of his/her course of study. This could be a course or upon completion of the program. Therefore, SLOs and course objectives shape the curriculum.

Throughout your foods and nutrition studies, student knowledge, skills, values, and attitude are gained through learning that is intentional and sequential in curriculum design. Coursework is planned for students to gain application and integration of principles and problem solving related to the major in a formative process. Assignments such as food science laboratory experiences, debates, food demonstrations, recipe development, nutritional menu planning, the development and design of educational materials, case studies, etc. assist with this process. In addition, experiential learning may include field trips, nutrition education for the public, and a project-based community nutrition service learning, etc.

Department of Foods and Nutrition Learning Outcomes

Department Faculty has identified general FN Common Core Student Learning Outcomes that all graduates in the major from the two concentrations should be able to accomplish successfully. These outcomes embrace the development of cognitive, affective, and psychomotor skills (i.e., FN1, FN2, and FN3) and allows for greater interrelationship of the learning experiences.

Additionally, the FN program describes SLO for the DPD concentration that is consistent with the ACEND educational accreditation requirements referred to as *Core Knowledge for the RDN*. We have also described specific SLO for the General Studies in Foods and Nutrition concentration.

FN course syllabi indicate how each course connects to FN Common Core SLO, the ACEND DPD KRDN, and /or the GSFN SLO. All syllabi include course-identified FN Common Core SLO and several courses will include learning outcomes for both concentrations. In addition, SLO are incorporated in the Student Achievement Portfolio that is explained later in this handbook. Students should familiarize themselves with the SLO.

Writing in the Curriculum

Throughout the FN curriculum, writing skills are emphasized. Assignments are designed to assist students in writing for the sciences, as well as general writing proficiency for professional development.

Assessment of Learning

You may hear the term used “student-focused or learning-centered.” This describes the instruction and assessment planning of student learning. To assist in this process, students may be asked by faculty for a sample of their work to assist with the assessment process.

The purpose of the program goals and outcome assessment measures for the SEU Bachelor of Science degree in Foods and Nutrition is to ensure a continuous evaluation of our two program concentrations. The model developed allows for a systematic internal and external evaluation of the program. By monitoring student performance, graduate and various external guides, the FN Program can continue to deliver quality educational courses of study. In general, the following outcome assessments are evaluated over a five-year period. Please refer to the back of this handbook for specific program outcomes. Outcomes are available upon request.

Institutional Assessment: Outcomes data for SLO Plan are shared with the Office of Institutional Research and Academic Assessment as part of SEU-wide assessment.

**Department of Foods and Nutrition
FN Common Core Learning Outcomes**

FN1. The FN student will demonstrate the ability to **apply critical thinking and evaluation of concepts** to foods and nutrition-related problems using discipline appropriate information literacy, science, computations and analysis skills.

FN1a. Locate and accurately integrate scientific information and research into practice.

FN1b. Accurately interpret and summarize gathered data (i.e., food research, health statistics, etc.).

FN1c. Critically evaluate food and nutrition-related public communications/information.

FN1d. Independently solve complex problems.

FN1e. Appreciate multiple perspectives and collaboratively solve complex problems.

FN1f. Effectively use various technologies (i.e., food science equipment, computer software applications, assessment tools, etc.) to support foods and nutrition concepts.

FN1g. Evaluate and comprehend the various professional organizations, laws, regulations, and policies that influence food and nutrition decision making and delivery of services.

FN2. The FN student will demonstrate **social understanding, and influence of the professional** beliefs, values, attitudes, behaviors and **ethical responsibilities** of the practice of foods and nutrition-related course of study.

FN2a. Recognize, respect, and respond to perspectives and cultures that may be different from their own.

FN2b. Develop awareness of professional organizations that influence an area of practice.

FN2c. Acquire a sense of professional identity, develop a foundation for ethical standards of responsibility, and decision-making for practice.

FN2d. Accept responsibility for personal learning and seek opportunities for continuous learning.

FN3. The FN student will demonstrate an understanding of, and the ability to **communicate effectively** both in written and oral forms within the Foods and Nutrition Program.

FN3a. Effectively produce various writing products integrating discipline-specific literature and the ability to consider perspectives from other disciplines.

FN3b. Ability to use basic and technical verbal communication skills to communicate with diverse audiences, one-on-one, in groups, and to make formal presentations.

FN3c. Ability to appropriately select and use a variety of media and current technologies in the process of communication to reach diverse audiences.

Nutrition and Dietetics (ND/DPD) Concentration ACEND DPD Student Learning Outcomes

ACEND: Demonstrate an ability to apply the dietetics-specific foundation knowledge requirements⁵ and learning outcomes:

Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.

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 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.

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 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 Customer Services: Development and delivery of information, products and services to individuals, groups and populations.

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).

⁵ SLO reflect the current Core Knowledge for Registered Dietitian (KRDN) as established by ACEND, updated to meet the 2022 Standards (*revised Summer 2022*).

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 the 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.

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 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 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.

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.

Successful completion of all ACEND Knowledge Requirements for the Registered Dietitian (KRDNs) attests to a student's ability to receive a DPD Verification upon completion of the program.

Each KRDN is aligned to a specific core objective which is further aligned to a summative learning activity or assignment in designated courses: FN320, FN400, FN435, FN463, FN490, FN500, FN501, FN502, FN503, FN504 and FN507. The syllabi of these courses will denote the KRDN assessment.

The activity or assignment instructions and the rubric or grading sheet will identify this information and level of "proficiency" required demonstrating attainment of the KRDN. Course instructors will guide students in understanding the course embedded KRDN.

ACEND Standard 3.3. The program's curriculum must provide learning activities to attain the breadth and depth of the required curriculum components and core knowledge. *Learning activities must:*

- a. Prepare students for professional practice with patients with various conditions, including but not limited to overweight and obesity, endocrine disorders, cancer, malnutrition and cardiovascular, gastrointestinal and renal diseases.
- b. Prepare students to implement the Nutrition Care Process with various populations and diverse cultures.
- c. Address and build competency in diversity, equity and inclusion.
- d. Use a variety of educational approaches necessary for delivery of curriculum content, to meet the learner needs and to facilitate learning objectives.

General Studies in Foods and Nutrition Concentration

GSFN Student Learning Outcomes

GSFN 1. Demonstrate an ability to apply a broad understanding of discipline-specific knowledge in food and nutrition principles and practices.

GSFN 2. Comprehend the role of foods and nutrition, nutrient function and human metabolism in the maintenance of normal health and disease prevention across the life span.

GSFN 3. Integrate concepts of food, nutrition assessment, psycho-social, socio-economic, culture, and health in the implementation and provision of nutrition.

GSFN 4. Apply concepts of educational theory in the design and implementation of food, nutrition, community health and wellness promotion and programs.

GSFN 5. Apply principles of food systems, food science and food preparation techniques and application to the development, modification and evaluation of recipes, menus and food products acceptable to diverse audiences.

GSFN 6. Apply principles of management functions that support the delivery of food and nutrition programs.

FN Major and Elective Course Descriptions

FN100 Professional Preparation: Career opportunities in foods, nutrition and dietetics are introduced. Emphasis is placed on academic and pre-professional preparation. Guest speakers from various areas of professional practice supplement lectures. For FN majors (1 Credit; Prerequisites: None).

FN109 Personal Nutrition: The relationship of food and nutrition to health and wellness is explored. Students are introduced to the fundamentals of digestion and absorption, and the role of nutrients in the body. General concepts of health and disease, and consumerism are discussed. The course is designed for students with little or no science background. Open to all students (2 Credits).

FN200 Introduction to Food Science w/Lab: Principles of food science are introduced with an emphasis on the function of ingredients in food systems. Scientific and sensory evaluation techniques are presented. Students are introduced to scientific writing. Requires a laboratory session (4 Credits; Grading for lab is Pass/Fail; Offered fall semester; Prerequisites: None).

FN210 Basic Human Nutrition: Students study the essential nutrients, the physiologic processes of digestion, absorption, and metabolism, and the nutritional requirements for the adult. Discussion of nutrition related to prevention and major health diseases/disorders is included. Students gain basic skills in nutritional assessment, computations, nutrient analysis, and meal management concepts for individuals and groups. Critical reading of the literature is introduced (3 Credits; Offered fall and spring semesters, and summer as needed; Prerequisites: None).

FN213 Principles of Nutritional Assessment: Introduction to the practice of nutrition assessment including food and nutrition history, clinical, physical and biochemical (1 Credit Practicum).

FN217 World Foods: A study of the food habits of the people of the world, including the economic, environmental and cultural influences affecting their nutritional status and food patterns. Open to all students. Elective for FN majors (3 Credits; Offered most semesters).

FN235 Methods of Nutrition Education: Counseling and learning theories are introduced. Developmental or age-related learning concepts are explored to promote effective nutrition education in a variety of settings. Students increase familiarity with use of appropriate nutrition resources and communicating nutrition science. Focus is placed on student development in the application and skill for the planning, implementation and evaluation of nutrition education programs and materials for diverse audiences. Students complete a nutrition education portfolio which includes a community-based teaching session (4 Credits; Offered fall semester; Prerequisite: FN210 Basic Human Nutrition).

FN300 Food Production Systems: Principles and theories of food production and delivery systems, subsystems operations and management of food service are covered; emphasizes Hazardous Analysis and Critical Control Points (HACCP), environmental principles and quality standards. Students complete ServSafe® certification. Includes off/site laboratory/field experience in application of food production systems (4 credits; Offered fall semester; Prerequisites: FN200 Introduction to Food Science and FN210 Basic Human Nutrition).

FN320 Nutritional Biochemistry I: An in-depth study of *macronutrients* and their specific functions in metabolic processes integrating human physiology, biochemistry, genetics, nutrigenomics and human nutrition (4 Credits; Offered fall semester; Prerequisites: FN210 Basic Human Nutrition and CHEM123 Intro to Organic Chemistry).

FN323 Nutrition in the Life Cycle: An exploration of the nutritional needs and dietary recommendations of people throughout the life cycle from pregnancy to the older adult in normal health and under special considerations. Physiological and environmental factors which affect nutritional status are discussed. Major government programs for populations at risk are identified. Case studies are introduced (4 credits; Offered spring semester; Prerequisites: FN210 Basic Human Nutrition; Co-requisite: BIO123 Anatomy & Physiology II).

FN325 Nutritional Biochemistry II: An in-depth study of *micronutrients* and their specific functions in metabolic processes integrating human physiology, biochemistry, genetics, nutrigenomics and human nutrition (4 Credits; Offered spring semester; Prerequisites: FN320 Nutritional Biochemistry I or CHEM325 Biochemistry II).

FN399 Special Topics in Foods and Nutrition: An exploration of a specific topic that is of current interest in foods, nutrition or dietetics (3 credits).

FN400 Professional Practice in Dietetics, Foods and Nutrition: Reviews current professional practice requirements in dietetics and related fields. Provides direction for preparation for career transition— supervised practice, graduate education, or employment. Student Achievement Portfolios are reviewed (1 Credit; Offered fall semester; Senior standing).

FN405 Food Science and Experimental Foods w/Lab: Advanced concepts of food science, food technology, and recipe development are integrated into laboratory work in experimental design and evaluation. Students complete a research project. Scientific report writing is emphasized (4 Credits; Offered spring semester; Prerequisite: FN200 Introduction to Food Science, Math119 Statistics and CHEM123 Intro to Organic Chemistry).

FN435 Management in Dietetics Practice: An in-depth study of the organization, management and evaluation of dietetic services in health care, schools and entrepreneurial operations. Emphasizes the application of resource management: human, financial, facilities, and quality assurance; examines issues of accreditation, legislative and regulatory. Students develop an independent business plan (4 Credits; Prerequisites: FN300 Food Production Systems and MATH119 Statistics).

FN463 Nutrition Research and Communication Seminar: Explores current issues facing food, nutrition and dietetics practice, which introduces and reinforces skills necessary for critical thinking, communication of nutrition information, and group collaboration. Material presented includes techniques for development and presentation of seminars; methods for critically evaluating literature; and science writing. Writing intensive (2 Credits; Offered fall semester; senior standing).

FN490 Capstone in Foods and Nutrition: Students present an in-depth professional presentation on a selected discipline-related topic and completes a comprehensive examination. Student Achievement Portfolios are finalized (1 Credit; Offered spring semester; Senior standing).

