Denver Campus

Didactic Program in Dietetics (DPD)
Culinary Nutrition Program

DPD Handbook

2016-17

Johnson & Wales University – Denver Campus
College of Culinary Arts
Department of Culinary Nutrition
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Introduction

Welcome to the Johnson & Wales University Culinary Nutrition Program, Denver Campus! Johnson & Wales University was the first in the country to offer a Bachelor of Science Degree in Culinary Nutrition that is accredited by the Academy of Nutrition and Dietetics. This program is designed for students seeking to apply culinary arts skills to their nutrition practice. In recent years, the health care system has included more health maintenance activities in addition to therapeutic treatments. Individuals have also become more interested in lifestyle practices that promote optimal health. The Culinary Nutrition (CN) Program at Johnson & Wales develops students who are prepared to use their culinary and scientific knowledge to improve health and human performance.

The Culinary Nutrition Program is housed within the College of Culinary Arts, which has been educating some of the world’s best-trained culinary professionals for more than 30 years. The Culinary Nutrition program is taught by highly trained professional chefs, registered dietitians, scientists and liberal arts faculty. This cohesive group of educators facilitates student learning of the skills and knowledge required to apply for a dietetic internship and/or master’s program.

In November 2014, the Adolf Coors Foundation provided a grant of $100,000 to the Culinary Nutrition program, Denver, to support the development of The Center for Culinary Nutrition, a free standing building. This has allowed JWU to expand laboratory facilities to include a designated Culinary Nutrition Production Laboratory, Dining Room, Nutrition Assessment Laboratory and CN faculty offices. This markedly increased the educational, experiential and professional opportunities for students enrolled in the program. The grant also enabled the university to expand community outreach by providing facilities to host local healthcare professionals and community partners for cooking demonstrations and other culinary nutrition-focused events.

Program graduates who become registered dietitians may work in a clinical setting, an athletic performance capacity, in a public health agency, in a school lunch program or in their own culinary nutrition practice. Some graduates of the program choose to specialize in food science and will apply their nutrition education in the food research and development field.

Accreditation and Affiliations

Johnson & Wales University (JWU) is accredited by the New England Association of Schools & Colleges, Inc. (NEASC) through its Commission on Institutions of Higher Education. This accreditation encompasses the university’s four campuses in Providence, RI; North Miami, FL; Denver, CO; and Charlotte, NC.

The Denver Campus Culinary Nutrition program has been granted accreditation by the Accreditation Council of Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, (312) 899-0040 (x 5400). The Didactic Program in Dietetics (DPD) meets the 2012 Eligibility Requirements and Accreditation Standards of ACEND.

-Program outcomes data are available upon request
**Program Philosophy**

The goal of the Culinary Nutrition Degree Program is to incorporate the College of Culinary Arts outcomes of technical and cognitive skills to develop a self-reliant professional who is able to:

- Manage the delivery of quality nutrition services to diverse populations
- Implement the Nutrition Care Process within the interprofessional framework of health care
- Incorporate present day nutrition theory into classical, conventional, ethnic and plant based cuisines
- Assure that food service operations meet the safety, food and nutrition needs of clients
- Participate in activities that promote nutrition and the profession of dietetics

Culinary Nutrition students also benefit from health care and industry alliances the University has established, which lead to undergraduate internships. In addition, students can take advantage of the resources offered by our Experiential Education and Career Services Office. Every Culinary Nutrition Student participates in an 11-week internship in the senior year. Johnson & Wales University has been a leader in offering these experiential learning opportunities or study abroad options.

**Johnson & Wales University Mission and Guiding Principles**

Johnson & Wales University …an exceptional education that inspires professional success and lifelong personal and intellectual growth.

In support of our mission and recognizing the importance of preserving our unique student-centered culture we will be guided by the following principles:

- Undertake continuous improvement and planning for a sustainable future
- Foster a teaching-focused university that encourages appropriate scholarship and offers relevant programs that maximize student potential
- Enrich our academic programs with experiential and work-integrated learning
- Be cost-conscious in our endeavor to provide an affordable private university education and be a good steward of our resources
- Embrace diversity for a richly inclusive community
- Model ethical behavior and local, national and global citizenship
- Value our faculty and staff by investing in their quality of life and professional development
- Provide facilities, technology and other resources to meet the needs of students, faculty and staff.
University Outcomes

Professional Competency – Graduates are expected to demonstrate professional competency and skill within their academic discipline.

Career Development – Graduates are expected to demonstrate the knowledge, skills and attitudes to obtain best fit employment in their chosen profession.

General Education – Graduates are expected to demonstrate competence in general education skills including written and oral language competency, critical thinking, ethical awareness, aesthetic sensibility, environmental awareness, quantitative literacy and community leadership to enhance their specialized knowledge, skills and abilities.

Global Diversity – Graduates are expected to apply knowledge of diverse perspectives pertinent to workplace settings and the global environment.

Culinary Nutrition Mission Statement and Program Goals

The mission of the DPD is to prepare entry-level Registered Dietitians for current and future success by blending the field of culinary arts, nutrition science, and dietetics. The DPD supports the institutional mission of Johnson & Wales University by providing an exceptional education that fosters professional success and lifelong personal and intellectual growth.

Program Goal 1 – The program will prepare graduates for professional competency integrating culinary skills with nutrition knowledge in their career and prepare them for supervised practice in order to be eligible and better prepared for the RD examination.

