JOHNSON & WALES
UNIVERSITY

Providence Campus

Didactic Program in Dietetics (DPD)
Culinary Nutrition Program

DPD Handbook

2016-17

Johnson & Wales University – Providence Campus
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TABLE OF CONTENTS

Introduction 3
Accreditation and Affiliations 3
Program Philosophy 4
Johnson & Wales University Mission and Guiding Principles 5
University Outcomes 6
Culinary Nutrition Mission Statement and Program Goals 6
The Culinary Nutrition Program and DPD Handbook 7
Culinary Nutrition Tracks of Study 8
Career Opportunities 9
Application Procedure for the Culinary Nutrition Program 10
Selection into the Program and Advisor Assignment 10
Program Expenses 11
Steps to Becoming a Registered Dietitian (RD) 12
Registered Dietitian (RD) vs Registered Dietitian Nutritionist (RDN) 12
Application Procedure for Dietetic Internships 12
Nutrition and Dietetic Technician Registration (NDTR) Pathway 13
Graduate School Opportunities 14
Culinary Nutrition Program 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 25

Introduction

Welcome to the Johnson & Wales University Culinary Nutrition program! 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 the 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 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. 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 Commission of Higher Education (NECHE). This accreditation encompasses the university's four campuses in Providence, Rhode Island; North Miami, Florida; Denver, Colorado; and Charlotte, North Carolina, and its online programs.

The Providence 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 on 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:

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

Culinary 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 culinary nutrition student participates in a 13-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 leading culinary institution have implemented a fully integrated, comprehensive joint curriculum for doctors, medical students and culinary nutrition students. 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 culinary 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. Culinary nutrition students participate in undergraduate internships sponsored by Tulane Medical School. Find more information on the collaboration at: http://www.jwu.edu/content.aspx?id=61958

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 (RD) for current and future success by blending the fields of culinary arts, nutrition science and dietetics. The DPD supports the institutional mission of Johnson & Wales by providing an exceptional education that fosters professional success and lifelong personal and intellectual growth.

Program Goal 1:
The DPD will prepare graduates for entry into dietetic internships through high-quality culinary nutrition education.

Program Objectives for Goal 1:
1.1 Within 12 months of graduation, 40% of graduating seniors who have chosen the Clinical/Dietetics track of study and achieved the qualifications for a verification statement will apply to a dietetic internship program.
1.2 Within 12 months of graduation, 50% of the seniors who have chosen the Clinical/Dietetics track of study and have applied to a dietetic internship program will be accepted.

Program Goal 2:
The DPD will graduate a diverse population of students that 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 of 80%.

2.2 Over a five-year period, the program will average a one year pass rate on the dietetic registration exam of 85%

2.3 Over a five-year period, 90% 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, 85% 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 Over a five-year period, 80% of the students entering the CN program as a junior and who declare the Clinical/Dietetics track of study will complete the program within three years.

2.6 Within five-years of completing the program, 90% of surveyed graduates will report that they incorporate culinary arts into their practice.

2.7 Within five-years of completing the program, 70% of surveyed, employed graduates will report that they hold a position of leadership in dietetics, academics, culinary or community settings.

The Culinary 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.

Culinary Nutrition Tracks of Study

A track of study is an opportunity to pursue a subject or area of special interest to a student.

Two tracks of study are offered within the program:
Clinical/Dietetics or Culinary Food Science

The Clinical/Dietetics Track of Study 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 Examination for Registered Dietitians. The courses required for this option are noted below.

The Culinary Food Science Track of Study prepares students to enter the Product Research and Development area of expertise with food companies. The courses required for this option are noted below.

Students may wish to complete both tracks of study. To do so, they will take two classes beyond their degree requirements.

Clinical/Dietetics

Course	Credits
NUTR4030 Medical Nutrition Therapy	4.5
NUTR4630 Advanced Medical Nutrition Therapy	4.5
Total	9.0

Culinary Food Science

Course	Credits
CUL4111 Product Design and Development	4.5
NUTR3510 Principles of Food Product Development	4.5
Total	9.0

Career Opportunities

Upon completion of the Bachelor of Science degree in Culinary 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
  - Product Development
  - Public Relations and Sales
  - Quality Assurance
  - Research Chef
  - 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

Application Procedure for the Culinary Nutrition Program

Students or graduates interested in entering the Culinary Nutrition program must have an associate degree in culinary arts or baking & pastry arts. Students who have completed a baking & pastry arts program must complete the Johnson & Wales associate degree culinary lab courses. Students transferring from other culinary colleges must meet Johnson & Wales' academic requirements. All students must have a 3.0 GPA from their Johnson & Wales associate degree program to apply.

The application and all necessary forms may be downloaded from the Johnson & Wales 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 Johnson & Wales students)
6. Interview/telephone interview will be schedule with the program director
7. Student Degree Progress – Currently enrolled students can access their degree progress through jwuLink. Students applying from outside of Johnson & Wales will need an official transcript.

