



JOHNSON & WALES
UNIVERSITY

PROVIDENCE CAMPUS

**Didactic Program in Dietetics (DPD)
Dietetics and Applied Nutrition Program**

DPD Handbook

2018-19

Johnson & Wales University – Providence Campus
College of Health & Wellness
Department of Nutrition and Dietetics
265 Shipyard Street
Providence, RI 02905

Todd Seyfarth, MS, RD, CSSD
Department Chairperson
Didactic Program in Dietetics Director

e-mail: todd.seyfarth@jwu.edu
phone: 401-598-2589
<https://www.jwu.edu/>

TABLE OF CONTENTS

Introduction.....	3
Accreditation and Affiliations.....	3
Program Philosophy.....	4
Johnson & Wales University Mission and Guiding Principles	5
University Outcomes.....	6
Dietetics and Applied Nutrition Mission Statement and Program Goals.....	6
The Dietetics and Applied Nutrition Program and DPD Handbook.....	7
Career Opportunities	8
Admission into the Dietetics and Applied Nutrition Program	9
Transferring into the Dietetics and Applied Nutrition Program.....	9
Selection into the Program and Advisor Assignment	10
Program Expenses.....	10
Steps to Becoming a Registered Dietitian (RD)	11
Registered Dietitian (RD) vs Registered Dietitian Nutritionist (RDN).....	11
Application Procedure for Dietetic Internships	12
Nutrition and Dietetic Technician Registration (NDTR) Pathway	13
Graduate School Opportunities	14
Nutrition and Dietetics Faculty.....	16
Providence Campus Student Handbook	17
Filing and Handling of Complaints Related to the Didactic Program in Dietetics	17
Assessment of Prior Learning and Credit toward Program Requirements.....	20
Formal Assessment of Student Learning.....	20
DPD Retention and Remediation Procedures	21
Disciplinary/Termination Procedures.....	21
Graduation and/or DPD Completion Requirements	21
Amendments.....	22
Appendix A – Verification Statement Process and Policy Agreement Form.....	23
Appendix B – How to request a Verification Statement Form.....	24
Appendix C - How to register for the NDTR.....	25
Appendix D - How to Register for the Certified Dietary Manager, Certified Food Protection Professional.....	26

Introduction

Welcome to the Johnson & Wales University Dietetics and Applied Nutrition program! This program combines cutting edge dietetics education with the reputation of Johnson & Wales University's world class culinary education. It 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 the therapeutic treatments. Individuals have also become more interested in lifestyle practices that promote optimal health. The Dietetics and Applied Nutrition (D&AN) program at Johnson & Wales develops students who are prepared to use their culinary and scientific knowledge to improve health and human performance.

The Dietetics and Applied Nutrition program is housed within the College of Health & Wellness. The Dietetics and Applied Nutrition program is taught by registered dietitians, scientists, liberal arts faculty and highly trained, master's prepared professional chefs. This cohesive group of educators facilitates student learning of the skills and knowledge required to apply for a dietetic internship, master's program or both.

Program graduates who become registered dietitians work in a clinical setting, an athletic performance capacity, in a public health agency or in their own culinary nutrition practice, for example.

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 Providence Campus Didactic Program in Dietetics 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), website www.eatright.org/acend. The Didactic Program in Dietetics (DPD) meets the 2012 Eligibility Requirements and Accreditation Standards of ACEND.

-Program outcomes data are available on request.

Program Philosophy

The goal of the Dietetics and Applied 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:

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

Dietetics and Applied Nutrition students also benefit from health care and industry alliances Johnson & Wales 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 Dietetics and Applied Nutrition student participates in a 11-week internship in the senior year. Johnson & Wales has been a leader in offering these experiential learning opportunities.