FN491 Independent Study: Open either semester to senior Foods and Nutrition students with departmental approval. Students must demonstrate initiative in accepting responsibility and cooperation within the department to warrant the necessary extra time for a personal enrichment program. An outline and a time plan will be submitted at the time of requesting faculty approval (May be taken for 1 to 3 credits).

FN 500 Community Nutrition: Principles of community nutrition program planning, assessment, intervention development and evaluation; social, cultural, health and illness concepts are explored. U.S. public health nutrition policies, programs and practices are presented. Students are introduced to public policy advocacy in nutrition (3 Credits; Offered fall semester; Prerequisites: FN235 Methods of Nutrition Education and FN323 Nutrition in the Life Cycle; Co-requisite: FN507 Service Learning/Field Experience in Community Nutrition).

FN501 Medical Nutrition Therapy I: Examines the etiology, pathophysiology, risk factors and clinical findings of several disease/disorder states. Emphasis is placed on the application of medical nutrition therapy in the management of acute and chronic conditions. Ethical issues and standards of practice are presented. Evidence-analysis research is introduced. *Access to the Academy's Evidence Analysis Library is required.* Taught concurrently with FN 502 (3 Credits; Offered fall semester; Prerequisites: FN325 Nutritional Biochemistry II and FN323 Nutrition in the Life Cycle, and Co-requisite: FN502 Medical Nutrition Practice I).

FN502 Medical Nutrition Practice I: Application to the practice of medical nutrition therapy is covered through the use of guided readings, evidence-based practice and case studies to foster critical thinking in clinical care. MN Practice I focuses on the nutrition care process of assessment and diagnosis of nutritional status; basics of meal planning and calculations for nutrition support. Cultural competency in healthcare is integrated. Development of interviewing skills is emphasized. This course is taught concurrently with FN 501 (1 Credit Practicum; Offered fall semester; Prerequisites: FN323 Nutrition in the Life Cycle and FN325 Nutritional Biochemistry II; and Co-requisite: FN502 Medical Nutrition Therapy I).

FN503 Medical Nutrition Therapy II: This course is a continuation of MNT I. Examines the etiology, pathophysiology, risk factors and clinical findings of several disease/disorder states. Emphasis is placed on the application of medical nutrition therapy in the management of acute and chronic conditions. Ethical issues and standards of practice are presented. Evidence-analysis research is integrated. *Access to the Academy's Evidence Analysis Library is required.* Taught concurrently with FN504 (3 Credits; Offered spring semester; Prerequisite: FN 501 Medical Nutrition Therapy I and FN502 Medical Nutrition Practice I; Co-requisite: FN504 Medical Nutrition Practice II).

FN504 Medical Nutrition Practice II: A continuation of Medical Nutrition Practice I. Application to the practice of medical nutrition therapy is covered through the use of practice standards, evidence-based practice and case studies to foster critical thinking in clinical care. MN Practice II expands on the nutrition care process with emphasis on nutrition intervention and nutrition care outcomes. Cultural competency in healthcare is integrated. Focus is placed on the development of counseling skills. This course is taught concurrently with FN503. May involve off campus travel (1 Credit Practicum; Offered spring semester; Prerequisite: FN501 Medical Nutrition Therapy I and FN 502 Medical Nutrition Practice I; Co-requisite: FN503 Medical Nutrition Therapy II).

FN507 Service Learning/Field Experience in Community Nutrition: The overall objective of this course is to help students develop an integrative framework for community nutrition that combines direct practice with a service project. Students learn discipline-related knowledge through a service learning/ field experience under the guidance of a community sponsor. Student develop a project proposal leading to a final service-learning portfolio designed to bring together project assessment with an awareness of the context, cultural landscape, and public policy issues impacting community organizations. Requires a minimum of 10 hours field experience in addition to designated class time. Class time focuses on aspects of the student's role in field work, developing supervisory relationships, and expectations of professionalism (1 to 2 Credits; Offered fall semester; Co-requisite: FN500 Community Nutrition).

FN520 Special Topics in Foods and Nutrition: An in-depth exploration of a specific topic that is of current interest in foods, nutrition or dietetics. Approval of the Graduate Program Director (3 credits).

(Course descriptions reviewed July 2021)

Our Graduates:

The professional field of foods, nutrition and dietetics is a dynamic career choice in today's health and consumer-oriented society. This field of study offers the potential for a wide variety of employment options within the food industry, communications and health-related professions.

Our graduates have found successful opportunities in health care and the pharmaceutical industry, the food industry as regulatory affairs specialists, quality assessment, or as a supermarket specialist, in communications as food writers, education, community and public health agencies, and in the areas of nutrition counseling, corporate wellness and personal health-lifestyle motivation and fitness. Many of our graduates complete their program requirements to become Registered Dietitian Nutritionists.



What You Need to Know to Get Started at SEU

Academic Integrity Policy – Undergraduate

All students must be familiar with and uphold the following SEU AI Policy. For the full policy, visit <https://www.steu.edu/academicpolicies>.

Academic integrity is a demonstration of respect for the scholarship and the intellectual and creative efforts of others. Membership in the academic community of the Saint Elizabeth University implies a high regard for human dignity and the expectation that ethical conduct be understood and practiced. We recognize that every individual has the right to the fruits of her/his own labor and is entitled to the appropriate acknowledgement of that labor. Consequently, academic integrity is a vital part of the relationship among the University's faculty, administrators, staff and students.

Recognizing a responsibility to educate the members of its community about academic integrity, the University conducts informational sessions about academic integrity for first-year and transfer students during their first semester on campus. In turn, each member of the academic community must recognize her/his individual responsibility to uphold academic integrity. The University will not accept academic dishonesty, which includes but is not limited to plagiarism, cheating in any form, theft of educational materials, the falsification of data, and illegal production of computer and audio/video software. Penalties will be imposed for violations of academic integrity.

Violations of Academic Integrity:

Violations of Academic Integrity as applied to students include, but are not limited to:

- Plagiarism, which is the use of another person or group's work without giving the author(s) credit. Plagiarism includes: using all or part of another student's paper, journal, lab report, computer program or file; buying a paper, or trading goods or services for a paper; and using ideas, phrases, sentences, paragraphs, or pages from an article, essay, book, newspaper, magazine, or any other reference source without properly citing that source, either deliberately or through neglect.
- Cheating on tests, which includes copying answers from another student or using impermissible information on an examination.
- Forging the name of a student or member of the faculty, administration, or staff on exams, projects, or university documents constitutes a violation of academic integrity.
- Sabotaging the work of another student includes deliberately destroying, harming or altering material or projects.
- Falsification of data includes describing experiments that did not take place, presenting results that were deliberately altered, and citing data or references that do not exist.
- Unauthorized removal of books, journals, periodicals, and other library resources is a form of stealing, and is illegal. Violating copyright laws and/or using the work of others via computer or other technological means

without express permission and/or clear attribution demonstrates disrespect for the creative work and personal expression of others. Although electronic and/or magnetic information is easily produced, invasion of privacy, unauthorized access, trade secret violations, and copyright violations are illegal (1987 EDUCOM and AADAPSO and copyright laws). Most computer and audio/video software are protected by copyright laws. It is incumbent upon the user to be familiar with the license agreement between the editor or publisher and the purchaser.

The following practices are illegal and/or violations of University policy:

- Making, receiving or using unauthorized copies of computer or audio/video software.
- Removing institutional copies of computer or audio/video software from the library, laboratories, or offices without permission from the Academic Computer Services or the Audio/Video Center.
- Copying all or part of another's computer program, assignment, file, database or audio/video material.
- Using a computer to obtain illegal access to another computer.
- Altering educational versions of software in a manner that violates an existing license or agreement. First-time violations of academic integrity may be dealt with on a one-to one basis by the instructor of the course in which the offense occurred. In such instances the instructor will report the episode and its resolution to the Retention Coordinator.

Three Most Frequently Asked Questions by Students:

1. "How do I register for a course?"
2. "Where can I find information on adding a course, dropping a course, taking a Leave of Absence or withdrawing from a course?"
3. "What if I want to take a course at another institution?"
4. "Where can I find the university catalog?"

Students must become familiar the Registrar webpage. This information is available at:

<https://www.steu.edu/registrar>. The Registrar's office posts the academic calendar, the exam schedule, graduation application forms, major/minor forms, approval for study at another institution, etc.

For your convenience: the offices of the Registrar's, Business and Financial Aid are located on the second floor of Santa Rita.

Academic Advising

Each student will be assigned an Academic Advisor. For students entering freshmen year you will be assigned a 1st-year advisor. Your advisor will work closely with the FN program advisors. We encourage all students to meet and consult with their advisor at least once a semester. For freshmen entering SEU, please read more on academic advising at <https://www.steu.edu/advising>. **It is the responsibility of the student to seek academic assistance and advice.** Students planning on entering the ND/DPD concentration should work closely with their 1st-year academic advisor and set an appointment with the DPD Director second-semester freshman year. When you meet with your advisor or DPD Director you are encouraged to discuss academic progress, review your schedule for each semester, registration guidance, graduation requirements, career interests and goals, and plan for your future (e.g., employment, dietetic internship, master's degree, etc.).

Full-time students are especially encouraged to submit a complete course plan to his/her advisor, who can provide comments as to feasibility of the plan. Please use your FN Student Handbook to guide you through the process. If you are uncertain as to whom your advisor is, please ask.

Academic Progress and Early Student Assessment/Alert:

In general, students in the FN major must receive a grade of "C" or better in all courses required and related required for ND/DPD and GSFN. A student who receives below a "C" in a required or a related-requires course must repeat the course and obtain a "C" or better to progress especially in the early FN major courses and in the sciences. Please review SEU academic policy on repeating a course. Under certain circumstances, should a student receive a "C-" in an upper level that grade may be accepted towards the FN degree (per FN faculty decision for students in the GSFN concentration).

If a student is having trouble progressing in FN Program, their advisor will meet with them to discuss available SEU resources and services. ND/DPD students experiencing difficulties should also meet with the DPD Director.

Early Student Assessment/Alert:

Faculty that teach first year students are asked to report a third week assessment for early feedback for students. This report is shared with the students' first year advisor and the advisor will intervene with students that are not performing well. Faculty is also required to enter midterm grades in Self-service, so students and their advisors can monitor their performance at that point in the semester.

The University has a new student support advising alert system called *Navigate* where an academic care report can be entered. The *Navigate* system is located on our website for easy instructor or

advisor access. Faculty members are encouraged to enter a report about any student who misses consecutive classes, demonstrates poor performance on a test or quiz or is missing any assignments. This report is sent to advising coordinators who contact the student regarding the academic warning and copies the student's advisor. The alert system facilitates the importance of the advisors' role to intervene with a student.

Additionally, the Committee on Admissions and Student Academic Standing (CASAS) monitors the progress of matriculated undergraduate students. CASAS issues academic warnings, probation and dismissals based on the student's performance at the end of each semester. CASAS will email each student and copies their advisor to inform the student of their academic standing.

Academic Calendar

The Academic Calendar is published on the Registrar webpage <https://www.steu.edu/academiccalendar>. Most all FN courses follow the F (full) Session or full semester calendar. FN100 and FN400 are offered in a seven-week format and may either follow the A Session (first seven weeks of the semester) or the B Session (second seven weeks of the semester). The calendar indicates all Add/Drop, Last day to Withdraw from a course, the examination schedule and holidays/vacations. The calendar also lists when registration opens for the upcoming semester. **Students must pay careful attention to all published deadlines in the Academic Calendar.**

Access to Personal File and Protection of Privacy of Student Information

Students may set an appointment to request to review their FN program file through their advisor at any time. Students have access to **Self-Service** in which they may view their SEU transcript. The Family Educational Rights and Privacy Act of 1974 (FERPA) affords student certain rights with respect to their education records. For the University policy on FERPA visit <https://www.steu.edu/academicpolicies>.

Students who wish to amend a record must follow the Registrar Office policy and complete *Request to Prevent Disclosure Form* (see tab for downloadable forms).

Academic Recognition

SEU level academic recognition for students who earn at least a 3.5 semester GPA includes:

- Dean's List: Full-time students
- Graduation honors are awarded to students who have achieved cumulative grade point averages for SEU course work as follows: 3.85 — highest honors, 3.70 — high honors, and 3.50 — honors.

