



COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

CU - Mansfield

**Nutrition Program Student Handbook Department of Biological and
Health Sciences**

2024-2025



Contents

The Relationship between the Program and the University	3
Nutrition: Dietetics Concentration	3
Nutrition: Sports Nutrition Concentration.....	4
Nutrition Program’s Mission, Vision, and Values	4
Mission.....	4
Vision.....	5
Values.....	5
Nutrition: Dietetics Program Goals and Outcomes	5
Program Student Learning Outcomes for Nutrition	6
University Admissions.....	7
Dietetics Program Admissions	7
Cost of the Program.....	7
Financial Aid & Scholarships	8
Statement of Diversity	9
Program Completion.....	9
Curriculum: Dietetics	10
Curriculum: Sports Nutrition.....	11
Curriculum: Nutrition Minor	12
Academic Calendar	12
Academic Advising	12
Distance Education Requirements.....	12
Dress Code for Lab Experiences.....	13
Academic Grievance Procedure (Due Process for Student Complaints)	14
Filing a complaint with ACEND.....	16
Grading Scale	16
Health Examination.....	17
Health Insurance Illness/Injury	17
Intent to Graduate Form (CU - Mansfield)	17
Lab Experiences Preparation	17
Policies and Procedures (CU - Mansfield).....	17

Professional Liability Insurance.....	17
Office Hours (Faculty)	18
Recommendation Letters	18
Students Requesting Academic and/or Access Accommodations	19
Student Dietetic Association (SDA).....	19
Student Background Checks and Clearances.....	19
Student Confidentiality	19
Student Files (Program)	20
Student Support Services/Student Success	20
Travel.....	20
Declaration of Intent for Supervised Practice Programs/Dietetic Internships.....	20
Verification Statements	21
Remediation Policy.....	25
Transfer Equivalency Policy.....	25
Withdrawals and Refund of Tuition and Fees	25
CU-Mansfield Department of Biological and Health Sciences Sample Nutrition: Dietetics.....	26
CU - Mansfield Department of Biological and Health Sciences Sample Nutrition: Sports Nutrition	27
Information on Dietetic Registration	28
Becoming a Registered Dietitian Nutritionist	28
Employment Opportunities for Nutrition and Dietetics Graduates.....	30
Didactic Courses Aligned with Core Knowledge for the RDN (DPD).....	33

Welcome

Welcome to the Nutrition Program; we are glad you are here! We will help you become the best food and nutrition professional you can be.

This handbook is designed to inform you about the field of nutrition and the nutrition program at CU - Mansfield. It will help you meet your goals of becoming a nutrition professional. Please keep this handbook and refer to it often as you continue your course of study in Nutrition at CU - Mansfield. You are responsible for all guidelines in this handbook, and all University and Program regulations specified in the CU - Mansfield catalog for the year you entered the University.

The Relationship between the Program and the University

The Nutrition Program is a part of the Department of Biological and Health Sciences, which is housed under the College of Health, Science and Technology of Commonwealth University. Additional majors are offered by the Department of Biological and Health Sciences at CU include:

- BS Biology
- BS Biomedical Sciences
- BS Health Sciences
 - Applied Health Studies
 - Pre-Professional
 - Pre-Physical Therapy
 - Pre-Physical Therapy 3+3
 - Pre-Occupational Therapy
 - Pre-Athletic Training
 - Pre-Athletic Training 3+2
 - Pre-Physician Assistant
 - Pre-Physician Assistant 3+2
 - Public Health Education
- AAS Healthcare Professions
- BS Medical Imaging
- AAS Radiologic Technology
- BS Respiratory Care

Nutrition: Dietetics Concentration

The Nutrition and Dietetics Program has been in existence at Mansfield University (now known as known CU – Mansfield) since 1973. The CU - Mansfield Nutrition Dietetics concentration is currently granted accreditation status by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (formerly known as the American Dietetic Association); 120 South Riverside Plaza, Suite 2000; Chicago, IL 60606-6995,

312/899-0040 (ext. 5400). Successful completion of this program will meet the ACEND-Required Core Knowledge (KRDN) and Learning Outcomes and will enable qualified program graduates to apply for supervised practice programs. Successful completion of these steps leads to eligibility to write the registration examination for dietitians, to become a Registered Dietitian/Nutritionist (RDN). Effective January 1, 2024, the Commission on Dietetic Registration (CDR) will require a minimum of a master's degree (the master's degree does not need to be in the area of nutrition) to be eligible to take the credentialing exam to become a registered dietitian nutritionist (RDN). Career opportunities for graduates of this program include working in: hospitals, physicians' offices, long-term care/rehabilitation centers, outpatient clinics, and other health care facilities, wellness centers, food and nutrition related businesses, community and public health, private practice, universities and medical centers, and research centers.

Graduates who do not attend ACEND accredited internships after graduation may take the Dietetic Technician Registered (DTR) exam and work as Dietetic Technicians. Several program graduates have continued their education by attending graduate school in fields such as dietetics, nutrition, exercise science, public health, or nutrition education.

Nutrition: Sports Nutrition Concentration

The Nutrition Program: Sports Nutrition concentration has been in existence at Mansfield University (now known as CU – Mansfield) since 2007. This program allows graduates to apply for entry-level jobs in the area of sports nutrition, fitness, or wellness. Career opportunities for graduates of this program include working in: hospitals, physicians' offices, long-term care and rehabilitation centers, and other health care facilities, wellness centers, food and nutrition related businesses, community and public health, private practice, universities and medical centers, and research centers. Many graduates of this program may wish to attend graduate school in the area of fitness, wellness, health education, exercise physiology/kinesiology, physical therapy, or occupational therapy. Students who wish to become Registered Dietitians must meet the requirements for the dietetics concentration to receive the required Verification Statement when applying for dietetic internships. For more information, see the dietetics emphasis.

Nutrition Program's Mission, Vision, and Values

Mission

The mission of the CU - Mansfield's DPD is to provide graduates with the evidence-based knowledge and skills foundational to supervised practice leading to eligibility for the Commission for Dietetic Registration (CDR) credentialing exam to become Registered Dietitian Nutritionists (RDN). The program also prepares graduates to become Dietetic Technicians, Registered (DTR) and to pursue entry-level careers in foodservice management, community nutrition; and/or to attend graduate school in a complex and changing global society.

Vision

To provide a student-focused learning environment that allows nutrition students to develop their potential to become competent leaders who empower their patients, clients, employees, and communities.

Values

Scholarship: We enthusiastically embrace student learning. We believe students should be actively engaged learners in, as well as out, of the classroom. We believe faculty and students should be life-long learners.

Character: We provide an environment, which encourages personal accountability, integrity, honesty, and courage. We create an atmosphere, which fosters respect for others individuals may encounter in their personal and professional lives.

Culture: We celebrate the uniqueness of individuals with whom nutrition professionals interact. We provide opportunities for students to learn about the unique needs of humans from a variety of backgrounds.

Service: We support our local community and embrace service learning. We encourage our students to participate in volunteer activities related to the major.

Nutrition: Dietetics Program Goals and Outcomes

The Nutrition Program is based upon the conviction that nutrition and its application in the daily life of human beings makes a significant contribution to life quality. We hold firmly that healthy, well-nourished persons are able to function more fully and are able to reach their human potential. Therefore, as a program we are committed to the following goals:

Didactic Program in Dietetics: Program Goals and Objectives

Program Goal #1 – Program graduates will be adequately prepared to apply for acceptance into accredited supervised practice programs.

Objective 1.1: “At least 80% of students complete program requirements within six years (150% of planned program length).”

Objective 1.2: “At least 40 percent of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation.”

Objective 1.3: “Of program graduates who apply to a supervised practice program, at least 60 percent are admitted within 12 months of graduation.”

Objective 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%.”

Objective 1.5: Within 12 months of graduation, 75% of the graduates' supervisors who complete a survey will agree or strongly agree that the graduates are prepared for their current position (e.g., Supervised Practice, Graduate Program, or Employment).

