



JOHNSON & WALES
UNIVERSITY

PROVIDENCE CAMPUS

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

DPD Handbook

2023-24

Johnson & Wales University – Providence Campus
College of Health & Wellness
Department of Nutrition & Dietetics

138 Mathewson Street
Providence, RI 02903

Kerri Rush, MS, RDN, LDN, CDOE, CVDOE
Didactic Program in Dietetics Interim Director

E-mail: kerri.rush@jwu.edu

Phone: 401-598-1950

<https://www.jwu.edu/academics/majors-and-programs/dietetics-and-applied-nutrition-bs.html>

TABLE OF CONTENTS

INTRODUCTION	3
Accreditation and Affiliations	3
Program Philosophy	4
Johnson & Wales University Mission and Guiding Principles	4
University Outcomes	4
Dietetics and Applied Nutrition Mission Statement and Program Goals	5
The Dietetics and Applied Nutrition Program DPD Handbook	6
INFORMATION FOR PROSPECTIVE STUDENTS.....	7
Direct Admission into the Dietetics and Applied Nutrition Program	7
Transferring into the Dietetics and Applied Nutrition Program	7
Dietetics and Applied Nutrition DPD Requirements	8
Selection into the Program and Advisor Assignment.....	10
Program Expenses	11
Class Schedule and Academic Calendar	11
Course Planning.....	12
Course Sequencing	12
Steps to Becoming a Registered Dietitian Nutritionist (RDN).....	13
International Students	13
Registered Dietitian (RD) vs. Registered Dietitian Nutritionist (RDN).....	13
Application Procedure for Supervised Practice / Dietetic Internships.....	14
Additional Resources.....	14
Timeline for Applying for Supervised Practice.....	15
Graduate School Opportunities	16
Nutrition and Dietetic Technician Registration (NDTR) Pathway.....	17
Career Opportunities.....	18
PROGRAM FACULTY	19
Nutrition & Dietetics Department.....	19
POLICIES AND PROCEDURES.....	20
Providence Campus Student Handbook.....	20
Graduation and/or DPD Completion Requirements.....	21
DPD Retention and Remediation Procedures	21
Disciplinary/Termination Procedures	21
Filing and Handling of Complaints Related to the Didactic Program in Dietetics	22
Formal Assessment of Student Learning	24
Assessment of Prior Learning and Credit toward Program Requirements.....	24
Meeting Verification Statement Requirements, Post-graduation	24
Graduates of the Denver DPD Culinary Nutrition Program	25
Amendments	26
Appendix A – Verification Statement Process and Policy Agreement Form.....	27
Appendix B – Progression Standards Review	28
Appendix C – Remediation Plan.....	29
Appendix D – Verification Statement Information.....	30
Verification Statement FAQs.....	30
How to request a copy from JWU Dietetics and Applied Nutrition Program	30
Appendix E - How to Register for the NDTR Credential	31
Appendix F - How to Register for the CDM®, CFPP® Credential	32

INTRODUCTION

Welcome to the Johnson & Wales University (JWU) Dietetics and Applied Nutrition (DiAN) 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 therapeutic treatments. Individuals have also become more interested in lifestyle practices that promote optimal health. The Dietetics and Applied Nutrition program at JWU 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 and is taught by registered dietitian nutritionists, 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 supervised practice and graduate programs.

Program graduates, who become registered dietitian nutritionists, can work in a clinical setting, in 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 Commission of Higher Education (NECHE). This accreditation encompasses the university's two campuses in Providence, Rhode Island and Charlotte, North Carolina, and its online programs.

The DiAN program is a Didactic Program in Dietetics (DPD). The Providence Campus DPD 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 2190, Chicago, IL 60606-6995, (800) 877-1600 (x 5400), website <https://www.eatrightpro.org/acend>. The DPD meets the 2022 Accreditation Standards of ACEND.

Effective January 1, 2024, the Commission on Dietetic Registration (CDR) changed the minimum degree requirement from a bachelor's degree to a graduate degree in order to be eligible to take the registration examination for dietitians. JWU offers multiple graduate degrees, including a new [Master of Science in Clinical Nutrition & Dietetics](#) through the College of Health & Wellness. To view more graduate degree programs at JWU, refer to [pages 16-17](#) in this document or visit <https://www.jwu.edu/academics/programs/explore.html>. *Please note that most of the graduate degree programs at JWU do not provide the requisite supervised practice to become a registered dietitian nutritionist.*

Program Philosophy

The goal of the Dietetics and Applied Nutrition program is to incorporate culinary skills and nutrition knowledge to develop a self-reliant professional who is able to:

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

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. Dietetics and Applied Nutrition students will have the opportunity to participate in an experiential education experience. Johnson & Wales has been a leader in offering these experiential learning opportunities.

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 are guided by the following principles:

- Undertake continuous improvement and planning for a sustainable future
- Foster an evidence-based teaching and learning environment
- Support faculty scholarship to advance our status as a teaching and learning institution comprehensive university
- Maximize student potential by further enriching our academic programs with experiential and work-integrated learning
- Value our faculty and staff
- Embrace diversity for a richly inclusive community
- Practice ethical citizenship in all aspects of university life
- Act as a good steward of our resources to support the needs of our students, faculty and staff

University Outcomes

Professional Competency

Graduates will demonstrate the knowledge and skills required to succeed in their chosen profession.

Foundation for Lifelong Learning

Graduates will demonstrate the knowledge and skills necessary for lifelong learning, including competence in communication, critical and creative thinking, quantitative and scientific reasoning, and the ability to evaluate, integrate, and apply knowledge from multiple perspectives when making decisions and solving problems.

Global and Community Citizenship

Graduates will demonstrate the necessary skills, including an awareness of ethical responsibility and cultural / global diversity, to live and work collaboratively as contributing members of society.

Dietetics and Applied Nutrition Mission Statement and Program Goals

The mission of the DPD is to prepare future nutrition leaders for success by integrating culinary arts, nutritional science and dietetics and providing academic opportunities for experiential learning and innovative research. 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. Students will be prepared for supervised practice leading to eligibility for the CDR credentialing exam to become entry-level Registered Dietitian Nutritionists (RDNs).

Program Goal 1:

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

Program Objectives for Goal 1:

- 1.1 At least 80% of students complete program requirements within three years (150% planned program length).
- 1.2 At least 70% of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation.
- 1.3 Of program graduates who apply to a supervised practice program, at least 60% are admitted within 12 months of graduation.
- 1.4 The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.
- 1.5 At least 80% of program directors who return the survey will rate the program graduates "satisfactorily prepared" or higher for the supervised practice experience and/or graduate school.
- 1.6 Within one year of completion of a supervised practice program, 90% of graduates who returned the survey will rate their preparation for supervised practice as "satisfactory" or higher.