Academic Support: IT Laptop Computer Rental

SEU offers the option for students to rent a laptop computer. All full-time undergraduate students are required to participate in the Laptop Rental Program unless they have a personal laptop that meets the University's IT requirements. Fee for the rental service is \$125 per semester. To learn more:

<https://www.steu.edu/it/laptop-rental-program>

Academic Support: Success Center and Accessibility Services

Success Center: The Conklin Academic Success Center located in the Mahoney Library is open to students, faculty, and staff. The center offers tutoring, study skills and writing assistance. More information is provided in FN course syllabi. To learn more: <https://www.steu.edu/successcenter>.

Accessibility Services: SEU provides services in a manner that promotes the independence and inclusion of students with disabilities in all aspects of college life <https://www.steu.edu/academics/accessibility-services>.

Academics: SEU Essentials (General Education) Requirements and Electives

Students are responsible for understanding and fulfilling the university's general education requirements for graduation. Please refer to the *University's Online Catalog* at <https://www.steu.edu/gened>.

Program faculty recommend the following *elective* courses to complement the FN major in the following areas: **Communications**: COMM223 Public Speaking and Presentation Skills, COMM243 Cross Cultural Communication; **Foreign Language**: SPAN107 Spanish for Healthcare Professionals; **Global Studies**: GS253 World Culture Studies; **Philosophy**: PHIL331 Ethics in Healthcare; **Theology**: THEO200 Bioethics; **Psychology**: PSY217 Introduction to Counseling; **Biology**: BIO103 Concepts in Biology; **Health Sciences**: AHS103 Medical Terminology, AHS200 Global Health and Culture Perspectives, AHS215 Health Care Organizations & Delivery Systems; AHS301 Intro Gerontology; AHS303 Intro Information Systems; and FN217 World Foods.

Students interested in nutritional science/pre-medicine or chemistry minor may wish to consider the following courses: Calculus, Physics, Biology, Chemistry I and II, Organic Chemistry I and II, Biochemistry and Genetics.

Costs: Tuition and FN Program Related

Tuition: Tuition rates and estimated expenses for university fees, student health and accident insurance, mandatory accident fees and housing for students is published by the University. Tuition and Fees for Traditional aged, Continuing Studies and Graduate students can be found at <https://www.steu.edu/ugtf>. Additional information regarding SEU fees such as parking fees, transcript fees, specific course related fees, etc. can also be found on this web page.

FN Program Related Costs: FN program costs may include books and materials, travel associated with course-related practice experiences, and Mantoux testing. Students should build these fees into their financial planning as non-tuition costs. Approximate textbook or related fees: \$1000.00 per year. General materials (such as paper, notebooks, lab coat, etc.): \$200.00-\$300.00. Attendance at Professional Meetings: \$50.00-\$500.00.

Program Related Costs for DPD Students:

1. Academy student membership fee \$58.00 per/year, junior and senior year (mandatory) <http://www.eatrightpro.org/resources/membership/membership-types-and-criteria/student-member>.
2. Dietetic Internship Application process fees: Dietetic Internship Centralized Application System (DICAS) fee \$50.00 for first program and \$25.00 for each additional program application; D&D Digital (computer matching) \$55.00; and individual DI program application fees (general range \$40.00 to \$60.00 per individual program).

Note DPD Costs: Academy student membership provides the student with access to the Evidence Analysis Library and is required for all students admitted to the major. Fourth year students will need to purchase the *Nutrition Care Process Manual* either online for an estimate \$35.00 for the year or a print copy for about \$85.00.

3. DPD Students are highly encouraged to attend at least two to three professional meetings over their college career. The NJ Academy of Nutrition and Dietetics holds an annual meeting each spring. Estimate student cost is about \$80.00. Optional: Costs related to the attendance of FNCE.

Disciplinary and Termination

University policy on sanctions related Academic Integrity can be found at <https://www.steu.edu/academicpolicies>. A copy of the Academic Integrity Policy is included in this handbook for your review. Additionally, FN course syllabi may include a course-related policy. Students are expected to uphold these standards. Students who are found in violation may limit their ability to receive recommendations for internships, etc. (DPD:- see page 49 for policy on issuing verification statements.)

Equitable Treatment and Protection

Saint Elizabeth University is committed to ensuring a just and ethical campus environment where all campus community members have the opportunity to participate and succeed. SEU is committed to a culture of equity and inclusion that is central to the University's mission, identity and core values.

In accordance with Human Resources policy (#25) of the SEU Employee Handbook: Inclusion Position Statement: Compliance and Admissions Policies:

"Saint Elizabeth University does not discriminate on the basis of sex, class, income, geographical location, veteran status, race, creed, color, religion, disability, age, marital status, sexual orientation, gender identity or expression, or national origin, in the administration of its admissions, educational policies, scholarship and loan programs, or other University policies including employment. In addition, discrimination and/or harassment of any kind will not be tolerated from faculty, staff, students or guests. Respect, understanding, and a basic generosity of spirit are expected."

Students have avenues to address complaints, grievances or improper treatment through the Inclusion processes. Please refer to the Dean of Student Affairs, David Hill email Dhill@steu.edu.

In accordance with Title IX policies,

"Saint Elizabeth University complies with Title IX of the Education Amendments of 1972, which prohibits all recipients of federal funds from discriminating based on gender in its educational programs and activities. The University also prohibits harassment based on sex, race, or other bases listed above, and prohibits sexual assault, dating violence, domestic violence, stalking, or other forms of violence against its students and employees. Any of these acts or other acts of violence will not be tolerated."

Students have avenues to address complaints, grievances or improper treatment through the Title XI processes. Please refer to <https://www.steu.edu/title-ix>.

A full copy of the Title IX policy can be found at the above link. If ever in doubt, please ask!

Financial Aid and Scholarships

Students interested in applying for financial assistance should contact the Financial Aid Office located on the second floor of Santa Rita. Visit <https://www.steu.edu/financialaid>.

Various organizations offer scholarships and students are encouraged to seek out these opportunities. In the past, FN students have received financial awards from the Academy of Nutrition and Dietetics Foundation (open to student members only), Independent Colleges Fund of New Jersey, Hispanic Leadership, American Association of University Women (AAUW of Bergen and Madison NJ), to name a few. Application requirements and filing deadlines vary. If you need a recommendation from a faculty member, please remember to ask with timely consideration.

Academy link: <https://www.eatrightpro.org/leadership/honors-and-awards/grants-and-scholarships>

Independent Colleges Fund NJ link: <https://njcolleges.org/#>

GPA Requirement

The university has a minimum cumulative Grade Point Average (GPA) requirement of 2.0 for graduation (using a 4.0 GPA scale). Policies regarding probation and dismissal are outlined in the Academic Catalog available at <https://www.steu.edu/academicpolicies>. Students interested in pursuing graduate or dietetic internship programs should maintain at least a 3.0/4.0 *cumulative GPA* to improve the potential for acceptance.

Requirements for Acceptance into FN Major (please see section on declaring major)

- Student in the ND/DPD concentration **must** have an overall GPA of 2.8 (a 3.0 is desirable) for acceptance (Policy updated Spring 2015).
- Students in the GSFN concentration must have an overall GPA of 2.5 or higher for acceptance.

Graduation/Degree Completion

Saint Elizabeth University confers degrees in May, August, and December. However, commencement ceremonies are held only in May. Additional information about graduation policies can be found in the Academic Catalog available at <https://www.steu.edu/academicpolicies>. Degree completion is generally considered as 150% of time (6 years for a 4-year degree). Also refer to FN requirements on page 34.

Grievance Procedures – Academic: Grade Appeal and Non-Grade Appeal and Non-Academic

Academic complaints: Students have avenues to address academic complaints as per SEU Academic Policies available at <https://www.steu.edu/academicpolicies>. As per policy, student should first meet with the course instructor involved or DPD Director or FN advisor. If the issue is not resolved, the student should meet with the Department Chair. Ideally, a resolution should be reached at this level. If a resolution is not achieved the student is directed to follow the policy.

- If the complaint involves a course grade, student's should follow the *SEU Grade Appeal Policy*.
- For Academic non-grade issues, students should follow the *Non-Grade Appeal Process*.

Non-Academic complaints:

- If the issue involved is related to improper treatment, please refer to the Equitable Treatment and Protection statement in the handbook.
- Students may also use the Incident Report (see Student Life webpage) if an academic integrity issue is involved or a student violation of the student code of conduct.

Joint Educational Agreements and Cross Registration

Saint Elizabeth University has an open educational agreement with the County College of Morris (CCM). In addition, SEU students may participate in cross-registration with Farleigh Dickinson and Drew Universities.

Student Support Services

Supplementing the Academic Support services, the SEU makes available student life support to all students. Services include health services through the Wellness Center; Counseling; Experiential Learning Center - Center for Volunteerism and Service-Learning, Career Services, Mentoring Program, Academic Internships, and Leadership; Campus Ministry; Dining Services, and Student Government Association (SGA) organizations. Visit Student Life at <https://www.steu.edu/studentlife> to learn more.

Withdrawal and Refund of Tuition and Fees

The **Bursar's Office** (commonly referred to as the business office) provides student account and billing information; receives payments for tuition, fees and miscellaneous campus charges; provides collection of delinquent accounts; delivers refunds and **financial aid** residuals after disbursement. University policy regarding the withdrawal and refund of tuition and fees is under the operations of the Office of the Bursar. Visit <https://www.steu.edu/bursar>. **Please read these policies carefully for refund of tuition and other fees should a student drop a course. In some cases, a change in credit hour status may influence financial aid.**

Responsibility to One's Education

Student Handbook

The statement of student accountability is found in the SEU *Student Handbook*. The SEU *Student Handbook* describes campus services, offices, policies, and procedures including conflict resolution. Please refer to <https://www.steu.edu/studenthandbook> to access/download a copy of the Student Handbook.

Academic Online Catalog

Academic policies and procedures including the Registrar's page are available at <http://www.steu.edu/catalog>. This site will also provide the current Academic Catalog.

Financial Obligations <https://www.steu.edu/bursar>

Department of Foods and Nutrition Policies and Offerings

Academic Performance

Students must earn a “C” or better in the professional concentrations and the required-related courses to progress. Note for GSFN concentration: should a student receive a C- in an upper-level course this grade may be accepted towards degree requirements (*policy revised Fall 2017*). In addition, students receiving less than a “C” on examinations or any assignment in professional courses are encouraged to meet with the course instructor or their advisor.

Grading: The Foods and Nutrition Program has adopted the following grading policy for undergraduate courses:

100 to 400-level courses:

| | | | |
|----|---------|----|--------|
| A | 93-100% | C+ | 77-79% |
| A- | 90-92% | C | 73-76% |
| B+ | 87-89% | C- | 70-72% |
| B | 83-86% | D | 60-69% |
| B- | 80-82% | F | < 60% |

500-level courses: 500 level courses follow the graduate grading scale. Please refer to the graduate catalog:

| | | | |
|----|---------|----|--------|
| A | 93-100% | C+ | 76-79% |
| A- | 90-92% | C | 70-75% |
| B+ | 87-89% | F | < 60% |
| B | 83-86% | | |
| B- | 80-82% | | |

Application for Graduation

Students must comply with the University’s policy for graduation application available at <https://www.steu.edu/academics/registrar/graduation>. This is generally due **September 30**.

It is recommended that students in their second semester junior year or first semester senior year request a transcript audit from their FN academic advisor or the Registrar’s Office. This audit will help to ensure that all general education and major requirements are fulfilled. **The student has the final responsibility for meeting graduation requirements.**

FN Students must also pass FN Program Capstone requirements of a formal oral presentation, an exit examination, a finalized Student Achievement Portfolio, and complete an online Senior Exit Survey in which students will have the opportunity to evaluate the program. Preparation for the oral presentation begins in FN463 (fall semester) and requirements are finalized in FN490 (spring semester senior year). December graduates must carefully plan their senior year courses to fulfill these requirements.

Assessment of Transfer Credit and Prior Learning Procedures

Transfer Credit: Transfer credit towards the major will be completed by a DPD Director or a designated faculty member upon a student’s acceptance into the University. Since nutrition is a rapidly changing field, upper-level coursework completed more than five years prior may not be accepted for transfer. Official transcripts, course syllabi, date of instruction or other documents may be requested for this purpose to determine “equivalency.” Under certain conditions, faculty may ask the student to take a Challenge Examination. A grade of 80 or better is required to “test out” of a course. *This is determined by FN Chair or DPD Director, not the student. (FN policy for time limit on course transfer in progress as of 7/2021. Please see DPD Director.)*

Prior Learning: The University has a formal process in place for assessment of candidates competence gained through work or other external processes referred to as *Portfolio Experiential Learning Assessment* (PELA). A full PELA (institutional fee charged) or a modified DPD Prior Learning Assessment may be requested by the DPD Director to determine if a KRDN has been met. There is no fee associated with the DPD Prior Learning Assessment. For more information on the credit-by-exemption policy or PELA please refer to: <https://www.steu.edu/academicpolicies>. Application for the PELA can be found at <https://www.steu.edu/admissions/educational-partnerships/pela>.