Objective 1.6: Within 12 months of graduation, 75% of the graduates who complete a survey will agree or strongly agree that they are prepared for their current position (e.g., Supervised Practice, Graduate Program, or Employment).

Program Goal #2 – Program graduates applying to graduate or pre-professional school will be accepted, and those seeking entry-level employment in nutrition, or a related field will be employed.

Objective 2.1: Of those who do not apply or are not accepted into supervised practice programs, at least 50% of graduates will apply to graduate schools, or pre-professional schools, or seek employment within 12 months of graduating from the program.

Program Student Learning Outcomes for Nutrition

Dietetics

- Demonstrate the ability to use and interpret current research in developing knowledge of nutrition, sports nutrition, and dietetic practice.
- Demonstrate the ability to use oral and written communications effectively as individuals and in group settings requiring collaboration and teamwork.
- Demonstrate problem-solving and critical thinking skills related to medical nutrition therapy.
- Demonstrate their ability to apply management principles using problem-solving and critical thinking skills in hypothetical practice situations.
- Exhibit understanding of public policy and its effects on health care systems.
- Demonstrate the ability to develop nutrition prescriptions for a variety of individuals and groups

Sports Nutrition

- Demonstrate the ability to use and interpret current research in developing knowledge of nutrition, sports nutrition, and dietetic practice.
- Demonstrate the ability to use oral and written communications effectively as individuals and in group settings requiring collaboration and teamwork.
- Demonstrate their ability to apply management principles using problem-solving and critical thinking skills in hypothetical practice situations.
- Exhibit understanding of public policy and its effects on health care systems.
- Demonstrate the ability to develop nutrition prescriptions for a variety of individuals and groups

Program outcomes data are available upon request.

University Admissions

Admission to CU - Mansfield is based upon secondary school academic record, rank in class, standardized test scores, and the academic record from all colleges the student may have attended. The Admissions Team at CU - Mansfield makes all decisions about who is admitted into the University. For more information about admissions requirements, please go to <https://www.commonwealthu.edu/admissions/how-to-apply>.

Dietetics Program Admissions

Students being admitted into CU - Mansfield for the first time will be admitted into the nutrition program by the Admissions Department. The nutrition program is more rigorous than some programs. Students wishing to be successful in the field of nutrition should have a strong background in science and good study skills. Students entering the program must maintain the program's educational standards as listed in the Degree Map (<https://www.commonwealthu.edu/documents/nutrition-dietetics-degree-map>); students transferring into the dietetics concentration from another institution and/or from another major must meet the program's educational standards as listed in the Degree Map. Students not meeting the educational standards listed in the Degree Map before entering the program are not likely to meet the program's standards after being admitted into the program.

Cost of the Program

For information about tuition cost, fees, housing and food service fees, please go to <https://www.commonwealthu.edu/cost-and-aid> for a list of expenses, which may be incurred when attending CU - Mansfield. In addition to the costs of attending CU - Mansfield, students may incur travel expenses when they take NUTR 320 Community Nutrition, NUTR 325 Nutrition Counseling and Education, and other courses.

Students may be required to purchase books, course materials, or supplies for each of their courses. A lab fee may also be required. Most students incur copying and printing costs at some point during each semester. The cost of these items varies from student to student.

Students may have variable expenses when they purchase liability insurance, purchase uniforms, have medical exams or immunizations for off campus experiences, or complete child abuse clearances for working with youth in the community. These expenses vary because not every experience requires all of the items listed above.

Student membership to AND is required for some courses, and the eNCPT (electronic Nutrition Care Process) subscription is required for Medical Nutrition Therapy 1 and 2. Student membership fees are fifty-eight dollars to join the Academy of Nutrition and Dietetics (AND) (<https://www.eatrightpro.org/member-types-and-benefits>). The eNCPT subscription can be ordered for a reduced rate of \$25 if you have a student membership for AND. State

membership fees are included in the membership fees for the Academy of Nutrition and Dietetics, but district dietetic association fees might not be included. Membership in the Central Pennsylvania Academy of Nutrition and Dietetics (CPAND) is free with membership in the AND. New York students may obtain membership in the Central New York Academy of Nutrition and Dietetics (CNYAND) for an additional ten dollars.

Students may elect to travel to professional meetings with the Student Dietetic Association (SDA). The cost of attending these meetings depends on the availability of financial assistance and fund-raising efforts by the students and/or SDA. Students should expect to pay to attend professional meetings.

Financial Aid & Scholarships

Information regarding financial aid at CU - Mansfield is available at <https://www.commonwealthu.edu/cost-scholarships-aid>. Nutrition majors may qualify for some of the many scholarships offered by CU - Mansfield, the Academy of Nutrition and Dietetics, or local dietetics associations. The list of scholarships available at CU - Mansfield is found at <https://www.commonwealthu.edu/cost-and-aid/scholarships>.

Students should contact the financial aid offices at CU - Mansfield to obtain a list of scholarships specifically for Nutrition and Dietetics students at CU - Mansfield.

Nutrition and Dietetics Scholarships

Linda A. Ballard Hulslander Scholarship

This scholarship is presented to an entering freshman pursuing a degree in nutrition and dietetics. Recipients must be in the top two fifths of their high school graduating class and have an SAT score of 1000 or more. This scholarship may be renewable if the recipient maintains a 3.0 cumulative grade point average and remains in the degree program. The recipient is selected by the Scholarship Committee.

The Maryon Farrer Powell Scholarship

This scholarship is presented to a student who is majoring in dietetics. The recipient of this scholarship can be either an entering or currently enrolled student who demonstrates strong academic ability and has financial need. This is an \$850.00 non-renewable award.

The Arthur and Martha Sharpe Scholarship

This scholarship is presented to a nutrition and dietetics major. Preference is given to a student from Wyoming or Clinton County.

The Clio Reinwald Scholarship

This scholarship is awarded by the nutrition program and is not listed in the University catalog. It is for full-time returning nutrition majors with between 15 and 89 total credits as of April 1st, who have at least a 2.75 out of a 4.0 GPA. Preference will be given to students who show evidence of commitment to the field of nutrition by strong participation in the activities of the

Student Dietetic Association. The selection committee, which is made up of program faculty, will consider evidence of Character, Scholarship, Culture, and Service in the field of nutrition on campus and in our local community during the selection process.

Professional Off-Campus Scholarship Opportunities

The Academy of Nutrition and Dietetics offers a multitude of competitive scholarships for students. The applications for these scholarships are usually available in October or November. Students receive information regarding these scholarships by being a student member of the Academy of Nutrition and Dietetics or through emails sent to students in the major. Students should join local dietetics associations and inquire about the availability of scholarships. The Central Pennsylvania Dietetic Association has awarded several scholarships to CU - Mansfield students in the past. These scholarships usually require membership as one condition of eligibility.

Statement of Diversity

The nutrition program at CU - Mansfield supports and complies with the University's Statement of Diversity, which says:

Statement on Diversity and Inclusion: At Commonwealth University of PA we recognize our responsibility to continuously support a living, learning, and working environment that values the diverse contributions from all members of our campus community. Our commitment to diversity, equity and inclusion enriches our campus community and is instrumental to our institutional success. Commonwealth University of PA strives to cultivate a climate that allows all members to embrace diversity, equity and inclusion as we achieve success both in and out of the classroom, in our work responsibilities, and in our professional lives beyond our time at Bloomsburg Lock Haven, and Mansfield. We uphold our commitment to Diversity, Equity, and Inclusion throughout each campus community by:

- Actively supporting and promoting the intellectual and personal growth of our students, inside and outside of the classroom.
- Providing workshops, trainings, programs designed to broaden the knowledge and understanding of diversity, equity, and inclusion within our campus community.
- Ensuring that all learning and living environments throughout our campus are welcoming and capable of serving all individuals.

Program Completion

Program requirements are listed in the Nutrition homepage and at <https://www.commonwealthu.edu/academics/programs/nutrition-bs>.

Each student has an Academic Program Evaluation on Banner that shows them which classes must be taken to complete the program requirements. The student may check their Academic Program Evaluation at any time from a computer connected to the Internet. Program requirements are listed in the next section.



