

**BS Health and Nutrition Sciences**

**Foods and Nutrition**

**Undergraduate Student Handbook**



Department of Health and Nutrition Sciences

Brooklyn College

4123 Ingersoll Hall

2900 Bedford Avenue

Brooklyn, NY 11210

718-951-5026

***2022-2023***



## **TABLE OF CONTENTS**

### **Department of Health and Nutrition Sciences**

Department Administration and Full-Time Faculty	1
What can I do with a Nutrition Degree	1
Program Accreditation	1
ACEND Information	1

### **General Information**

Overview of Didactic Program in Nutrition & Dietetics	2
5 Steps to Becoming an RDN	2

### **Information for Prospective Students**

Admission to Brooklyn College & Program	3
How to Become a Registered Dietitian Nutritionist	3
Didactic Program in Nutrition and Dietetics	3
Becoming a Nutrition Major	4
Advisement and Registration	6
Undergraduate Nutrition Curriculum/DPD	7
Additional Information Regarding DPD Coursework	9
Academic Competency Achievement	10
DPD course Curriculum Map	12
Suggested Sequencing of Courses	13
General Course Planning Guide	14
Program Mission, Goals, and Objectives	15
Frequently Asked Questions	16
Volunteering	17
Career Opportunities for Dietitian Nutritionists	17



## **Program Policies**

Fieldwork Policy	19
ACEND Student Complaint Policy	20
Prior Learning Policy/Course Recency	22
Verification Statement Policy & Procedures	22
Student Performance and Retention	23
Assessment of Learning	23
Program Complaints	23

## **College Policies**

Non-Academic Experience	24
Changes to the Curriculum	24
Course Withdrawal	24
Program Changes	24
Program Schedule	24
Readmitted Students	24
CUNY Degree Requirements	25
Baccalaureate Degree Requirements	25
CUNY E-permit Policy	25
CUNY Policy Regarding Student Complaints	26
Disciplinary/Termination Procedures	26
Student Access to Files	26
Student Progress	27
Standards of Professional behavior	27
Academic Integrity	27
Support Services	27
 Program Fees	 28
CUNY Tuition and Fees	29
<b>Program Completion/graduation</b>	<b>30</b>
<b>Obtaining Original Copies of Verification Statement/ Declaration of Intent</b>	<b>30</b>



<b>APPENDICES</b>
-------------------

**Appendix A**

ACEND Code of Ethics

**Appendix B**

Registered Examination for Dietitians (test specifications)

**Appendix C**

Dietetic Technician, Registered

**Appendix D**

Registration Examination for Dietetic Technicians (test specifications)

**Appendix E**

CDN License Requirements





Department of Health and Nutrition Sciences  
4123 Ingersoll Hall, 2900 Bedford Avenue, Brooklyn, New York 11210  
Phone: (718) 951-5026

Department Administration/Full Time Faculty

Undergraduate Deputy Chair and Program Director

Susan Jakuboski, MS, RDN, CDN  
Email: [sjakuboski@brooklyn.cuny.edu](mailto:sjakuboski@brooklyn.cuny.edu)  
Phone: (718) 951-5000 ext. 6699  
Office: 3209B Ingersoll Hall  
For office hours, call the main office 718-951-5026

Full- Time Nutrition Faculty

Kathleen Axen, PhD  
J Matias Caviglia, MD, PhD  
May Cheung, PhD  
Xinyin Jiang, PhD, RDN  
Roseanne Schnoll, PhD, RDN  
For office hours, call the main office 718-951-5026

What can I do with a NUTRITION DEGREE?

- Become a Registered Dietitian Nutritionist (RDN) - The DPD provides the undergraduate coursework and provides the pathway to the RDN – (page 3)
- Become a Registered Diet Technician (DTR)--- (page 39)
- Become a Certified Dietitian Nutritionist (CDN) in NYS---(page 41)

Program Accreditation

The Brooklyn College Didactic Program in Nutrition and Dietetics (DPD) is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), the accrediting arm of the Academy of Nutrition and Dietetics.

ACEND Information

Accreditation Council for Education in Nutrition and Dietetics (ACEND)  
Academy of Nutrition and Dietetics (The Academy)  
120 South Riverside Plaza, Suite 2190  
Chicago, IL 60606-6995  
Phone: (312) 899-4874  
Fax: (312) 899-4817  
Email: [ACEND@eatright.org](mailto:ACEND@eatright.org)  
URL: [www.eatrightpro.org/ACEND](http://www.eatrightpro.org/ACEND)

## GENERAL INFORMATION

### Overview of Didactic Program in Nutrition and Dietetics (DPD)

The student handbook is intended to serve as a guide for students enrolled in the Brooklyn College Undergraduate Health and Nutrition Sciences (Foods and Nutrition Concentration). This program can provide the coursework needed to apply to graduate/DI programs to become a Registered Dietitian Nutritionist (RDN).

### Educational Philosophy

Students in the DPD are educated to obtain and develop the knowledge and skills in health and nutrition sciences needed for careers related to the promotion of health and the prevention of disease. Program graduates are prepared to apply to graduate programs with or without a supervised practice option that lead to careers in community nutrition, clinical nutrition, food service industry and management positions in the field of Nutrition and Dietetics.

### *The 5 Steps to becoming an RDN*

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.

## INFORMATION FOR PROSPECTIVE STUDENTS

### Admission to Brooklyn College and the Program

Students can apply for admission to Brooklyn College via the website. There is no separate application to the DPD. Students are admitted to the program based on a minimum GPA requirement.

### **How to become a Registered Dietitian Nutritionist (RDN) at Brooklyn College**

1. Complete the Health and Nutrition Sciences (Foods and Nutrition) BS degree and receive a DPD verification statement
2. Complete a graduate degree -Brooklyn college offers an MS Nutrition or MA Food and health Equity program) Apply to the DI after completion of 30 credits in MS nutrition or 24 credits in MA in Food and health equity (6 elective credits will be applied to your graduate degree)
3. Pass the Commission on Dietetic Registration's (CDR) registration exam

Didactic Program in Nutrition and Dietetics (DPD): The Brooklyn College DPD is accredited by the Accreditation Council on Education in Nutrition and Dietetics (ACEND), the accrediting body of the Academy of Nutrition and Dietetics. The Didactic Program in Dietetics is designed for those who wish to enter the dietetics profession. ALL DPD's must meet quality standards set by ACEND, including providing the knowledge requirements and skills necessary for pre-professional practice. Each DPD determines the number and type of courses to meet the knowledge requirements and skills.

The DPD at Brooklyn College consists of 24 required courses for a total of 77 credits. If you are pursuing your first bachelor's degree, then the DPD is completed along with Brooklyn College's required courses for a minimum of 120 credits to graduate. If you are new to Brooklyn College there will be an [Orientation](#) and [First College Year](#) resources to help you succeed.

If you are getting a second bachelor's degree, two upper-tier Brooklyn College core courses in addition to the 24 DPD courses plus any other foundation courses (e.g., English, Math) not taken at your prior college. Please contact the Center for Academic Advisement and Student Success (CAASS), 3207 Boylan Hall, at 718-951-5471 for more information on the required core courses and foundation courses.

\*Detailed information is available for all DI's offered in the United States at the website of the Academy of Nutrition and Dietetics: [www.eatright.org](http://www.eatright.org).

## Becoming a Health and Nutrition Sciences (DPD) Major

### Step 1: Apply to Brooklyn College via website

Note: Admission to Brooklyn College does not guarantee admission to the DPD. Eligibility for admission is based on a minimum GPA of 2.8.

If you are applying as a freshman or transfer student, follow the on-line instructions at [www.brooklyn.cuny.edu](http://www.brooklyn.cuny.edu). If you are applying to become a second BS degree student, follow the on-line instructions for **a transfer student**. (There is no box to check off to indicate you're a second BS degree student, so the college considers you a transfer student when you apply. Your status gets changed when the college sees from your transcripts that you have a bachelor's degree.)