In 2012, Tulane University Medical School and The Culinary Nutrition program at Johnson & Wales entered into groundbreaking long-term collaboration that unites medical students and culinary nutrition students in improving the nation's health through the teaching of culinary medicine. For the first time, a medical school and a university with a leading culinary program have implemented a fully integrated, comprehensive joint curriculum for doctors and medical students to learn advanced culinary nutrition skills. The focus is on the significant health role that food choices and nutrition play in preventing and managing obesity and associated diseases. Fourth year medical students from Tulane University Medical School work alongside Dietetics and Applied Nutrition students in culinary labs such as Vegetarian Cuisine and also participate in undergraduate courses such as Medical Nutrition Therapy and Advanced Medical Nutrition Therapy. Dietetics and Applied Nutrition students participate in undergraduate internships sponsored by Tulane Medical School.

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.

Dietetics and Applied Nutrition Mission Statement and Program Goals

The mission of the DPD is to prepare entry-level Registered Dietitian Nutritionists (RDN) for success by integrating culinary arts, nutritional science and dietetics. The DPD supports the institutional mission of Johnson & Wales University by providing an exceptional education that fosters professional success as well as lifelong personal and intellectual growth.

Program Goal 1:

The DPD will prepare graduates for entry into dietetic internships through high-quality dietetic and culinary nutrition education.

Program Objectives for Goal 1:

- 1.1 Within 12 months of graduation, 70% of graduating seniors who have achieved the qualifications for a verification statement will apply to a dietetic internship program.
- 1.2 60% of the seniors who have applied to a dietetic internship program will be accepted within three years of graduation.

Program Goal 2:

The DPD will graduate uniquely qualified students who are well versed in the craft and skills of culinary arts, who demonstrate the ability to pair those skills with the science of nutrition and integrate them into the practice of dietetics.

Program Objectives for Goal 2:

- 2.1 Over a five-year period, the program will average a first-time pass rate on the dietetic registration exam for dietitians of 80%.
- 2.2 Over a five-year period, the program will average a one year pass rate on the dietetic registration exam for dietitians of 85%
- 2.3 Over a five-year period, 95% of dietetic internship directors who return the survey, will rate the program graduates “satisfactorily prepared” or higher for the supervised practice experience.
- 2.4 Over a five-year period, 90% of graduates who returned the survey one year after completing the dietetic internship, will rate their preparation for supervised practice as “satisfactory” or higher.
- 2.5 Within five years of completing the program, 90% of surveyed graduates will report that they incorporate culinary arts into their practice.
- 2.6 Within three years of earning their RD, 70% of surveyed, employed graduates will report that they hold a position of leadership in dietetics, academics, culinary or community settings.

The Dietetics and Applied Nutrition Program and DPD Handbook

By attending Johnson & Wales, 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.

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.

Career Opportunities

Upon completion of the Bachelor of Science degree in Dietetics and Applied Nutrition, students are prepared for these professional practice areas:

- **Registered Dietitian**, upon completion of a post-graduate dietetic internship and successful completion of the Examination for Registered Dietitians
 - 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
 - Universities and Medical Centers
- **Food Service Management**
 - College/University Food Service & Catering
 - Industrial/Business Food Service & Catering
 - Restaurant/Hotel Management
 - School/Food Service
 - Food Microbiology
 - Public Relations and Sales
 - Senior Living, Long Term Care or Assisted Living
- **Personal Chef**
 - Catering for Special Dietary Needs
 - Cookbook Writing
- **Spas and Restaurants**
 - Chef
 - Management
 - Menu Development
 - Demonstrator
- **Miscellaneous**
 - Dietetic Technician, Registered (DTR), after passing exam
 - Health Club Nutrition Specialist
 - Teacher – Secondary School/University
 - WIC Nutritionist

INFORMATION FOR PROSPECTIVE STUDENTS

Admission into the Dietetics and Applied Nutrition Program

The purpose of the Johnson & Wales Dietetics and Applied Nutrition DPD is to prepare entry-level Registered Dietitian Nutritionists (RDN) for success by integrating culinary arts, nutritional science and dietetics.