Program Goal 2:

The DPD will prepare uniquely qualified graduates 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 Within five years of completing the program, 70% of surveyed graduates will report incorporating culinary arts into their practice.

For program outcomes data, please contact the [Program Director](#).

The Dietetics and Applied Nutrition Program DPD Handbook

By enrolling at and attending Johnson & Wales University, students agree to abide by all university catalogs, codes of conduct, handbooks, manuals, policies, procedures, regulations, and rules applicable to students. The university may, at any time and without prior notice, add to, amend, change, modify, revise, or supersede any of its university catalogs, codes of conduct, handbooks, manuals, policies, procedures, regulations, and rules and may, at any time and without prior notice, change, modify, revise, supersede, cancel, or postpone any class, course, activity, event, and program. 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.

INFORMATION FOR PROSPECTIVE STUDENTS

Direct Admission into the Dietetics and Applied Nutrition Program

Admission to the DiAN B.S. degree program is open to all qualified entering first-year students. *(For more information about admissions requirements please contact JWU Admissions at providence@admissions.jwu.edu).* The DPD program is embedded in the DiAN B.S. degree and begins at the start of the third year.

Progression Standards

At the end of their second year, DiAN students are expected to demonstrate the following minimum requirements to continue on in the DPD program:

- Minimum GPA of 3.25
- Achievement of a grade of "B" or better in the following classes:
 - SCI1050 Nutrition
 - BIO1011 General Biology I
 - BIO1016 General Biology I Laboratory

A remediation plan will be developed for students not meeting this standard. Once the DiAN student meets the above progression standards, they will thereupon be expected to abide by the general academic standing policies set forth in the JWU academic catalog (<https://catalog.jwu.edu/handbook/academicpolicies/academicstanding/>) as well as the DiAN DPD requirements (refer to the following page). Any DiAN student unable to meet the above minimum academic progression standards or their remediation plan (within the timeframe specified in the plan) will be counseled on alternate career paths and/or transferred out of the DiAN BS program, and into the Culinary Nutrition BS program (<https://www.jwu.edu/academics/programs-by-campus/providence-programs/culinary-nutrition-bs.html>).

Transferring into the Dietetics and Applied Nutrition Program

The option to transfer into the DiAN program 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 DiAN program at any time after their first year at JWU, or after their first year at any other institution. Upon completion and submission of their application, an academic decision for transferring students will be made promptly, once academic standards have been met and verified. 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, and
- Achievement of a grade of "B" or better in the following classes:
 - SCI1050 Nutrition or an *approved substitute academic nutrition course
 - BIO1011 General Biology I, or an *approved substitute biology lecture course
 - BIO1016 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 DiAN students; however, the program may not accept students above their approved enrollment capacity.

Students accepted into the DiAN program must continue to meet DPD requirements and will be provided a remediation plan if those requirements are not met. Any DiAN student unable to meet the requirements of their remediation plan (within the timeframe specified in the plan) will be counseled on alternate career paths and/or

transferred out of the DiAN BS program, and into the Culinary Nutrition BS program (<https://www.jwu.edu/academics/programs-by-campus/providence-programs/culinary-nutrition-bs.html>).

**Students applying for transfer into the DiAN 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 RDNs.*

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 DiAN program, once all necessary prerequisites have been satisfied, as defined in this section.

Dietetics and Applied Nutrition DPD Requirements

To successfully complete the DiAN DPD and earn a DPD Verification Statement, it is JWU policy that a student must earn a “C+” (2.5/4.0) average or better in each of the core science and nutrition classes listed below, and successfully meet all core knowledge requirements (KRDNs), listed below.

Refer to Policy and Procedure for Verification Statements section in this handbook for further information ([Appendix A](#)).

Clinical DPD Coursework

SCI1050	Nutrition
DIET2070	Lifespan Nutrition
DIET3030	Nutrition Assessment
DIET3080	Community Nutrition
DIET4030	Medical Nutrition Therapy
DIET4630	Advanced Medical Nutrition Therapy

Science DPD Coursework

BIO1011	General Biology I
BIO1016	General Biology I Laboratory
CHM1000	Foundations in Chemistry
CHM1006	Foundations in Chemistry Laboratory
BIO2041	Human Physiology
BIO2046	Human Physiology Laboratory
BIO2201	General Microbiology
BIO2206	General Microbiology Laboratory
CHM2050	Introduction to Organic Chemistry
CHM3040	Biochemistry

Core Knowledge Requirements

The Dietetics and Applied Nutrition curriculum is designed to ensure the breadth and depth of requisite knowledge needed for entry to supervised practice to become a registered dietitian nutritionist. The DiAN program prepares students with the following core knowledge:

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

- KRDN 1.1 Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions.
- KRDN 1.2 Select and use appropriate current information technologies to locate and apply evidence-based guidelines and protocols.
- KRDN 1.3 Apply critical thinking skills.

Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the nutrition and dietetics practitioner level of practice.

- KRDN 2.1 Demonstrate effective and professional oral and written communication and documentation.
- KRDN 2.2 Describe the governance of nutrition and dietetics practice, such as the Scope of Practice for the Registered Dietitian Nutritionist and the Code of Ethics for the Profession of Nutrition and Dietetics.
- KRDN 2.3 Assess the impact of a public policy on the nutrition and dietetics profession.