### Step 2: How to Declare the Major

In order to declare the major students must have a minimum GPA of 2.8. If you are a transfer student, your GPA from your transferring college must be at least a 2.8. Please also refer to the section for our Prior Learning Policy

#### International Students:

- If you received a degree from a college outside of the United States, you must mail the original copy of the evaluation by an approved credential evaluation agency, such as World Education Services to the Program Director. Please visit <http://www.eatright.org/ACEND/content.aspx?id=10152#j> to read more about evaluating your education and for a list of evaluation agencies. Please visit the office of Brooklyn College International Students if you have questions regarding your F1 eligibility and status

### Step 3: Familiarize Yourself with Brooklyn College **Policies and Procedures**

The Brooklyn College Bulletin for Undergraduate Programs contains official policies and procedures related to admissions, academics, financial aid, special programs, confidentiality and privacy, disciplinary procedures, and your rights as a student. The College Bulletin also contains all programs of study offered at Brooklyn College. You can access the College Bulletin online at [www.brooklyn.cuny.edu](http://www.brooklyn.cuny.edu) by clicking on *Academics*, then *Course Schedules and Bulletins*, and then *Undergraduate Bulletin*. The academic [calendar](#) and schedule of classes for each semester can be accessed by clicking on *Course Schedules and Bulletins* and then *Calendar and General Information* and *Undergraduate Schedule of Classes*. Current information regarding tuition and fees is available at: [www.brooklyn.cuny.edu/web/about/offices/bursar/tuition/undergraduate.php](http://www.brooklyn.cuny.edu/web/about/offices/bursar/tuition/undergraduate.php).

### Step 4: Work with your Advisor

You will be assigned to a faculty member/ advisor once you have met with the program director for initial advisement and course planning. You must meet with an advisor once per semester before registration begins for the next semester to make sure that you are taking courses in the major in the proper sequence.

You will also need to be advised by a college counselor in the Brooklyn College Center for Academic Advisement and Student Success (CAASS) for any college requirements outside the major (general education courses, etc.) you have to take.

## IMPORTANT

Please note: If you are a second degree student interested in pursuing the MS Nutrition at Brooklyn College, and you also wish to pursue the RDN you should apply to Brooklyn College as a second degree BS student if you have more than a few undergraduate courses to complete in order to apply to the MS Nutrition.

The MS Nutrition program is not accredited for purposes of completing coursework towards becoming an RDN.

## **Advisement and Registration**

1. **ADVISEMENT** Meet with your department advisor once each semester prior to registration to review your course sequencing. Sequencing your courses appropriately is extremely important in order to avoid course time conflicts. Bring your blue handbook with you.
2. **COURSES** Sequence your courses appropriately in order to avoid course time conflicts. In general, courses at the 1000 level should be taken first, followed by courses at the 2000 and then 3000 level..
3. **PRE-REQUISTES** If you receive a system message in CUNY First that indicates “you have not fulfilled the pre-requisite(s)” for a course that you are registering for, but you have already taken the pre-requisite or you are currently taking the pre-requisite, please email your assigned advisor with the following information:
  - Semester you are registering for
  - CUNYFirst 8 digit ID number
  - Your Full Name
  - Course number and Specific class code from CUNY First
4. **OVERTALLIES** If a course is closed you may contact the instructor of the course by email to ask for an over-tally, i.e., permission to enter a closed course. Typically, you’ll want to present a compelling reason for your request, but remember that the decision to grant an over-tally is entirely up to the individual instructor. The course instructor is the only person that can grant the request for an over-tally.
5. **E-PERMIT** If in the unusual event you have to take a course at another college, please note the following:
  - Provide the DPD director with the name of the college; the course name, number, and description; and the reason why you must take a required course elsewhere. If she grants approval, then you will need to bring the appropriate paperwork available from the Registrar’s Office.
  - Brooklyn College does not permit first degree students to take courses elsewhere their first semester or in their last 18 credits of study.

### **(DPD) ADVISORS LIST:**

**If your last name begins with the following letter:**

A – B  
C – D  
E – T  
U – Z

**Your Advisor \* is:**

R. Schnoll  
J.M. Caviglia  
S. Jakuboski  
X. Jiang

**ALL STUDENTS: You must first meet with the Program Director before you are assigned an advisor \***  
**Please see list of Office Hours posted outside HNSC main office for contact information**

### Undergraduate Nutrition Curriculum-DPD Courses.

Course Number/Name	Credits	Pre-requisite/ Co-requisite	Special information
<b>BIOL 1001 General Biology I</b>	4.5	CHEM 1040 pre-requisite or co-requisite	If you have taken BIOL at another college you must have the courses reviewed by the Biology Department
<b>BIOL 1002 General Biology II</b>	4.5	BIOL 1001 pre-requisite	Must be repeated the following semester if minimum grade of C is not achieved
<b>CHEM 1040 Inorganic Chemistry</b>	5	BIO 1001 co-requisite	
<b>CHEM 2500 Organic Chemistry</b>	5	CHEM 1040 pre-req.	This course is offered in spring/summer only.
<b>HNSC 2300 Physiology</b>	3	BIOL 1002 pre-req. / HNSC 2301 co-req	Anatomy and Physiology I & II can be substituted for 2300/2301
<b>HNSC 2301 Physiology Lab</b>	2	BIOL 1002 pre-req HNSC 2300 pre-req OR co-req.	Transfer Students must have Anatomy and Physiology I & II lab to receive credit
<b>HNSC 2210 Human Nutrition</b>	4	BIOL 1002 pre-requisite or co-requisite OR 1200 pre- req.	Must be repeated the following semester if minimum grade of B is not achieved.
<b>HNSC 2220 Food Science</b>	3	HNSC 2210 or 1200 pre-req. CHEM 1040 pre-req HNSC 2221 co-req	Must be taken with the lab HNSC 2221
<b>HNSC 2221 Food Science Lab</b>	1	HNSC 2220 co-req.	Must be taken with the lecture HNSC 2220
<b>HNSC 2240 Food &amp; Nutritional Microbiology</b>	3	BIOL 1010 or BIOL1002, HNSC 1200 or HNSC2210, HNSC2220, HNSC 2221	Microbial action on food and its influence on food safety, food quality and human health; interaction between dietary factors and the gut microbiome; nutrition therapy for microbial infection
<b>HNSC 2222 Foods of Diverse Populations</b>	2	HNSC 2210 or 1200 pre-req. HNSC 2223 co-req.	
<b>HNSC 2223 Foods of Diverse Populations Lab</b>	1	HNSC 2222 co-req.	
<b>HNSC 3230 Nutrition and Health Across the Lifespan</b>	3	HNSC 2210 or HNSC 1200	

<b>Course Number/Name</b>	<b>Credits</b>	<b>Pre-requisite/ Co-requisite</b>	<b>Special information</b>
<b>HNSC 3250 Institutional Food Service Management</b>	4	HNSC 2220 and HNSC 2221 pre-req.	This course includes fieldwork
<b>HNSC 3210 Nutritional Chemistry</b>	3	CHEM 2500 and HNSC 2210	
<b>HNSC 3300 Biostatistics for Health Sciences</b>	3	9 credits in HNSC courses.	Transfer students must have completed a course that included use of SPSS or similar software to receive credit.
<b>HNSC 3270 Professional Dev in Nutrition and Dietetics</b>	1	HNSC 2210, 3250 pre-req.	
<b>HNSC 4230 Community Nutrition Education</b>	4	HNSC 3230 pre-req.	SPRING SEMESTER ONLY Graduate students may substitute HNSC 7230X Community Nutrition
<b>HNSC 4240 Clinical Nutrition I</b>	4	HNSC 2300, 2210 and 3230 pre-req. HNSC 4241 co-req.	
<b>HNSC 4241 Clinical Nutrition II</b>	4	HNSC 4240 pre-req or co-req	
<b>HNSC 4213</b>	4	HNSC 3210 and 3300 PRE-REG.	Graduate students can substitute with Both HNSC 7211X Biochemistry and HNSC 7210X Micronutrients
<b>HNSC 4250 Integrative Nutrition and Functional Foods</b>	3	BIOL 1002, HNSC 2300, 2210, 2220/2221, 3300	SPRING SEMESTER ONLY
<b>HNSC 4300 Health Care Policy, Structure and Administration</b>	3	HNSC 4230 pre-req. or co-req.	
<b>HNSC 5290W Seminar in Recent Trends</b>	3	HNSC 4240pre-req, 3300 pre-reqs	Should be taken last semester * Graduate students may substitute with HNSC 7931X Nutrition Research



### **Additional Information regarding DPD coursework**

Human Nutrition (HNSC 2210) must be completed with a minimum grade of B.