Curriculum: Dietetics

Program:	Nutrition: Dietetics concentration
Degree:	Bachelor of Science in Nutrition
Department:	Department of Biological and Health Sciences

Some Career Opportunities: Dietitians are needed in schools, hospitals, industries, commercial food service operations, and a large variety of public and private social service agencies.

Core program courses:

- NUTR 200 (NTR 2211) Introduction to Nutrition (3)
- NUTR 205 (NTR 3305) Principles of Food Science (4)
- NUTR 310 (NTR 3310) Nutritional Assessment and Medical Terminology (3)
- NUTR 315 (NTR 3314) Nutrition throughout the Life Cycle (3)
- NUTR 320 (NTR 3316) Community Nutrition (3)
- NUTR 325 (NTR 3325) Nutrition Counseling and Health Education (3)
- NUTR 335 (NTR 3315) Nutrition Organization and Management (3)
- NUTR 400 (NTR 4401) Medical Nutrition Therapy I (3)
- NUTR 405 (NTR 4402) Medical Nutrition Therapy II (3)
- NUTR 410 (NTR 4411) Quantity Food Production (3)
- NUTR 415 (NTR 4417) Advanced Nutrition (3)
- NUTR 420 (NTR 4420) Nutrition Research Seminar (3)

Prerequisites/Related Requirements: In addition, the following courses are required.

- HLSC 115/BIOL 180 Human Anatomy and Physiology (4)
- HLSC 120/BIOL 181 Human Anatomy and Physiology (4)
- BIOL 235 Microbiology for Allied Health (4)
- CHEM 116 Physiological Chemistry 1: General Chemistry (4)
- CHEM 117 Physiological Chemistry 2: Organic and Biological Chemistry (4)
- CHEM 251 Nutritional Biochemistry (4)
- STAT 221 Introduction to Statistics (3)



Curriculum: Sports Nutrition

Program:	Nutrition: Sports Nutrition Concentration
Degree:	Bachelor of Science in Nutrition
Department:	Department of Biological and Health Sciences

Some Career Opportunities: Sports Nutrition graduates are needed in fitness centers, schools, industry, and a large variety of public and private social service agencies.

Core program courses:

- NUTR 200 (NTR 2211) Introduction to Nutrition (3)
- NUTR 205 (NTR 3305) Principles of Food Science (4)
- NUTR 310 (NTR 3310) Nutritional Assessment and Medical Terminology (3)
- NUTR 315 (NTR 3314) Nutrition throughout the Life Cycle (3)
- NUTR 320 (NTR 3316) Community Nutrition (3)
- NUTR 325 (NTR 3325) Nutrition Counseling and Health Education (3)
- NUTR 330 (NTR 3330) Sports Nutrition (3)
- NUTR 415 (NTR 4417) Advanced Nutrition (3)
- NUTR 420 (NTR 4420) Nutrition Research Seminar (3)
- NUTR 360 Kinesiology MU/EXER 255 Functional Anatomy BU/LHU (3)
- EXER 378 Exercise Physiology (3)

Prerequisites/Related Requirements: In addition, the following courses are required.

- ACCT 221 Principles of Accounting I (3)
- HLSC 115/BIOLOGICAL 180 Human Anatomy and Physiology (4)
- HLSC 120/BIOLOGICAL 181 Human Anatomy and Physiology (4)
- CHEM 116 Physiological Chemistry 1: General Chemistry (4)
- CHEM 117 Physiological Chemistry 2: Organic and Biological Chemistry (4)
- CHEM 251 Nutritional Biochemistry (4)
- STAT 221 Introduction to Statistics (3)



Curriculum: Nutrition Minor

Program:	Nutrition Minor
Degree:	Minor
Department:	Department of Biological and Health Sciences

Required:

- NUTR 200 (NTR 2211) Introduction to Nutrition (3)
- NUTR 205 (NTR 3305) Principles of Food Science (4)
- NUTR 315 (NTR 3314) Lifecycle Nutrition (3)

Select three from:

- NUTR 220 (NTR 2220) Nutrition and Exercise (3)
- NUTR 300 (NTR 3300) Cultural Nutrition (3)
- NUTR 310 (NTR 3310) Nutritional Assessment and Medical Terminology (3)
- NUTR 320 (NTR 3316) Community Nutrition (3)
- NUTR 325 (NTR 3325) Nutrition Counseling and Health Education (3)
- NUTR 330 (NTR 3330) Sports Nutrition (3)
- NUTR 350 (NTR 3350) Nutrition in Healthcare (3)
- NUTR 400 (NTR 4401) Medical Nutrition Therapy I (3)
- NUTR 405 (NTR 4402) Medical Nutrition Therapy II (3)
- NUTR 415 (NTR 4417) Advanced Nutrition (3)
- NUTR 420 (NTR 4420) Nutrition Research Seminar (3)

Academic Calendar

Students in the Health and Exercise Science Department follow the University's academic calendar. Students should refer to the University's Academic Calendar, which is found on the University's webpage at: <https://www.commonwealthu.edu/academics/academic-calendar>. This calendar includes information about class meeting days, scheduling classes, vacations, holidays, mid-term grades, and final examinations.

Academic Advising

Each student is assigned an academic adviser according to the University's policies and procedures. Advisers play an important role in helping students select courses to meet goals for graduation and beyond. For the sake of continuity, students will have the same adviser until graduation.

Nutrition students are required to meet with their adviser at least one time per semester. At this time, students are given guidance in selecting electives and required courses that will help them to meet their self-directed career goals. Students are ultimately responsible for determining their own schedules. Students should come to advising meetings prepared to show their schedule to their advisers. Advisers should ask students about their progress and whether they are meeting their goals. Goals worksheets are included at the end of this handbook.

Distance Education Requirements

Distance education components for multimodal classes, via Zoom include access to an electronic device (laptop, computer, notepad/iPad, or phone), camera, speakers, and microphone. In addition to accessing Zoom, an electronic device that is capable of logging into an account and/or running software will be needed to access the Learning Management System – CU Brightspace, or any other software/web-based program. When logging into Learning Management System – CU Brightspace, or any other software/web-based program, you will need to use your university email and password. You may need to show your student identification card for online exams/quizzes. All students' private information will be protected under the Family Educational Rights and Privacy Act of 1974 (FERPA).

Dress Code for Lab Experiences

Hair: Long hair should be secured in a ponytail fashion and a hair net should be placed over hair including the ponytail. All students should wear a hair net that is large enough to cover all hair.

Uniforms: Students must wear a clean, ironed, white lab coat

Jewelry: Plain wedding bands are acceptable; plain post earrings are acceptable. Avoid any dangling jewelry. Bracelets of any type are not permitted.

Shoes: Clean, leather shoes with non-slip bottoms are required for safety reasons. Shoes must be worn at all times. Sandals, open toed shoes, and spike heels are not permitted. Low-cut ballet-style or Top-Siders are not appropriate. Leather athletic shoes work well for the lab experiences.

Hands: Hands should be washed for labs. Fingernail polish and "fake" fingernails are not permitted in lab. Nails should be kept short and clean for the lab experience.

Appropriate grooming will be expected of all students. Individual faculty will specify exceptions to the uniform dress code.

Academic Grievance Procedure (Due Process for Student Complaints)

Student complaints which may be properly considered by means of the following procedures include, but are not limited to, complaints about grades or changes in requirements for a course during the semester. Complaints about grades may, among other things, be based upon racial, sexual, or religious discrimination or other forms of favoritism; arbitrary, capricious, or unreasonable methods of evaluation; lack of precautions taken by the instructor against cheating or plagiarism; or unfair penalties for legally recognized absences from class or examination.

Procedures:

I. The purpose of the following procedure is to provide students with a system by which to grieve complaints of alleged academic injustice(s) relating to grades and/or professional responsibilities as related to academic policies found in the Policies, Rules and Procedures and the Pilot. This process is not a disciplinary proceeding for any of the involved parties, although the findings may lead to disciplinary investigation or action under a different university policy.