Program Objectives for Goal 1:

1.1 Over a five-year period, the pass rate for DPD graduates taking the registration examination for the first time will be at least 80%.
1.2 Over a five-year period, 60% of DPD graduates who have achieved the qualifications for a verification statement will apply to supervised practice program within 12 months of graduation.
1.3 Over a five-year period, 70% of those applying to supervised practice programs within 12 months of graduation will be accepted.
1.4 At least 75% of dietetic internship directors responding to dietetic intern (DI) evaluations will rate program graduates as exceeds expectations in culinary skills and nutrition academic knowledge.
1.5 After completion of the dietetic internship, 85% of CN graduates responding to DI evaluations will rate themselves as prepared satisfactorily for a dietetic internship.
Program Goal 2 – The program will prepare graduates to be globally aware, capable of working with ethnically diverse populations including their food and culture and who also are prepared to be lifelong learners pursuing personal and intellectual growth and participating in community service.

Program Objectives for Goal 2:

2.1 Over a 5-year period, 90% of enrolled students will complete program requirements within 150% or 3 years/9 trimesters of program completion.

2.2 The CN program will continue to attract highly motivated students and 80 of the graduates will have a 3.0 GPA or higher in the core nutrition and science classes at time of graduation.

2.3 Forty-five percent of the students completing the DPD will constitute a diverse population composed of genders and ethnicities.

2.4 Students’ evaluations of culinary nutrition faculty shall average 4.25 out of 5.0 points (on a 1-5 rating system) as a standard of the CCA

2.5 Annual student surveys of the CN program will reflect an overall program satisfaction value of an average of 5.0 out of 7.0 points.

Culinary Nutrition Program and DPD Program Handbook

By attending Johnson & Wales University, you have agreed to conform to the rules, codes, and policies as outlined in this publication, as well as in the catalog, all applicable student handbooks, and the Resident Student Contract, including any amendments. You have demonstrated your commitment to developing and enhancing your professional as well as your personal life. As part of this commitment, you must demonstrate acceptance of your responsibilities as a member of the university community. It is expected that you will conduct yourself in a professional and courteous manner in and out of the classroom. Familiarize yourself thoroughly with the contents of this handbook — ignorance of the rules will not excuse infractions. Every culinary nutrition student will sign a form upon admittance into the program indicating they are aware of the DPD Program Handbook - Appendix A.

You are required to abide by all the rules, codes and policies established by the university, which apply to all students (including commuter students) and must be followed both within and outside of university facilities and common areas.
Culinary Nutrition Bachelor of Science Degree

The Culinary Nutrition program is a four-year degree program that begins with a focus on the craft of culinary arts in the first year of study which is equivalent to the first year of study in the associate degree in Culinary Arts. Once a student is accepted into the Culinary Nutrition Program, the second, third and fourth years continue to develop culinary skills and focus on the theory of nutrition and culinary science. The third and fourth years specifically include areas of study that address foundational and advanced nutrition and general sciences, food science, leadership and applied culinary nutrition theory which prepares students for a career in multiple settings for registered dietitians.

The Culinary Nutrition program has two tracks of study: Clinical/Dietetics and Culinary Food Science. The Clinical Dietetic Track is the option selected by DPD students in preparation for a dietetic internship.

Clinical/Dietetics Track provides the required emphasis for students who are interested in applying for a postgraduate dietetic internship program. Successful completion of this internship qualifies the student to take the National Dietetic Registration Exam to become a Registered Dietitian/ Nutritionist (RD/RDN). The specific courses required for this track are noted below.

Culinary Food Science Track prepares students to enter the Product Research and Development area of expertise with food companies. These students often work as research chefs. The specific courses required for this track are noted below.

Students may wish to complete both tracks. To do so, they will take two classes beyond their degree requirements as long as scheduling will allow.

**CLINICAL/DIETETICS**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credits</th>
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<tbody>
<tr>
<td>NUTR4030 Medical Nutrition Therapy</td>
<td>4.5</td>
</tr>
<tr>
<td>NUTR4630 Advanced Medical Nutrition Therapy</td>
<td>4.5</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>9.0</strong></td>
</tr>
</tbody>
</table>

**CULINARY FOOD SCIENCE**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CUL4111 Product Design and Development</td>
<td>4.5</td>
</tr>
<tr>
<td>NUTR3510 Principles of Food Product Development</td>
<td>4.5</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>9.0</strong></td>
</tr>
</tbody>
</table>
Career Opportunities

Upon completion of the Culinary Nutrition bachelor’s degree program, students are prepared for these professions:

- **Registered Dietitian/ Nutritionist**, upon completion of a post graduate dietetic internship and passing of the registered dietitian examination
  - Community and Public Health Settings
  - Corporate Wellness
  - Food Manufacturers, Business & Industry
  - Hospitals or other Health-Care Facilities
  - Management
  - Media work
  - Personal Chef
  - Private Practice
  - Research
  - Restaurants
  - Sports Nutrition
  - Supermarket Dietitian
  - Test Kitchens
  - Universities and Medical Centers

- **Food Service Management**
  - College/ University Foodservice & Catering
  - Industrial/ Business Foodservice & Catering
  - Restaurant/ Hotel Management
  - School/ Senior Lunch
  - Food Microbiology
  - Public Relations and Sales
  - Quality Assurance
  - Senior Living, Long Term Care or Assisted Living