If a grade of B is not achieved, the student will repeat the course the next semester. If a B is not achieved after repeating the course, the student will drop the major. Note: Financial aid will not cover the repeated course unless it is taken the very next semester.

All other courses on this list must be completed with a minimum grade of C. If you do not obtain a minimum of C in a course you must repeat the course the following semester.

#### **Pre-Professional Portfolio**

All students in the nutrition program will complete a pre-professional portfolio. Coursework to be included is outlined in the “Guidelines for Preparing a Pre-Professional Portfolio”. Note: Your Portfolio coursework will begin with course HNSC 2210 – Human Nutrition. The Portfolio is intended to be a compilation of your DPD coursework demonstrating completion of the program competencies. (For example; include your diet analysis project). **The course HNSC 3270 Professional Development in Nutrition and Dietetics will include a mid-point review of your portfolio. Upon completion of the program, the portfolio will be submitted to the program director.**

*Please take note of the following policy as stated in the undergraduate bulletin: “The City University of New York reserves the right, because of changing conditions, to make modifications of any nature in the academic programs and requirements of the university and its constituent colleges without advanced notice.”*

## **Academic Competency Achievement**

The program provides a foundation in the physical, biological, and social sciences, plus principles of education and management that will serve as a basis for knowledge of nutrition science; and to provide a strong curriculum in metabolism, normal, clinical and community nutrition, nutrition education and food and management. The Accreditation Counsel for Education in Nutrition and Dietetics (ACEND) categorizes the knowledge requirements into areas of learning. It is assumed that in order to demonstrate achievement of the skills statements, knowledge statements must have been achieved. Below is a list of the ACEND knowledge Requirements (KRDNs) that encompass 4 major areas that your coursework will cover:

### **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 position 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 differences 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 change 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 processes 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

## DPD Curriculum Map

Courses	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 1 (fall)																															
BIOL 1001: General Biology 1 (4.5 )																															
CHEM 1040: General Chemistry for Health-Related Professions (5cr)																															
Semester 2 (spring)																															
BIOL 1002: General Biology 2 (4.5 cr)																															
CHEM 2500: Organic Chemistry for Health-Related Professions (5cr)																															
Semester 3 (fall)																															
HNSC 2210: Human Nutrition (4 cr)	X	X	X	X		X		X																							
HNSC 2300: Human Physiology (3 cr)			X																												
HNSC 2301: Human Physiology Lab (2cr)			X																												
Semester 4 (spring)																															
HNSC 2220: Food Science (3 cr )				X														X					X								
HNSC 2221: Food Science Lab (1 cr)				X														X					X								
HNSC 3230:Nutrition & Health Across the Lifespan (3cr)			X	X			X					X																			
Semester 5 (fall)																															
HNSC 2222: Foods of Diverse Populations (2 cr)		X		X					X																						X
HNSC 2223: Foods of Diverse Populations Lab (1 cr)				X					X														X								
HNSC 2240: Food & Nutritional Microbiology (3cr)			X																				X	X	X						
HNSC 3250: Institutional Food Service Management (4 cr)			X															X	X	X		X	X	X	X						
Semester 6 (spring)																															
HNSC 3210: Nutritional Chemistry (3 cr)			X	X																											
HNSC 3270: Prof Development (1cr)					X																					X	X	X			X
HNSC 3300: Introduction to Biostatistics (3 cr)																															
HNSC 4250: Integrative Nutrition and Functional Foods (3 cr)	X	X	X	X																											
Semester 7 (fall)																															
HNSC 4230: Community Nutrition Education (4 cr)				X		X	X		X	X				X	X																
HNSC 4240:Clinical Nutrition I (4 cr)	X		X	X									X			X															
HNSC 4300: Health Care Structure, Policy and Administration(3 cr)							X	X		X									X										X	X	X
Semester 8 (spring)																															
HNSC 4213: Vitamins and Minerals (4cr)	X		X	X																											
HNSC 4241:Clinical Nutrition II(4 cr)			X	X						X		X			X	X															
HNSC 5290W:Seminar in Recent Trends in Nutrition(3cr)	X	X	X	X													X														

### Suggested Sequencing of Courses

The following suggested sequence of courses will enable those full-time students to graduate in a timely manner. *Note that only the required courses for the foods and nutrition concentration are listed here.* Your remaining courses for the BS will consist of Brooklyn College required core courses (and elective courses) to achieve the minimum 120 credits required for graduation. Second degree students will complete the DPD courses and two upper tier core classes.

#### Year One

##### Fall

BIOL 1001	4.5
CHEM 1040	5.0

##### Spring

BIOL 1002	4.5
CHEM 2500	5.0

#### Year Two

##### Fall

HNSC 2210	4.0
HNSC 2300	3.0
HNSC 2301	2.0

##### Spring

HNSC 2220	3.0
HNSC 2221	1.0
HNSC 3230	3.0

#### Year Three

##### Fall

HNSC 2222	2.0
HNSC 2223	1.0
HNSC 2240	3.0
HNSC 3250	4.0

##### Spring

HNSC 3210	3.0
HNSC 4250	3.0
HNSC 3300	3.0
HNSC 3270	1.0

#### Year Four

##### Fall

HNSC 4230	4.0
HNSC 4240	4.0
HNSC 4300	4.0

##### Spring

HNSC 4213	4.0
HNSC 4241	4.0
HNSC 5290W	3.0

## General Course Planning Guide

**Note:** Although helpful for course planning, there can be no guarantee from year to year that these courses will be offered in the manner as listed below. Thus, work with your advisor to map out a contingency schedule, especially if you are planning to take summer courses.

BIOL 1001	Fall, Spring
BIOL 1002:	Fall, Spring
<b>CHEM 1040:</b>	<b>Fall, Summer</b>
<b>CHEM 2500:</b>	<b>Spring, Summer</b>
HNSC 2300:	Fall, Spring,
HNSC 2301:	Fall, Spring,
HNSC 2210:	Fall, Spring,
HNSC 2220:	Fall, Spring,
HNSC 2221:	Fall, Spring,
HNSC 2240:	Fall, Spring
HNSC 2222:	Fall, Spring
HNSC 2223:	Fall, Spring
HNSC 3210:	Fall, Spring
HNSC 3230:	Fall, Spring, Summer
HNSC 3250:	Fall, Spring
HNSC 3300:	Fall, Spring, Summer
HNSC 4213:	Fall, Spring
HNSC 4230:	Spring
HNSC 4240:	Fall, Spring
HNSC 4241:	Fall, Spring
HNSC 4250:	Spring
HNSC 4300:	Fall, Spring, Summer
HNSC 5290W:	Fall, Spring

## Program Mission, Goals and Objectives

### Mission of the Didactic Program in Nutrition and Dietetics

The mission of the Didactic program in Dietetics at Brooklyn College is to prepare graduates for supervised practice which leads to eligibility for the CDR credentialing exam to become Registered Dietitian Nutritionists by providing a strong foundation in science, a critical perspective on foods and nutrition and a cultural appreciation for diverse populations.

### Goals and Objectives of the Didactic Program in Dietetics

Goal #1 – To prepare graduates with a solid foundation in science and the critical thinking skills to successfully enter a dietetic internship or graduate school in the field of health and nutrition.

- At least 80% of program students complete program/degree requirements within 3 years (150% of the program length).
- 60% of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation.
- 40% of program graduates are admitted to a supervised practice program within 12 months of graduation.
- 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%.
- 80% of DPD graduates will rate the program 3 or higher on a 5 point scale ("meets expectations" or better) in providing a solid foundation in science and critical perspective on foods and nutrition.
- 20% of graduates who do not apply to a supervised practice program or do not get accepted to a supervised practice program will be enrolled in a graduate program in health or nutrition.

Goal #2 – To foster students' appreciation for diversity and prepare graduates to work in culturally diverse communities.