Informal Consultation:

A. In an attempt to resolve a complaint on an informal basis, the student should first meet with the following individuals to discuss the matter in the order listed:

1. Faculty member teaching the course
2. Program Director
3. Department Chairperson in which course is offered
4. Dean, or designee, of the College in which course is offered

In order for the matter to be resolved expeditiously, the consultation(s) should take place as soon as possible after the alleged incident has occurred. It is assumed that the program director, department chairpersons, and the deans will make every effort to resolve the conflict by meeting with all parties and by listening to the views of all parties as they relate to the grievance.

B. If the matter is resolved at one of the above levels, it need not go further in the appeals process. Every effort should be made to settle the alleged injustice through informal consultation.

Formal Channels:

A. Students who feel the informal consultations have not satisfactorily resolved the matter may initiate a formal grievance by filing an Academic Grievance Form with the Dean of Undergraduate Education

(https://cm.maxient.com/reportingform.php?BloomsburgUniv&layout_id=7).

B. The Dean of Undergraduate Education shall determine that the Academic Grievance Form is in proper order and shall contact the person against whom the complaint has been filed. That

person will be supplied with a copy of the Form and informed that an Academic Grievance Coordinators (AGC) will be called to hear the case if the matter cannot be resolved within five (5) class days.

C. If the two parties do not settle the complaint within five (5) class days, the Academic Grievance Board (AGB) will hear the case usually within ten (10) class days (after the initial five (5) class day period). At that time, the student will be given the opportunity to select the AGC who will serve as the contact person for the case and the moderator of the AGB hearing.

D. The grievant and respondent (individual being grieved) will be informed of the individuals who may serve on the AGB. Either (or both) party(ies) may request, with just cause, the disqualification of Board members whom she/he feels may be biased or should not be involved in the case. An appeal for disqualification may be made to the Provost and Vice President for Academic Affairs for a final decision.

E. The scope of the AGB's review and recommendations shall be to the merit of the complaint. The AGB, in Executive Session, shall prepare a recommendation as to the merit of the complaint and forward the recommendation to the Provost and Vice President for Academic Affairs. This shall be submitted within three (3) class days after the hearing. If recommendations go beyond the scope of this policy, the Provost will reject the recommendation and direct the AGB to prepare recommendations within the scope of its responsibilities.

F. Within ten (10) class days of receiving the recommendation, the Provost and Vice President for Academic Affairs will take action and shall notify all parties in the grievance of the decision and action taken. This action is final.

G. The President has delegated the resolution of academic grievances covered under this policy to the Provost and Vice President of Academic Affairs. Resolutions that involve altering the curriculum of any program shall be made with the involvement of the affected department faculty (i.e. waiving major course requirements). The timeline outlined in this section pertains to grievances filed during the academic year. Grievances filed during the summer sessions may take longer to adjudicate due to faculty assignments and availability of grievance board members. However, every effort will be made to process grievances filed during the summer as quickly as possible.

For additional information about this process, see the university wide academic grievance procedure at:

- Student Complaints and Concerns: <https://www.commonwealthu.edu/student-complaints-and-concerns>
- Academic Grievance Procedure: <https://www.bloomu.edu/prp-3592-academic-grievance-procedure>
- Commonwealth University Academic Grievance Form: https://cm.maxient.com/reportingform.php?BloomsburgUniv&layout_id=7

Students may submit complaints directly to the Accreditation Council for Education in Nutrition and Dietetics (ACEND) only after all other options with the program and institution have been exhausted.

Filing a Complaint With ACEND

ACEND® has established a process for reviewing complaints against accredited programs in order to fulfill its public responsibility for assuring the quality and integrity of the educational programs that it accredits. Any individual, for example, student, faculty, dietetics practitioner and/or member of the public, may submit a complaint against any accredited 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. Further information can be obtained from here: <https://www.eatrightpro.org/acend/public-notices-and-announcements/filing-a-complaint-with-acend>. The Procedure for Complaints Against Accredited Programs can be retrieved from here: <https://www.eatrightpro.org/acend/public-notices-and-announcements/filing-a-complaint-with-acend/procedure-for-complaints-against-accredited-programs>.

Grading Scale

Nutrition courses use the University grading scale and grading policies. Mid-semester grades are given to students enrolled in all nutrition courses. All students receive a grade at the end of each course.

A	93-100	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	0.7
F	BELOW 60	0.0

Health Examination

Some facilities require health examinations, immunizations, and a two-step ppd. Students participating in activities involving outside facilities must meet their requirements. The student may arrange for these services to be completed by their own physician or at the student health clinic for a nominal fee. Students without the required examinations, immunizations, or clearances will not be allowed to participate.

Health Insurance Illness/Injury

CU - Mansfield requires that students have medical insurance coverage to be eligible for participation in University sanctioned, sponsored, and/or approved activities. Some outside facilities require students to show proof of insurance coverage. When students participate in off-campus learning experiences, neither the facility nor CU - Mansfield is responsible for any costs related to student illness or injury. More information regarding health services available at CU - Mansfield may be found on the Residence Life Health Services website at <https://www.commonwealthu.edu/offices-directory/health-services>.

Intent to Graduate Form (CU - Mansfield)

Candidates for the associate degree or bachelor's degree must complete an Application for Graduation online via Banner no later than one year prior to their anticipated graduation. Students are encouraged to participate in graduation exercises, which recognize and honor their academic accomplishments.

Lab Experiences Preparation

All students are expected to be prepared for each experience as determined by the professor directing the experience.

Policies and Procedures (CU - Mansfield)

The University's policies and procedures are found at: <https://www.commonwealthu.edu/student-handbook/code-of-conduct>

Professional Liability Insurance

Professional liability insurance is required of all students prior to the start of the NUTR 325 Nutrition Counseling and Education. Students may obtain liability insurance from HPSO at <http://www.hpso.com> or at <http://www.proliability.com>. To get the student rate, you must identify yourself as a student.

Office Hours (Faculty)

Office hours have been selected to allow students to meet with their adviser. Weekly office hours will be posted on each instructor's door. Formal appointments can be made to meet at times other than office hours and should be made with the instructor rather than the department secretary, since each instructor keeps his or her own appointment book. Occasionally instructors may be required to block out certain hours due to on/off campus meetings or out of town commitments.

Recommendation Letters

Requests for letters of recommendation:

- Faculty are not obligated to write you a letter of recommendation- it is a courtesy!
- Students requesting letters of recommendation should be respectful of the letter writer's time. Nutrition & Dietetics Faculty members take many hours of their own time to write conscientious letters of recommendation for our students.
- Since our university and our programs are small, we can write very personal and detailed letters of recommendation.
- Faculty must be straightforward and honest when writing letters of recommendation.
 - Internship, graduate school, and employment personnel will discover quickly if faculty members have not been straightforward about a student's integrity and performance; they will not accept more students from CU – Mansfield's DPD program if a student's level of engagement, work ethic, communication skills, preparedness for classes, etc. are misrepresented.
- Most students know ahead of time that they plan to apply to graduate school and/or an internship. Adequate time can and must be given for a faculty member to develop a quality letter of recommendation.
- Be sure to provide the letter writer with a current resume and a list of due dates for each of the programs you are applying to.

Policy: Requesting Letters of Recommendation from Faculty

- For internship application and graduate school application letters of recommendation, requests must be made at least 6 weeks in advance of the due date.
- Requests for scholarship letters must be made at least 2 weeks in advance of the due date.
- Requests for job-related verbal references need to be made at least 3 days in advance or as soon as possible before needed by the prospective employer.

Students Requesting Academic and/or Access Accommodations

Students Requesting Academic and/or Access Accommodations: Commonwealth University at Bloomsburg, Lock Haven, and Mansfield is committed to providing equitable access to educational experiences, campus facilities, and university related opportunities for all students. Disability Services supports these requests for accommodations under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. If you have or believe that you have a disability, please contact the office, which is located in:

Bloomsburg University - Warren Student Services Room 043, or call [570-389-4491](tel:570-389-4491) for an appointment to discuss your requests

Lock Haven University - 205 Ulmer Hall, or call [570-484-2665](tel:570-484-2665)

Mansfield University - [570-484-2665](tel:570-484-2665) or [570-389-4491](tel:570-389-4491)

It is recommended that students contact the Disability Services office during the *first two weeks of classes* or immediately upon diagnosis to ensure accommodations are met in an efficient, appropriate, and timely manner for the best student learning outcome. Upon qualification, the disability professional will arrange to provide an accommodation letter to the professor for the identification of academic or accessibility adjustments. You must contact the Disability Services office to renew accommodation letters at the start of each semester.