Transfer of Credit while enrolled: If you are considering taking a course at another institution, please consult your advisor in advance. Students must complete the Approval of Study at Another College/University form located on the Registrar homepage.

Citation/Referencing Style

Program faculty has adopted the *Journal of the Academy of Nutrition and Dietetics** citation and reference format (*American Medical Association Style Manual 11th ed.*) for all papers and written assignments. Students should be familiar with this style. Refer to the January issue of the *J Acad Nutr Diet* for published guidelines.

Declaring Your Major

Students who have completed the equivalent of second semester sophomore-year status (typically about 63 credits hours) of undergraduate coursework must declare their major in Foods and Nutrition in either the ND/DPD or GSFN concentration (may also be described as third or fourth year). While transfer students in the Continuing Studies Program are generally accepted into the major upon matriculation, all FN majors will need to follow FN policies. (*Revised 2015*)

Students should check with Program faculty if they have any questions regarding their eligibility or status.

A sample FN Program application to the major/concentration is provided in the Appendix of this Handbook. This form must be completed by all students in the program. Students must also comply with all Registrar requirements for both major and minor(s). See *Majors and Minors for Undergraduate for Undergraduate Studies*. The Registrar site provides the necessary forms for this process under the downloadable forms tab. <https://www.steu.edu/registrarforms>. Students must complete both steps of this process. Step 1 complete application to the FN major, and Step 2 complete required SEU form.

In accordance with ACEND policy the SEU ND/DPD must adhere to program caps and all students will need to be formally accepted into the program.

FN Student Achievement Portfolio

Students enrolled in the BS FN degree program are required to compile a Student Achievement Portfolio (SAP). The portfolio reflects student work in the major and may include the following: a resume, a professional statement including philosophy/career summary/goal essay, a leadership summary, documentation of professional development and service-learning experiences, an academic plan, and artifacts as “evidence” of achievement including written self-reflections demonstrating personal achievement in educational preparedness and student learning outcomes (SLO).

Students will be introduced to the SAP process during *FN 100 Professional Preparation*, reviewed in *FN 400 Professional Practice in Dietetics, Foods and Nutrition* with final submission due in *FN 490 Capstone in Foods and Nutrition*. It is the responsibility of the student to maintain records of his/her assignments, etc. during their program to assist them with the development of the SAP. Please refer to the SAP guidelines for more complete details. If you happen to replace your copy, please request one from mluby@steu.edu.

Food Tasting Policy

As pre-professionals in food and nutrition, students need to develop knowledge and skill in the evaluation of foods. Certain class assignments require students to be involved in the handling and taste testing of a small sample of a variety of foods. Students with medical or religious food restrictions should discuss these restrictions with the course instructor during the first week of classes. In some cases, an alternative assignment may be requested.

Students must always demonstrate appropriate hygiene and food tasting practices in the Foods Lab. Washing hands with soap and water before working with food, after toileting or after working in a soiled area is critical to safe practices. Students must demonstrate the professional food tasting skills either by the **two-spoon** method or by placing a sample on disposable plate for tasting. **NEVER** lick the mixing spoon or spatula. All utensils used for tasting must be placed in a soiled wash area or discarded.

NOTE: This policy may have amended sections for COVID-19. Updated information will be provided in specific courses. As always, food safety and sanitation is a requirement of all.

Foods Lab Policy

The Foods Lab located in Henderson Hall room 138 is an academic facility used primarily by the Department of Foods and Nutrition. The Foods Lab is outfitted with special food preparation equipment and appliances that are used for the delivery of coursework in the preparation and experimentation of foods courses. **No personal food or beverage consumption is allowed in the units while working.**

It is a primary concern of the Foods and Nutrition faculty to maintain a secure and safe environment for students to work. It is essential that all equipment and appliances in the Foods Lab are in good operational status, are used appropriately and with care.

It is the policy of the Department Foods and Nutrition that the use of the Foods Lab be primarily restricted to the purposes of the department for 1) educational purposes including the campus food pantry, 2) FN program functions supervised by a faculty member or, 3) Nutrition and Wellness Club functions with an Advisor's supervision.

The Foods Lab must maintain compliance for food safety and sanitation where food is prepared and distributed to individuals and groups in need. Therefore, the Foods Labs is reserved for FN department use to maintain its certification and integrity for instructional use.

The Foods Lab is not available to outside student organizations with exception to those organized by the FN department and meet required supervision standards as outlined above.

General FN Policies:

1. Attendance at classes is highly encouraged. Professional-level courses are small and provide for an opportunity for shared learning. Students who do not regularly attend class may be at risk for a lower grade and may influence a faculty member's recommendation for that student.
2. Accommodations for disability and special needs will be honored for students who file the appropriate documentation with the SEU Office of Accessibility.
3. Make-up Examinations are at the discretion of the faculty instructor (see syllabus). In general, a student's request for a make-up exam must meet a "special circumstance" such as but not limited to, a death in the family, illness, jury duty. Faculty may request proof of need.

4. Final Examinations are required. In some courses, faculty may substitute a practical experience for a final examination. Final examination/last week of classes is scheduled the Registrar Office (RO) per the academic calendar. **Final exams requiring extended course time will be scheduled by the instructor in coordination with the RO. Exam time may differ from the normal course schedule.**
5. Moodle will be used to provide all course related materials for the FN program. It is the student's responsibility to follow course syllabus instructions. You are encouraged to check your course Moodle sites daily.
6. Classroom Etiquette demonstrates a student's preprofessional characteristics.
7. Cell Phones - Use of cell phones or text messaging is *not* accepted except under emergency conditions while in class or lab. Students who need to have a cell phone available are asked to speak to their instructor prior to the class, and if allowed put the cell phone on a low tone/vibrate and sit in a seat closest to the nearest exit. **Never answer the phone in class.** SMART phones and computers with Internet access are permitted for learning purposes (not for checking email or for social networking). Course faculty may have course specific policies.
8. Dress Code – Casual “neat looking” dress for most class sessions is acceptable (in-person and for on-line learning). Certain classes may have more specific requirements such as lab coats and hairnets or professional attire when giving a professional presentation or completing any off-campus assignment. Hoodies/caps and ear buds are **not** allowed to be worn during class, special lecture, while on Zoom/remote class, or to any course-related off-campus event.
9. Office Etiquette - Faculty ask that students respect the privacy of fellow students. Please leave all information for individual faculty with the program assistant or in the designated drop off box. Students are **not** allowed to use faculty mailboxes or the office supply room. Students are **not** permitted into faculty offices without the direct invitation of the faculty member.
10. Emergency Class Cancellations will follow the University's emergency class cancellation policy. Please refer to the SEU web page for posting. On occasion, a faculty member may need to cancel a class. Under these circumstances, every effort will be made to reach the student in advance. Students are required to maintain updated personal contact information with SEU.
11. Email Communications. **All students are required to have and use a STEU email address.** Faculty correspondence and notifications will be sent via the SEU email system.
12. Email Etiquette - Please address faculty with a proper greeting either as Professor or Dr. **Write in complete sentences.** Avoid greetings such as “Hey”. Your ability to demonstrate everyday communication skills may be important to you when job recommendations are needed.
13. Email Subject Line - Please use the subject line to clearly identify purpose for email. This courtesy will allow faculty to correspond with students more efficiently. Please do not attach an old email to a new topic. Please do not send a personal response via a group email. You should respond in a separate email.
14. Program Bulletin Board - Students are encouraged to read the Bulletin Board for important communications (outside the main FN office).
15. Request to take a course at another institution must follow the University's policy. Requests must be made in advance and the official form submitted to the Registrar's Office. Students must complete the required **Approval for Study at Another College/University** available at <https://www.steu.edu/registrarforms>

16. Incomplete grades. Under certain circumstances, individual faculty may request students to submit the incomplete work prior to the time allowed under the SEU catalog. Under this condition, it is the student's responsibility to comply with this agreement.
17. Experiential learning. All academic experiential learning is under the direct instruction of FN faculty. Students must adhere to all program and SEU-related policies.
18. All Nutrition and Dietetics majors **must** be student members of the *Academy of Nutrition and Dietetics* during their junior and senior years. Student members are automatically members of their state association. Please consider joining a practice group or member-interest group. Documentation of membership is required for entry into the major.
19. **STUDENT COMPLAINTS:** Students who wish to file a complaint should follow the policies and procedures of the institution. Students should first try to resolve the issue by discussing their concern with their course instructor or advisor. If not resolved, students may speak to the Program Chair. The following link <https://www.steu.edu/academicpolicies> provides the University's SEU Student Complaint Procedures for both non-academic and academic. *Please see Grievance policy on page 33. If the complaint involves an ACEND non-compliance, please refer to page 46.*
20. Social Media policy and policy for off campus picture taking: Students completing any off-site practice experience are to respect the privacy of the Sponsoring site. Commentary or pictures provided via social media or other form of communication are prohibited unless approved by the sponsoring facility.
21. **Health Requirements:** In addition to the SEU health requirements for admission, students completing FN300 Food Production Systems off-site may be required to have an updated *Mantoux Test* completed prior to beginning off campus experiences. On occasion, students may be required to submit supplemental health or criminal background checks prior to beginning a service-learning experience as a requirement of the sponsoring facility. It is the student's responsibility to know and follow these requirements.

Students entering the DPD program and who claim Religious Exemption for Vaccination are advised to speak to the DPD Director. Most supervised practice programs (DI) have mandatory program policies on immunizations/vaccinations.

22. Off Campus Activities Related to Major

Travel: Foods and Nutrition students will need to complete required and volunteer experiences off campus related to the major. Students are expected to provide their own transportation. Saint Elizabeth University and the Foods and Nutrition Department are not responsible to provide transportation to off-campus activities and are not liable for personal injury, accident, or financial loss suffered by the student while traveling. Students are not entitled to reimbursement for traveling expenses related to a course, a professional meeting or volunteer experience.

- a. **Liability and Health Insurance:** SEU maintains liability insurance for all off-campus activities related to SEU courses. If a facility requires verification of liability of insurance, SEU will provide verification to the course instructor or the faculty directly.

Students have the responsibility to maintain their own health insurance and are responsible for all medical expenses incurred related to off campus activities. Students may be required by a participating facility to provide proof of *personal* health insurance.

- b. **Injury or Illness:** Any student who is injured or becomes ill during an off-campus activity experience should promptly notify their off-campus sponsor and SEU faculty instructor/supervisor.
- c. **SEU Identification:** Students are always required to carry their SEU ID Badge with them when completing any off-campus activity. In most cases, you may be required to wear your ID.

23. COVID Vaccination Policy (2021)

Per University policy, all students must provide proof of vaccination or documentation for proof of religious or medical exemption. <https://www.steu.edu/student-life/health-services/medical-requirements-and-forms>.

24. Online Testing: SEU has in place Proctortrack to verify student identity for online test taking should the course instructor elect to adopt this system. In case of an emergency shift for remote learning (i.e., COVID), FN courses may require the student to use a webcam or Smartphone camera to verify identity and monitor to the test taking process by course instructor or a proctor. Course syllabi will be provide specific instructions.

FN Student Engagement

Nutrition and Wellness Club and SEU Student Government and Club Opportunities

The FN Program supports the activities of the Nutrition and Wellness Club. This organization is open to all students on campus but is mainly composed of undergraduate foods and nutrition students and a faculty advisor. The club is committed to the promotion of good nutrition and healthy lifestyle habits to the SEU community. Past activities have included participation in a campus-wide wellness fair, national nutrition month functions, lectures, food demonstrations, and nutrition education to the public in conjunction with the local public libraries.

SEU Student Government Association (SGA) and Club Opportunities: SEU offers a variety of opportunities for student engagement outside of the classroom. Engagement in SGA activities and club related activities demonstrate leadership and enhance your resume! Volunteer experiences offer an opportunity to develop skills and knowledge outside the classroom, and offer an excellent opportunity for practicing leadership skills. <https://www.steu.edu/student-life/student-engagement>

Practical Experiences: Volunteer and Paid

Students are encouraged to gain additional practical experience through volunteer or employment in various food and nutrition-related services. Opportunities that provide students with exposure to working with the public will help to enhance coursework understanding and pre-professional skills, diversity training, cultural competence for global awareness and global-based careers and networking skills necessary to enhance personal qualifications.