Admission to the Dietetics and Applied Nutrition DPD is open to all qualified entering freshmen (*for more information about admissions requirements please contact the Johnson & Wales University Admissions department at, 120 Harborside Boulevard, Cranston, RI 02905, pvd@admissions.jwu.edu, or 401-598-1000.*)

At the end of the second year of the program (six terms) students must qualify to continue in the DPD by maintaining the following minimum requirements:

- Minimum GPA of 3.25 in the first 100 quarter credit hours of instruction
- Achievement of a grade of "B" or better in the following classes:
 - SCI1050- Nutrition
 - BIO1011- General Biology I
 - BIO1015- General Biology I Laboratory

All Johnson & Wales Dietetics and Applied Nutrition DPD students unable to meet the above minimum academic progression standards will be automatically transferred out of the Dietetics and Applied Nutrition BS program, and into the Culinary Nutrition BS program (<https://www.jwu.edu/academics/programs-by-campus/providence-programs/culinary-nutrition-bs.html>). Once the Dietetics and Applied Nutrition DPD student meets the above progression standards they will thereupon be expected to abide by the general academic standing policies set forth in the Johnson & Wales University academic catalog (<https://catalog.jwu.edu/handbook/academicpolicies/academicstanding/>).

For more information about these progression standards, please contact the DPD director for your chosen campus.

Transferring into the Dietetics and Applied Nutrition Program

The option to transfer into the Dietetics and Applied Nutrition DPD is open to all qualifying students; however, due to requisite enrollment capacity constraints, all applying students will be objectively ranked, and all available enrollment space will be filled by the top ranking candidates. Students who qualify are not guaranteed a spot in the program. Students will be ranked primarily based on academic performance, though professional experience and involvement in professional and student organizations may factor into the final decision.

Students may submit their application to transfer into the Dietetics and Applied Nutrition DPD at any time after their second term at JWU, or after their first year at any other institution, though the academic decision for transferring students will not be made until after the student's fourth term (roughly 68 quarter credits). In order to be considered for transfer acceptance students must

meet the following minimum standards.

- Minimum GPA of 3.25 at the point of transfer consideration.
- Achievement of a grade of "B" or better in the following classes:
 - SCII050- Nutrition, DIET1010- Introduction to Nutrition, or an *approved substitute academic nutrition course
 - BIO1011- General Biology I, or an *approved substitute biology lecture course
 - BIO1015- General Biology I Laboratory, or an *approved substitute biology laboratory course

Qualifying students will either be accepted or “waitlisted” based on available enrollment space. Waitlisted students will be eligible for any enrollment space that becomes available due to withdrawing or transferring Dietetics and Applied Nutrition students; however, the program may not accept students above their approved enrollment capacity.

**Students applying for transfer into the Dietetics and Applied Nutrition program from institutions other than Johnson & Wales University will be required to submit official academic transcripts, as well as syllabi for any specific nutrition or science coursework intended for transfer credit, to the campus DPD director to ensure that students meet all appropriate knowledge requirements for Registered Dietitian Nutritionists.*

Students applying for transfer from institutions other than Johnson & Wales University, without culinary experience or sufficient science and nutrition courses, must transfer into the Culinary Nutrition program and then begin the internal transfer process into the D&AN program once all necessary prerequisites have been satisfied, as defined in the Transferring into the Dietetics and Applied Nutrition Program section of this handbook (page 9).

Selection into the Program and Advisor Assignment

The pathways into the Dietetics and Applied Nutrition program are outlined in the Information for Prospective Students section, on page 9 of this handbook. The program director will serve as the student’s program advisor within the College of Health & Wellness, and will advise Student Academic Services (SAS) that the student has been admitted into the program. The student will then be given an academic advisor from SAS who will assist in planning the student’s schedule as noted in the Dietetics and Applied Nutrition Program of Study set forth in the Johnson & Wales catalog available at <https://catalog.jwu.edu/programsofstudy/college-health-wellness/dietetics-applied-nutrition-bs/providence/>.