Student Dietetic Association (SDA)

This organization is open to anyone interested in nutrition, dietetics, or food service management. Members learn about their future professions through invited speakers, educational field trips, and attending state and national meetings. This organization meets weekly.

Student Background Checks and Clearances

Some experiences require clearances, background checks, and drug testing. Students participating in these experiences will be required to submit necessary clearances, background checks and drug testing before they may participate in these activities. These items are at the student's expense when required by off campus sites. The program and program faculty are not allowed to send students to off campus sites requiring these items, if the students do not obtain the proper clearances.

Student Confidentiality

The Nutrition Program's confidentiality policy is the same as the University's Family Education Rights and Privacy Act (FERPA) policy. <https://www.commonwealthu.edu/cost-and-aid/ferpa>

Student Files (Program)

Biological and Health Sciences advisers maintain student files on each student enrolled in the program. Students are welcome to make an appointment with their adviser to look at their student file. Student files shall not be removed from the Biological and Health Sciences offices. Transcripts are available from student records according to university policies.

Student Support Services/Student Success

All students at CU - Mansfield have access to student health services, counseling, tutoring and testing services, and financial aid resources according to the policies found in the CU - Mansfield catalog and on the following web sites.

Health Services: <https://www.commonwealthu.edu/offices-directory/health-services>

Counseling Services: <https://www.commonwealthu.edu/offices-directory/counseling-center>

Financial Aid: <https://www.commonwealthu.edu/cost-and-aid/understanding-financial-aid>

Tutoring: <https://www.commonwealthu.edu/offices-directory/university-learning-center>

Testing: <https://www.commonwealthu.edu/offices-directory/testing-center>

Student Success: <https://www.commonwealthu.edu/offices-directory/student-success>

For more information, students should contact the appropriate personnel in the above offices.

Travel

Students are responsible for their own travel and liability to and from laboratory, observation, or clinical experiences to which they have been assigned in any dietetic course. Faculty will attempt to honor student site preferences based on travel whenever possible. Faculty recognize that not all students have access to cars. Public transportation in Mansfield and the surrounding areas is improving.

Declaration of Intent for Supervised Practice Programs/Dietetic Internships

- In their final semester prior to graduation, DPD students who are applying to a supervised practice program through DICAS (Dietetics Inclusive Central Application Service) will be issued a Declaration of Intent.
- The Declaration of Intent (DOI) is necessary for the dietetic internship application process as it declares the student's intent to complete the courses prior to the start of the supervised practice program.
- To process a DOI, the student must sign up on DICAS and request to have an email sent to the DPD Program Director by DICAS.
- The DPD Program Director will then complete the DOI through DICAS with the student present.

Verification Statements

Verification Statement from the Didactic Program in Dietetics (DPD) at CU – Mansfield

A Verification Statement is an official document that signifies that the student has met all academic and professional requirements as dictated by the Accreditation Council in Education for Nutrition and Dietetics (ACEND) for the CU - Mansfield DPD program.

Verification statements (VS) will be issued based on the following criteria:

- The B.S. in Nutrition, concentration Dietetics, is conferred by the University Registrar and designated as such on the official transcript.
- The DPD Program Director has verified that KRDN Student Learning Outcomes (SLOs) have met the corresponding minimum requirements on DPD course assignments.
- For students who have previously completed a baccalaureate or graduate degree at a US regionally accredited college/university or foreign equivalent, a verification statement will be issued upon completion and verification of the DPD requirements including meeting the corresponding minimum requirements for KRDN Student Learning Outcomes (SLOs) on DPD course assignments.

Who Completes and Signs a Verification Statement?

- This form will be completed, signed, and supplied by the DPD Program Director on record with ACEND® when the form is signed.
- The form will be signed following the date of program and degree completion and conferral.
- Predated or pre-issued statements will not be provided, as they considered invalid by ACEND.
- Program completion date and signature date will include month, day, and year.
- Statements will be signed with a digital signature that can be authenticated and will be sent to each student's CU - Mansfield email address on record with the University.
- Students have the option to pick up their Verification Statement in person upon request.
- The DPD Program Director will retain **one original paper copy and/or an electronic copy** (original scanned in color or digitally signed) indefinitely in the student/graduate file at the University. It is recommended that the student keep an original Verification Statement in their files.

To establish eligibility for a Dietetic Internship or Supervised Practice Program:

- The completion of ACEND® Didactic Program in Dietetics (DPD) requirements and a bachelor's degree in Nutrition from CU – Mansfield will permit an individual to apply to an ACEND®-accredited Dietetic Internship (DI) or Supervised Practice Program (SPP); however, the VS does not guarantee acceptance into a program.
- Please note that acceptance of a graduate into a DI or SPP is competitive.

- When the DPD Program Director signs a verification statement, they are also verifying that the individual has completed a baccalaureate degree from CU - Mansfield and met the DPD program requirements.

To establish eligibility to write the registration examination for dietetic technicians (DTR):

- In order for an individual to take the Commission on Dietetic Registration (CDR) credentialing exam for the dietetic technician registered (DTR) exam, a verification statement is required that indicates DPD program completion.
- Successful graduates of the ACEND® DPD from CU - Mansfield may take the DTR credentialing exam.

Procedure

Nutrition and dietetics students are subject to all University academic requirements. The following academic requirements apply only to those continuing in the Nutrition and Dietetics Program.

1. Courses required for the B.S. in Nutrition: Dietetics concentration may not be taken Pass/Fail.
2. Nutrition and Dietetics courses may be repeated once. Failure to achieve a “C” grade or better after taking the same course for a second time will block the student from earning the DPD Verification Statement. If the course is failed twice, the student will not be able to earn the Nutrition degree.
3. Requirements for the B.S. in Nutrition: Dietetics concentration must be completed in 7 years, or the student may need to repeat certain courses.

The following academic standards stated must also be met to receive a Verification Statement. This statement is required for an Accreditation Council for Education in Nutrition and Dietetics (ACEND) dietetic internship or supervised practice program. It may be required by Future Education Graduate Programs and Coordinated Programs in Dietetics, state licensure, and in some states for certification. It may also be required by potential employers.

1. Students must meet all DPD course KRDN learning outcomes benchmarks with a grade of 70% or higher. Failure to achieve a 70% or better will require remediation (See Remediation Policy for further details).
2. Students must earn a minimum GPA of 2.7 upon graduation.
3. A grade of “C” or above is required in all nutrition and dietetics (NUTR) courses or the course must be repeated.
4. Student has earned their bachelor's degree in nutrition with a concentration in Dietetics.

Additional information about Verification Statements is available on the ACEND website at <https://www.eatrightpro.org/acend/program-directors/program-directors-fags/fags-about-verification-statements>.

Students who are in the dietetics track and do not meet the program's requirements for receiving a Verification Statement will receive a letter letting them know what they need to do to meet the standards. Students will be asked to meet with their academic adviser on a regular basis during the upcoming semester and until they meet the program standards for receiving a Verification Statement. Students who graduate without meeting the standards for receiving Verification Statements will need to repeat courses at CU - Mansfield or another Accreditation Council for Education in Nutrition and Dietetics accredited DPD program, which offers a course or courses equivalent to the course or courses the student lacks based on numbers 1-4 above. Students failing to meet the minimum GPA, but who meet the NUTR course grade standards need to repeat courses at CU - Mansfield or another accredited four-year institution until they meet the minimum GPA requirement.