Selection into the Program and Advisor Assignment

Selection is based on previous academic performance, work 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 (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 Culinary Nutrition Program of Study set forth in the Johnson & Wales catalog available at https://academics.jwu.edu/college-of-culinary-arts/culinary-nutrition-bs/?taxId=170.

Students in the Clinical/Dietetics track of study must complete course work that reflects certain knowledge requirements (KRs) which are specified by the Accreditation Council of Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics.

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: https://www.jwu.edu/content.aspx?id=3580)

Additional Program expenses are as follows:

Books	Purchased new, textbook costs average under $1500 per academic year during the junior and senior years of the DPD.
Culinary Uniforms	*Included with tuition*
Culinary Tool/Knife Kit	*Included with tuition*
Culinary and Science Lab Fees	*Included with tuition*
Library Fees	*Included with tuition*
General Printing Fees	*Included with tuition*
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)

(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 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 Johnson & Wales 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.

CHM2040 – *Intro to Gen & Organic Chemistry*
SCI2031 – *Anatomy & Physiology*
CHM3040 – *Biochemistry*
SCI4060 – *Food Microbiology*
NUTR3030 – *Nutrition Assessment*
NUTR3050 – *Life Span Nutrition*
NUTR4030 – *Medical Nutrition Therapy*
NUTR4630 – *Advanced Medical 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 (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.eatright.org/students/education/di.aspx. A book entitled "Application Guide to Supervised Practice 2013-14," listing dietetic internships is available 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, 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:
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 Culinary 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 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*
- 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.

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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/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/
- 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 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 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 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
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 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 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 the University Nondiscrimination Coordinator, 8 Abbott Park Place, Providence, RI 02903 (401-598-2716) 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, dietetics practitioner 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, 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 Providence 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 from the associate degree program. 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 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. http://catalog.jwu.edu/handbook/studentservices.

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, 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 Providence 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 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 a grade of B (3.0) 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 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

A Department of Culinary Nutrition Verification Statement is an official document that certifies successful completion of an Accreditation Council for Education in Nutrition and Dietetics (ACEND) accredited Didactic Program in Dietetics (DPD) bachelor's degree program.

A verification statement is required to qualify for application to an Academy of Nutrition and Dietetics Dietetic Internship.

Johnson & Wales students must complete the undergraduate program with a 4-year cumulative GPA of a 3.0 or better AND must receive a grade of a "B" or better in their coursework for each of the required core nutrition and science classes (classes listed below)* to qualify for a Verification Statement.

A period of at least six weeks post-graduation is required for processing the grades in the Banner system at which point a student will be declared 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 qualified graduate may request a copy of the Verification Statement be sent to them.

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

** A grade of "B" or better is required in these eight core courses:*

NUTR 4030	*CHM3040*
NUTR 3050	*SCI2031*
NUTR 3030	*CHM2040*
NUTR4630	*SCI4060*

This policy, along with other important information that is pertinent to the remainder of your time in the Culinary Nutrition program, can be found in the Culinary Nutrition DPD Handbook.

I, the undersigned, 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 and have been informed of how to access the Culinary Nutrition DPD 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.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 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 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.
  - (*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**.
  - (**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, Kara Cucinotta, MS, RD, CNSC, LDN (kara.cucinotta@jwu.edu), and the Academic Administrative Coordinator, Michele Forand (michele.forand@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)**
   - *J# is helpful, but not required.*
3. **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:

- 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 trademarkdefinitions.

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 your Official Transcripts to the JWU Program Director

Important links for the Registration Eligibility Application

1. **Intent -** Students must formally state their intent to take the NDTR exam, with the DPD director. Please provide the following information and your formal statement of intent to the DPD Director, Kara Cucinotta, MS, RD, CNSC, LDN at kara.cucinotta@jwu.edu and the Academic Administrative Coordinator for Culinary Nutrition, Michele Forand at michele.forand@jwu.edu. Once all required information and documentation is received, please allow one (1) month for processing.
    - First, middle and last name as it appears on a valid, government-issued photo identification
    - Preferred email address
    - Graduation date
    - J number
    - date of birth

2. **Official transcripts** must be submitted along with your NDTR application –To request a copy from JWU, please visit: https://catalog.jwu.edu/academicinformation/transcripts/

ALL documents can be mailed directly to the DPD Director:

Kara Cucinotta, MS, RD, CNSC, LDN
Johnson & Wales University
265 Harborside Boulevard
Providence, RI 02905

More information on the NDTR can be found here:

- *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, 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 DataApplying 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
  - ***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/docs/default-source/legacy-docs/docs/credentialingexambrochure.pdf?sfvrsn=16
   - **Or online application:** http://nf.anfponline.org/eweb/DynamicPage.aspx?WebCode=LoginRequired&expires=yes&Site=ANFP
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