Program Expenses

Tuition and Fees:

Information about the tuition rates, housing, and other associated fees with Johnson & Wales can be found through the jwuLink student portal, or via the Johnson & Wales University, Providence, Student Life webpage, under the Financial Services heading. (Providence Home > Student Life > Financial Services. Tuition & Fees:

<http://www.jwu.edu/content.aspx?id=3580>)

Additional Program expenses are as follows:

Books	Purchased new, textbook costs average under \$1500 per academic year.
Culinary Uniforms	<i>Included with tuition</i>
Culinary Tool/Knife Kit	<i>Included with tuition</i>
Culinary and Science Lab Fees	<i>Included with tuition</i>
Library Fees	<i>Included with tuition</i>
General Printing Fees	<i>Included with tuition up to 750 copies annually</i>
Professional Binding of Projects	Roughly \$25 per required class: -DIET4630 -CULN3155
Student Membership to the Academy of Nutrition and Dietetics <i>(*optional)</i>	\$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 <i>(*only required for students pursuing the RD/RDN credential)</i>	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)

(From the Academy of Nutrition and Dietetics: <http://www.eatrightpro.org/resource/career/become-an-rdn-or-dtr/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 currently 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. Students who apply should be academically strong with a GPA of at least 3.2. It is Johnson & Wales policy that a student must earn a "C+" (2.5) 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 (*Appendix A, page 23*).

Clinical DPD Coursework		Science DPD Coursework	
SCI1050	Nutrition	BIO1011	General Biology I
DIET2050	Community Nutrition	BIO1015	General Biology I Laboratory
DIET3030	Nutrition Assessment	CHM1000	Foundations in Chemistry
DIET3050	Lifespan Nutrition	CHM1005	Foundations in Chemistry Laboratory
DIET4030	Medical Nutrition Therapy	BIO2041	Human Physiology
DIET4630	Advanced Medical Nutrition Therapy	BIO2045	Human Physiology Laboratory
		BIO2201	General Microbiology
		BIO2205	General Microbiology Laboratory
		CHM2050	Introduction to Organic Chemistry
		CHM3040	Biochemistry

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 (GRE) for graduate school will be

discussed. In the fall of the senior year, an additional 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 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=6442485424>. A book entitled "Application Guide to Supervised Practice," listing dietetic internships is available outside of the office of the program director, Todd Seyfarth, in the HAC Academic Office. Students may view this book or utilize the website to research internship sites.

Nutrition and Dietetic Technician Registration (NDTR) Pathway

In 2009, The Commission on Dietetic Registration established a new registration eligibility pathway for dietetic technicians. Individuals who have completed both a baccalaureate degree and a Didactic Program in Dietetics (DPD) 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 instructions on registering for the NDTR.

Examination Candidate Information and Study Resources

Computer Based Testing FAQ:

<http://www.cdrnet.org/vault/2459/web/files/CBTFactSheet2014.pdf>

Study Guide for the Registration Examination for Dietetic Technicians, 10th edition:

<http://www.eatrightstore.org/>

"What is a Nutrition and Dietetic Technician Registered?":

<https://www.eatrightpro.org/about-us/what-is-an-rdn-and-dtr/what-is-a-nutrition-and-dietetics-technician-registered>

More information about the NDTR can be found here:

<http://www.eatrightidaho.org/wp-content/uploads/NDTR-DPD-Credential2.pdf>

Graduate School Opportunities

Many students choose to attain a master's degree following completion of the Dietetics and Applied Nutrition program. 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 to master's programs. GRE scores are valid for five years. GREs can be re-taken if a student is not satisfied with his or her initial scores.

Students may also opt to complete a coordinated program that includes both a master's 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 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 graduates of the Dietetics and Applied 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*

- Business focus*
- Hospitality focus**

Master of Physician Assistant Studies***

- Physician Assistant

**These graduate programs are available through Graduate Studies at Johnson & Wales University's Providence Campus.*

***This program began in the fall of 2013 on the Denver and Providence campuses.*

****This program began in 2014 on the Providence campus and is housed in the Center for Physician Assistant Studies in the Providence Knowledge District near the downcity campus of Johnson & Wales University.*

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

Todd Seyfarth, MS, RD, CSSD
 Associate Professor
 DPD Director / Department Chair Nutrition and Dietetics
 401-598-2589
todd.seyfarth@jwu.edu