- KRDN 2.4 Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.
- KRDN 2.5 Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates.
- KRDN 2.6 Demonstrate cultural humility, awareness of personal biases and an understanding of cultural difference as they contribute to diversity, equity and inclusion.
- KRDN 2.7 Describe contributing factors to health inequity in nutrition and dietetics including structural bias, social inequities, health disparities and discrimination.
- KRDN 2.8 Participate in a nutrition and dietetics professional organization and explain the significant role of the organization.
- KRDN 2.9 Defend a position on issues impacting the nutrition and dietetics profession.
- Domain 3. Clinical and Client Services: Development and delivery of information, products and services to individuals, groups and populations.**
- KRDN 3.1 Use the Nutrition Care Process and clinical workflow elements to assess nutritional parameters, diagnose nutrition related problems, determine appropriate nutrition interventions and develop plans to monitor the effectiveness of these interventions.
- KRDN 3.2 Develop an educational session or program/educational strategy for a target population.
- KRDN 3.3 Demonstrate counseling and education methods to facilitate behavior changes and enhance wellness for diverse individuals and groups.
- KRDN 3.4 Practice routine health screening assessments, including measuring blood pressure and conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol).
- KRDN 3.5 Describe concepts of nutritional genomics and how they relate to medical nutrition therapy, health and disease.
- KRDN 3.6 Develop nutritionally sound meals, menus and meal plans that promote health and disease management and meet client's/patient's needs.
- Domain 4. Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations.**
- KRDN 4.1 Apply management theories to the development of programs or services.
- KRDN 4.2 Evaluate a budget/financial management plan and interpret financial data.
- KRDN 4.3 Demonstrate an understanding of the regulation system related to billing and coding, what services are reimbursable by third party payers, and how reimbursement may be obtained.
- KRDN 4.4 Apply the principles of human resource management to different situations.
- KRDN 4.5 Apply safety and sanitation principles related to food, personnel and consumers.
- KRDN 4.6 Explain the process involved in delivering quality food and nutrition services.
- KRDN 4.7 Evaluate data to be used in decision-making for continuous quality improvement.
- Domain 5. Leadership and Career Management: Skills, strengths, knowledge and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.**
- KRDN 5.1 Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.
- KRDN 5.2 Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and career goals.
- KRDN 5.3 Practice how to self-advocate for opportunities in a variety of settings (such as asking for needed support, presenting an elevator pitch).
- KRDN 5.4 Practice resolving differences or dealing with conflict.
- KRDN 5.5 Promote team involvement and recognize the skills of each member.
- KRDN 5.6 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.

In order to ensure that students have attained the above core knowledge requirements (KRDNs), specific assignments have been created to assess the above KRDNs. The following courses assess KRDNs:

- DIET3030 Nutrition Assessment
- DIET3080 Community Nutrition
- DIET4030 Medical Nutrition Therapy
- DIET4630 Advanced Medical Nutrition Therapy
- FSM2210 Operational Management in Healthcare
- CULN3155 Vegetarian Cuisine
- CULN4165 Therapeutic Cuisine

Please refer to course syllabi for additional information on how the KRDNs are assessed. Please note: if you do not successfully complete the assessment, you may need to repeat the assignment or participate in a remediation plan.

Selection into the Program and Advisor Assignment

Once a student has been admitted into the program, the program director will advise Student Academic and Financial Services (SAFS) that the student has been admitted into the program. Along with a Faculty Mentor** (first year students enrolled after the fall of 2021) or Faculty Advisor (all other returning students), the program director will serve as the student’s program advisor within the College of Health & Wellness. The student will then be assigned an academic counselor from Student Academic Services (SAS) who is knowledgeable in the DiAN Program of Study set forth in the JWU catalog available at <https://catalog.jwu.edu/programsofstudy/college-health-wellness/dietetics-applied-nutrition-bs/providence/>.

Faculty and Professional Advising / Contacts

****Freshmen should always contact their Faculty Mentor first**

Topic	Contact	Email	
Course sequencing	Faculty Advisor Academic Coordinator	Consult GPS Michele Forand	michele.forand@jwu.edu
Scheduling issue	SAS Counselor Academic Coordinator	Consult GPS Michele Forand	michele.forand@jwu.edu
Override issue	Program Director Academic Coordinator	Kerri Rush Michele Forand	kerri.rush@jwu.edu michele.forand@jwu.edu
JWU Internship	Experiential Education	Sonia Scaglia	sonia.scaglia@jwu.edu
Career Assistance	Faculty Advisor/Mentor	Consult GPS	
Supervised Practice / Dietetic Internship	Program Director	Kerri Rush	kerri.rush@jwu.edu
Verification Statement and NDTR Exam	Program Director Academic Coordinator	Kerri Rush Michele Forand	kerri.rush@jwu.edu michele.forand@jwu.edu

Program Expenses

Tuition and Fees:

Information about the tuition rates, housing, and other associated fees with JWU can be found through the jwuLink student portal, or via the Johnson & Wales University, Providence webpage:

<https://www.jwu.edu/campuses/providence/admissions-and-aid/tuition-and-fees/index.html>

Additional Program Expenses:

Books, online resources	Purchased new, textbook costs average under \$1500 per academic year. EHR Go subscription required for 3 classes - \$160-200
Culinary Uniforms, Tool/Knife Kit	Sophomore - \$220 Upperclassman – pay per item
Culinary and Science Lab Fees	Included with tuition
Library Fees	Included with tuition
General Printing Fees	Included with tuition up to 750 copies annually
Student Membership to the Academy of Nutrition and Dietetics (optional)	\$58 per year
Experiential Education (optional)	The experience is included with tuition; however additional costs around travel, lodging, medical exams, drug testing, background checks and other living and program-related costs are variable.
Supervised Practice (i.e. Dietetic Internship [DI]) Application Fees (only required for students pursuing the RDN credential)	Variable; however, the average DPD student applying for supervised practice will spend approximately \$250 - \$450 on the application submission

Class Schedule and Academic Calendar

Providence Campus

Academic Classes – MW or TR	Culinary/Baking Labs – 15 days (twice weekly for half of the semester)
8 – 9:15am	7am – 1pm
9:30 – 10:45am	1:45 – 7:45pm
11am – 12:15pm	
12:30 – 1:45pm	Science Labs/Design Studios
2 – 3:15pm	double class periods
3:30 – 4:45pm	
5 – 6:15pm	
6:30 – 7:45pm (as needed)	

Students should follow the JWU Undergraduate [Academic Calendar](#).

Course Planning

Each student will be provided with a course planner and should monitor their Grad Planning System (GPS) frequently. Following the course planner helps ensure you stay on track, as many courses have prerequisites or are only offered in certain semesters. Refer to the course catalog for course descriptions and prerequisite information: <https://catalog.jwu.edu/programsofstudy/college-health-wellness/dietetics-applied-nutrition-bs/>.

Students will also be provided with the DiAN program's "Elective Course Selection & Graduate School Admissions Guide". You are encouraged to meet with your Faculty Mentor/Advisor when choosing free electives, planning to add a minor, or planning experiential education (i.e., a senior internship).

Course Sequencing

Below is the expected course sequencing. Please note that this will vary based on catalog year, for Baking & Pastry Track students and for transfer students. Students are encouraged to meet regularly with their Faculty Mentors and Advisors and/or SAS Counselors to ensure proper course sequencing.