- Consider opportunities in clinical nutrition/dietetics and community programs (i.e., WIC, senior nutrition center, food pantries, YMCA's, school nutrition, etc.) or in business and industry such as metabolic food companies, pharmaceutical, etc. Exposure to patient care and nutrition services in hospitals, nursing homes and rehabilitation centers is highly recommended for the student pursuing a dietetics career. Exposure to patient care can also be acquired through work in a physician's office or as a physical therapy assistant.
- Volunteer commitments should be structured and under the guidance of a supervisor who is able to evaluate your service. For example, volunteering 1000 hours as an EMT or a hospital courier versus volunteering for a community health fair will carry more meaning.

Please note: DPD students are highly encouraged to **gain a minimum of 300 hours** in ND-related paid work experiences. Please note that dietetic internships may carry application criteria indicating this requirement. Many programs look for well over 200 hours!

Professional Development/Service-Learning Experience – Student Achievement Portfolio (SAP)

- **FN students must complete a minimum of 20 hours of professional development/service-based learning experience (non-paid) as a requirement for the B.S. degree in Foods and Nutrition.** Students may count 10 hours of experiential learning completed in *FN 235 Methods of Nutrition Education* and/or *FN 507 Service Learning/Field Experience in Community Nutrition*. Students should try to accumulate approximately 5 hours of service learning (as a minimum) during their sophomore year and 10-15 hours in each subsequent year to meet this requirement. **Students should attempt to earn more hours than the required to enhance their pre-professional growth.**
- Students are also encouraged to seek varied and meaningful experiences to support the professional development/service-learning requirement. Examples of experiences may include volunteering for a leadership position in the Nutrition Club or another SEU-sponsored club/organization, participating in the SEU service-learning program or projects (non-course based), volunteering in and off-campus nutrition and dietetic-related community programs, special opportunities within the department, and working with the NJAND.
- Professional development/service-learning opportunities were expanded to allow attendance at professional meetings (i.e., Research Day, NJAND annual meeting, IFT meetings, town hall meetings with local and government officials, attendance and participation in *on-campus events* that enrich a student's understanding of Catholic social teaching, multicultural competence, diversity and inclusivity, civic awareness and engagement, and more).
- For DPD students (KRDN 2.8) will require that **participate** in a nutrition and dietetics professional organization (you must be engaged, not just attend a meeting). Consider: initiatives with the Academy of Nutrition and Dietetics, NJAND, or AND Practice Groups; SEU Nutrition and Wellness Club; NY/NJ American Association of Food Technologists, etc.
- Under the general education program, SEU Essentials, all students will be required to complete a service-learning component (Element III). This is a separate University requirement for all undergraduate degree candidates. **These hours may be applied towards *Professional Development/Service-Learning Experience* hours only after completing the required 20 non-paid service hours.**

While faculty will gladly offer suggestions to support each student's effort for this requirement, it is the student's responsibility to seek opportunities to meet this requirement. Documentation of each experience is required. More information on the *Professional Development/Service-Learning Experience* can be found in the Student Achievement Portfolio (SAP).

Please note 2023: Requirements are subject to change pending SEU institutional implementation of a mandatory 90-hours internship or experiential learning requirements. Please see program director.

Recognition by FN Program

The Foods and Nutrition Program recognizes student achievement through various awards such as the New Jersey Academy of Nutrition and Dietetics DPD Outstanding Student award and various University leadership and academic awards. In addition, students active in the Nutrition and Wellness Club are eligible for recognition by the Student Government Organization (SGO). It is the student's responsibility to convey external field related participation to faculty and DPD Director.

Sister Anita Richard Graduate of Promise Award in Foods in Nutrition

This award was established in 2008 to honor the Associate Professor Emeritus Sister Anita Richard Heilenday in recognition of the leadership, integrity, social responsibility and commitment of a Foods and Nutrition graduating senior who exemplifies the Mission and Values of the Saint Elizabeth University and the Foods and Nutrition Program. (*This award was renamed in 2017 – formerly Woman of Promise.*)

Past Awardees include 2008 Emelia Kpinpuo, 2009 Janaye Davis, 2010 Samantha Martin, 2011 Vanessa Perez, 2012 Alyssa Reyes, 2013 Kristen Kurtz, 2014 Katerina Melekos, 2015 Margi Mejias, 2016 Lynnette Hardy, 2017 Amy Hanlon, 2018 Kelly Donovan, 2019 Ryan Galan, 2020 Heather Jenkins, 2021 Cyrielle Julia-Puente, and 2022 Lydia Harris.

Academic Excellent in DPD and GSFN Concentrations

2014 DPD Candace Bell, GSFN Steph Geraci; 2015 DPD Ellen Petrosino; 2016 DPD Samantha Romeo; 2017 DPD Judy Kudman, Erin McHugh, and Laili Naematulla and GSFN Samantha Scarpa; 2018 DPD Sabrina Short; 2019 DPD Natalia Benson and GSFN Catherine Sclafani; 2020 DPD Farrah Hubey and Tristan Symons; 2021 DPD Angela Federico; and 2022 DPD Brittany Doran.

SEU Recipients of the NJ Academy of Nutrition and Dietetic Outstanding DPD Student Awardees

2007 Rachel Wyman, 2008 Jacklyn Prusakowski, 2009 Erica Novack, 2010 Ashley Mulit, 2011 Emily Pomykala, 2013 Cathy Gruenfelder, 2014 Katerina Melekos, 2017 Lena Mattero, 2018 Julia Davidson, 2019 Natalia Benson, 2020 Heather Jenkins, and 2022 Brittany Doran.

*NJAND Awards are awarded at the state annual meeting. Student recognition is also published in the *Journal of Nutrition and Dietetics*, September issue.

NEXT STEPS...Launching Your Career

Nutrition and Dietetics concentration

If you are following the Nutrition and Dietetics concentration, please refer to the following section carefully and frequently so that you are well acquainted with application process to a dietetic internship, or on how to become a BS-NDTR. If you are interested in pre-medicine route, please discuss option with your FN advisor.

General Studies in Foods and Nutrition concentration

Begin researching companies that offer employment opportunities in food, nutrition, health-related such as herbal and pharmaceutical industries.

- Speak to your advisor or Career services about potential internship/cooperative (not to be confused with dietetic internship) experiences. If you are interested in such a plan you are encouraged to begin discussions during sophomore year.
- Discuss related healthcare careers such as the SEU Physician Assistant (PA) program, or other related tracks of integrative therapies such as functional medicine or acupuncture.
- Join professional organizations that will enable you to network. Consider joining the Academy of Nutrition and Dietetics even if ND is not your goal...the networking opportunities in the foods and nutrition industry is amazing. The local American Association of Candy Technologist www.AACTCandy.org always welcomes students and offers scholarships.
- *Opportunities to consider:* Quality Assurance, Food marketing in retail or industry, health and fitness, recipe development, food and sports nutrition industry, etc.
- Check out: KIND Healthy Snacks; Wakefern Summer Internships; YMCA; Modelez, East Hanover NJ; Ingredion, Bridgewater NJ; Kings Super Markets; Wegmans Corp, and Whole Foods Inc.

Graduate School

Use the basic model outlined for internship prep to help you plan for graduate school application. Be sure to consider if GREs are required and when offered. <http://www.ets.org/gre/>

Personal Planning Notes

**Use your Student Achievement Portfolio to help you plan for your future.
Create a resume that targets where you are applying. This effort may require you to have several different resume versions.**

**Develop your Social Media skills.
Set-up a professional LinkedIn page or create a professional e-portfolio.**

Check out the SEU Career Services <https://www.steu.edu/careerservices>.

The Nutrition and Dietetics Profession - Registered Dietitian Nutritionist

The Saint Elizabeth University, Didactic Program in Dietetics is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, 312-899-0040 extension 5400.
<https://www.eatrightpro.org/acend>.

ACEND is a specialized accrediting body recognized by the U.S. Department of Education (USDE). ACEND accredited education programs provide students with the foundation knowledge and skills and competency requirements for entry-level dietetics education.

The DPD program is accredited through 12/2024. Extended in August 2022 to 12/2025.

Overview - Becoming a Nutrition and Dietetics Professional

This section of your Foods and Nutrition Handbook is designed to introduce the student to the Academy of Nutrition and Dietetics (the Academy). The purpose is to provide the student with a fundamental understanding of the professional association and the educational and professional requirements of dietetics registration. Students are encouraged to use the website at www.eatright.org to further assist with their understanding.

In addition, it is a requirement of the Nutrition and Dietetics concentration (DPD Program) that students become members of the Academy. As a student member you will have access to materials that will assist you in your academic preparation and professional development.

The Academy of Nutrition and Dietetics is world's largest professional organization of food and nutrition professionals. In 2012, the former American Dietetic Association was renamed the Academy of Nutrition and Dietetics to better reflect its commitment to improving the nation's health and advancing the dietetics profession through research, education and advocacy. While nearly three-fourths of its 74,000 members are dietetic professionals, over 20,000 are students, professionals, educators and international members. The mission of AND is " 'Accelerate improvements in global health and well-being through food and nutrition', with the vision of '***A world where all people thrive through the transformative power of food and nutrition***' ." Source: <https://www.eatrightpro.org/about-us/academy-vision-and-mission/mission-and-vision-statements>.

To achieve this goal, the Academy supports many efforts including, systematic reviews and evidence based practice guidelines and position papers, accrediting undergraduate and graduate educational programs, the credentialing of professionals, advocating for public policy, publication of a peer-reviewed periodical (*Journal of the Academy of Nutrition and Dietetics*), and supporting the Foundation which is a public charity that provides scholarship awards for research, education and public awareness programs.

As students enrolled in nutrition and dietetics education is it essential that your understanding of the profession is shaped and governed by core principles which are called the *Code of Ethics of the Profession* (COE). The COE serves as critical foundation for all dietetic students to know and understand. Throughout the FN curriculum, reference will be made to the COE for students to become familiar with, develop application skills, and to formulate the professional attitudes and values essential for practice.

Included in this handbook is a copy of this important practice document, please refer to the www.eatright.org for revised June 2018 COE and supplemental materials. DPD students are responsible for knowing, understanding and abiding by the Code of Ethics.

Code of Ethics for the Profession

Academy of Nutrition and Dietetics (Academy)/Commission on Dietetic Registration (CDR)

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.

Glossary of Terms:

Autonomy: ensures a patient, client, or professional has the capacity and self-determination to engage in individual decision-making specific to personal health or practice.¹

Beneficence: encompasses taking positive steps to benefit others, which includes balancing benefit and risk.¹

Competence: a principle of professional practice, identifying the ability of the provider to administer safe and reliable services on a consistent basis.²

Conflict(s) of Interest(s): defined as a personal or financial interest or a duty to another party which may prevent a person from acting in the best interests of the intended beneficiary, including simultaneous membership on boards with potentially conflicting interests related to the profession, members or the public.²

Customer: any client, patient, resident, participant, student, consumer, individual/person, group, population, or organization to which the nutrition and dietetics practitioner provides service.³

Diversity: "The Academy values and respects the diverse viewpoints and individual differences of all people. The Academy's mission and vision are most effectively realized through the promotion of a diverse membership that reflects cultural, ethnic, gender, racial, religious, sexual orientation, socioeconomic, geographical, political, educational, experiential and philosophical characteristics of the public it services. The Academy actively identifies and offers opportunities to individuals with varied skills, talents, abilities, ideas, disabilities, backgrounds and practice expertise."⁴

Evidence-based Practice: Evidence-based practice is an approach to health care wherein health practitioners use the best evidence possible, i.e., the most appropriate information available, to make decisions for individuals, groups and

populations. Evidence-based practice values, enhances and builds on clinical expertise, knowledge of disease mechanisms, and pathophysiology. It involves complex and conscientious decision-making based not only on the available evidence but also on client characteristics, situations, and preferences. It recognizes that health care is individualized and ever changing and involves uncertainties and probabilities. Evidence-based practice incorporates successful strategies that improve client outcomes and are derived from various sources of evidence including research, national guidelines, policies, consensus statements, systematic analysis of clinical experience, quality improvement data, specialized knowledge and skills of experts.²

Justice (social justice): supports fair, equitable, and appropriate treatment for individuals¹and fair allocation of resources.