- At least 80% of Dietetic Internship directors will rate program graduates' preparedness to work with culturally diverse populations 3 or higher on scale of 1-5 ("meets expectations" or better).
- At least 80% of graduates will rate the development of their respect for the diversity of Brooklyn 3 or higher on scale of 1-5 ("meets expectations" or better)
- At least 80% of Dietetic Internship directors will rate program graduates' overall preparedness to successfully complete a supervised practice program 3 or higher ("satisfactory" or better)

*Note: Program outcomes data showing the degree to which objectives were met are available upon request.*

### **Frequently asked questions:**

RDNs must complete a structured program of continuing education. Anyone can call themselves a nutritionist. There is no certification of any kind required. A person who calls themselves a nutritionist can have extensive training in nutrition, even including a doctoral degree, or no training at all.

I'm from another country, but would like to become an RDN in the United States. What do I do first?

If your education and/or training were completed outside of the United States, the first step is to have your academic degree(s) validated as equivalent to the bachelor's or master's degree by an Academy- approved, agency listed on the Academy's website: [www.eatright.org](http://www.eatright.org).

I am not doing well in my course- How do I get help?

Your first step is to see the instructor of the course. Instructors want students to do well and are willing to help them succeed. All full time instructors are required to keep office hours—please use them. [Center for Academic Advisement and Student Success](#), in Boylan Hall is also available to help students. You can also check with the HNSC department regarding availability of private tutors.

I'm a student in the Foods and Nutrition concentration but I don't want to be an RDN.

What can I do with my degree?

Although the program is aligned to provide the knowledge and competencies needed to become a registered dietitian nutritionist it also provides you with a strong foundation in the sciences, communication skills; and critical thinking ability. Graduates can pursue employment in public health nutrition, food service management, public policy or as a health educator. If you obtain verification statement you are eligible to take the exam to become a Dietetic Technician that will allow you to work with RDN's in a clinical setting.

Are There Scholarships Available as a Nutrition Major?

In addition to working with Brooklyn College's Office of Financial Aid, academically competitive students who are student members of the AND are encouraged to apply to the Academy's Committee on Scholarships. Additional information is sent via email to students and is on the website: [www.eatright.org](http://www.eatright.org).



## **Volunteering**

From time to time the HNSC department will send out emails to students that announcing volunteer positions with different organizations. Consider applying to some of these.

- ☐ Contact a hospital or clinic near you, and ask for the nutrition department or Director of Nutrition or Dietary Services to look for paid and volunteer opportunities
- ☐ Contact the director at a long-term care facility or contact an RD on staff to see if you might be able to assist as a volunteer; for example, to assist with meal rounds
- ☐ Shadow a dietitian in a variety of settings
- ☐ Get involved with research that is going on in the department.
- ☐ Contact neighborhood WIC programs
- ☐ Volunteer for the Farmer's Market Voucher program during the summer
- ☐ Contact early childhood programs such as Head Start
- ☐ Government-funded programs child feeding program serving preschoolers
- ☐ Contact a private practice practitioner (RDN) to see if you can volunteer

## **Career Opportunities for Dietitian-Nutritionists**

If you look at the set of DPD courses, you'll notice that the curriculum spans three main areas: clinical nutrition, community nutrition, and foods/food service management. Thus, career options typically fall into one of these three areas as identified below.

**Clinical Settings:** Clinical dietitians provide nutritional care for patients in patient settings, such as hospitals and nursing homes, and outpatient settings, such as ambulatory care settings and private practice. Clinical dietitians assess patients' nutritional needs, plan care, including nutrition diagnoses and goal setting, provide interventions with nutrition counseling and nutrition support, and monitor/evaluate patients' response to these services. Participation in nutrition-related research is also possible at many medical or academic settings.

**Community Settings:** Community dietitians counsel individuals and groups on sound nutrition practices that include behavior change strategies to prevent disease and to promote good health. They are employed in health maintenance organizations, human service agencies including the Supplemental Program for Women, Infants, and Children Program (WIC), Prenatal Care Assistance Program, and community health clinics.

**Food Service Settings:** Food service directors manage food service operations of many different types of facilities, such as schools, restaurants, hospitals, catering facilities, nursing homes, and community-based service programs.

Although these three areas provide many job opportunities, there are many other settings in which dietitians practice. For example, registered dietitian nutritionists may counsel clients in corporate or personal fitness settings; work with professional and amateur athletes and sports teams; work in industry developing and testing recipes and new food products; work in the area of information technology by developing nutrition-related websites and computer programs; work in television or radio; or work for the government or private organizations as an analyst or advocate in food and agricultural policy. Truly, with enough initiative, perseverance and creativity, your opportunities are limitless.

**Registered Dietitian Nutritionist (RDN) Salaries:**

The median salary is \$63,090- in 2020.

**Certified Dietitian-Nutritionist (CDN):** See appendix E - The following information is an excerpt from [www.op.nysed.gov/dietbroch.htm](http://www.op.nysed.gov/dietbroch.htm):

New York Certified Registered Dietitians/nutritionists have completed:

1. Bachelor's degree in dietetics/nutrition with a minimum of six months of acceptable experience *or*
2. Associate's degree in dietetics/nutrition with at least eight years of acceptable experience.

These certified professionals have also passed a state-approved licensing examination. Only a person certified by the State Education Department may use these titles. Certification is *not* required to do nutritional counseling in New York, but only individuals certified by the New York State Education Department may use the certified dietitian/nutritionist titles.

## PROGRAM POLICIES

### Fieldwork Policy

Students are required to complete fieldwork in the courses HNSC 3250 Institutional Food Service Management and HNSC 4230 Community Nutrition Education.

Although the course instructor will provide guidance on locating a site, students are responsible for securing their fieldwork sites in accordance with the course syllabus. Students will contact the facility to request and confirm that the facility is willing and able to provide learning opportunities for the student.

#### 1. Fieldwork site Agreements:

Fieldwork experiences consist primarily of volunteer work which does not include direct patient care. However, students may engage in activities related to clientele to fulfil certain fieldwork requirements. Brooklyn College in consultation with CUNY Counsel has established formal affiliation agreements with many facilities. In the event that the student chooses a facility where there is no agreement in place, but an agreement is required by the facility, both CUNY Counsel and the facility must sign a formal agreement prior to the start of the fieldwork. If the site does not require an affiliation agreement, the site supervisor will indicate this on the Fieldwork Memorandum (included in course materials). The program director will consult with CUNY Counsel to determine if an agreement is necessary. If it is determined an agreement is not required, both parties will acknowledge the waiver on the Fieldwork Memorandum.

#### 2. Criteria for sites:

- ☐ Management/administration at the facility supports the Brooklyn College DPD mission and goals.
  - ☐ The field experience, observation or shadowing at the facility provides the student with the opportunity to meet certain educational outcomes of the courses.
  - ☐ The facility management/representatives agree to allow students field experience, observation or shadowing at the facility
  - ☐ The course instructor and/or the director will review sites for adequacy and appropriateness of facilities for the fieldwork experience prior to the fieldwork commencement.
  - ☐ Established Affiliation Agreements are maintained by the program director and reviewed for adequacy and appropriateness on an annual basis. Affiliation Agreements are “evergreen agreements” meaning that do not have an expiration date and do not need renewal.
  - ☐ **Established fieldwork sites and preceptor qualifications are reviewed annually by the program director; sites must have evidence of ongoing nutrition and/or food activities in accordance with the course syllabus and fieldwork memorandum in order to continue to host fieldwork students. If it is determined that the site cannot provide the activities in accordance with the course syllabus the site will not be used.**
  - ☐ Students must provide reflection and evaluation of the experience at the facility.
- a) Insurance requirements: professional liability: Student Liability Insurance is generally not required for the program. However, the fieldwork portion of both HNSC 4230 Community Nutrition Education and HNSC 3250 Institutional Food Service Management, requires Student Liability Insurance be obtained and evidence provided to the instructor provided prior to the start of fieldwork experiences.
- b) Liability for Safety in Travel to and from fieldwork areas Brooklyn College is not liable for any injuries sustained in travel to and from fieldwork areas. The student is responsible for arranging travel to and from the site.