Second Degree Students Seeking a DPD Verification Statement

- The student must be admitted into CU - Mansfield as a degree-seeking student and meet the University's admission requirements
- The transfer admission GPA for the Nutrition/DPD Program requires a minimum GPA of 2.5 (<https://www.commonwealthu.edu/admissions/how-to-apply/transfer-student-application-process>).
- Transfer credits from an official transcript(s) will be reviewed by the University Registrar's office which will decide whether a course is transferred as equivalent to a MU course.
- If a course is not deemed a transfer equivalent by the Registrar's office, the DPD Director can determine equivalency of a DPD course from another institution.
- Students wishing to transfer credits from other ACEND accredited DPD programs may request to have their courses reviewed by the DPD director to determine the course and KRDN SLO equivalencies.
- Students will be asked to provide the course syllabus and graded assignments that meet the KRDN SLO(s).
- Determination of equivalency by the DPD Director will occur on a case-by-case basis.
- When the second degree seeking student does not transfer courses that meet the DPD program (e.g., Nutrition and Science courses, and Statistics and Accounting I), they will be required to take those courses.
- Second degree seeking students must complete a minimum of 30 credits at CU - Mansfield.

DPD Required Courses

- CHEM 116 Physiological Chemistry 1: General Chemistry (4)
- CHEM 117 Physiological Chemistry 2: Organic and Biological Chemistry (or transfer of Organic Chemistry I) (4)
- CHEM 251 Nutritional Biochemistry (or transfer of Biochemistry) (4)
- HLSC 115/BIOL 180 – Human Anatomy and Physiology I (or transfer equivalent)
- HLSC 120/BIOL 181 – Human Anatomy and Physiology II (or transfer equivalent)
- BIOL 235 – Microbiology for Allied Health (or transfer of Microbiology)

- STAT 141 – Introduction to Statistics
- NUTR 200 – Introduction to Nutrition
- NUTR 300 – Cultural Nutrition
- NUTR 205 – Principles of Food Science
- NUTR 310 – Nutritional Assessment
- NUTR 315 – Life Cycle Nutrition
- NUTR 335 – Nutrition Organization and Management
- NUTR 320 – Community Nutrition
- NUTR 325 – Counseling and Health Education
- NUTR 400 – Medical Nutrition Therapy I
- NUTR 405 – Medical Nutrition Therapy II
- NUTR 440 – Quantity Food Production
- NUTR 415 – Advanced Nutrition
- NUTR 420 – Nutrition Research Seminar

Verification statements (VS) for second degree seeking students will be issued based on the following criteria:

- B.S. in Nutrition, concentration Dietetics, is conferred by the University Registrar and designated as such on the official transcript.
- The DPD Program Director has confirmed that KRDN Student Learning Outcomes (SLOs) meet the minimum requirements on corresponding DPD course assignments.

The following academic standards stated must also be met to receive a Verification Statement. This statement is required for an Accreditation Council for Education in Nutrition and Dietetics (ACEND) dietetic internship or supervised practice program. It may be required by Future Education Graduate Programs and Coordinated Programs in Dietetics, state licensure, and in some states for certification. It may also be required by potential employers.

1. Students must meet all DPD course KRDN learning outcomes benchmarks with a grade of 70% or higher. Failure to achieve a 70% or better will result in remediation (See Remediation Policy for further details).
2. Students must earn a minimum GPA of 2.7 upon graduation.
3. A grade of “C” or above is required in all nutrition and dietetics (NUTR) courses or the course must be repeated.
4. Student must earn their bachelor's degree in nutrition with a concentration in Dietetics.

Additional information about Verification Statements is available on the ACEND website at <https://www.eatrightpro.org/acend/program-directors/program-directors-faqs/faqs-about-verification-statements>.

Remediation Policy

- Students who do not meet all the requirements for the verification statement will not receive a DPD Verification Statement from the program until the KRDN requirements and a course grade of C or higher is earned.
- Students not achieving a C or higher will have to repeat the course.
- In the event a student does not meet a KRDN requirement during a course, the student must remediate the assignment until they have met the requirement to earn their verification statement.
- Remediating requirements will not change grade outcomes on that assignment.
- Remediation plans are at the discretion of the professor.
- Upon successfully completing the requirements to earn a VS, the DPD Program Director will issue an official electronic VS to the student.

Transfer Equivalency Policy

- Experiential learning hours will not count for credit for prior learning and will not be granted to meet CU - Mansfield's DPD requirements.
- Transfer of credits from another accredited institution to CU - Mansfield is handled by the Admissions Office. Transfer policies are available in the college catalogue at: <https://www.commonwealthu.edu/admissions/how-to-apply/transfer-student-application-process>
- **Transfer Admission GPA Requirements in Nutrition:** A minimum GPA of 2.5 (<https://www.commonwealthu.edu/admissions/how-to-apply/transfer-student-application-process>).
- Students may transfer credit for DPD courses from other institutions.
- Assessing transfer credit begins in the university Registrar's office, which will decide whether a course is transferred as equivalent to a CU - Mansfield course, or not.
- If a course is not deemed a transfer equivalent by the Registrar's office, the DPD Director can determine equivalency of a DPD course from another institution.
- To do so, the DPD Director will review the syllabus of the transfer course for equivalent KRDN SLOs to determine whether the transfer course will fulfill the CU – Mansfield DPD requirements.
- Determination of equivalency by the DPD Director will occur on a case-by-case basis.
- It is recommended that the student do this prior to taking the course at another institution.

Withdrawals and Refund of Tuition and Fees

Withdrawals and refund of tuition are processed by the Registrar's Office. Please see the CU - Mansfield Catalog for policies and procedures for withdrawing from a course or the University. Prior to withdrawing from a course or the University, the students should discuss his or her decision to withdraw to determine the impact of withdrawing on the student's personal goals. <https://www.commonwealthu.edu/cost-and-aid/understanding-financial-aid/withdrawal-information>

CU - Mansfield Department of Biological and Health Sciences Sample Nutrition: Dietetics Curriculum

Sample 4-Year Plan

First Year			
Fall Courses	Credits	Spring Courses	Credits
BIOL 180/HLSC 115 Human Anatomy & Physiology 1	4	BIOL 181/HLSC 120 Human Anatomy & Physiology 2	4
NUTR 200 Introduction to Nutrition	3	NUTR 205 Principles of Food Science	4
FYS 100 - First Year Study (Foundations FYS)	3	WRIT 1XX - Writing General Education (Foundations)	3
Oral Communication (Foundations)	3	STA 141 Introduction to Statistics (Foundations/Quant.)	3
General Education	3		
Semester Total	16	Semester Total	14
Second Year			
Fall Courses	Credits	Spring Courses	Credits
CHEM 116 Physiological Chemistry I: General Chemistry	4	CHEM 117 - Physiological Chemistry II: Organic and Biological Chemistry	4
NUTR 315 - Life Cycle Nutrition	3	NUTR 320 - Community Nutrition	3
NUTR 335 - Nutrition Organization Management	3	NUTR 300 - Cultural Nutrition (Interconnections - Global Perspectives)	3
General Education	3	General Education	3
General Education	3	General Education	3
Semester Total	16	Semester Total	16
Third Year			
Fall Courses	Credits	Spring Courses	Credits
CHEM 251 Nutritional Biochemistry	4	BIOL 235 Allied Health Microbiology	4
NUTR 310 Nutritional Assessment and Medical Terminology	3	NUTR 325 Nutrition Counseling and Education	3
NUTR 410 Quantity of Food Production	3	NUTR 415 Advanced Nutrition	3
General Education/Elective	6	General Education/Elective	6
Semester Total	16	Semester Total	16
Fourth Year			
Fall Courses	Credits	Spring Courses	Credits
NUTR 400 Medical Nutrition Therapy 1	3	NUTR 405 Medical Nutrition Therapy 2	3
General Education	6	NUTR 420 Nutrition Research Seminar	3
General Education	3	Elective	7
Semester Total	13	Semester Total	13

CU - Mansfield Department of Biological and Health Sciences Sample Nutrition: Sports Nutrition