- **Personal Chef**
  - Catering
  - Cookbook Writing

- **Spas and Restaurants**
  - Chef
  - Management
  - Menu Demonstrator
  - Demonstrator

- **Miscellaneous**
  - Dietetic Technician, Registered (DTR), after passing exam. See Appendix B for more details.
  - Certified Dietary Manager (CDM), after passing exam. See Appendix C for more details
  - Health Club Nutrition Specialist
  - Teacher – Secondary School/University
  - WIC Nutritionist
Information for Prospective Students

Application Procedure for the Culinary Nutrition Program

Students or graduates interested in entering the Culinary Nutrition program must have completed all the courses required for the associate degree in Culinary Arts or Baking & Pastry Arts, excluding the internship. Students who have completed a Baking & Pastry Arts program must complete the JWU Associate degree culinary lab courses. Students transferring from other culinary colleges must meet Johnson & Wales University’s academic requirements. All students must have a 3.0 GPA from their associate degree program to apply. Students must complete and submit an application to the program director, Marleen Swanson, who can be contacted at mswanson@jwu.edu or 303-256-9539.

The application and all necessary forms may be downloaded from the Johnson & Wales University website: http://linkweb.jwu.edu/culinarybsapp/

The application consists of:
1. Application form
2. Resume
3. Recommendation forms (three)
   a. Two from chef instructors
   b. One from academic instructor
4. One letter of recommendation from an outside associate
5. Change of Status form (only needs to be filled out by currently enrolled JWU students)
6. Interview/ Telephone Interview will be schedule with the program director
7. Student Degree Progress – Currently enrolled students can obtain their Degree Progress through jwuLink. Students applying from outside of the University will need an official transcript.

Selection into the Program and Advisor Assignment

Selection is based on previous academic performance, industry experience and professional recommendations. Upon acceptance into the program, students will be notified by the program director with a letter of acceptance. The program director will serve as the student’s program advisor within the College of Culinary Arts, and will advise Student Academic Services that the student has been admitted into the program. The student will then be given an academic advisor from Student Academic Services who will assist in planning the student’s schedule as noted in the Culinary Nutrition Program of Study set forth in the JWU Catalog, Denver, available at http://catalog.jwu.edu/denver and https://academics.jwu.edu/college-of-culinary-arts/culinary-nutrition-bs/?taxId=170
**Program Expenses**

Tuition and Fees:
Information about the tuition rates, housing, and other associated fees with Johnson & Wales University can be found through the jwuLink student portal, or via the Johnson & Wales University, Denver, Student Life webpage, under the Financial Services heading. ([Denver Home > Student Life > Financial Services> Tuition & Fees->](https://www.jwu.edu/content.aspx?id=4716)

Additional Program expenses are as follows:

<table>
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<th>Books</th>
<th>Purchased new, textbook costs average under $1500 per academic year during the junior and senior years of the DPD.</th>
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<tr>
<td>Culinary Uniforms</td>
<td>Included with tuition</td>
</tr>
<tr>
<td>Culinary Tool/Knife Kit</td>
<td>Included with tuition</td>
</tr>
<tr>
<td>Culinary and Science Lab Fees</td>
<td>Included with tuition</td>
</tr>
<tr>
<td>Library Fees</td>
<td>Included with tuition</td>
</tr>
<tr>
<td>General Printing Fees</td>
<td>Included with tuition</td>
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| Professional Binding of Projects | Roughly $25 per required class:  
- NUTR:4630  
- CUL: 3155  
- CUL:3175  
- CUL:4175 |
| Student Membership to the Academy of Nutrition and Dietetics (*optional) | $50 per year |
| Experiential Education Senior internship | The experience is included with tuition; however additional costs around travel, lodging, and other living costs, as well as the student compensation, are variable. |
| Dietetic Internship (DI) application fees (*only required for students pursuing the RD/RDN credential) | Variable, however, the average Johnson & Wales DPD student applying for a DI will spend $250 - $450 on their application submission. |
Steps to Becoming a Registered Dietitian (RD) Registered Dietitian Nutritionist (RDN)

Students may choose to become a Registered Dietitian (RD/RDN). This requires an additional year of study in a post graduate dietetic internship, supervised dietetic practice experience following graduation from JWU. Please note that the post graduate dietetic internship experience is not provided by JWU. Attaining a dietetic internship is a very competitive process. Once a student has completed the dietetic internship, he/she is eligible to take the National Examination to become a Registered Dietitian.

Five Steps to Become a Registered Dietitian Nutritionist
(From the Academy of Nutrition and Dietetics: http://www.eatrightpro.org/resource/career/become-an-rdn-or-dtn/high-school-students/5-steps-to-become-a-registered-dietitian-nutritionist)

1. Complete a bachelor's degree and receive a verification statement from an ACEND-accredited program (Didactic Program in Dietetics).
2. Get matched to an ACEND-accredited supervised practice dietetic internship program (some dietetic internships are combined with a master's degree, which is optional*). For students who do not match to an internship, applying to an Individual Supervised Practice Pathway is an option.
3. Pass the Commission on Dietetic Registration's dietetic registration exam.
4. Gain licensure in your state of practice, if applicable.
5. Maintain continuing education.

Registered Dietitian (RD) vs Registered Dietitian Nutritionist (RDN) (From the Commission on Dietetic Registration: https://www.cdrnet.org/news/rdncredentialfaq)

What is the new optional RDN credential?
The Academy of Nutrition and Dietetics’ Board of Directors and the Commission on Dietetic Registration have approved the optional use of the credential “registered dietitian nutritionist” (RDN) by registered dietitians (RD).