Non-Maleficence: is the intent to not inflict harm.¹

References:

1. Fornari A. *Approaches to ethical decision-making.* *J Acad Nutr Diet.* 2015;115(1):119-121.
2. *Academy of Nutrition and Dietetics Definition of Terms List.* June 2017 (Approved by Definition of Terms Workgroup Quality Management Committee May 16, 2017). Accessed October 11, 2017.
3. *Academy of Nutrition and Dietetics: Revised 2017 Standards of Practice in Nutrition Care and Standards of Professional Performance for Registered Dietitian Nutritionists.* *J Acad Nutr Diet.* 2018; 118: 132-140.
4. *Academy of Nutrition and Dietetics "Diversity Philosophy Statement" (adopted by the House of Delegates and Board of Directors in 1995).*

Student Resources

The Academy www.eatright.org and the Commission on Dietetics Registration <https://www.cdrnet.org/> websites have excellent materials for students. You are highly encouraged to visit these sites frequently.

Notice for Grievance Procedures for ACEND Program Complaints

The ACEND will review complaints that relate to a program's compliance with the accreditation standards. ACEND is interested in the sustained quality and continued improvement of dietetic 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 ACEND's policy and procedure for submission of complaints may be obtained by contacting the Education Staff at the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, Illinois 60606 or by calling 1-800-877-1600 Extension 4872.

To learn more about ACEND educational requirements, please refer to <https://www.eatrightpro.org/acend>.

IMPORTANT: In the case of a student complaint, please refer to page 33 of this handbook. Complaints related to the program at the institutional level should be addressed through SEU policy and procedure.

Route to Becoming a Registered Dietitian Nutritionist

Registered Dietitian Nutritionist

The RD or RDN (Registered Dietitian Nutritionist) is the nutrition expert in food and nutrition, challenged to translate the interdisciplinary knowledge into practical applications. Some RDNs work as clinical or community dietitians, providing consultation and medical nutrition counseling for optimum nutrition to individuals and groups in clinics, health care facilities, medical offices, school systems, corporations, fitness centers, and in private practice. Others work with professional athletes, in spas, on cruise ships, and in other entrepreneurial careers.

To become a Registered Dietitian Nutritionist in the United States, please refer back to page 10.

USDE Licensure Disclosure: New Jersey

The United States Department of Education now requires that colleges or universities with programs designed to prepare students for professional licensure or certification provide appropriate disclosure. SEU DPD and DI programs are ACEND accredited and meet the NJ regulations for licensure passed January 2020. Meets USDE criteria for "States for which the institution has determined that the curriculum meets State requirements for licensure/certification."

It is anticipated that NJ licensure for the RDN and/or Certified Nutrition Specialists (CNS) effective January 13, 2021 (current status delayed): **Statue:** Practice exclusivity. **Titles protected:** *dietitian nutritionist, nutritionist, dietitian, dietician, nutrition counselor, nutrition specialist, LDN, LD, LN, nutritional therapy practitioner, nutritional therapy consultant, certified nutrition therapy practitioner, master nutrition therapist, licensed dietitian nutritionist, licensed nutritionist or any other designation or title indicating qualification to provide medical nutrition therapy.*

For more information on NJ licensure for dietitians-nutritionists visit: **NJ State Statutes 2020 45:16B-1. This regulation is delayed due to Board formation.** For updates on the NJ Consumer Affairs for State Board for Dietitians and Nutritionist visit <https://www.njconsumeraffairs.gov/dan> (Last viewed July 23, 2022)

For national information, please visit Eatright.org for more on national licensure and certification: <https://www.eatrightpro.org/advocacy/licensure/licensure-map>.

Application to an Internship Program in Nutrition and Dietetic (AKA Dietetic Internship)

2021 Updated NOTE: DI or Dietetic Internship also includes consideration of Coordinated Master's Degree or Future Education Graduate program – all programs lead to RDN certification.

While there is no guarantee of receiving a DI appointment, students should start the process early and consider the following:

- Investigate programs early to help determine admission criteria. Suggested resources include the AND website at www.eatright.org and the *Applicant Guide to Supervised Practice Experience* which is published yearly and available in the department.
- Maintain a cumulative GPA over 3.0 (out of 4.0) and DPD GPA of 3.2 or better.
- Get nutrition and/or dietetics-related work/volunteer experience. Clinical related experience is considered the **most** valuable. Additionally, many DI programs have set required volunteer hours as criteria for admission. Keep careful track of all your experiences.
- Participate in leadership-related activities.
- **Get to know your faculty who will need to write a letter of recommendation later for you!**

Beginning the Process

Freshman/Sophomore Year

- Maintain a GPA of GPA of 3.2 or higher especially for the professional and biological and physical sciences.
- Select professional development/service-learning experiences that will enhance your participation in organizations or community-based activities, such as the Nutrition and Wellness Club or Student Government Association (SGA).
- **Apply and maintain student membership in the Academy.** Join a DPG of interest. GET INVOLVED EARLY!
- Obtain dietetics-related work or volunteer experience and as a requirement for acceptance to the SEU major (50 hours).

Junior Year

- Attend an *Internship Planning Workshop* sponsored by the DPD Director to learn more about the DI Application Process.
- **Attend Open Houses for DI programs.** This will help you begin to think about what's involved in supervised practice – not just the application process, and to discern if you are ready to apply.
- Assessing your preparedness through academics, leadership, quality volunteer and/or work experience is critical. Internship programs are looking for applicants that can manage a rigorous supervised practice program. If you are not sure if you are ready, speak to your DPD Director for guidance.
- Look over the *Applicant Guide to Supervised Practice Experience*.
- Keep program faculty aware of what you are doing – you will need them to write a letter of recommendation letter later!
- Obtain nutrition/dietetics-related work experience!
- **Begin to think about what type of experience Internship programs are looking for – clinical, foodservice, management or community.**
- Maintain student membership in the Academy of Nutrition and Dietetics and participate in state dietetic association functions!
- Maintain grades.
- **Summer – work on SAP! Outline a plan for the fall!**

Senior Year

Summer/Fall

- Identify the top six or seven programs that most appeal to you and fit your interests. Gather more information.
- Review the application procedures for each program **IN DETAIL**. Take GREs if necessary.
- **FN400 is designed to assist with the application process. Take advantage of this!**
- **Attend as many Internships, Coordinated Masters or Future Graduate Open Houses as possible (if not done junior year).** Look for Internship Fairs sponsored in the NY or PA metropolitan area.
- Identify a back-up plan should you not be selected for an Internship position.
- Maintain student membership in the Academy and DPGs; participate in state functions.
- **BEGIN PREPARING RESUME, PERSONAL STATEMENTS**, etc., keep track of all activities...use your SAP as a guide.

Late Fall/Early Winter

- Meet with the DPD Director to start planning your application. This should be done no later than mid-November.
- Identify your top three to five programs you plan to apply to. Avoid applying to more than six programs! In some cases, you may have narrowed this down to perhaps two or three programs.
- **Organize materials for the application process** – transcripts, letters of recommendation, narrative/personal statement, application, etc. Programs may ask for different items, therefore, you **must** read all application materials very carefully!
- **Check to see if the DI program you are applying to requires GREs.**
- Attend Open Houses. **ASK QUESTIONS.** Make sure you have a strong understanding of the commitment you will need to give to a supervised practice program.
- Organize the due dates for all programs where you plan to apply.
- **Finalize** your narrative/personal statement/letter of application early!! Edit and revise (and revise, revise, revise. . .) to refine! Have others review your work.
- Check ALL application deadlines and submit materials on time. Not all programs follow a February 15 deadline.
- Submit materials to **D&D Digital** for Computer Match process. <https://www.dnddigital.com/>. As part of the process, most programs participate in computer matching. You will be asked to rank order the dietetics internships to which you are applying. DI programs will do the same. The deadline for the spring match and fall match is the same for DICAS. **D&D and DICAS are two separate processes.**
- **Open your Dietetic Inclusive Centralized Application Services (DICAS) portal*** (early December for the February match). DICAS is the online application process that most DI programs are now using. NOTE: If you open too early this may overlap with the November match. <https://portal.dicas.org/>
- While most DI programs have changed over to DICAS, some programs may not, and you will be required to submit your application via (certificated) mail to the program.
- You will need a **DPD “Intent to Complete”** verification from the program director. This document indicates the courses needed to complete the program and the timeframe before being verified. This process is generally done through DICAS. If a DI program is not participating in DICAS then you must complete a paper copy. Please review the issuing of the DPD Verification Policy.
- FN400: This course will provide some guidance on the application process, the interview phase, computer matching and the appointment to a DI. Additionally, the DPD Director will hold a fall meeting to re-review the process.
- Clean up your portfolio or e-portfolio should one be requested if an interview is granted.
- Understand the financial obligations should you be matched.
- **Preselect candidates to the SEU MS/DI refer to SEU DI website.**

Notification of Appointment to a Dietetic Internship: Once the matching process has been completed, each applicant is notified on a specific day at the D&D Digital Systems website. Applicants receiving a “matched” must directly accept the appointment with the dietetic internship. Students “not matched” are eligible to participate in a second round of application (through DICAS) to programs that may still have openings. Contact your DPD Director if you are interested.

The national application and computer match date is published every year and can be found on the eatright.org website. Eligible students may elect to participate in a fall (November) or a spring (April) match.

In general, For the April Match Day the application date is **February 15** for DICAS and D&D. **READ AND FOLLOW ALL INSTRUCTIONS CAREFULLY.** This is your responsibility!

Please note: Application to a DI is competitive. The national match rate has been about 50% to 60% for the past several years. **Therefore, acceptance is not a guarantee.** Being well prepared as an applicant will help to improve your chances. Preparation includes academic, leadership, communication, having exposure to practice areas, maturity, and professionalism. If you are not ready to apply, discuss a “bridge year” plan with your advisor.

Second Round matching and Individualized Supervised Practice Programs (ISPP) – If you **do not** receive a match then there are additional opportunities that may come available immediately post-match. Discuss with DPD Director. ***These options will also require an aligned Master’s degree program.***

For more information on becoming an RDN, please go to:

<https://www.eatrightpro.org/membership/membership-types-and-criteria/student-member>

Application to the Dietetic Technician Registration examination is through the DPD Director. Students wishing to pursue this credential after graduation and receipt of the ACEND DPD Verification should schedule an appointment.

The DPD Director generally hosts and fall and spring session to discuss the DI application process. This session is designed to help you understand the steps involved in a timely manner. Take advantage of this opportunity.

Important: Updated Computer Match Calendar Spring 2023 for DICAS 3

Please see link for the fall 2023 schedule and for additional important information:

<https://www.eatrightpro.org/acend/program-directors/dietetic-internship-match-program-directors#timelines>

Sunday, April 2, 2023 at 6:00 p.m. (Central time) - Notification Day: Match results available on D&D Digital.

Monday, April 3, 2023 before 6:00 p.m. at the time zone of the program - Appointment Day: Matched applicants **must** notify program of acceptance of match by this time.

Tuesday April 4, 2023 beginning at 6:00 a.m. (Central time) – Interim Match Period Opens: Dietetic Internship program directors with available openings can review the list of unmatched applicants to see if any qualified applicants they originally entered on the D&D Digital website are listed. Dietetic Internship program directors may contact and invite any of those applicants on their original list who did not match to attend their program.

****For Spring 2023 DICAS (3.0 Version) has new application requirements.***

IMPORTANT INFORMATION Regarding Issuing of DPD Verifications:

DPD Verification Statements are issued to students in early June after graduation or one month following an August or December graduation. All program and ACEND requirements must be fulfilled including capstone requirements. Statements are sent directly to the student. Students accepted to a DI are responsible for submitting this form to their program director.

The ACEND DPD verification is a form that recognizes that a student has **completed** all the required academic educational standards in nutrition and dietetics and is **now eligible** for acceptance into a supervised practice program. During the application period, students who are near graduation/program completion fill out an “Intent to Complete” (see prior page). In most cases this will be completed online as part of DICAS.

Students must complete/submit a DPD Address/Exit form and request copy of their final SEU official transcript (date degree granted must present) be sent to DPD Director. Once all requirements have been met the DPD Verification Statement will be issued. Students who wish to sit for the N/DTR examination will require this form. Additionally, employers or graduate program may request a copy. Five copies will be issued to the student for these purposes. **Keep your official DPD Verifications in a safe place.** A permanent copy will be retained by the DPD Director of the Foods and Nutrition Program. Should a replacement be needed, please contact the current DPD Director.