Nutrition and Dietetics Faculty

Allison Acquisto, MA, RDN Associate Professor (401) 598-2428 aacquisto@jwu.edu	Kara Cucinotta, MS, RD, LDN, CNSC Assistant Professor (401) 598-2727 kcucinotta@jwu.edu	Barbara B. Robinson, MPH, RD, CNSC Associate Professor (401) 598-2258 brobinson@jwu.edu
--	---	--

Food Service Academics, Culinary Science and Culinary Nutrition Faculty

Elaine R. Cwynar, MAT, CCP Associate Professor (401) 598-1672 ecwynar@jwu.edu	Michael Makuch, MAT, CEC Associate Professor Dept. Chair Culinary Arts (401) 598-2846 mmakuch@jwu.edu	Robert L. Brown, MBA Assistant Professor (401) 598-1284 rbrown@jwu.edu
John S. Chiaro, Jr., MS, CSW, AAC Associate Professor (401) 598-1343 jchiaro@jwu.edu	Cynthia S. Ferron, M.Ed., CEPC Associate Professor (401) 598-2699 cferron@jwu.edu	Paula Figoni, MS, MBA, CFS Associate Professor (401) 598-2726 pfigoni@jwu.edu
Lynn Tripp, MS, CFS Associate Professor (401) 598-2731 ltrippp@jwu.edu	Jonathan Poyourow, MA, RD, LD Associate Professor (401) 598-4981 jpoyourow@jwu.edu	William Lendway, MS, RD, CCC Assistant Professor (401) 598-2580 wlendway@jwu.edu

Academic Administrative Coordinator: Michele Forand (401) 598-4743

Providence Campus Student Handbook

Please refer to the Johnson & Wales University Providence Campus Student Handbook link on the campus's website at <http://catalog.jwu.edu/handbook/providence/> 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/providence/>
- 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 services
<http://catalog.jwu.edu/handbook/studentervices/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 2018-19 Academic Calendar, including vacation and holidays
<http://catalog.jwu.edu/handbook/academiccalendar/>
- Student Academics and Financial Services and Financial Aid
<https://catalog.jwu.edu/studentervices/studentacademicandfinancialservices/>
- 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 Providence 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/providence/> or call (401) 598-1703 to request a printed copy. 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 Dietetics and Applied 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 Providence 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

<https://catalog.jwu.edu/handbook/generalinformationandpolicies/complaintsandgrievances/>.

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 Providence Student Handbook.

<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 of Nutrition and Dietetics. If the student feels that further action is necessary, he or she is to contact the dean of the College of Health & Wellness. 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 the University Nondiscrimination Coordinator, 8 Abbott Park Place, Providence, RI 02903 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/>

For academic complaints, if the above internal approaches have not resolved the matter to the student's satisfaction, the DPD director advises students to submit their complaints directly to ACEND. A strength of the program is that no complaints have been submitted directly to ACEND in the past 5 years regarding the program's compliance with accreditation standards.

Procedures for Complaints Against DPDs

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, nutrition and 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. If the complainant requests to remain anonymous to the program, the complainant must also provide a written copy of the complaint where identifying information is blocked out.

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 director 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.
5. The ACEND chair requests the program to conduct a preliminary investigation and submit a report addressing the relevant accreditation standards or policies submitted 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.
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 withdraw accreditation.

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, 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. 5400

Fax: 312-899-4817

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 Providence Campus Student Handbook

<https://catalog.jwu.edu/handbook/academicinformation/transfercredit/>.

The Johnson & Wales University Dietetics and Applied 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 transferring from other programs are required to apply for admission to the Dietetics and Applied Nutrition Didactic Program in Dietetics after completing the required prerequisite course work with a minimum overall GPA of 3.25. 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 Dietetics and Applied Nutrition Didactic Program in Dietetics is reviewed at the end of each academic term by the DPD 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 Providence Campus Student Handbook.
<https://catalog.jwu.edu/handbook/studentservices/centerforacademicsupport/>.