Will the new optional RDN credential have an effect on state licensure of RDs?
No. Legal counsel determined that adding the optional RDN credential will not affect licensure or other regulations. Many state licensure/certification laws already reference the term nutritionist (e.g., LDN or CDN).

Why is the Academy offering the optional Registered Dietitian Nutritionist credential?
The option was established to further enhance the RD brand and more accurately reflect to consumers who registered dietitians are and what they do. This will differentiate the rigorous credential requirements and highlight that all registered dietitians are nutritionists but not all nutritionists are registered dietitians.
Application Procedure for Dietetic Internships

The process of applying for a dietetic internship should begin in the student’s junior year. Attaining a dietetic internship is very competitive. The national average for placement in 2013 was 52% (Source: “New Approach Used for Analyzing the April 2013 Match Results,” ACEND Update, May 2013). Students who apply should be academically strong with a GPA of at least 3.2. It is JWU policy that a student must earn a “B” (3.0) average or better in the core science and nutrition classes listed below in order to be eligible to apply for a dietetic internship.

Refer to Policy and Procedure for Verification Statements section in this handbook for further information, page 21.

CHM2040 – Intro to Gen & Organic Chemistry  NUTR3030 – Nutrition Assessment
SCI2031 - Anatomy & Physiology        NUTR3050 – Life Span Nutrition
CHM3040 – Biochemistry                 NUTR4030 – Medical Nutrition Therapy
SCI4060 – Food Microbiology            NUTR4630 – Advanced Nutrition Therapy

In addition, students should have a significant amount of volunteer or work experience in the clinical nutrition field, preferably in a hospital setting. Additional employment or volunteer experience that exhibits leadership and organizational skills is also valuable.

The program director will conduct a meeting in the spring of the students’ junior year. Dietetic internships and the Graduate Record Examinations for graduate school will be discussed. In the fall of the senior year, another dietetic internship workshop will be held to review the dietetic internship application process, the appropriate required forms and deadlines.

All applications will be submitted and processed electronically through the Dietetic Internship Centralized Application System (DICAS). Applications are due mid-February for a fall placement. Students are notified in April if they have been placed. Students may also apply after graduation in mid-September for a January-February placement.

A complete list of nationwide accredited dietetic internships may be found on the Academy of Nutrition and Dietetics’ website at http://www.eatrightacend.org/ACEND/content.aspx?id=10760 listing all of the dietetic internships. A book entitled “Application Guide to Supervised Practice 2016-17,” listing dietetic internships is available in the office of the Program Director, Marleen Swanson in Vail Hall and on reserve in the library. Students may view this book or utilize the website to research internship sites from any of these sources.
Nutrition and Dietetic Technician Registration (NDTR) Pathway

In 2009, the Commission on Dietetic Registration (CDR) established a new registration eligibility for dietetic technicians. Under Pathway III, individuals who have completed both a baccalaureate degree and a Didactic Program in Dietetics (DPD) with a validated, earned Verification Statement will be able to take the registration examination for dietetic technicians without meeting additional academic or supervised practice requirements.

Pathway III
Completion of a baccalaureate degree granted by a US regionally accredited college/university, or foreign equivalent, and completion of the Accreditation Council of Education in Nutrition and Dietetics (ACEND) Didactic Program in Dietetics (DPD) as verified by a DPD program director.

The DPD director must process all candidates through the Registration Eligibility Processing System (REPS) for eligibility to take the examination. Please see Appendix C in this handbook for instruction on registering for the NDTR examination.

Examination Candidate information and Study Resources for the NDTR Examination:

Computer Based Testing FAQ Sheet:

Study Guide for the Registration Examination for Dietetic Technicians, 6th edition:
http://www.eatrightstore.org/

"Check It Out Becoming a Dietetic Technician Registered":
http://www.eatrightpro.org/resources/career/become-an-rdn-or-dtr

More information about the NDTR can be found here:
Graduate School Opportunities

Many students choose to attain a master’s degree following completion of the Culinary Nutrition program. In 2024, all RD’s will be required to have a Master’s degree. Students graduating before that date will not have that mandate but will be competing against candidates who do.

There are a number of programs and career directions from which a student may choose. Most programs require that the student take the Graduate Record Examination (GRE) as a part of the application. It is recommended that students take the GRE during the summer between their junior and senior year so they are better prepared to apply for master’s programs. GRE scores are valid for five years. GRE’s can be re-taken if a student is not satisfied with his or her initial scores.

Students may also opt to do a coordinated program which includes both a master degree program and a dietetic internship. At the completion of a two-year graduate program, students will have successfully attained a Master of Science degree or a Master of Public Health degree and are eligible to take the examination to become a Registered Dietitian (RD). Below is a list of some of the graduate school opportunities for students graduating from the Culinary Nutrition program:

**Master of Science**
- Clinical Research
- Exercise Sciences
- Family and Consumer Sciences
- Food Chemistry
- Food Science
- Food Service Management
- Food Technology
- Health Education
- International Health
- International Nutrition
- Medical Sciences
- Molecular and Biochemical Nutrition
- Nutrition
- Nutrition and Dietetics
- Nutrition Communications
- Nutrition Education
- Rehabilitation Services

**Master of Public Health**
- Public Health Nutrition
- Health Administration
- Biostatistics
- Environmental Health
- Epidemiology
- Health Education
- Maternal and Child Health
Master of Education
- Education

Master of Business Administration
- both of these programs are available on the Denver JWU campus
  - Business focus
  - Hospitality focus

Master of Physician Assistant Studies
- Physician Assistant
  This program began in 2014 on the Providence campus.