YEAR 1

Fall (14 credits)

BIO1011 General Biology - Cellular
BIO1016 General Biology Laboratory – Cellular
SCI1050 Nutrition
ENG1020 Rhetoric & Composition I
MATH1020 Fundamentals of Algebra (*or higher*)
FYS1020 First Year Seminar

Spring (14 credits)

DIET1020 Introduction to Nutrition & Dietetics Professions
CHM1000 Foundations in Chemistry
CHM1006 Foundations in Chemistry Laboratory
ENG1021 Rhetoric & Composition II
ENG1030 Communication Skills
PSYC1001 Introductory Psychology

YEAR 2

Fall (16 credits)

CUL1100 Intro to Culinary Skills & Techniques
CUL1210 Breakfast & Lunch Café
Elective (ART, HUM, LIT, PHIL or REL)
DIET2070 Lifespan Nutrition
FSM2045 Intro to Menu Planning & Cost Controls
FSM1165 The Food Safety Manager

Spring (15 credits)

CUL1320 Elements of a la Minute Cooking
CUL1410 Contemporary Cooking & Leadership Functions
ENG2010 Introduction to Technical Communication
MATH2010 Introduction to Biostatistics
CHM2050 Introduction to Organic Chemistry

YEAR 3 – Start of DPD

Fall (16 credits)

DIET3080 Community Nutrition
CHM3040 Biochemistry
ILS2000-level elective
CAR0010 Career Management
CULN2020 Applied Culinary Nutrition
CULN2230 Designing Healthy Desserts

Spring (16 credits)

DIET3030 Nutrition Assessment
BIO2041 Human Physiology
BIO2046 Human Physiology Laboratory
FSM2210 Operational Management in Healthcare
CULN3155 Vegetarian Cuisine
CULS2210 Food Science

YEAR 4

Fall (16 credits)

DIET4030 Medical Nutrition Therapy
BIO2201 General Microbiology
BIO2206 General Microbiology Laboratory
HIST3020 A Multicultural History of America
ILS4000-level elective
Elective (ANTH, ECON, GEND, LEAD, PSCI, RES or SOC)

Spring (15 credits)

CULN4165 Therapeutic Cuisine
DIET4630 Advanced Medical Nutrition Therapy
Free electives* (9 credits)
**students are encouraged to use their free electives towards experiential education (CHW4799 or DEE)*

POST-GRADUATION EXPECTATIONS

Steps to Becoming a Registered Dietitian Nutritionist (RDN)

From the Academy of Nutrition and Dietetics: <https://www.eatrightpro.org/about-us/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, Coordinated Program, Future Graduate Program, Foreign or International Dietitian Education Program**) Note, effective January 1, 2024, a graduate degree will be required to be eligible to take the Commission on Dietetic Registration. (**Dietetic registration exam.**)
2. Complete an ACEND-accredited supervised practice **dietetic internship program** or **Individual Supervised Practice Pathway** is an option. Supervised practice/experiential learning is combined with the **Coordinated Program, Future Graduate Program, and International Dietitian Education Program.**
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.**

International Students

ACEND* has created a new page on their website that contains [resources for international students](#), in the Students and Advancing Education section. These resources include:

- **International Students Checklist:** This checklist has been created to help guide students with foreign degrees in becoming a Registered Dietitian Nutritionist (RDN) or Nutrition and Dietetic Technician Registered (NDTR).
- **Requirements for Those with Foreign Degrees:** Eleven frequently asked questions about education and credentialing requirements for those with foreign degrees.
- **Obtaining Dietetic Credentials with a Foreign Degree:** The CDR requires individuals with foreign degrees meet specific educational requirements and follow a unique process to obtain RDN or NDTR credentials.
- **Foreign Degree Evaluation Agencies:** The following identified, independent nonprofit agencies perform the specialized service of validating your academic degree as equivalent to the bachelor's or master's degree conferred by a U.S. regionally-accredited college or university.

Registered Dietitian (RD) vs. Registered Dietitian Nutritionist (RDN)

From the Commission on Dietetic Registration: <https://www.cdrnet.org/rdncredentialfaq>

What is the RDN credential? RDs have the option to use of the credential “registered dietitian nutritionist” (RDN).

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.*

Must RDs use the RDN credential? No. The RDN credential is offered as an option to RDs who want to emphasize the nutrition aspect of their credential to the public and to other health practitioners.

Does the optional RDN have a different meaning than the RD credential? No. The RD and RDN credential have identical meanings and legal trademark definitions.

Application Procedure for Supervised Practice / Dietetic Internships

The process of applying for supervised practice should begin in the student's junior year. Attaining an appointment to a supervised practice program is very competitive. Students who apply should be academically strong with a GPA of at least 3.2. It is JWU policy that a student must earn a "C+" (2.5/4.0) average or better in each of the core science and nutrition classes listed below, and successfully meet all core knowledge requirements (KRDNs) in order to be eligible to apply for supervised practice / dietetic internship.

Refer to Policy and Procedure for Verification Statements section in this handbook for further information ([Appendix A](#)).

Clinical DPD Coursework

SCI1050	Nutrition
DIET2070	Lifespan Nutrition
DIET3030	Nutrition Assessment
DIET3080	Community Nutrition
DIET4030	Medical Nutrition Therapy
DIET4630	Advanced Medical Nutrition Therapy

Science DPD Coursework

BIO1011	General Biology I
BIO1016	General Biology I Laboratory
CHM1000	Foundations in Chemistry
CHM1006	Foundations in Chemistry Laboratory
BIO2041	Human Physiology
BIO2046	Human Physiology Laboratory
BIO2201	General Microbiology
BIO2206	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 fall and spring of the student's junior year. Supervised practice programs and the Graduate Record Examinations (GRE) for graduate school will be discussed. In the fall of the senior year, an additional supervised practice program application workshop will be held to review the dietetic internship centralized application process; the appropriate, required forms and deadlines.

Most supervised practice programs utilize the Dietetics Inclusive Centralized Application System (DICAS) to review applications. Supervised practice programs (including dietetic internships, future graduate programs and coordinated programs) have various application deadlines throughout the year. Most dietetic internships utilize a computerized matching process with an application deadline in mid-February for a fall placement. Students participating in the computerized match are notified in April if they have been placed. Some dietetic internships participate in a "fall match cycle" which occurs in mid-September for a January-February placement.

A list of nationwide accredited supervised practice programs are found on the Academy of Nutrition and Dietetics' website (<https://www.eatrightpro.org/acend/accredited-programs/accredited-programs-directory>). An e-book (and Excel spreadsheet) entitled "Applicant's Guide to Supervised Practice," listing dietetic internships is available in the MNT LibGuide via the JWU Providence Library webpage at <https://pvd.library.jwu.edu/medicalnutritiontherapy>. Students may view this e-book or utilize the website to research supervised practice sites.