Disciplinary/Termination Procedures

Disciplinary and termination procedures for all students at the Providence Campus of Johnson & Wales University are included in the Student Code of Conduct and Conduct Review Process set forth in the Johnson & Wales University Providence 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 Providence Campus Student Handbook,
<https://catalog.jwu.edu/handbook/academicpolicies/academicstanding/> or are available in writing by contacting Student Academic and Financial Services.

Graduation and/or DPD Completion Requirements

Graduation and completion requirements for the Dietetics and Applied 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 Providence Campus Student Handbook
<https://catalog.jwu.edu/handbook/academicpolicies/graduationrequirements/>.

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

In order to be eligible to apply for a dietetic internship, students must maintain an overall GPA of 3.0 and a grade of C+ (2.5) or better in the sixteen core science and nutrition courses of the program (SCI1050, DIET2050, DIET3030, DIET3050, DIET4030, DIET4630, BIO1011, BIO1015, CHM1000, CHM1005, BIO2041, BIO2045, BIO2201, BIO2205, CHM2050 and CHM3040). See Application Procedure for Dietetic Internships on page 12 of this Handbook for further information.

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 Process and Policy Agreement Form

Dietetics and Applied Nutrition B.S. Program's

A Didactic Program in Dietetics (DPD) Verification Statement is an official document that certifies successful completion of an Accreditation Council for Education in Nutrition and Dietetics (ACEND) accredited Program. The Verification Statement is required to qualify for application to an Academy of Nutrition and Dietetics Dietetic Internship, NDTR Certification, as well as certain professional memberships and scholarships.

In order to earn a Verification Statement from Johnson & Wales University a student must be enrolled in the College of Health & Wellness's Dietetics and Applied Nutrition BS Program, both complete and meet the academic requirements for ALL clinical and science DPD courses (*listed below), and graduate with a 4-year cumulative grade point average (GPA) of 3.0 or better.

Once a student graduates, their degree is verified by the university, and their transcripts are audited by the program director to ensure all appropriate requirements are met by said student, a copy of the DPD Verification Statement will be generated and placed in the student's academic folder and will be kept indefinitely in the Office of the Nutrition and Dietetics Department. To request a copy of your verification statement please see the instructions in Appendix B of the JWU DPD handbook, which can be found on jwuLink or on the JWU Dietetics and Applied Nutrition Website: (<https://www.jwu.edu/academics/programs-by-campus/providence-programs/dietetics-and-applied-nutrition-bs.html>).

Academic Requirements for earning the JWU DPD Verification Statement:

Only students graduating with a B.S. in Dietetics and Applied Nutrition degree, who have also taken all of the DPD courses listed below with a final grade of C+ or better in each, and a cumulative grade point average (GPA) of 3.0 or better, will be eligible to earn a DPD Verification Statement from Johnson & Wales University.

*(*All transfer credits and/or substitutions must be approved in writing by the DPD Director before a Verification Statement can be issued.)*

Clinical DPD Coursework		Science DPD Coursework	
SCI1050	Nutrition	BIO1011	General Biology I
DIET2050	Community Nutrition	BIO1015	General Biology I Laboratory
DIET3030	Nutrition Assessment	CHM1000	Foundations in Chemistry
DIET3050	Lifespan Nutrition	CHM1005	Foundations in Chemistry Laboratory
DIET4030	Medical Nutrition Therapy	BIO2041	Human Physiology
DIET4630	Advanced Medical Nutrition Therapy	BIO2045	Human Physiology Laboratory
		BIO2201	General Microbiology
		BIO2205	General Microbiology Laboratory
		CHM2050	Introduction to Organic Chemistry
		CHM3040	Biochemistry

I, the undersigned, have read and understand the statement above regarding the policy of the Dietetics and Applied Nutrition Program for issuing the DPD Verification Statements at the completion of the program and have been informed of how to access the JWU Dietetics and Applied Nutrition DPD Student Handbook.

Student Signature

Date

Print Student Name Above

Appendix B – How to request a Verification Statement Form

What is a verification statement?