All other programs listed above are not currently available at Johnson & Wales University but are offered at a wide range of other institutions.
Culinary Nutrition Program Faculty

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Denver Campus Student Handbook

Please refer to the Johnson & Wales University Denver Campus Student Handbook, link on the campus’s website at http://catalog.jwu.edu/handbook/denver/ for further information regarding generally applicable rules, policies and procedures, including, without limitation:

- Withdrawal
  http://catalog.jwu.edu/handbook/generalinformationandpolicies/withdrawalfromjwu/
- Tuition and Fees
  http://catalog.jwu.edu/financingyourdegree/tuitionfees/denver/
- Family Educational Rights and Privacy Act (FERPA) regarding the privacy of student information and access to personal files
  http://catalog.jwu.edu/handbook/generalinformationandpolicies/ferpa/
- Student support service
  http://catalog.jwu.edu/handbook/studentservices/centerforacademicsupport/
- Counseling and testing
  http://catalog.jwu.edu/handbook/studentaffairs/counselingservices/
- Financial aid resources
  http://catalog.jwu.edu/financingyourdegree/financialaid/
- Health services
  http://www.jwu.edu/content.aspx?id=10320
- Undergraduate 2016-17 Academic Calendar, including vacation and holidays
  http://catalog.jwu.edu/handbook/academiccalendar/denver
- Student Academics and Financial Services and Financial Aid
  http://catalog.jwu.edu/studentservices/
- Standardized Testing and Prior Learning Assessment guidelines
  http://catalog.jwu.edu/handbook/academicinformation
- Disciplinary/termination procedures
  http://catalog.jwu.edu/handbook/studentaffairs/studentcodeofconduct/conductreviewprocess/

The Johnson & Wales University Denver Campus Student Handbook can be viewed and downloaded as a pdf from the Student Handbook link on the campus’s website at http://catalog.jwu.edu/handbook/denver. In addition, please note the following policies and procedures:

Filing and Handling of Complaints Related to the Didactic Program in Dietetics

Students enrolled in the Culinary Nutrition Didactic Program in Dietetics follow the university’s established policy and procedures for the handling of complaints and grievances as set forth in the Johnson & Wales University Denver Campus Student Handbook http://catalog.jwu.edu/handbook/generalinformationandpolicies.

The process outlined in the Student Handbook provides students with recourse to administrators other than the DPD director. The university’s notice to prevent retaliation against those filing a complaint or grievance is also set forth in Complaints and Grievances, Academic and Administrative Complaints in http://catalog.jwu.edu/handbook/generalinformationandpolicies.
All students attending Johnson & Wales University have rights; sometimes their rights might be violated. If a student believes his or her rights have been violated, he or she should first review the *Johnson & Wales University Denver Student Handbook*  
[http://catalog.jwu.edu/handbook/generalinformationandpolicies/complaintsandgrievances/](http://catalog.jwu.edu/handbook/generalinformationandpolicies/complaintsandgrievances/)

In the event that a student feels that his or her academic rights have been violated, he or she is to speak with the Course instructor or the Department Chair for Culinary Nutrition. If the student feels that further action is necessary, he or she is to contact the Dean of the College of Culinary Arts. For perceived violation of non-academic rights, the student should contact the University Compliance Officer or the Dean of Students. Phone numbers are provided in the Student Handbook. When appropriate, complaints can also be filed with University Nondiscrimination Coordinator or reported to Human Resources & Payroll, or to any department chair, dean, vice president or university officer. Complete information on students’ rights and complaint procedures can be found in the *Johnson & Wales University Student Handbook*  
[http://catalog.jwu.edu/handbook/generalinformationandpolicies/complaintsandgrievances/](http://catalog.jwu.edu/handbook/generalinformationandpolicies/complaintsandgrievances/)

For academic complaints, if the above internal approaches have not resolved the matter to the student’s satisfaction, the DPD Director advises student to submit their complaints directly to ACEND. A strength of the program is that no complaints have been submitted directly to ACEND since inception of the program in 2005 regarding the program’s compliance with accreditation standards.

**Procedures for Complaints Against DPD**

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) has established a process for reviewing complaints against accredited programs in order to fulfill its public responsibility for assuring the quality and integrity of the educational programs that it accredits.

Any individual, for example, student, faculty, dietetics practitioner and/or member of the public may submit a complaint against any accredited or approved program to ACEND. However, the ACEND board does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion or dismissal of faculty or students.

It acts only upon a signed allegation that the program may not be in compliance with the accreditation standards or policies. The complaint must be signed by the complainant. Anonymous complaints are not considered. Where a complainant has threatened or filed legal action against the institution involved, ACEND will hold complaints in abeyance pending resolution of the legal issues and the complainant is so advised.

1. ACEND staff forwards all written complaints to the ACEND chair within three weeks of receipt of the complaint.

2. If the ACEND chair determines that the complaint does not relate to the accreditation standards or policies, the complainant is notified in writing within two weeks of the Chair’s review that no further action will be taken.
3. If the ACEND chair determines that the complaint may relate to the accreditation standards or policies, the complaint is acknowledged in writing within two weeks of the chair's review and the complainant is provided a copy of the process for handling the complaint.