Issuing of the DPD verification attests not only the academic qualifications of a student, but also to his/her professional behavior in accordance with the Academy/CRD COE. Students who are found in serious violation of university policy such as warranted dismissal from the institution, under such circumstances, the program reserves the right to withhold the issuing of the DPD verification.

My Notes

Accreditation Glossary (source ACEND Accreditation Standards 2017_2022)

Accreditation Council for Education in Nutrition and Dietetics (ACEND):

The Accreditation Council for Education in Nutrition and Dietetics is recognized by the US Department of Education as the specialized program accrediting agency for education programs in nutrition and dietetics. ACEND operates administratively autonomously from the Academy of Nutrition and Dietetics.

Code of Ethics: A formal statement of the values and ethical principles guiding a professional outlining commitments and obligations of the practitioner to patients, clients, society, self and the profession.

Commission on Dietetic Registration (CDR): The credentialing agency, recognized by the **National Commission for Certifying Agencies**, who serves the public by establishing and enforcing standards for certification/recertification for professionals in nutrition and dietetics and issuing credentials to individuals who meet these standards.

Competency: Synthesis of knowledge, skills, abilities, behaviors, and other characteristics an individual must demonstrate in order to function successfully in practice; Performance of skills, abilities and behaviors that are used as a predictor of professional performance.

Critical Thinking: The ability to objectively analyze and evaluate information gathered from, or generated by, observation, experience, reflection, reasoning, or communication to form beliefs and guide action about an issue or situation.

Cultural Competence: Understanding, appreciating, and working with individuals from cultures other than one's own while reflecting a self-awareness and acceptance of cultural differences, knowledge of other's culture, and adaptation of interpersonal skills to interact effectively.

Didactic Instruction: Teaching approaches that rely on information being provided to students in a structured manner through a second-hand source as teacher, readings, or other media rather than through demonstrations, laboratory or other forms of experiential learning.

Didactic Program in Dietetics (see Nutrition and Dietetics Didactic Program (DPD)): An education program that provides the required dietetics coursework to meet ACEND's core knowledge requirements to prepare graduates for a Nutrition and Dietetics Internship Program. A verification statement is issued to Graduates of ACEND-accredited didactic programs who are verified by the program director may apply for supervised practice experiences to establish eligibility to sit for the registration examination for dietitians.

Dietetic Internship Program (see Nutrition and Dietetic Internship Program (DI)): An educational program that provides at least 1200 hours of required supervised practice experiences to meet ACEND's competency requirements to become a registered dietitian nutritionist. A verification statement is issued to individuals who successfully complete the program in order to be eligible to take the CDR credentialing examination.

Dietetic Technician Program (see Nutrition and Dietetic Technician Program (DT)): An educational program that provides the required nutrition and dietetics coursework and at least 450 hours of required supervised practice experiences to meet ACEND's core knowledge and competency requirements to become a nutrition and dietetics technician, registered. A verification statement is issued to individuals who successfully complete the program in order to be eligible to take the CDR credentialing examination.

Evidenced-Based: Using documented scientific evidence to inform professional practice.

Evidence-Informed: Using the best available research and practice knowledge to inform professional practice.

Formative Assessment: Evaluation of student learning at particular points in time during the instructional period, such as the midpoint of the activity. A primary focus of formative data is to identify areas that may need improvement prior to completion of the instructional unit or program.

Interprofessional Education: Occasions when two or more professions learn from and about each other to improve collaboration and the quality of services provided.

Licensure: A process by which an agency or government grants permission to an individual to engage in a given occupation upon demonstrating that the applicant has attained the minimal degree of competency necessary to ensure that the public health, safety and welfare are reasonably well protected.

Logic: The ability to reason, analyze and construct valid arguments.

Program Director: The individual responsible for assuring that accreditation standards, policies, and procedures are met at an ACEND-accredited program.

Student Learning Outcome: The actual result of the learning activity or intervention as measured by the learning objective.

Supervised Practice: Planned learning experiences including activities in professional work settings and alternate supervised practice experiences such as simulation, case studies and role-playing) in which students/interns perform tasks over defined periods of time to demonstrate mastery of ACEND competencies. Learning activities performed by interns that are not typically performed as part of the preceptor's work responsibilities, such as writing papers, completing a study guide or other homework, should not be counted towards fulfilling supervised-practice hours in professional work settings.

Verification Statement: A form completed by the program director, indicating that a student/ intern has successfully fulfilled the requirements for completion of an ACEND-accredited program.

Source: *Guidance Information for ACEND 2022 Accreditation Standards. For a complete definition listing please refer to: <https://www.eatrightpro.org/acend/accreditation-standards-fees-and-policies/2022-standards>.*

Students are encouraged to speak to the DPD Director should they have any questions about their DPD educational program or requirements to fulfill the required educational steps to becoming an RDN.

Handbook Prepared By

Monica Luby, MS, RDN, FAND

Director, Didactic Program in Dietetics and Undergraduate FN Program

This handbook is reviewed yearly. Every effort has been made to ensure that this handbook is current and accurate (including links). Students are asked to provide comments to the DPD Director should a statement be unclear, or you feel certain content requirements more attention. Please send your thoughts to mluby@steu.edu.

SAMPLE APPLICATION

Application for Acceptance to the Foods and Nutrition Major

Name: _____
Last
First
Middle/Maiden
Student ID Number

Address (permanent): _____
Street
Town/City
State
Zip Code

Address (temporary): _____
Street
Town/City
State
Zip Code

Telephone: _____
Home
Cell

Email: _____
SEU
Other (please provide)

SEU GPA: _____ Overall GPA (current) _____ Credits completed to date

FN GPA: _____ FN and Sciences/Math GPA (Please see reverse side on how to calculate)

Foods and Nutrition Major Statement of Understanding

I have read and understand the mission and program requirements of the Foods and Nutrition major as outlined in the FN Handbook and the SEU Online Catalog including grade requirements for progress in the major, general education and degree requirements. Applications will be reviewed at the beginning of each semester. Students will be notified as to their acceptance status.

Foods and Nutrition concentration (check the concentration you are applying to):

_____ Nutrition & Dietetics Didactic Program (leading to a DPD Verification) (a GPA of 2.8 or higher is recommended)

_____ General Studied in Foods and Nutrition (a GPA of 2.5 or higher is recommended)

Submit the following:

___ Completed Application including transcript section (See reverse side. Must be completed)

___ Personal Statement (see reverse side)

___ Completed SEU Application to the Major form (Available on Registrar homepage under downloadable forms) <https://www.steu.edu/registrarforms>.

DPD only

___ Academy of Nutrition and Dietetics student membership card

___ 50 hours of nutrition and dietetics-related paid/volunteer experience (DPD only) attach* for applicants entering fall 2018 and thereafter.

Applicant's Signature _____
Date

Program Decision: ___ Accepted ___ Provisional ___ Denied

 DPD Director or Advisor's Signature _____
Date

Guidelines for Applying for Acceptance for the Foods and Nutrition Major

Directions:

1. Complete the Application for Acceptance (reverse side).
2. Attach personal statement describing why you have chosen this major and how it relates to your career and personal goals in 250 words or less. Please use 1.5 spacing. (**Waived:** Second Degree and DPD option)
3. DPD submit required attachments.

When to Apply: FN students should apply for Acceptance to the Major once the following courses have been completed.

Notification: Applications will be reviewed at the beginning of each semester. Students will be notified as to their acceptance status.

| SEU | Course name/number (if not completed at SEU) | College/University Sem/Yr. | Grade | Credits | QP |
|---|--|-------------------------------|-------|---------|----|
| FN100 Prof Prep | | | | | |
| FN200 Intro Food Sci w/Lab | | | | | |
| FN210 Basic Hum Nutr | | | | | |
| FN213 Princ Nutr Assess* | | | | | |
| BIO117 Human Phys or BIO123 A&P II w/Lab (GSFN) | | | | | |
| BIO121 A&P I w/Lab (DPD) | | | | | |
| BIO123 A&P II w/Lab (DPD) | | | | | |
| CHEM121 Intro Chem w/Lab** | | | | | |
| CHEM123 Intro Org Chem /Lab** | | | | | |
| MATH119 Elem Stats | | | | | |
| | | | | | |

*Required for applicants entering in 2018.

** If student completed General Chemistry I, II and Organic Chemistry I, II please enter this information.

How to Compute your FN and Sciences/Math GPA:

Each letter grade is equal to a certain amount of quality points. For example, an A=4 points. Therefore a 4-credit course with a grade of A would be worth 16 Quality Points (QP). You must complete this calculation for all courses listed above. If you repeated a class, you **must** indicate the original grade earned and the repeated course grade.

Final step: Divide the total number of **Quality Points** by the total number of **Credits** earned (omit credit for FN 100). Example: If you earned 78 QP and the total number of credits earned is 24 then your GPA would be 3.25 ($78 \div 24 = 3.25$).

A complete listing of the grading system: GRADE QUALITY POINTS:

A 4.00, A- 3.67, B+ 3.33, B 3.00, B- 2.67, C+ 2.33, C 2.00, C- 1.67, D 1.00, and F 0.00.

Application Updated 8.2019 _Final version may vary slightly.

At-a-Glance: ACEND 2022 Standards: Demonstrate an ability to apply the *dietetics-specific foundation knowledge requirements and learning outcomes*:

| Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice. | Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the nutrition and dietetics practitioner level of practice. | Domain 3. Clinical and Customer Services: Development and delivery of information, products and services to individuals, groups and populations. | 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. | Domain 5. Leadership and Career Management: Skills, strengths, knowledge and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner. |
|---|---|--|---|--|
| KRDN 1.1 Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions. | KRDN 2.1 Demonstrate effective and professional oral and written communication and documentation. | 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 and develop plans to monitor the effectiveness of these interventions. | KRDN 4.1 Apply management theories to the development of programs or services. | 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 1.2 Select and use current information technologies to locate and apply evidence-based guidelines and protocols. | KRDN 2.2 Describe the governance of nutrition and dietetics practice, such as the Scope of Practice for the RDN and the Code of Ethics for the Profession of Nutrition and Dietetics. | KRDN 3.2 Develop an educational session or program/educational strategy for a target population. | KRDN 4.2 Evaluate a budget/financial management plan and interpret financial data. | KRDN 5.2 Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and career goals. |
| KRDN 1.3 Apply critical thinking skills. | KRDN 2.3 Assess the impact of a public policy position on nutrition and dietetics practice. | KRDN 3.3 Demonstrate counseling and education methods to facilitate behavior change and enhance wellness for diverse individuals and groups. | KRDN 4.3 Demonstrate and 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 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 2.4 Discuss the impact of health care policy and different health care delivery systems on food and nutrition services. | 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 4.4 Apply the principles of human resource management to different situations. | KRDN 5.4 Practice resolving differences or dealing with conflict. |
| | KRDN 2.5 Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates. | KRDN 3.5 Describe concepts of nutritional genomics and how they relate to medical nutrition therapy, health and disease. | KRDN 4.5 Apply safety principles related to food, personnel and consumers. | KRDN 5.5 Promote team involvement and recognize the skills of each member. |
| | KRDN 2.6 Demonstrate cultural humility, awareness or personal biases and an understanding of cultural differences as they contribute to diversity, equity and inclusion. | KRDN 3.6 Develop nutritionally sound meals, menus and meal plans that promote health and disease management and meet the client's/patient's needs. | KRDN 4.6 Explain the processes involved in delivering quality food and nutrition services. | KRDN 5.6 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others. |
| | KRDN 2.7 Describe contributing factors to health inequity in nutrition and dietetics including structural bias, social inequities, health disparities and discrimination. | | KRDN 4.7 Evaluate data to be used in decision-making for continuous quality improvement. | |
| | KRDN 2.8 Participate in a nutrition 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. | | | |

Nutrition and Dietetics concentration - Didactic Program in Nutrition and Dietetics: Program Mission, Goals and Outcome Measures*

Mission

In keeping with the mission and values of Saint Elizabeth University, the mission of the Didactic Program in Nutrition and Dietetics is to educate through a holistic student-focused approach rooted in the Catholic liberal arts tradition. We aim to prepare students for supervised practice/post-graduate experiences, advanced degree programs and entry-level nutrition and dietetics employment. (Updated 6/2022)

Goal 1. Program graduates will develop the breadth and depth of skills, knowledge and professional values through a program curriculum that meets the ACEND* Core Knowledge Requirements for the RDN.