- c) Injury or illness while in a facility for supervised practice/experiential learning: Brooklyn College is not liable for any injuries sustained during field experiences. Students are responsible for acquiring any personal medical insurance. Student Liability Insurance, as described above is required for students enrolled in HNSC 4230 and HNSC 3250.
- d) Drug testing and criminal background checks is necessary only if required by the Fieldwork learning sites. Drug testing is not routinely required
- e) Compensation: Students are not paid compensation as part of the Fieldwork requirement for courses
- f) Employee Replacement. Students engaged in Fieldwork/experiential learning as part of the program curriculum must not be used to replace employees.
- g) Fieldwork Complaints- Fieldwork complaints are made to the course instructor and brought to the Director and/or Department chair for formal complaint and resolution. The Program Director/Chair will not share information with a site and complaint will remain confidential so as to protect the student from retaliation. The program will maintain student complaints and documentation for a period of seven years

## 2. ACEND Policy and Procedure Regarding Program Complaints\*

- A. 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. Where a complainant has threatened or filed legal action against the institution involved, ACEND will hold complaints in abeyance pending resolution of the legal issues and the complainant is so advised.
- B. ACEND staff forwards all written complaints to the ACEND chair within four 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.
- C. 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.
- D. 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.
- E. At the same time as the complainant is notified, the complaint is forwarded to the program by express mail second day delivery for tracking purposes. The administrative officers of the institution or organization sponsoring the program, currently on file with ACEND, receive copies of the correspondence by first class mail.
- F. 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.
- G. The ACEND chair may also request further information or materials relating to the complaint from the

complainant, the institution or other sources.

H. 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.

I. 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.

J. 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.

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

L. 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.

M. 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 expire.

N. The program has the right to request the ACEND board to reconsider a decision to place the program on probation or to withdraw accreditation. (See ACEND Policy & Procedure Handbook, Section 2.8)

*\*Note: Complaints should only be directed to ACEND when all other options have been exhausted.*

*\*See ACEND Policy and Procedure Handbook [www.eatright.org/ACEND](http://www.eatright.org/ACEND).*

#### ACEND contact information

Accreditation Council for Education in Nutrition and Dietetics (ACEND)

Academy of Nutrition and Dietetics (The Academy)

120 South Riverside Plaza, Suite 2190

Chicago, IL 60606-6995

Phone: (312) 899-4874

Fax: (312) 899-4817

Email: [ACEND@eatright.org](mailto:ACEND@eatright.org)

URL: [www.eatrightpro.org/ACEND](http://www.eatrightpro.org/ACEND)

### 3. Prior Learning and Course Recency:

Students who have completed coursework from another institution including other DPD programs, who wish to request assessment of prior learning for credit to be applied towards The Brooklyn College DPD are required to contact the program director for course evaluation. Documentation should include academic transcripts, course descriptions, and course syllabuses in order to determine that the learning objectives are consistent with program requirements. The program director will be responsible for determining if coursework is adequate for credit and whether the student has demonstrated the acquired knowledge to be given credit for the prior coursework. DPD coursework must have been completed within the past 5 years in order for credits to be applied to the current program. The program director is responsible for reviewing all prior coursework and has discretion in applying credit towards DPD completion.

In the case where a former Brooklyn College student with a BS degree holds a current active CDN (Certified Dietitian Nutritionist) certification and is currently practicing nutrition and dietetics in the State of NY, the program director will determine the coursework needed to obtain a program verification statement.

### 4. Verification statement policy and procedures:

Students who graduate with a B.S. from Brooklyn College HNSC Nutrition-Dietetics concentration/ major and have met the program requirements including a minimum grade of C in all DPD courses listed in the student handbook including a minimum grade of B in Human Nutrition will receive a DPD verification statement.

Accordingly, the program director will:

- Provide an original e -verification statement PDF to each graduate for his/her personal file to use when applying for state licensure/certification, membership in the Academy of Nutrition and Dietetics and for Dietetic Internship admittance (if accepted)
  - Retain one (1) original indefinitely in the student/graduate file at the college.
- Students already in possession of a bachelor's degree or higher and are pursuing DPD requirements will receive verification statements if they satisfactorily complete DPD coursework in accordance with the program requirements. The DPD director reviews prior course completion for each student and requires a review of academic history and transcripts showing that all requirements have been met prior to issuance of DPD verification statements All Students that complete the program requirements must meet with the Program Director to receive a verification statement at a post- graduation exit meeting.

#### Verification Statements- DPD coursework from another institution:

Students who have completed a substantial amount of DPD coursework from another institution and the coursework is deemed equivalent in accordance with the Prior Learning Policy, must take a minimum of 12 credits (or 4 courses) in the Nutrition Department at Brooklyn College in order to be eligible for a verification statement from the Brooklyn College DPD. The program director will make the determination regarding specific courses needed for program completion.

## 5. Student Performance and Retention:

Students must meet the college academic requirements that are established and set forth in Degree-Works and the college policies regarding academic integrity and ethical behavior (see pg. 27) in order to continue successfully in the program. Academic advisors and instructors provide student support, the Center for Academic Advisement and Student Success (CAASS) and the Student Learning Center are ideal resources for student support, including individual academic tutoring and supplemental group instruction.

Students must have a 2.8 GPA to declare the major. To assist students in maintaining an overall GPA of at least 2.8 – students will meet with an advisor once per semester. Each DPD course listed in this handbook requires a C. The course Human Nutrition 2210 requires a B in order to receive a verification statement.

If a student's cumulative GPA is lower than a 2.8, students must improve the GPA the next semester. If the GPA remains below a 2.8 after the conclusion of the following semester, the student must seek an alternative major to the Foods and Nutrition concentration. The program Director can provide guidance on other career paths. The Magner Center and the CAASS can assist students with other options. In addition, students have access to a pre-health adviser in CAASS who can provide information on other health-related majors.

## 6. Formal assessment of student learning and regular reports of performance and progress:

Student assignments and grading are determined by individual instructors in each course. At a minimum, students will be assigned a grade at completion of each course consistent with College and Department grading procedures. Students will have access to their degree progression via "Degree works". Students are alerted via email to meet with the program director or an advisor once per semester to review progress in the major and to stay on track for graduation.

## 7. Program complaints

Brooklyn College has a number of grievance procedures that are outlined in the bulletin. Students who have a grievance with a specific course they should work with the course instructor for resolution. If the complaint refers to the program, students are asked to meet with the program director to discuss concerns and devise a resolution. If the issue is not resolved between the student and the program director the student is encouraged to meet with department Chairperson. If the issue is not resolved at the department level, students should contact the Office of Student Affairs. Students should always feel free to discuss concerns in private without fear of retaliation. Certain complaints may fall under the jurisdiction of the College, in these cases the grievance will be forwarded to the appropriate personnel in the Office of Student Affairs for handling.

If there is concern with the program's compliance with the standards of education or with accreditation policies, please contact ACEND as noted in 2 above.

The program will maintain student complaints and documentation for a period of seven years

---

## COLLEGE POLICIES

Please see *The Brooklyn College Student Handbook* for additional information concerning college policies:  
[http://www.brooklyn.cuny.edu/web/off\\_dosa/Student\\_Handbook.pdf](http://www.brooklyn.cuny.edu/web/off_dosa/Student_Handbook.pdf)

### 1. Non-Academic Experience

Academic credit cannot be granted for work or other types of non-academic experiences.

### 2. Changes to the Curriculum

When there are changes in any of the degree requirements, a student in attendance may continue to follow the old requirements or choose to fulfill the new requirements. In the event that any courses in a department or program are withdrawn, a student who has not met the old requirements must satisfy the substituted requirements.

### 3. Course withdrawal

In the event that any courses in a department or program is withdrawn, a student who has not met the old requirements must satisfy the substituted requirements.

### 4. Program changes to the curriculum

Students who declare or change their major or minor are given the requirement term currently in effect at the time of their declaration. Students may request to follow an older requirement term prior to their declaration providing they were in continuous attendance.

### 5. Program schedule

The DPD follows the Brooklyn College calendar  
<https://www.brooklyn.cuny.edu/web/about/administration/enrollment/registrar/bulletins.php>

### Leave of Absence/Readmitted students

Students who are readmitted to the college after an absence of two or more terms must meet the requirements for the degree in effect at the time of readmission. Students who are readmitted to the college after a term or more of absence must meet the requirements for degrees in effect at the time of readmission. Students in good standing who must interrupt their studies for one or more full semesters, up to a cumulative maximum of two years, may apply in advance to the Enrollment Services Center for an official leave of absence. Such students, upon their return, may fulfill the requirements that were in effect while they were in residence. The Faculty Council Committee on Course and Standing may permit exceptions to college, department or program requirements. Exceptions to department or program requirements may be considered only on recommendation of the department chairperson or program director. Petitions must be filed in the Center for Academic Advisement and Student Success. Students should become familiar with degree requirements as they are described in this Bulletin and plan programs in consultation with appropriate college, department or program advisers. It is a student's responsibility to be certain that he or she follows a program of study that satisfies all requirements.