4. At the same time as the complainant is notified, the complaint is forwarded to the program by express mail second day delivery for tracking purposes. The administrative officers of the institution or organization sponsoring the program, currently on file with ACEND, receive copies of the correspondence by first class mail. At the request of the complainant, the name of the complainant is "blocked out" within the body of the written complaint that is sent to the program.

5. The ACEND chair requests the program to conduct a preliminary investigation and submit a report addressing the relevant accreditation standards or policies postmarked no more than 30 calendar days from receipt of the notification, as documented by the record of second day delivery.

6. The ACEND chair may also request further information or materials relating to the complaint from the complainant, the institution or other sources.

7. The ACEND chair appoints a review committee to consider the complaint, along with all relevant information. The review committee recommends appropriate action to the ACEND board at its next scheduled meeting.

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

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

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

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

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

13. The program has the right to request the ACEND board to reconsider a decision to place the program on probation or to withdraw accreditation or approval.
A copy of the accreditation standards may be obtained by contacting the AND Accreditation staff at the Academy of Nutrition and Dietetics. Written complaints should be mailed to the Chair of the Accreditation Council for Education in Nutrition and Dietetics at the following address:

Accreditation Council for Education in Nutrition and Dietetics (ACEND)
120 South Riverside Plaza, Suite 2000 Chicago, Illinois 60606-6995
Phone: 312-899-0040
Ext. 5500
Fax: 312-899-4772

Assessment of Prior Learning and Credit Toward Program Requirements

Courses completed at another college or university may be eligible for transfer credit pursuant to the university’s Transfer Credit Policy as set forth in the Johnson & Wales University Denver Campus Student Handbook-> http://catalog.jwu.edu/handbook/academicinformation

The Johnson & Wales University Culinary Nutrition Didactic Program in Dietetics does not give credit for previous work experience toward meeting major program course requirements.

Formal Assessment of Student Learning

Students are required to apply for admission to the Culinary Nutrition Didactic Program in Dietetics after completing the required prerequisite course work (associate of science degree in culinary arts or baking & pastry arts) with a minimum overall GPA of 3.0. If the student has completed the baking & pastry program, he/she must also complete all culinary labs. This is the first component of formal assessment of student performance and progress.

Across all courses, students are awarded a grade for every assignment and project that addresses a defined student learning outcome, as well as, a grade for every course within the program.

DPD Retention and Remediation Procedures

Student academic performance for students enrolled in the Culinary Nutrition Didactic Program in Dietetics is reviewed at the end of each academic term by the DPD Program Director. Students who are underperforming are scheduled to meet with the Director, who provides information and referrals to the appropriate university resources and remediation services.

Referrals for those experiencing academic difficulty are commonly made to the Center for Academic Support, which provides tutoring, counseling and disability accommodations for students. Information on the services available from the Center for Academic Support can be found in the Johnson & Wales University Denver Campus Student Handbook http://catalog.jwu.edu/handbook/studentservices.
Disciplinary/Termination Procedures

Disciplinary and termination procedures for all students at the Denver Campus of Johnson & Wales University are included in the Student Code of Conduct and Conduct Review Process set forth in the Johnson & Wales University Denver Campus Student Handbook
http://catalog.jwu.edu/handbook/studentaffairs/studentcodeofconduct/conductreviewprocess

Guidelines for maintaining good academic standing within the university are available in the Johnson & Wales University Denver Campus Student Handbook http://catalog.jwu.edu/handbook/academicpolicies or are available in writing by contacting Student Academic and Financial Services.

Graduation and/or DPD Completion Requirements

Graduation and completion requirements for the Culinary Nutrition Didactic Program in Dietetics follow the university’s graduation and satisfactory academic progress requirements. Graduation Requirements are set forth in the Johnson & Wales University Denver Campus Student Handbook http://catalog.jwu.edu/handbook/academicpolicies/.

Requirements for maintaining satisfactory academic progress, including the maximum time allowed to complete degree requirements, are set forth in the Johnson & Wales University Denver Campus Student Handbook http://catalog.jwu.edu/handbook/generalinformationandpolicies/satisfactoryacademicprogress/

In order to be eligible to apply for a dietetic internship, students must maintain a grade of B (3.0) average or better in the eight core science and nutrition courses of the program (SCI2031, CHM2040, CHM3040, SCI4060, NUTR3030, NUTR3050, NUTR4030, NUTR4630). See Application Procedure for Dietetic Internships on page 11 of this Handbook for further information.
Verification Statement Policy

A verification statement is an official document that certifies successful completion of a bachelor’s degree and the requirements of the Accreditation Council for Education in Nutrition and Dietetics (ACEND) accredited program. A verification statement is required to qualify for application to a Dietetic Internship. Johnson & Wales students must complete the program with a grade of B (3.0) average or better in the Didactic Program required coursework* to qualify for a Verification Statement.

At least six weeks post-graduation is required for processing the grades in the Banner system; which will declare a student graduated. A Verification Statement will be granted to graduates who have met the noted requirements and will be kept indefinitely in the student’s file in the Office of the Culinary Nutrition Program. At any time, a graduate may request a copy of the Verification Statement be sent to them.