Additional Resources

Each year students are provided with an updated "Steps for Applying to Supervised Practice / DICAS Handbook" with detailed information on the supervised practice application process.

DPD students also have access to the "Dietetics and Applied Nutrition (DIAN) Program" jwuLink group which houses all of the resources noted above, as well as additional videos and documents: <https://link.jwu.edu/groups/61/feed>

Timeline for Applying for Supervised Practice

FRESHMEN AND SOPHOMORES:

Develop good relationships with your instructors and meet with your Faculty Mentor/Advisor regularly!

Date Completed:

Learn more about the dietetics profession:

- _____ Shadow dietitians
- _____ Meet with your faculty advisors
- _____ Find a professional mentor
- _____ Look for part-time jobs or volunteer opportunities in-patient care settings

JUNIORS

Continue to develop positive faculty relationships!

Date Completed:

- _____ Research supervised practice programs
- _____ Visit supervised practice program sites
- _____ Attend Supervised Practice/DICAS preparation workshops
- _____ Network and gain experience (paid and volunteer)—clinical, foodservice, patient care

Summer before senior year:

- _____ Study for and take the GREs
- _____ Narrow down the supervised practice sites you plan on applying to—make note of ALL specific program deadlines (as they may not align with the DICAS timeline)
- _____ Start your personal statement—edit and revise multiple times

SENIORS

Date Completed:

Fall / early winter (**review individual deadlines and adjust accordingly**):

- _____ Start your application for Spring Match -**OR**- finalize applications for grad school/ supervised practice
- _____ Attend Supervised Practice/DICAS preparation workshops
- _____ Conduct final program visits
- _____ Take (or retake) GREs (if needed)
- _____ Request letters of recommendation from faculty members and supervisors
- _____ Continue to edit/revise personal statement
- _____ Submit supervised practice applications that do NOT participate in DICAS

Late winter / early spring (for Spring Match):

- _____ Submit DICAS application and D&D Digital priority ranking
- _____ Interview with DI directors
- _____ Receive computer match results

Graduate School Opportunities

Effective January 1, 2024, the Commission on Dietetic Registration (CDR) changed the minimum degree requirement from a bachelor's degree to a graduate degree in order to be eligible to take the registration examination for dietitians. 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 their initial scores.

Students may also opt to complete a coordinated program that includes both a graduate degree program and a dietetic internship or the Future Graduate Program, which includes a graduate degree program and supervised experiential learning. At the completion of these programs, students will have successfully attained a graduate degree and will be eligible to take the credentialing examination to become a Registered Dietitian Nutritionist.

Below is a list of some of the graduate school opportunities for graduates of the DiAN program:

Master of Science

- Clinical Nutrition & Dietetics~
- Clinical Research
- Exercise Sciences
- Family and Consumer Sciences
- Food Chemistry
- Food Safety[†]
- Food Science
- Food Service Management
- Food Technology
- Health Education
- Hospitality Management[†]
- International Health
- International Nutrition
- Medical Sciences
- Molecular and Biochemical Nutrition
- Nonprofit Management[†]
- Operations and Project Management[†]
- Organizational Psychology[†]
- Nutrition[†]
- Nutrition and Dietetics
- Nutrition Communications
- Nutrition Education
- Rehabilitation Services

Master of Public Health

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

Master of Education

- Teaching and Learning*

Master of Business Administration*

- Business focus*,†
- Hospitality focus †
- Nonprofit Management*,†
- Organizational Leadership*,†
- Organizational Psychology*,†
- Project Management*,†

Master of Physician Assistant Studies‡

- Physician Assistant

~This graduate program is available through the College of Health & Wellness and does provide the necessary supervised experiential learning to sit for the RDN credentialing exam.

**These graduate programs are available through Graduate Studies at Johnson & Wales University's Providence Campus. These programs do not provide the necessary supervised practice to sit for the RDN credentialing exam.*

†These graduate programs are available through the CPS at Johnson & Wales University. These programs do not provide the necessary supervised practice to sit for the RDN credentialing exam.

‡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 Downtown campus of Johnson & Wales University. This program does not provide the necessary supervised practice to sit for the RDN credentialing exam.

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

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 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 ACEND Didactic Program in Dietetics 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 E](#) in this handbook for instructions on registering for the NDTR.

Examination Candidate Information and Study Resources

Test Specifications and Study Guides:

<https://www.cdrnet.org/study>

The Registration Examination Experience:

[https://www.cdrnet.org/vault/2459/web/files/FNCE%20Template%202019%20Handout_final\(002\)\(1\).pdf](https://www.cdrnet.org/vault/2459/web/files/FNCE%20Template%202019%20Handout_final(002)(1).pdf)

"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>

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 Nutritionist, upon completion of a post-graduate supervised practice program and successful completion of the CDR Examination for Registered Dietitian Nutritionists.

- Community and public health settings
- Corporate wellness
- Hospitals or other healthcare facilities
- Private practice
- Sports nutrition
- Supermarket dietitian
- Universities and medical centers
- Management
- Research
- Food manufacturers, business and industry
- Media work

Food Service Management

- College/university food service and catering
- Industrial/business food service and catering
- Restaurant/hotel management
- School foodservice
- Food microbiology
- Public relations and sales
- Senior living, long term care or assisted living

Culinary Arts

- Catering for special dietary needs
- Cookbook writing
- Personal/private chef
- Restaurant chef
- Management
- Menu development
- Demonstrator

Miscellaneous

- Nutrition and Dietetic Technician, Registered (NDTR), after passing exam
- Health club nutrition specialist
- Teacher – secondary school/university
- WIC nutritionist

Students interested in a culinary, food service or clinical management position are especially encouraged to sit for the Certified Dietary Manager, Certified Food Protection Professional (CDM®, CFPP®) Credential examination. Please refer to [Appendix F](#) for more information.