- 1.1. Program Completion: At least 80% of program students complete program/degree requirements within 3-years (150% of program length). RE 2.1.c.1.a)
- 1.2a. Graduate Application and Acceptance into Supervised Practice: At least sixty percent (60%) of program graduates apply for admission to a supervised practice program prior to or with-in 12 months of graduation. RE 2.1.c.1.b.1)
- 1.2b. Graduate Application and Acceptance into Supervised Practice: Of program graduates who apply to a supervised practice program, at least sixty percent (60%) of program graduates are admitted to supervised practice program within 12 months of graduation. (RE 2.1.c.1.b.2)
- 1.3 Graduate Performance on Registration Exam: 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%. (RE 2.1.c.1.c)
- 1.4 Satisfaction with Graduate Performance: At least 80% of dietetic internship/supervised practice experience program directors will rate the SEU DPD graduates as ≥ 3.0 on a scale of 1-5 (1=Poor to 5=Outstanding) for having met the knowledge/competency expectations of the program. (RE 2.1.c.1.d)
- 1.5 Program Graduates' Satisfaction: At least 80% of DPD alumni will report a rating of ≥ 3 on a scale of 1-5 (1=poor to 5=outstanding) for their DPD academic preparation for supervised practice or post-graduate education.

Goal 2. Program graduates will develop values in personal and professional ethics, social responsibility, cultural humility, and leadership essential for nutrition and dietetics practice.

- 2.1 At least 80% of DPD program completers will report a score of ≥ 3.0 on a rating scale of 1-5 (1=Poor to 5=Outstanding) regarding the extent to which the DPD program:
 - Promoted opportunities for personal and professional ethical development
 - Promoted opportunities to engage in social responsibility
- 2.2 At least 80% of DPD program completers will achieve a Leadership Composite Score of ≥ 3.0 (based on an item scale of 1= Poor to 5= Outstanding) produced by the mean rating on the following elements:
 - Ethical practice
 - Critical thinking
 - Evidence-based practice
 - Collaborative work skills
 - Professional communications skills
 - Social responsibility through leadership.
- 2.3 At least 80% of DPD program completers will report a score of ≥ 3.0 (based on an item scale of 1= Poor to 5= Outstanding) that their SEU experiences (academic/student life) fostered a conscious awareness for cultural humility.

*Standards subject to changes per ACEND. Outcomes data available upon request, please contact DPD Director. Updated August 2018; Revised July 2019. Revised June 2022.

General Studies in Foods and Nutrition concentration: Program Mission, Goals and Outcome Measures*

Mission

The mission of the General Studies in Foods and Nutrition concentration is to prepare students with a broad foundational knowledge of food and nutrition principles and practices leading to future studies through a student-centered multidisciplinary approach rooted in the Catholic liberal arts tradition. (Modified 2019)

Goal 1. The program will prepare graduates in general studies in foods and nutrition (GSFN) which may be combined with another area of study (i.e.,) business, communication, allied health, or as entry to pre-medical studies, etc.) for a special career in foods and nutrition, and preparation for graduate studies.

- 1.1 Ninety percent (90%) of GSFN graduates will prepare and present a professional-level seminar of 10 minutes or longer for Faculty and Peer evaluation at a proficient level or higher.
- 1.2 At least seventy-five percent (75%) of GSFN graduates will demonstrate a proficient or higher level of achievement in the preparation of a scholarly-level literature review paper.
- 1.3 Eighty percent (80%) of GSFN graduates will successfully pass a Foods and Nutrition comprehensive examination (minimum grade of 75) on their first attempt.
- 1.4 Forty percent (40%) of GSFN graduates will have successfully completed either a second major or a minor course of study.
- 1.5 Eighty percent (80%) of GSFN graduates will indicate having received above-average or a higher level of preparation in the Foods and Nutrition Student Learning Outcomes.
- 1.6 Eighty percent (80%) of GSFN graduates indicate a confidence level of above-average or higher in their academic preparedness for advanced study or for professional career.
- 1.7 Sixty percent (60%) of GSFN graduates will be employed in a foods and/or nutrition-related field, fitness or wellness within 6 months post-graduation and/or enrolled in advanced studies.

Goal 2. Integrated foods and nutrition-related learning opportunities will prepare graduates to develop qualities of personal and professional ethics, social responsibility, service, leadership, and an appreciation for lifelong learning.

- 2.1 Ninety percent (90%) of GSFN graduates will complete at least 40 hours or more of self-directed professional development/service-learning experiences in the discipline to enhance personal and professional development, and social responsibility.
- 2.2 Ninety percent (90%) GSFN graduates will compile a Student Achievement Portfolio outlining a plan for pre-professional development and academic accomplishments at the proficient level or higher.
- 2.3 Eighty percent (80%) of GSFN graduates will indicate that the learning experiences offered in the major as provided meaningful opportunities that have contributed to their development of personal and professional ethical attitudes and behavior, and social responsibility.
- 2.4 Eighty percent (80%) of GSFN graduates will indicate an above average or higher level for student advising and personal development received from Program Faculty.
- 2.5 Eight percent (80%) of GSFN graduates will indicate an above average or higher level for the Food and Nutrition Program has having helped established a foundation for lifelong learning and ongoing professional development.

*Over a five-year cycle period of assessment. Revised 2017; 2019 updated

ACEND Standard 7.3 Crosswalk to FN Handbook

| ACEND 2022 Required Element: Information to Prospective Students and the Public | SEU Foods and Nutrition Student Handbook Section | Page(s) |
|---|---|----------------|
| a. Accreditation status, including the full name, address, phone number and website of ACEND must appear on the program's website homepage. | Statement of ACEND Accreditation Status | 8 |
| b. Description of the program including program's mission, goals and objectives. | Overarching mission of the Foods and Nutrition Program Nutrition and Dietetics (DPD) Concentration: mission, goals, and objectives | 5 11-13, 57 |
| c. A statement that program outcomes data are available upon request. | Outcomes data request statement | 8, 11, 57 |
| d. Information about the requirements and process to become a registered dietitian nutritionist (RDN)/nutrition and dietetics technician including education, computer matching information, supervised practice, the CDR credentialing exam, state licensure/certification, and if applicable how the program fits into the process. | Steps to become a Registered Dietitian Nutritionist: Education, CDR, Supervised practice etc. | 10, 43-50 |
| e. Estimated cost to student/interns, including tuition and fees, necessary books and supplies, transportation, typical charges for room and board or housing, and any other program-specific costs. | Costs: Tuition and FN DPD program related | 31 |
| f. Application and admission requirements. | Specifics of the Undergraduate BS Degree: Nutrition and Dietetics Application to Major (sample) | 9, 35 54-55 |
| g. Academic and program calendar or schedule. | Academic Calendar | 30 |
| h. Graduation and program completion requirements. | Total Credits required for Graduation/Four-Year Plan Graduation | 11-13 34 |
| i. Availability of financial aid and loan deferments (federal or private), scholarships, stipends and other monetary support, if applicable. | Financial Aid and Scholarships | 32 |
| j. Guidance about distance education components, such as technology requirements, if applicable. | Not applicable | |
| k. Relocation for supervised practice (Not applicable to DPD). | Not applicable | |
| l. A description of the criteria and policies and procedures used to evaluate and award credit for prior learning experiences, such as coursework, supervised practice hours or direct assessment, and the types and sources from which credit will not be accepted. <i>(new)</i> | Assessment of Transfer Credit and Prior Learning Procedures | 34-35 |

ACEND Standard 8.1 and 8.2 Crosswalk to FN Handbook

| ACEND 2022 Required Element: Policies and Procedures for Enrolled Students | SEU Foods and Nutrition Student Handbook Section | Page(s) |
|---|--|---------|
| 8.1: Programs are required to have policies and procedures for program operations including: | | |
| a. Student/Intern Performance Monitoring: The program’s system of monitoring student/intern performance must provide for early detection of academic difficulty and must take into consideration professional and ethical behavior and academic integrity of the student/intern. | Academic Advising: Academic Progress and Early Student Assessment/Alert | 29-30 |
| b. Student Remediation and Retention: Concerns about a student’s/intern’s performance in meeting program requirements are addressed promptly and adequately to facilitate student’s/intern’s progression in the program. | Academic Advising: Academic Progress and Early Student Assessment/Alert – Advocate and CASAS | 29-30 |
| c. Supervised Practice Documentation (N/A to DPD) | Not applicable | |
| d. Equitable Treatment: The program must establish policies to support diverse needs of students, ensure an inclusive environment and ensure equitable treatment by program faculty of students from all backgrounds, including race, ethnicity, national origin, gender/gender identity, sexual orientation, religion, disability, size, socioeconomic status, and age. <i>(new)</i> | Equitable Treatment and Procedure | 32 |
| 8.2: Policies and Procedures for the program must be provided in a single document: | | |
| a. Insurance requirements, including those for professional liability. (N/A to DPD) | Liability and Health Insurance statement | 38 |
| b. Liability for safety in travel to or from assigned areas. (N/A to DPD) | Off Campus Activities Related to the Major: Travel statement | 38 |
| c. Injury or illness while in a facility for supervised practice. (N/A to DPD) | Injury or Illness statement | 39 |
| d. Drug testing and criminal background checks, if required by practice supervised sites. (N/A to DPD) | General Health Regulations | 38 |
| e. Requirement that students/interns doing supervised practice must not be used to replace employees. (N/A to DPD) | Not applicable | |
| f. When students/interns are paid compensation as part of the program, policies must be in place to define the compensation practices. | Not applicable | |

ACEND Standard 8.2 Crosswalk to FN Handbook continued

| ACEND 2022 Required Element: Policies and Procedures | SEU Foods and Nutrition Student Handbook Section | Page(s) |
|---|---|----------------|
| g. The process for filing and handling complaints about the program from students/interns and preceptors that includes recourse to an administrator other than program director and prevents retaliation. The program must maintain a record of student complaints for a period of seven years, including the resolution of complaints. | Grievance Procedures – Academic: and Non-Academic FN Grievance statement | 33 38 |
| h. Process for submission of written complaints to ACEND related to program noncompliance with ACEND accreditation standards after all other options with the program and institution have been exhausted. | Notice for Grievance Procedures for Program Compliance | 46 |
| i. If the program grants credit hours or direct assessment for students'/interns' prior learning, it must define produces for evaluation equivalence of prior education or experience. Otherwise, the program must indicate that it has no policy for assessing prior learning or competence. <i>(Revised)</i> | Options for Returning Students to Receive a DPD Verification Assessment of Transfer Credit and Prior Learning Procedures | 15-17 34-35 |
| j. Process for assessment of student/intern learning and regular reports of performance and progress. | Education Plan and KRDN Statement GPA requirement Academic performance | 23 |
| k. Program retention and remediation procedures: students/interns must have access to remedial instruction such as tutorial support. | Academic Support: Success Center and Accessibility Services | 30 |
| l. Disciplinary/termination procedures. | Disciplinary and Termination statement | 31 |
| m. Graduation and/or program completion requirements for the program including maximum amount of time allowed for completing program requirements applicable at the time student enrolls. | Graduation/Degree Completion Application for Graduation | 33 34 |
| n. Verification statement requirements and procedures ensuring that all students completing requirements established by the program receive verification statements. | Issuing of DPD verification statement | 51 |
| o. Programs using distance instruction and/or online testing must employ strategies to verify the identity of a student. | FN Policy: Online Testing | 39 |
| p. Withdrawal and refund of tuition and fees. | Withdrawal and Refund of Tuition and Fees | 33 |
| q. Program schedule, vacations, holidays and leaves of absences. | Academic Calendar | 29 |

ACEND Standard 8.2 Crosswalk to FN Handbook continued

| ACEND 2022 Required Element: Policies and Procedures | SEU Foods and Nutrition Student Handbook Section | Page(s) |
|---|--|---------|
| r. Protection of privacy of student/intern information, including information used for identifying students in distancing learning. | Access to Personal File and Protection of Privacy of Student Information | 30 |
| s. Student/intern access to their own student file. | Access to Personal File and Protection of Privacy of Student Information | 30 |
| t. Access to student/intern support services, including health services, counseling, tutoring and testing, and financial aid resources. | Academic Support: IT; Tutoring/Testing; and Accessibility | 30 |
| | Financial Aid | 32 |
| | Student Support Services | 33 |
| | SEU Student Handbook | 33 |

Crosswalk Last Reviewed July 2022. Note: Every effort has been made to align ACEND Standards 7 and 8 Required Elements to the SEU FN Student Handbook accordingly.