Only students pursuing the B.S. in Culinary Nutrition with the track in Clinical/Dietetics are eligible to earn a Verification Statement, after meeting the above guidelines.

* A grade of “B” average or better is required in these eight core courses:
  
  SCI2031  NUTR3030
  CHM2040  NUTR3050
  CHM3040  NUTR4030
  SCI4060  NUTR4630

All students enrolled in the Culinary Nutrition program must sign the Verification Statement Policy Agreement (see Appendix A) acknowledging that they have read and understand the above information regarding the policy of the Culinary Nutrition Program for issuing Verification Statements at the completion of the program.

Amendments

The university reserves the right to amend this handbook and change or delete any existing rule, policy, or procedure or add new rules, policies, and procedures at any time and without prior notice.
Appendix A - Verification Statement Policy Agreement

A verification statement is an official document that certifies successful completion of the Baccalaureate Degree and the requirements of the Accreditation Council for Education in Nutrition and Dietetics (ACEND) accredited program. A verification statement is required to qualify for application in a Dietetic Internship. Johnson and Wales University students must complete the program with a GPA average of 3.0 in the Didactic Program required coursework* to qualify for a verification statement.

Only students pursuing the BS in Culinary Nutrition, with ACEND accreditation, are eligible to earn a verification statement, after meeting the guidelines noted above.

"B" average or better in these required courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUTR3030</td>
<td>SCI2031</td>
</tr>
<tr>
<td>NUTR3050</td>
<td>CHM2040</td>
</tr>
<tr>
<td>NUTR4030</td>
<td>CHM3040</td>
</tr>
<tr>
<td>NUTR4630</td>
<td>SCI4060</td>
</tr>
</tbody>
</table>

I have read and understand the statement above regarding the policy of the Culinary Nutrition Program for issuing verification statements at the completion of the program.

____________________________________  ____________________________
Student Signature                              Date

__________________________________________
Didactic Program in Dietetics
Program Handbook

Handbook Acknowledgement

I_____________________________________, acknowledge receipt of the Johnson & Wales University Student Handbook and supplemental Didactics Program Handbook (DPD Handbook). I understand that I am responsible for all applicable university policies and procedures located in the Student Handbook, as well as, the DPD Program Handbook.

I further acknowledge that I have been advised that the Student Handbook can be accessed on the Johnson & Wales University Web Site at: http://catalog.jwu.edu/handbook/denver and the DPD Culinary Nutrition Handbook can also be accessed at http://academics.jwu.edu/college-of-culinary-arts/culinary-nutrition-bs/

____________________________________
Date

____________________________________
Student Signature

____________________________________
J Number
Appendix B – How to Request a Verification Statement Form

What is a verification statement?
(*From the Academy of Nutrition and Dietetics: http://www.eatright.org/BecomeanRDorDTR/content.aspx?id=8097)

What is the purpose of Verification Statements?
Verification of completion of dietetics programs is the method used by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) to ensure that academic and supervised practice requirements for Academy Membership or Commission on Dietetic Registration (CDR) eligibility for the Registration Examination for Dietitians and Dietetic Technicians have been met. At various times in preparing for professional membership or registration, an individual will be asked to supply verification of both academic and supervised practice qualifications. Therefore, it is the responsibility of the individual to obtain the appropriate quantity of Verification Statements and to safeguard them until the time they are to be used in various application processes.

Who determines the requirements for program completion?
Program Directors are responsible for evaluating transcripts or prior experience and determining coursework and/or supervised experience students must complete to fulfill current curriculum requirements for their program. Because coursework and/or supervised practice experiences needed to complete program requirements may vary from program to program, students must complete the current requirements of the program from which they will receive the Verification Statement.

How to request a copy from JWU Culinary Nutrition Program:

Who is eligible for a verification statement?
Any student who:
• Completed the Culinary Nutrition BS Degree, with the *Clinical Nutrition track of study.
  o (*The Clinical Nutrition Concentration was instituted in the 2011-12 catalog year)
• Received a letter grade of a “B” or better all core science and nutrition designated classes**.
  o (**This academic performance standard was introduced in the 2009-10 catalog year.)
• Whose degree has been verified by the JWU Registrar and Student Academic Services
  o A process that takes up to 12 weeks, post-graduation.

Why haven’t I received my copy of the Verification Statement?
• All students who meet the above standard have been verified, and have at least one copy of their Verification Statement in their Student File.
• Since most students do not need a physical copy of their verification statement until they are matched to either a Dietetic Internship, or Graduate School, copies are not issued until they are requested.
• You may request a copy of your verification statement at any time, and for any reason, with no expiration.

How do I request a copy of my Verification Statement?
Contact the JWU DPD director, Marleen Swanson, MS, RD, MBA (mswanson@jwu.edu) and/or the Culinary Arts Administrative Assistant, Kristin Geoly (kgeoly@jwu.edu) with the following information:
1. Current Mailing Address
2. Full Name (Full First, Middle and Last Names as they appeared when you graduated from JWU)
   o J# is helpful, but not required.
3. Mother’s Maiden Name
   o (This is a personal identifier that must now go on the Verification Statement)
4. Month and year of graduation.
5. Date of birth (MM/DD/YYYY)

➤ Verification Statement Request emails that adhere to the above requirements will be issued within 7 business days, during the academic year and 20 business days when school is not in session.
Appendix C – How to Register for the NDTR Examination

What is an NDTR?
*Excerpted from the Academy of Nutrition and Dietetics [A.N.D.]