## 6. CUNY Degree Requirements

To earn a bachelor's degree, a student must complete a set of general education requirements set by the college and fulfill major requirements in an academic department or program. Students must meet the requirements in effect at the time of their entrance to Brooklyn College. When there are changes in any of the degree requirements, a student in attendance may continue to follow the old requirements or choose to fulfill the new requirements. In the event that any courses in a department or program are withdrawn, a student who has not met the old requirements must satisfy the substituted requirements.

## 7. CUNY Credits Required for a Baccalaureate Degree

The college requires 120 credits and a GPA of 2.00 or higher for a baccalaureate degree. A student who has earned at least 150 credits but does not have a 2.00 GPA or higher on the entire Brooklyn College record may present 120 credits in courses in which the minimum grade of C has been earned. These 120 credits must include all college requirements. A student who is pursuing this option and has not earned a grade of C in a required course must repeat the course. Students who wish to pursue this option are strongly advised to consult the Center for Academic Advisement and Student Success.

For students who approach the 61-credit point and remain undecided about their choice of major, there are a number of avenues of assistance. Faculty advisers in each academic department advise prospective majors about the undergraduate programs and related career possibilities. The Center for Academic Advisement and Student Success and the Magner Center for Career Development and Internships offer assistance in choosing a major. The college expects that students select their major with careful consideration and with good knowledge of the range of options. **Students who have not declared a major by the 61-credit point are ineligible for TAP financial aid.**

## 8. CUNY E-permit Policy

Taking courses at another CUNY college requires an e-permit. Taking courses outside of CUNY requires a non-CUNY permit. Applications must be returned to the Office of the Registrar, 306 West Quad Center. All tuition and fees are paid at the attending institution

### General Information:

- ☐ Only matriculated students may apply for an e-permit.
- ☐ All prerequisites must be completed prior to submitting an e-permit.
- ☐ Undergraduate students must have a GPA of at least 2.00 to obtain a permit.
- ☐ Once an e-permit is approved, a perm code representing the course(s) you submitted to take at the host college will be placed on your record.
- ☐ Because college-wide requirements must be taken at the home college, a permit may not be obtained to transfer credits for Core classes, English 1 or English 2.
- ☐ A student who has 60 completed credits or more (the current semester credits are counted) may not obtain a permit to take courses at a two-year college.
- ☐ Second-degree students and students with 90 transfer credits may not take courses on permit.
- ☐ All courses (undergraduate and graduate) taken on permit at another CUNY college will be transferred to Brooklyn College with the credits and grades (A–D, F, W, WN, WU) received from the host college.

For full information regarding e-permits, please see:

<http://www.brooklyn.cuny.edu/web/about/administration/enrollment/registrar/e-permits/cuny.php>

## 9. City University of New York (CUNY) Policy Regarding Student Complaints

CUNY's policy on student complaints about faculty may be accessed at [www.cuny.edu](http://www.cuny.edu) click on the tab "Faculty/Staff," then "Student Complaint Procedures" in the section "Policies and Procedures."

## 10. Student Disciplinary/termination procedures:

The student disciplinary process, outlined in the [CUNY Bylaws, Article XV](#), is used to investigate alleged violations of the [Rules and Regulations for the Maintenance of Public Order](#) and other college policies. Visit [policies](#) for a comprehensive list of Brooklyn College and CUNY policies, including [Title IX—Combating Sexual Assault and Unwelcomed Sexual Behavior](#). Additionally, a policy binder is available for review (by appointment) in the Office of Student Affairs.

The Office of Judicial Affairs is responsible for investigating and addressing complaints and concerns about student behavior : <http://www.brooklyn.cuny.edu/web/about/offices/studentaffairs/offices/judicialaffairs.php>

All Brooklyn College students are expected to abide by all of the college's and CUNY's policies, rules, and regulations while on and off campus. Failure to abide by any of these rules may lead to disciplinary action. In line with the college's mission statement, vision, and values, the Office of Judicial Affairs strongly encourages students to follow these standards of behavior:

- ☐ Lead responsibly
- ☐ Act ethically
- ☐ Engage in civil dialogue and respectful interaction
- ☐ Guide your conduct with respect and accountability

## 11. Student Access to files

### Family Educational Rights and Privacy Act (FERPA)/Access to Student Records

The college abides by provisions of the Federal Education Rights and Privacy Act (FERPA) of 1974, a federal law concerning the privacy of student records and the obligations of the institution, primarily regarding the release of records and access provided to records. Students are encouraged to review [CUNY's Guidelines for the Implementation of the Student Records Access Policy and the Federal Family Education Rights and Privacy Act \(FERPA\)](#).

Students have the right to be advised of what student records and information are maintained by the college, who maintains them, who has access to them and for what purposes, and policies for reviewing and expunging student records, procedures for granting access to them and for challenging them, cost charged for copies, and other rights and requirements under the law. Students also have the right to deny access by others who have not obtained their written consent. Brooklyn College may disclose, without consent, directory information (student's name, address, telephone number, e-mail address, date and place of birth, dates of attendance, major field of study, class, year or date of expected graduation, degrees and awards received, participation in officially recognized activities and sports, photograph, most recent educational agency or institution attended, and the height and weight of members of athletic teams) to persons having a legitimate interest in this information. Students may stipulate that any or all of the information above not be released without their written consent.

Please refer to the following for additional information regarding student rights concerning education records and directory information: [http://www.cuny.edu/about/administration/offices/sa/advocacy-referral/ferpa\\_notification.pdf](http://www.cuny.edu/about/administration/offices/sa/advocacy-referral/ferpa_notification.pdf)

Students in the DPD: The program director will maintain any additional (paper) student academic files that pertain to the nutrition major including academic transcripts in the program director's office - The student has the right to access to their files upon request.

#### 12. Student Progress

Students' progress in the major is monitored by the Registrar's degree progress system "Degree works" and accessed from via the CUNYfirst portal. Outstanding courses needed for program completion are highlighted on the individuals record via the student portal. In addition, the program director provides advisement for students at regular meetings in order for the student to remain on track for graduation.

#### 13. Standards of Professional Behavior

The Program follows the College policy about plagiarism and academic honesty which is provided to each student at the beginning of each year. This code of honesty guides students in their behavior. Students violating the plagiarism code of the program are subject to dismissal. Cases of this nature are investigated thoroughly before the student is dismissed.

Professional and ethical behavior should be exhibited by students throughout the Program.

#### 14. College Policy on Academic Integrity

The faculty and administration of Brooklyn College support an environment free from cheating and plagiarism. Each student is responsible for being aware of what constitutes cheating and plagiarism and for avoiding both. The complete text of the CUNY Academic Integrity Policy and the Brooklyn College procedure for implementing that policy can be found at this site: <http://academic.brooklyn.cuny.edu/core3/currah/acinteg.htm>. If a faculty member suspects a violation of academic integrity and, upon investigation, confirms that violation, or if the student admits the violation, the faculty member MUST report the violation.

#### 15. Support Services

A number of support services are offered to all students, these include access to the health clinic and the nutrition clinic, diagnostic testing and counseling.