(*From the Academy of Nutrition and Dietetics: <http://www.eatrightpro.org/resource/acend/program-directors/program-directors-faqs/faqs-about-verification-statements>)

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 experiences 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 Dietetics and Applied Nutrition Program:

Who is eligible for a verification statement?

Any student who:

- Completed the Dietetics and Applied Nutrition BS Degree
- Received an overall GPA of 3.0 or higher and a letter grade of a “C+” or better in all core science and nutrition designated classes**.
 - (**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
 - 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, Todd Seyfarth, MS, RD, CSSD (Todd.Seyfarth@jwu.edu), and the Academic Administrative Coordinator, Michele Forand (Michele.Forand@jwu.edu) with the following information:

1. Current Mailing Address

2. Current Full Legal Name (Full First, Middle and Last Names)

- *J# is helpful, but not required.*

3. Maiden Name (if different when you graduated from JWU)

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

What is an NDTR?

**Excerpted from the Academy of Nutrition and Dietetics [A.N.D.]*

<http://www.eatrightpro.org/resources/about-us/what-is-an-rdn-and-dtr/what-is-a-dietetic-technician-registered>

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:

1. Hospitals, clinics, nursing homes, retirement centers, hospices, home health-care programs and research facilities.

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 Dietetics and Applied Nutrition Requirements to apply for the NDTR Exam:

1. Successfully **completed** the JWU Dietetics and Applied Nutrition BS degree program.
2. Meet **ALL** JWU academic requirements for the Didactic Program in Dietetics (DPD) Verification Statement (VS)
3. Submission of the NDTRE Misuse Form (signed in **BLUE** ink: <https://www.cdrnet.org/vault/2459/web/files/dtmisuse.pdf>)
4. Submission of your Official Transcripts to the JWU Program Director.

Procedure for applying for the NDTR Exam:

STEP 1: EMAIL The Dietetics and Applied Nutrition Director and Academic Coordinator (*See below)

- Please indicate in the email that you that you would like your eligibility for the NDTR exam audited and submitted to CDR.
- Please include ALL of the following in the email:
 - Your **FIRST** name (*as it appears on your JWU transcript*)
 - Your **LAST** name (*as it appears on your JWU transcript*)
 - Your **FULL** Middle Name (*regardless of if it is on the transcript*)
 - **Date of birth (MM/DD/YYYY)**
 - Current Mailing Address
 - Preferred Email Address (JWU Email Address would be best to use, if you actively use it)

***Individuals to be included on the email request (please include all):**

- JWU DPD director, Todd Seyfarth, MS, RD, CSSD (Todd.Seyfarth@jwu.edu),
- The Academic Administrative Coordinator, Michele Forand (Michele.Forand@jwu.edu)

STEP 2: Submission of required Documents

- **BOTH of the following documents must be in the possession of the Program Director BEFORE you can be processed through CDR:**
 1. NDTRE Misuse Form (signed in **BLUE** ink: <https://www.cdrnet.org/vault/2459/web/files/dtmisuse.pdf>)
 2. **Official transcripts (You may issue the transcript directly to the Program Director to speed up processing)**
 - To request a copy from JWU or for more information, please visit: <https://safes.jwu.edu/forms/>

ALL documents can be mailed directly to the DPD Director:

Todd Seyfarth, MS, RD, CSSD
Chair- Department of Nutrition and Dietetics
Johnson & Wales University
265 Harborside Boulevard
Providence, RI 02905

Please note: Once ALL information is submitted you will receive an email from CDR requesting that you enter personal information into your application. The Program Director CANNOT finalize your application until you update your profile on the CDR portal.

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, training, 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
9. Managing Business Operations

What do you need to apply:

- ✓ You would qualify under “Pathway II”: <http://www.cbdmonline.org/get-certified/eligibility>
 - o **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/>
3. **Application:** <http://www.cbdmonline.org/get-certified/register>
4. **How to request a copy of your official, JWU transcripts** (you will need to submit with your exam application): <https://safs.jwu.edu/forms/>