Nutrition Dietetic technicians, registered (NDTRs) are educated and trained at the technical level of nutrition and dietetics practice for the delivery of safe, culturally competent, quality food and nutrition services. NDTRs work under the supervision of registered dietitians when working in direct patient nutrition care, such as in:
- Hospitals, clinics, nursing homes, retirement centers, hospices, home health-care programs and research facilities.

NDTRs may also work independently in providing general nutrition education to healthy populations in a variety of other settings, such as:
- Schools, day-care centers, correctional facilities, restaurants, health-care facilities, corporations and hospitals.
- Women, Infants, Children (WIC) programs, public health agencies, Meals on Wheels and community health programs, Health clubs, weight management clinics and community wellness centers.
- Food companies, contract food management companies or food vending and distributing operations.

Does the NDTR have a different meaning than the DTR credential?
- No. The DTR and NDTR credential have identical meanings and legal trademark definitions.

JWU Culinary Nutrition Requirements to apply for the NDTR Exam:

✓ Successfully completed the JWU Culinary Nutrition BS degree program.
✓ Meet ALL JWU academic requirements for the Didactic Program in Dietetics (DPD) Verification Statement (VS)
✓ Submission of the NDTRE Misuse Form
✓ Submission of your Official Transcripts to the JWU Program Director

Important Information for the Registration Eligibility Application

Intent - Graduates must formally state their intent to take the NDTR exam, with the DPD director, Marleen Swanson: In addition, please provide the following information: Personal Information, NDTR Misuse Form, and Official Transcript:

a. Personal Information
   - First and last name as it appears on a valid, government-issued photo identification
   - Middle initial
   - Personal email address
   - Graduation date

   The original copy must be sent to DPD Director (*not scanned, or faxed, and MUST be signed in BLUE ink)
   A file will be created for each applicant. This form will be kept there

c. Official transcripts, with your graduation date, must be submitted along with your NDTR application –To request a copy from JWU, please visit: https://www.jwu.edu/uploadedFiles/Documents/Forms/Academic_Services/JWUTranscriptRequestForm.pdf
   The transcript will also be kept on file.

d Verification Statement will be developed by the DPD Director and maintained in the file.
Application Process

1. The Director will submit the graduate’s complete name to the Commission on Dietetic Registration (CDR) via Registering Eligibility Processing System (REPS).
2. REPS will contact the graduate and have them complete all demographic information.
3. The completed form will then be sent back to the DPD Director who will upload the graduate’s NDTR or DTRE form, the Verification Statement and the transcript.

Once complete, the graduate will receive an email confirming registration eligibility from CDR in about 3-5 business days. CDR then forwards the graduate’s information to Pearson VUE Test Center. They in turn will contact the graduate to let them know they are eligible to take the examination. Study guides are available to the applicant. Please see a list of study resources for the NDTR Examination on page 12 of this document. There are multiple sites noted where one can take the examination.

ALL documents can be mailed directly to the DPD Director:

Marleen Swanson, MS, RD, MBA
Chair, Culinary Nutrition
Johnson & Wales University
7150 Montview Blvd
Denver, CO 80220

More information on the NDTR can be found here:

• [https://www.cdrnet.org/program-director/registration-eligibility-requirements-for-dietetic-technicians-new-pathway-iii](https://www.cdrnet.org/program-director/registration-eligibility-requirements-for-dietetic-technicians-new-pathway-iii)
Appendix D - How to Register for the Certified Dietary Manager, Certified Food Protection Professional

(CDM®, CFPP®) Credential

What is a CDM?

*Excerpted from the Association of Nutrition & Foodservice Professionals [ANFP] website

http://www.anfponline.org/become-a-cdm/cdm-cfpp-credential

A Certified Dietary Manager, Certified Food Protection Professional (CDM®, CFPP®) has the education and experience to competently perform the responsibilities of a dietary manager and has proven this by passing a nationally-recognized credentialing exam and fulfilling the requirements needed to maintain certified status.

CDM, CFPPs are experts at managing dietary operations. They are trained and qualified to administrate menus, food purchasing, and food preparation; and to apply nutrition principles, document nutrition information, ensure food safety, manage work teams, and much more.

A CDM, CFPP has achieved defined competencies in 10 key areas:
1. Gathering Nutrition Data/ Applying Nutrition Data
2. Providing Food Services
3. Providing Nutrition Education
4. Hiring and Supervising employees
5. Developing Personnel and Communications
6. Professional Interaction
7. Managing Supplies, Equipment Use, Sanitation, and Safety
8. Managing Food Production

What do you need to apply:

✔ You would qualify under “Pathway II”:

http://www.cbdmonline.org/get-certified/eligibility

Pathway II: for candidates who hold a two-year or four-year college degree in foodservice management or nutrition, two-year culinary arts degree, or two-year hotel-restaurant management degree. Candidates must have completed a minimum of one course in nutrition and two courses in foodservice management.

Important links for the Registration Eligibility and Application

1. About the CDM and ANFP: http://www.anfponline.org/home

2. About the Certifying Board for Dietary Managers: http://www.cbdmonline.org/


➢ Or online application:

4. How to request a copy of your official, JWU transcripts (you will need to submit with your exam application):
https://www.jwu.edu/uploadedFiles/Documents/Forms/Academic_Services/JWUTranscriptRequestForm.pdf