<http://www.brooklyn.cuny.edu/web/about/offices/studentaffairs/offices/healthclinic/services.php>

---

## **NUTRITION PROGRAM FEES**

**The following fees are associated with certain DPD courses:**

<b>Course Description</b>	<b>Course Number</b>	<b>Materials Fees</b>	<b>Explanation</b>
Food Science Laboratory	HNSC 2221	\$25.00	Students are provided with materials or services that are not regularly supplied as a part of the course. The College does not derive any monetary benefit from these fees.
Foods of Diverse Population Laboratory	HNSC 2223	\$55.00	
Human Physiology Laboratory	HNSC 2301	\$55.00	

**The following fees are associated with the program and application to a dietetic internship program**

Lab Coat	a white lab coat for may be required for lab classes.	<b>\$20-35</b>
Academy of Nutrition and Dietetics Membership	Students are strongly encouraged to join A.N.D. early in the curriculum	<b>\$50</b>
Professional Liability Insurance	Students are required to obtain insurance for fieldwork experiences	<b>\$30-40</b>
D&D Digital Registration	Dietetic internships select applicants through a computer matching process that is administered by D&D Digital.	<b>\$50</b>
DICAS	DICAS charges \$40 for the first DI you apply to and \$20 for each additional program that you apply.	<b>Varies with number of applications</b>
Supervised Practice Program Application Fees	Some DIs charge additional fees when an application is submitted.	<b>Varies</b>

## CUNY Tuition and Fees

Tuition and fees listed in this Bulletin and in all registration material issued by Brooklyn College are set by the board of trustees of the City University of New York and are subject to change without notice. Please visit the Bursar Office page of the college website for current fees.

### Undergraduate tuition for continuing matriculated students

New York State Residents

Full-time \$3,365 per semester

Part-time \$295 per credit

### Undergraduate tuition for nondegree students

New York State residents

\$430 per credit (not eligible for full-time flat rate)

### Nonresident and International Students

Full-time \$600 per credit (not eligible for full-time flat rate)

Part-time \$600 per credit

Nondegree Students \$890 per credit (not eligible for full-time flat rate)

\*Summer session tuition is charged on a per credit basis even if registered for 12 or more credits among both sessions

## CUNY Student Activity Fee

Students pay the Student Activity Fee for each term and summer session in which they enroll. It covers funding of student government, student organizations, college newspapers, use of athletic equipment and campus facilities, admission to certain social and cultural events, and maintenance and amortization of the Student Center.

### Day students

Total Student Activity Fee \$113.40 CUNY Consolidated Services Fee: \$15

Technology Fee: \$125 full-time students; \$62.50 part-time students

### Evening and weekend students

Total Student Activity Fee \$ 60.50 CUNY Consolidated Services Fee: \$15

Technology Fee: \$125 per term, full-time students;  
\$62.50 per term, part-time students

### Summer sessions – Day students

Total Student Activity Fee \$77.50 CUNY Consolidated Services Fee: \$15

Technology Fee: \$62.50

### Summer Sessions - Evening students

Total Student Activity Fee \$61.00 CUNY Consolidated Services Fee: \$15

Technology Fee: \$62.50

Additional Information on university fees may be found in the Undergraduate Student Bulletin and online:

<http://www.brooklyn.cuny.edu/web/about/offices/bursar/tuition/undergraduate.php>

### DPD program completion requirements/graduation

1. Attendance of all classes, as required for the didactic program in dietetics unless altered as per policy by the program director
2. Meet Brooklyn College BS degree requirements (minimum of 120 credits) or if you have a prior bachelor's degree, complete the DPD coursework in accordance with program policies
3. Achievement of a minimum of a C letter grade in all DPD courses
4. Achievement of minimum of a B letter grade in the course HNSC 2210

Program Completion – All students will need to obtain a program verification or declaration of intent in order to apply to internships. You can apply with either form:

### Obtaining the program Verification Statement

When you have completed the program and all coursework in accordance with the program policies you will present the materials listed below so that the DPD Director can issue the Verification Statement

- ☐ Bring or mail official, sealed copies of all college transcripts including Brooklyn College to the Program Director.
- ☐ Once the transcripts are sent and received by the program director you will receive an email to schedule an appointment for your exit meeting.
- ☐ Bring a check made payable to Brooklyn College Departmental Receipts for \$50.00.
- ☐ Bring your completed pre-professional portfolio.
- ☐ Complete a short survey via email link\_

### Obtaining the Declaration of Intent to Complete form

- ☐ If you have a few courses outstanding at the time you are applying to internships and the courses will be completed by the time the internship begins, you may request a Declaration of Intent form from the program director through DICAS once the portal opens. Official transcripts are not needed for this form. Please note a program verification statement can be issued only once these remaining course have been completed in accordance with the program policies.



## **Code of Ethics for the Nutrition and Dietetics Profession Effective**

**Date: June 1, 2018**

### **Preamble**

:

When providing services the nutrition and dietetics practitioner adheres to the core values of customer focus, integrity, innovation, social responsibility, and diversity. Science-based decisions, derived from the best available research and evidence, are the underpinnings of ethical conduct and practice.

This Code applies to nutrition and dietetics practitioners who act in a wide variety of capacities, provides general principles and specific ethical standards for situations frequently encountered in daily practice. The primary goal is the protection of the individuals, groups, organizations, communities, or populations with whom the practitioner works and interacts.

The nutrition and dietetics practitioner supports and promotes high standards of professional practice, accepting the obligation to protect clients, the public and the profession; upholds the Academy of Nutrition and Dietetics (Academy) and its credentialing agency the Commission on Dietetic Registration (CDR) Code of Ethics for the Nutrition and Dietetics Profession; and shall report perceived violations of the Code through established processes.

The Academy/CDR Code of Ethics for the Nutrition and Dietetics Profession establishes the principles and ethical standards that underlie the nutrition and dietetics practitioner's roles and conduct. All individuals to whom the Code applies are referred to as "nutrition and dietetics practitioners". By accepting membership in the Academy and/or accepting and maintaining CDR credentials, all nutrition and dietetics practitioners agree to abide by the Code.

### **Principles and Standards:**

#### **1. Competence and professional development in practice (Non-maleficence)**

Nutrition and dietetics practitioners shall:

- a. Practice using an evidence-based approach within areas of competence, continuously develop and enhance expertise, and recognize limitations.
- b. Demonstrate in depth scientific knowledge of food, human nutrition and behavior.
- c. Assess the validity and applicability of scientific evidence without personal bias.
- d. Interpret, apply, participate in and/or generate research to enhance practice, innovation, and discovery.
- e. Make evidence-based practice decisions, taking into account the unique values and circumstances of the patient/client and community, in combination with the practitioner's expertise and judgment.
- f. Recognize and exercise professional judgment within the limits of individual qualifications and collaborate with others, seek counsel, and make referrals as appropriate.
- g. Act in a caring and respectful manner, mindful of individual differences, cultural, and ethnic diversity.
- h. Practice within the limits of their scope and collaborate with the inter-professional team.

#### **2. Integrity in personal and organizational behaviors and practices (Autonomy)**

Nutrition and dietetics practitioners shall:

- a. Disclose any conflicts of interest, including any financial interests in products or services that are recommended. Refrain from accepting gifts or services which potentially influence or



- which may give the appearance of influencing professional judgment.
- b. Comply with all applicable laws and regulations, including obtaining/maintaining a state license or

- certification if engaged in practice governed by nutrition and dietetics statutes.
- c. Maintain and appropriately use credentials.
- d. Respect intellectual property rights, including citation and recognition of the ideas and work of others, regardless of the medium (e.g. written, oral, electronic).
- e. Provide accurate and truthful information in all communications.
- f. Report inappropriate behavior or treatment of a patient/client by another nutrition and dietetics practitioner or other professionals.
- g. Document, code and bill to most accurately reflect the character and extent of delivered services.
- h. Respect patient/client's autonomy. Safeguard patient/client confidentiality according to current regulations and laws.
- i. Implement appropriate measures to protect personal health information using appropriate techniques (e.g., encryption).

### **3. Professionalism (Beneficence)**

Nutrition and dietetics practitioners shall:

- a. Participate in and contribute to decisions that affect the well-being of patients/clients.
- b. Respect the values, rights, knowledge, and skills of colleagues and other professionals.
- c. Demonstrate respect, constructive dialogue, civility and professionalism in all communications, including social media.
- d. Refrain from communicating false, fraudulent, deceptive, misleading, disparaging or unfair statements or claims.
- e. Uphold professional boundaries and refrain from romantic relationships with any patients/clients, surrogates, supervisees, or students.
- f. Refrain from verbal/physical/emotional/sexual harassment.
- g. Provide objective evaluations of performance for employees, coworkers, and students and candidates for employment, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.
- h. Communicate at an appropriate level to promote health literacy.
- i. Contribute to the advancement and competence of others, including colleagues, students, and the public.