PROGRAM FACULTY

Nutrition & Dietetics Department

Program Director

Kerri Rush, MS, RDN, LDN, CDOE, CVDOE
Instructor
Interim Director, Dietetics and Applied Nutrition Program
(401) 598-1950
kerri.rush@jwu.edu

Nutrition & Dietetics Department Faculty

Kara Cucinotta, DCN, MS, RDN, LDN, CNSC
Associate Professor
(401) 598-2727
kara.cucinotta@jwu.edu

Nader (Nick) Hamdi, MS, RDN, LDN
Assistant Professor
(401) 598-4740
nader.hamdi@jwu.edu

Luciana Soares, DCN, RDN, LDN, FAND
Professor
(401) 598-4724
luciana.soares@jwu.edu

Michelle Pearson, MS, RDN, LDN
Lecturer
(401) 598-4732
michelle.pearson@jwu.edu

Allison Acquisto, MAT, RDN, LDN
Associate Professor
(401) 598-2428
allison.acquisto@jwu.edu

Lori J. Bechard, PhD, MED, RDN, FASPEN
Associate Professor
(401) 598-4739
lori.bechard@jwu.edu

Food Service Academics, Culinary Science and Culinary Nutrition Faculty

Robert L. Brown, DHSc, CDM, CHE
Associate Professor
(401) 598-1284
robert.brown@jwu.edu

Jonathan Poyourow, MA, RD, LD, CSCS
Associate Professor
(401) 598-4981
jonathan.poyourow@jwu.edu

Stacy Mirabello, MLA, CEPC
Associate Professor
(401) 598-3001
stacy.mirabello@jwu.edu

Valerie J. Ryan, MLA
Assistant Professor
(401) 598-2726
valerie.ryan@jwu.edu

William Lendway, MS, RD
Assistant Professor
(401) 598-2580
william.lendway@jwu.edu

Todd Seyfarth, MS
Associate Professor
(401) 598-2589
todd.seyfarth@jwu.edu

Lynn Tripp, MS, CFS
Associate Professor
(401) 598-2731
lynn.tripp@jwu.edu

Michael Makuch, MAT
Associate Professor
401-598-2846
michael.makuch@jwu.edu

POLICIES AND PROCEDURES

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
[Withdrawal < Handbook | Johnson & Wales University \(jwu.edu\)](#)
- Tuition and Fees
[Tuition and Fees < | Johnson & Wales University \(jwu.edu\)](#)
- Family Educational Rights and Privacy Act (FERPA) regarding the privacy of student information and access to personal files
[FERPA < Handbook | Johnson & Wales University \(jwu.edu\)](#)
- Student support services
[Accessibility Services < Handbook | Johnson & Wales University \(jwu.edu\)](#)
- Counseling and testing
[Providence | JWU Health | Johnson & Wales University](#)
- Financial aid resources
[Financial Aid < | Johnson & Wales University \(jwu.edu\)](#)
- Health services
[Providence Health Services | JWU Health | Johnson & Wales University](#)
- Undergraduate 2023-24 Academic Calendar, including vacation and holidays
[Academic Calendars < Handbook | Johnson & Wales University \(jwu.edu\)](#)
- Student Academics and Financial Services and Financial Aid
[Student Academic & Financial Services < | Johnson & Wales University \(jwu.edu\)](#)
- Standardized Testing and Prior Learning Assessment guidelines
[Academic Information < Handbook | Johnson & Wales University \(jwu.edu\)](#)
- Disciplinary/termination procedures
[Conduct Review Process < Handbook | Johnson & Wales University \(jwu.edu\)](#)
- COVID-19 Conduct
[COVID-19 Conduct Protocol < Handbook | Johnson & Wales University \(jwu.edu\)](#)
- Academic Integrity
[Academic Integrity < Handbook | Johnson & Wales University \(jwu.edu\)](#)
- Liability Insurance
<https://catalog.jwu.edu/handbook/student-services/liabilityinsurance/>
- Student Health Insurance Plan
<https://catalog.jwu.edu/handbook/student-services/studenthealthinsuranceplan/>
- Experiential Education
<https://catalog.jwu.edu/academic-information/experientialeducation/>

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 to University policies and procedures, please note the following DPD policies and procedures:

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 earn a DPD Verification Statement and be eligible to apply for supervised practice, students must maintain an overall GPA of 3.0 (out of 4.0) and a grade of C+ (2.5) or better in the 16 core science and nutrition courses of the program (SCI1050, DIET2070, DIET3030, DIET3080, DIET4030, DIET4630, BIO1011, BIO1016, CHM1000, CHM1006, BIO2041, BIO2046, BIO2201, BIO2206, CHM2050 and CHM3040). Additionally, students must demonstrate that they have successfully met all 31 KRDNs. See Application Procedure for Supervised Practice / Dietetic Internships on [page 13](#) of this Handbook for further information.

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 semester 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 (see [Appendix C](#)). Students who have not successfully met KRDNs in their courses will meet with the DPD director on remediation procedures to meet the KRDN(s).

Referrals for those experiencing academic difficulty are commonly made to the Academic Success Center, which provides tutoring, writing support and academic skills coaching. Information on the services available from the Academic Success Center can be found in the Johnson & Wales University Providence Campus Student Handbook. <https://catalog.jwu.edu/handbook/student-services/academic-success-center/providence/>.

Accommodations for students with learning disabilities, physical challenges, and chronic medical conditions are made through Accessibility Services. Information on the services available from Accessibility Services can be found in the Johnson & Wales University Providence Campus Student Handbook. <https://catalog.jwu.edu/handbook/student-services/accessibility-services/providence/>

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/student-affairs/student-code-of-conduct/conduct-review-process/>

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/academic-policies/academic-standing/> or are available in writing by contacting Student Academic and Financial Services.

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

Students enrolled in the Dietetics and Applied Nutrition DPD program 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 [Complaints and Grievances < Handbook | Johnson & Wales University \(jwu.edu\)](#).

If a student believes their rights have been violated, they should first review the Johnson & Wales University Providence Student Handbook.

[Complaints and Grievances < Handbook | Johnson & Wales University \(jwu.edu\)](#)

In the event that a student feels that their academic rights have been violated, they are to speak with the course instructor or the department chair of Nutrition & Dietetics. If the student feels that further action is necessary, they are to contact the dean of the College of Health & Wellness. For perceived violation of non-academic rights, the student should contact 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.

[Complaints and Grievances < Handbook | Johnson & Wales University \(jwu.edu\)](#)

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 person may submit a complaint against any accredited 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.

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 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 or probationary accreditation.

The Complaint Investigation Form can be accessed by clicking the following link:

[Filing a Complaint With ACEND \(eatrightpro.org\)](https://eatrightpro.org)

The Complaint Investigation Form can be emailed to ACENDReports@eatright.org or 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 2190 Chicago, Illinois 60606-6995
Phone: 800-877-1600, Ext. 5400
Fax: 312-899-4817

Formal Assessment of Student Learning

Students transferring from other programs are required to apply for admission to the DiAN DPD 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 in the Dietetics and Applied Nutrition program, students are awarded a grade for every assignment and project that addresses a defined student learning outcome or knowledge requirement (KRDN), as well as a grade for every course within the program. Students must successfully meet the requirements of each individual KRDN associated with a course in addition to satisfactorily completing the course overall. The DPD director will assess the progress of each student at the end of each term by reviewing the assignment grades associated with a KRDN in each course.