Sample 4-Year Plan

First Year			
Fall Courses	Credits	Spring Courses	Credits
BIOL 180/HLSC 115 Human Anatomy & Physiology 1	4	BIOL 181/HLSC 120 Human Anatomy & Physiology 2	4
NUTR 200 Introduction to Nutrition	3	NUTR 205 Principles of Food Science	4
FYS 100 - First Year Study (Foundations FYS)	3	WRIT 1XX - Writing General Education (Foundations)	3
Oral Communication (Foundations)	3	STA 141 Introduction to Statistics (Foundations/Quant.)	3
General Education	3		
Semester Total	16	Semester Total	14
Second Year			
Fall Courses	Credits	Spring Courses	Credits
CHEM 116 Physiological Chemistry I: General Chemistry	4	CHEM 117 - Physiological Chemistry II: Organic and Biological Chemistry	4
NUTR 315 - Life Cycle Nutrition	3	NUTR 320 - Community Nutrition	3
ACC 221 Principles of Accounting I	3	NUTR 300 - Cultural Nutrition (Interconnections - Global Perspectives)	3
General Education	3	NUTR 360 Kinesiology/EXER255 Functional Anatomy	3
General Education	3	General Education	3
Semester Total	16	Semester Total	16
Third Year			
Fall Courses	Credits	Spring Courses	Credits
CHEM 251 Nutritional Biochemistry	4	NUTR 325 Nutrition Counseling and Education	3
NUTR 310 Nutritional Assessment and Medical Terminology	3	NUTR 415 Advanced Nutrition	3
NUTR 330 Sports Nutrition	3	Elective	3
EXER 378 Exercise Physiology	3	General Education	3
Elective	3	General Education	3
Semester Total	16	Semester Total	15
Fourth Year			
Fall Courses	Credits	Spring Courses	Credits
NUTR Elective	3	NUTR 420 Nutrition Research Seminar	3
General Education	3	General Education	3
General Education	3	General Education	3
Elective	3	Elective	3
Elective	3		
Semester Total	15	Semester Total	12

Information on Dietetic Registration

Becoming a Registered Dietitian Nutritionist

Many of the students who major in Nutrition and Dietetics wish to become registered dietitians. Although Nutrition and Dietetics majors are not required to become registered dietitians, it is beneficial to obtain registration. Registration is required for many employment opportunities. On an average, graduates who are Registered Dietitians have higher incomes than those who are not registered. The steps to becoming a Registered Dietitian after enrolling in the Nutrition and Dietetics program are as follows:

1. Students must earn a Bachelor of Science degree in Nutrition, Dietetics option, and earn their Didactic Program in Dietetics (DPD) verification statement from CU – Mansfield DPD to be eligible to apply for an ACEND accredited dietetic supervised practice program.
2. Be accepted to and complete an ACEND accredited dietetic supervised practice program after completing the degree at CU - Mansfield.

There are 3 types of accredited Dietetic Supervised Practice Programs that students can choose to apply to:

1. Dietetic Internship
2. Future Education Model Graduate Program
3. Coordinated Master's Program

Information can be obtained on the Academy of Nutrition and Dietetics (AND) website:
<https://www.eatrightpro.org/acend#accredited-programs>

Dietetic Supervised Practice Programs require a minimum of 1,000 hours of ACEND accredited supervised practice program. There are 3 major areas of dietetics which include clinical dietetics, community and nutrition education, and food-systems management. Additional experiences that might be provided include research, sports nutrition, pediatrics, culinary nutrition, retail nutrition, informatics, food sustainability, and other related areas. The additional experiences vary by program. For more information, view the ACEND Accredited Program Directory: <https://www.eatrightpro.org/acend/accredited-programs/accredited-programs-directory>

Students apply for dietetic supervised practice programs during their senior year of the baccalaureate degree. Dietetic supervised practice programs are highly competitive.

3. Pass the Registration Examination for Registered Dietitian Nutritionists (RDN). The Registration Examination is a national board registration examination, which leads to the credential of Registered Dietitian Nutritionist. The Commission of Dietetic Registration (CDR) sets the requirements for the RDN exam (<https://www.cdrnet.org/rd-exam-overview>). The RDN exam is a computer-based exam that covers the content in the three major areas of dietetics: Clinical, Community, and Food Service and Food-systems Management. Once students complete the dietetic supervised practice programs and earn the dietetic

supervised practice program's Verification Statement, they are eligible to sit for the RDN examination.

Effective January 1, 2024, the Commission on Dietetic Registration (CDR) will require a minimum of a master's degree (the master's degree does not need to be in the area of nutrition) to be eligible to take the credentialing exam to become a registered dietitian nutritionist (RDN). In order to be approved for registration examination eligibility with a bachelor's degree, an individual must meet all eligibility requirements and be submitted into CDR's Registration Eligibility Processing System (REPS) before 12:00 midnight Central Time, December 31, 2023. For more information about this requirement visit CDR's website: <https://www.cdrnet.org/graduatedegree>. In addition, CDR requires that individuals complete coursework and supervised practice in program(s) accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Graduates who successfully complete the ACEND-accredited Didactic Program in Dietetics (DPD) at CU - Mansfield are eligible to apply to an ACEND-accredited supervised practice program.

In some states, licensure or certification is required for registered dietitian-nutritionists. State requirements vary by state. The Commission on Dietetic Registration (CDR) provides information about state licensure requirements [click here](#). Pennsylvania has licensure requirements, which can be viewed at <https://www.pa.gov/en/agencies/dos/department-and-offices/bpoa/boards-commissions/nursing/licensed-dietitian-nutritionist-licensure-snapshot.html>. CDR provides an overview between CDR certification and state licensure; click here for more information [https://www.cdrnet.org/vault/2459/web//45%20Practice%20Tips-%20CDR%20Certification%20vs%20State%20Licensure%20What%20is%20the%20Difference\[60\].pdf](https://www.cdrnet.org/vault/2459/web//45%20Practice%20Tips-%20CDR%20Certification%20vs%20State%20Licensure%20What%20is%20the%20Difference[60].pdf).

For more information about [educational pathways to become a RDN click here](#).

Graduates who do not complete ACEND-approved dietetic internships after graduation are eligible to take the national dietetic technician, registered (DTR) exam and work as dietetic technicians in long-term care, community nutrition programs such as WIC, other health care settings; food service managers in schools, health care institutions, and additional settings. Graduates may also continue their education by attending graduate school.

Becoming a Registered Dietitian Nutritionist – webpage:
<https://www.commonwealthu.edu/academics/programs/nutrition-bs>

Employment Opportunities for Nutrition and Dietetics Graduates

Following are some of the types of employers that students interested in nutrition/dietetics should consider.

<ul style="list-style-type: none"> ▪ Food Distributors ▪ Resorts/Hotels ▪ Athletic Clubs ▪ Food Manufacturers ▪ Medical Centers ▪ Restaurants/Cafeterias ▪ Food Services ▪ Nursing Homes ▪ Sales Companies ▪ Child Care Centers ▪ Pharmaceutical Companies ▪ School Systems ▪ Colleges/Universities ▪ Health Clubs ▪ Head Start ▪ US Dept. of Agriculture ▪ County Extension Services ▪ Peace Corp/VISTA ▪ US Food & Drug Administration ▪ Departments of Health 	<ul style="list-style-type: none"> ▪ Private Practice ▪ Sports Teams ▪ Cooking Schools ▪ Health Maintenance Organizations ▪ Public Relations Firms ▪ Summer Camps ▪ Consulting Firms ▪ Hospitals/Clinics ▪ Publishers ▪ Wellness Centers ▪ Magazines/Newspapers ▪ Research laboratories ▪ YMCA's ▪ Consumer Affairs Department ▪ School Lunch Programs ▪ US Military ▪ Food Stamp Program ▪ Sr. Citizen Nutrition Projects ▪ US Public Health Services ▪ WIC Program
--	--

What are the Employment Opportunities for Registered Dietitians?

Registered dietitians work in a wide variety of employment settings, including health care, business and industry, public health, education, research, and private practice.