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: [Transfer Credit < Handbook | Johnson & Wales University \(jwu.edu\)](#). In order to ensure that all knowledge requirements and learning outcomes are met, the Program Director must review and approve any course from an outside institution that has been transferred for credit. **Please note that while JWU will accept transfer credit for an earned grade of "C" or better, any course as part of the Verification Statement requirements must have a "C+" or better for the program requirements.**

The Johnson & Wales University Dietetics and Applied Nutrition DPD does not give credit for previous work experience toward meeting major program course requirements.

Meeting Verification Statement Requirements, Post-graduation

In order to meet the requirements of the verification statement following graduation, students may retake a course or courses at JWU or at another, regionally accredited institution of higher learning. If taken at another institution, these courses will not be transferred in for credit; they will only be used to satisfy our standards for a verification statement.

Below are the steps to follow.

1. Find a comparable course(s) at another, regionally accredited institution of higher learning and submit the course description and syllabus to the Providence DPD director for review.
2. The Providence DPD director will email you a response regarding the course(s). If approved, keep this email (you will need it once the course(s) is completed).
3. You must complete the course(s) with the minimum grade needed.
4. Once completed, send an official transcript to the Providence DPD director at their email address or the address below.
 - a. Providence DPD Director, Johnson & Wales University, 8 Abbott Park Place, Providence, RI 02903
5. Request your verification statement by sending an email to the Providence DPD director, with the information below. Also include the approval email from the Providence DPD director.
 - a. First name, middle name and last name
 - b. J number, if possible
 - c. Date of graduation
 - d. Preferred email (for a digital version) or current mailing address (for a paper version)

Graduates of the Denver DPD Culinary Nutrition Program

Graduates of the Culinary Nutrition DPD in JWU's former campus in Denver, Colorado who did not meet verification statement standards at the time of graduation, but wish to pursue credentials (i.e., RD/RDN, DTR/NDTR), must first meet the standards of the verification statement issued by the Denver DPD program (see below).

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 supervised practice (i.e., a dietetic internship).

SCI2045/CHM2040 Intro to Gen & Organic Chemistry	NUTR3030/DIET3030 Nutrition Assessment
SCI2031 Anatomy & Physiology	NUTR3050/DIET3050 Life Span Nutrition
CHM3040 Biochemistry	NUTR4030/DIET4030 Medical Nutrition Therapy
SCI4060 Food Microbiology	NUTR4630/DIET4630 Advanced Medical Nutrition Therapy
-OR-	
BIO2201 General Microbiology <i>and</i>	
BIO2205 General Microbiology Laboratory	

In order to meet the requirements of the verification statement following graduation, students may retake a course or courses at JWU or at another, regionally accredited institution of higher learning. If taken at another institution, these courses will not be transferred in for credit; they will only be used to satisfy our standards for a verification statement. Below are the steps to follow.

1. Find a comparable course(s) at another, regionally accredited institution of higher learning and submit the course description and syllabus to the Providence DPD director for review.
2. The Providence DPD director will email you a response regarding the course(s). If approved, keep this email (you will need it once the course(s) is completed).
3. You must complete the course(s) with the minimum grade needed.
4. Once completed, send an official transcript to the Providence DPD director at their email address or the address below.
 - a. Providence DPD Director, Johnson & Wales University, 8 Abbott Park Place, Providence, RI 02903
5. Request your verification statement by sending an email to the Providence DPD director, with the information below. Also include the approval email from the Providence DPD director.
 - a. First name, middle name and last name
 - b. J number, if possible
 - c. Date of graduation
 - d. Preferred email (for a digital version) or current mailing address (for a paper version)

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

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, Nutrition and Dietetic Technician, Registered (NDTR) credential, 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), **successfully meet all core knowledge requirements (KRDNs)**, 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. To request a copy of your verification statement please see the instructions in Appendix D of the JWU DPD handbook, which can be found 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

SCI1050 Nutrition
DIET2070 Lifespan Nutrition
DIET3030 Nutrition Assessment
DIET3080 Community Nutrition
DIET4030 Medical Nutrition Therapy
DIET4630 Advanced Medical Nutrition
Therapy

Science DPD Coursework

BIO1011 General Biology I
BIO1016 General Biology I Laboratory
CHM1000 Foundations in Chemistry
CHM1006 Foundations in Chemistry Laboratory
BIO2041 Human Physiology
BIO2046 Human Physiology Laboratory
BIO2201 General Microbiology
BIO2206 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

Appendix B – Progression Standards Review

Dietetics and Applied Nutrition Program

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

Admission to the DiAN B.S. degree program is open to all qualified entering first-year students. *(For more information about admissions requirements please contact the Johnson & Wales University Admissions department at 401-598-1000 or providence@admissions.jwu.edu).* The DPD program is embedded in the DiAN B.S. degree and begins at the start of the third year.

Students will be audited each semester by the DPD director to identify and advise underperforming students and to ensure that the requisite core knowledge requirements (KRDNs) have been met.

Progression Standards Review – End of Second Year

At the end of the second year of the program, students are expected to demonstrate the following minimum requirements to continue on in the DPD program:

- Minimum GPA of 3.25
- Achievement of a grade of "B" or better in the following classes:
 - SCI1050 Nutrition
 - BIO1011 General Biology I
 - BIO1016 General Biology I Laboratory

A remediation plan will be developed for students not meeting this standard. Once the DiAN 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/>) as well as the DiAN DPD requirements (see pp. 8-9 of the DPD Handbook). Any DiAN student unable to meet the above minimum academic progression standards or their remediation plan (within the timeframe specified in the plan) will be counseled on alternate career paths and/or transferred out of the DiAN BS program, and into the Culinary Nutrition BS program (<https://www.jwu.edu/academics/programs-by-campus/providence-programs/culinary-nutrition-bs.html>).

Progression Standards Review – Third and Fourth Years

Starting in the junior year, the Dietetics and Applied Nutrition DPD will ensure that only qualified graduates are able to apply and pursue the Registered Dietitian Nutritionist credential, by continuing to have (and enforce) a DPD Verification Statement Standard Policy. A remediation plan will be developed for students not meeting this standard.

For more information about these progression standards, please contact the DPD director.

I, the undersigned, have read and understand the statement above regarding the Progression Standards for students admitted directly into the Dietetics and Applied Nutrition program.

Student Signature

Date

Print Student Name

Appendix C – Remediation Plan

Student name:

Date of review:

Student year:

Meeting with director:

J Number:

Current GPA:

DPD Standard(s) not met:

- Insufficient GPA
- Insufficient grade in core science class(es):
- Insufficient grade in core nutrition class(es):
- Insufficient assessments of KRDN(s):

Resources:

- Academic Success Center – Located Downcity (Yena, 1st floor) and Harborside (Friedman, 1st floor)
- Tutoring Services – Located Downcity (Yena, 1st floor) and Harborside (Friedman, 1st floor)
- Academic counselor – Located in Student Academic Services, Student Services Center (Downcity)

Remediation plan:

Click or tap here to enter text.

Next steps:

Click or tap here to enter text.

Next meeting / check in with director:

I have read and agree with this remediation plan. If the remediation plan is not followed successfully, I may be automatically be removed from the Dietetics and Applied Nutrition program and enrolled in the Culinary Nutrition program.

Student Signature

Date

Print Student Name

Appendix D – Verification Statement Information

Verification Statement FAQs

What is a verification statement?

From the Academy of Nutrition and Dietetics: <https://www.eatrightpro.org/acend/program-directors/program-director-faqs-and-resources/faqs-about-verification-statements>

What is the purpose of Verification Statements?

The signed verification statement documents that an individual has completed the **requirements** of a nutrition and dietetics education program accredited by the Accreditation Council for Education in Nutrition and Dietetics. Depending on the verification statement received following program completion, it allows an individual:

- 1) To establish eligibility for a Dietetic Internship program
- 2) To establish eligibility to write the registration examination for nutrition and dietetics technicians
- 3) To establish eligibility for membership in The Academy of Nutrition and Dietetics (The Academy)

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 has completed the Dietetics and Applied Nutrition BS degree
- has 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*
 - **The 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 8-12 weeks, post-graduation*

Why haven't I received my copy of the Verification Statement?

- Verify you have met the standards for a verification statement (see above)
- All students who meet the above standard have been verified, and have at least one copy of their Verification Statement in their Student File.
- Verification statements are automatically processed at the end of each semester (fall, spring and summer), once students have been verified** as graduates by Student Academic Services.
 - ***This process can take up to 8-12 weeks after the semester has closed.*
- You may request a copy of your verification statement at any time, and for any reason.

How do I request a copy of my Verification Statement?

Contact the JWU DPD interim director, Kerri Rush, MS, RDN, LDN, CDOE, CVDOE (kerri.rush@jwu.edu), and the Academic Administrative Coordinator, Michele Forand (michele.forand@jwu.edu) with the following information:

1. **Current Mailing Address**
2. **Preferred email address**
3. **Current Full Legal Name (Full First, Middle and Last Names)**
 - *J# is helpful, but not required.*
4. **Maiden Name** (if different when you graduated from JWU)
5. **Month and year of graduation.**
6. **Preferred format:** paper or electronic

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 E - How to Register for the NDTR Credential

What is an NDTR?

Excerpted from the Academy of Nutrition and Dietetics (AND):

<https://www.cdrnet.org/NDTR>

Nutrition and 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.

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
3. Submission of your Official Transcripts to the JWU DPD Program Director.

Procedure for applying for the NDTR Exam:

Visit the Commission on Dietetic Registration (CDR) website and review all required materials:

<https://www.cdrnet.org/DTRExamOverview>

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*)
 - 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 interim director, Kerri Rush, MS, RDN, LDN, CDOE, CVDOE (kerri.rush@jwu.edu),
- The Academic Administrative Coordinator, Michele Forand (michele.forand@jwu.edu)

STEP 2: Submission of required documents:

- **Official Transcripts**
 1. This **MUST** be in the possession of the DPD Director **BEFORE** you can be processed through CDR
 2. To request a copy from JWU or for more information, please visit: <https://safs.jwu.edu/forms/>
 - **You may issue the transcript directly to the DPD Director to speed up processing**

ALL documents can be mailed directly to the academic administrative coordinator:

Michele Forand
Johnson & Wales University
8 Abbott Park Place
Providence, RI 02905

STEP 3: Once ALL information is submitted you will receive an email from CDR's Registration Eligibility Processing System (REPS) requesting that you enter personal demographic information into your application.

The Program Director CANNOT finalize your application until you update your profile on the CDR REPS portal

After your application has been approved by CDR, your information will be sent to the testing vendor Pearson VUE. Pearson VUE will send you an Authorization to Test email allowing you to schedule your exam.

Appendix F - How to Register for the Certified Dietary Manager, Certified Food Protection Professional (CDM®, CFPP®) Credential

What is a CDM, CFPP?

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

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

A Certified Dietary Manager, Certified Food Protection Professional (CDM®, CFPP®) has the education and experience to competently perform the responsibilities of a dietary manager and has proven this by passing the nationally-recognized CDM Credentialing Exam and fulfilling the requirements needed to maintain certified status. CDM, CFPPs work together with Registered Dietitian Nutritionists (RDN) to provide quality nutritional care in a variety of non-commercial settings and perform a myriad of specialized tasks and roles within a foodservice operation.

CDM, CFPPs are experts at managing foodservice operations and ensuring food safety. They are responsible for implementation of menus, foodservice purchasing, and food preparation. They apply nutrition principles, document nutrition information, manage work teams, and much more.

A CDM, CFPP has achieved defined competencies in five key areas:

1. Nutrition
2. Foodservice
3. Personnel and Communications
4. Sanitation and Safety
5. Business Operations

What you need to apply:

- ✓ You would qualify under “Pathway II”: <http://www.cbdmonline.org/get-certified/eligibility>

Pathway II: for graduates of a two-year, four-year or greater, college degree in foodservice management, nutrition, culinary arts, or hotel-restaurant management. Candidates must submit a copy of their transcript* with exam application. Transcript requirements must include a minimum of one course in nutrition and two courses in foodservice management.

Important links for the Registration Eligibility and Application

- About the CDM, CFPP and ANFP: <http://www.anfponline.org/home>
- About the Certifying Board for Dietary Managers: <http://www.cbdmonline.org/>
- Application: <http://www.cbdmonline.org/get-certified/register>
- How to request a copy of your official, JWU transcripts (*you will need to submit with your exam application): <https://safs.jwu.edu/forms/>