RDs work in:

- Hospitals, HMOs or other health care facilities, educating patients about nutrition and administering medical nutrition therapy as part of the health care team. They may also manage the foodservice operations in these settings, as well as in schools, day-care centers, and correctional facilities, overseeing everything from food purchasing and preparation to managing staff.
- Sports nutrition and corporate wellness programs, educating clients about the connection between food, fitness, and health.
- Food and nutrition-related businesses and industries, working in communications, consumer affairs, public relations, marketing, or product development.
- Private practice, working under contract with health care or food companies, or in their own business. RDs may provide services to foodservice or restaurant managers, food vendors, and distributors, or athletes, nursing home residents, or company employees.
- Community and public health settings teaching, monitoring, and advising the public, and helping to improve their quality of life through healthy eating habits.

- Universities and medical centers, teaching physicians, nurses, dietetics students, and others the sophisticated science of foods and nutrition.
- Research areas in food and pharmaceutical companies, universities, and hospitals, directing or conducting experiments to answer critical nutrition questions and find alternative foods or nutrition recommendations for the public.

CU - Mansfield Didactic Program in Dietetics
KRDN Curriculum Map (Required Elements 3.1/3.2)
Didactic Courses Aligned with Core Knowledge for the RDN (DPD)

Courses & Rotations	KRDN 1.1	KRDN 1.2	KRDN 1.3	KRDN 2.1	KRDN 2.2	KRDN 2.3	KRDN 2.4	KRDN 2.5	KRDN 2.6	KRDN 2.7	KRDN 2.8	KRDN 2.9	KRDN 3.1	KRDN 3.2	KRDN 3.3	KRDN 3.4	KRDN 3.5	KRDN 3.6	KRDN 4.1	KRDN 4.2	KRDN 4.3	KRDN 4.4	KRDN 4.5	KRDN 4.6	KRDN 4.7	KRDN 5.1	KRDN 5.2	KRDN 5.3	KRDN 5.4	KRDN 5.5	KRDN 5.6
Semester 2																															
NUTR 205 (NTR 3305) Principles of Food Science (3 credits)				X																		X	X								
Semester 3																															
NUTR 315 (NTR 3314) Life Cycle Nutrition (3 credits)	X	X		X																											
NUTR 335 (NTR 3315) Nutrition Organization Management (3 credits)				X	X	X													X	X		X		X		X	X	X	X		
Semester 4																															
NUTR 300 (NTR 3300) Cultural Nutrition									X																						
NUTR 320 (NTR 3316) Community Nutrition (3 credits)					X	X	X		X	X		X		X																	

Courses & Rotations	KRDN 1.1	KRDN 1.2	KRDN 1.3	KRDN 2.1	KRDN 2.2	KRDN 2.3	KRDN 2.4	KRDN 2.5	KRDN 2.6	KRDN 2.7	KRDN 2.8	KRDN 2.9	KRDN 3.1	KRDN 3.2	KRDN 3.3	KRDN 3.4	KRDN 3.5	KRDN 3.6	KRDN 4.1	KRDN 4.2	KRDN 4.3	KRDN 4.4	KRDN 4.5	KRDN 4.6	KRDN 4.7	KRDN 5.1	KRDN 5.2	KRDN 5.3	KRDN 5.4	KRDN 5.5	KRDN 5.6		
Semester 5																																	
NUTR 310 (NTR 3310) Nutritional Assessment (3 credits)			X			X								X		X																	
NUTR 410 (NTR 4411) Quantity Food Production (3 credits)				X			X	X				X					X			X		X	X	X	X								
Semester 6																																	
NUTR 325 (NTR 3325) Nutrition Counseling & Education (3 credits)				X				X	X	X				X	X	X											X			X			
NUTR 415 (NTR 4417) Advanced Nutrition (3 credits)																	X																
Semester 7																																	
NUTR 400 (NTR 4401) Medical Nutrition Therapy I (3 credits)	X	X	X				X					X		X			X				X										X	X	
Semester 8																																	
NUTR 405 (NTR 4402) Medical Nutrition Therapy II (3 credits)			X	X				X			X			X		X	X	X			X										X	X	
NUTR 420 (NTR 4420) Nutrition Research Seminar (3 credits)	X	X		X	X																												

Didactic Courses Aligned with Core Knowledge for the RDN (DPD)

	NUTR 205	NUTR 315	NUTR 335	NUTR 300	NUTR 320	NUTR 310	NUTR 410	NUTR 325	NUTR 415	NUTR 400	NUTR 405	NUTR 420
Domain 1 – Scientific and Evidence Base of Practice: Integration of scientific information translation of research into practice.												
KRDN 1.1 <i>Students must be able to demonstrate how to locate, interpret, evaluate and use professional literature to make ethical evidence-based practice decisions.</i>		X								X		X
KRDN 1.2 <i>Students are able to use appropriate current information technologies to locate and apply evidence-based guidelines and protocols.</i>		X								X		X
KRDN 1.3 <i>Apply critical thinking skills.</i>						X				X	X	
Domain 2 – Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the nutrition and dietetics practitioner level of practice.												
KRDN 2.1 <i>Students must be able to demonstrate effective and professional oral and written communication and documentation.</i>	X	X	X				X	X			X	X
KRDN 2.2 <i>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.</i>			X		X							X
KRDN 2.3 <i>Assess the impact of a public policy position on the nutrition and dietetics profession.</i>			X		X	X					X	
KRDN 2.4 <i>Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.</i>					X		X			X		

	NUTR 205	NUTR 315	NUTR 335	NUTR 300	NUTR 320	NUTR 310	NUTR 410	NUTR 325	NUTR 415	NUTR 400	NUTR 405	NUTR 420
KRDN 2.5 <i>Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates.</i>							X	X				
KRDN 2.6 <i>Demonstrate cultural humility, awareness of personal biases and an understanding of cultural differences as they contribute to diversity, equity and inclusion.</i>				X	X			X				
KRDN 2.7 <i>Describe contributing factors to health inequity in nutrition and dietetics including structural bias, social inequities, health disparities and discrimination.</i>					X	X		X				
KRDN 2.8 <i>Participate in a nutrition and dietetics professional organization and explain the significant role of the organization.</i>										X	X	
KRDN 2.9 <i>Defend a position on issues impacting the nutrition and dietetics profession.</i>					X		X					
Domain 3 – Clinical and Client Services: Development and delivery of information, products, and services to individuals, groups, and populations.												
KRDN 3.1: <i>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.</i>						X		X		X	X	
KRDN 3.2 <i>Develop an educational session or program/educational strategy for a target population.</i>					X			X				

	NUTR 205	NUTR 315	NUTR 335	NUTR 300	NUTR 320	NUTR 310	NUTR 410	NUTR 325	NUTR 415	NUTR 400	NUTR 405	NUTR 420
KRDN 3.3 <i>Demonstrate counseling and education methods to facilitate behavior change and enhance wellness for diverse individuals and groups.</i>								X			X	
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).						X					X	
KRDN 3.5 Describe concepts of nutritional genomics and how they relate to medical nutrition therapy, health and disease.									X	X		
KRDN 3.6 Develop nutritionally sound meals, menus and meal plans that promote health and disease management and meet client's patient's needs.							X				X	
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.			X									
KRDN 4.2 Evaluate a budget/financial management plan and interpret financial data.			X				X					
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.										X	X	
KRDN 4.4 Apply the principals of human resource management to different situations.			X				X					

	NUTR 205	NUTR 315	NUTR 335	NUTR 300	NUTR 320	NUTR 310	NUTR 410	NUTR 325	NUTR 415	NUTR 400	NUTR 405	NUTR 420
KRDN 4.5 Describe safety and sanitation principals related to food, personnel and consumers.	X						X					
KRDN 4.6 Explain the processes involved in delivering quality food and nutrition services.	X						X					
KRDN 4.7 Evaluate data to be used in decision-making for continuous quality improvement.			X				X					
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.			X					X				
KRDN 5.2 Identify and articulate one’s skills, strengths, knowledge and experiences relevant to the position desired and career goals.			X									
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).			X									
KRDN 5.4 Practice resolving differences or dealing with conflict.			X					X				
KRDN 5.5 Promote team involvement and recognize the skills of each member.										X	X	
KRDN 5.6 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.										X	X	