### **4. Social responsibility for local, regional, national, global nutrition and well-being (Justice)**

Nutrition and dietetics practitioners shall:

- a. Collaborate with others to reduce health disparities and protect human rights.
- b. Promote fairness and objectivity with fair and equitable treatment.
- c. Contribute time and expertise to activities that promote respect, integrity, and competence of the profession.
- d. Promote the unique role of nutrition and dietetics practitioners.
- e. Engage in service that benefits the community and to enhance the public's trust in the profession.
- f. Seek leadership opportunities in professional, community, and service organizations to enhance health and nutritional status while protecting the public.

## Glossary of Terms:

**Autonomy:** ensures a patient, client, or professional has the capacity and self-determination to engage in individual decision-making specific to personal health or practice.<sup>1</sup>

**Beneficence:** encompasses taking positive steps to benefit others, which includes balancing benefit and risk.<sup>1</sup>

**Competence:** a principle of professional practice, identifying the ability of the provider to administer safe and reliable services on a consistent basis.<sup>2</sup>

**Conflict(s) of Interest(s):** defined as a personal or financial interest or a duty to another party which may prevent a person from acting in the best interests of the intended beneficiary, including simultaneous membership on boards with potentially conflicting interests related to the profession, members or the public.<sup>2</sup>

**Customer:** any client, patient, resident, participant, student, consumer, individual/person, group, population, or organization to which the nutrition and dietetics practitioner provides service.<sup>3</sup>

**Diversity:** “The Academy values and respects the diverse viewpoints and individual differences of all people. The Academy’s mission and vision are most effectively realized through the promotion of a diverse membership that reflects cultural, ethnic, gender, racial, religious, sexual orientation, socioeconomic, geographical, political, educational, experiential and philosophical characteristics of the public it services. The Academy actively identifies and offers opportunities to individuals with varied skills, talents, abilities, ideas, disabilities, backgrounds and practice expertise.”<sup>4</sup>

**Evidence-based Practice:** Evidence-based practice is an approach to health care wherein health practitioners use the best evidence possible, i.e., the most appropriate information available, to make decisions for individuals, groups and populations. Evidence-based practice values, enhances and builds on clinical expertise, knowledge of disease mechanisms, and pathophysiology. It involves complex and conscientious decision-making based not only on the available evidence but also on client characteristics, situations, and preferences. It recognizes that health care is individualized and ever changing and involves uncertainties and probabilities. Evidence-based practice incorporates successful strategies that improve client outcomes and are derived from various sources of evidence including research, national guidelines, policies, consensus statements, systematic analysis of clinical experience, quality improvement data, specialized knowledge and skills of experts.<sup>2</sup>

**Justice** (social justice): supports fair, equitable, and appropriate treatment for individuals<sup>1</sup> and fair allocation of resources.

**Non-Maleficence:** is the intent to not inflict harm.<sup>1</sup>



**REGISTRATION EXAMINATION FOR DIETITIANS**

(Test Specifications effective January 2017)

	<b>Percent of Exam</b>
<b>I. Principles of Dietetics</b>	<b>25%</b>
A. Food Science and Nutrient Composition of Foods	
B. Nutrition and Supporting Sciences	
C. Education and Communication and Technology	
D. Research Applications	
<b>II. Nutrition Care for Individuals and Groups</b>	<b>40%</b>
A. Screening and Assessment	
B. Diagnosis	
C. Planning and Intervention	
D. Monitoring and Evaluation	
<b>III. Management of Food and Nutrition Programs and Services</b>	<b>21%</b>
A. Functions of Management	
B. Human Resources	
C. Financial Management	
D. Marketing and Public Relations	
E. Quality Management and Improvement	
<b>IV. Foodservice Systems</b>	<b>14%</b>
A. Menu Development	
B. Procurement, Production, Distribution, and Service	
C. Sanitation and Safety	
D. Equipment and Facility Planning	



### **DIETETIC TECHNICIAN, REGISTERED**

From CDR: Since 2009, the Commission on Dietetic Registration (CDR) has offered a third registration eligibility pathway for dietetic technicians. Individuals who have completed both a baccalaureate degree and a Didactic Program in Dietetics (DPD) are able to take the registration examination for dietetic technicians without meeting additional academic or supervised practice requirements. The Pathway III requirements include: completion of a baccalaureate degree granted by a US regionally accredited college/university, or foreign equivalent, and completion of an Accreditation Council for Education in Nutrition and Dietetics (ACEND) Didactic Program in Dietetics (DPD).

Students who have completed either an ACEND accredited Coordinated Program (CP) or Dietetic Internship (DI) are also eligible to take the registration examination for dietetic technicians if they should be unsuccessful in completing the registration examination for dietitians.

Dietetic technicians, registered (DTR's), are trained in food and nutrition and are an integral part of the health- care and foodservice management teams. DTR's have met the following criteria to earn the DTR credential:

- ☐ **Completed coursework in an ACEND-accredited didactic program or coordinated program in dietetics and has completed at least a bachelor's degree at a U.S. regionally accredited college or university.**
- ☐ After completing the degree and dietetics coursework, pass a national examination administered by the Commission on Dietetic Registration (CDR). For more information regarding the examination, refer to the CDR website.
- ☐ Completed continuing professional education requirements to maintain registration.

#### **DTR Employment Opportunities**

Dietetic technicians, registered work independently or as a team member under the supervision of registered dietitian nutritionists in a variety of employment settings, including healthcare, business and industry, community/public health, foodservice and research. Many work environments require that an individual be credentialed as a DTR.

- ☐ Hospitals, HMOs, clinics, nursing homes, retirement centers, hospices, home health-care programs and research facilities: helping to treat and prevent disease by conducting screens, gathering data and performing other tasks to assist the RDN in providing medical nutrition therapy as an important part of health-care teams.
- ☐ Schools, day-care centers, correctional facilities, restaurants, health-care facilities, corporations and hospitals: managing employees, purchasing and food preparation and preparing budgets within foodservice operations
- ☐ Women, infant, children (WIC) programs, public health agencies, Meals on Wheels and community health programs: developing and teaching nutrition classes for the public
- ☐ Health clubs, weight management clinics and community wellness centers: helping to educate clients about the connection between food, fitness and health
- ☐ Food companies, contract food management companies or food vending and distributing operations: developing menus, overseeing foodservice sanitation and food safety and preparing food labeling information and nutrient analysis.

**REGISTRATION EXAMINATION FOR DIETETIC TECHNICIANS**  
(Test Specifications)

	<b>Percent of Exam</b>
<b>I. Nutrition Care for Individuals and Groups</b>	<b>44%</b>
Screening and Assessment	
Diagnosis	
Planning and Intervention	
Monitoring and	
Evaluation	
<b>II. Food Science and Food Service</b>	<b>24%</b>
Menu Development	
Procurement and Supply Management	
Food Production, Distribution, and	
Service Sanitation and Safety	
<b>III. Management of Food and Nutrition Services</b>	<b>32%</b>
Human resources	
Finance and Materials	
Marketing Products and Services	
Management Principles and Functions	
Quality Processes and Research	



## New York State CDN LICENSE REQUIREMENTS

### General Requirements

Any use of the titles "Certified Dietitian," "Certified Nutritionist" or "Certified Dietitian-Nutritionist" within New York State requires certification.

To be certified as a dietitian-nutritionist in New York State you must:

- be at least 18 years of age; and
- meet education, examination and experience requirements.

You must submit an application for certification and the other forms indicated, along with the appropriate fee, to the Office of the Professions at the address specified on each form. It is your responsibility to follow up with anyone you have asked to send us material.

The specific requirements for certification are contained in Title 8, [Article 157](#), Section 8004 of New York's Education Law and [Section 52.25](#) and [Subpart 79-6](#) of the Commissioner's Regulations.

You should also read the [general licensing information](#) applicable for all professions.

### Fees

The fee for certification is \$294.

Fees are subject to change. The fee due is the one in law when your application is received (unless fees are increased retroactively). You will be billed for the difference if fees have been increased.

- Do not send cash.
- Make your personal check or money order payable to the New York State Education Department. Your cancelled check is your receipt.
- Mail your application and fee to:  
NYS Education  
Department Office of the  
Professions PO Box 22063  
Albany, NY 12201

NOTE: Payment submitted from outside the United States should be made by check or draft on a United States bank and in United States currency; payments submitted in any other form will not be accepted and will be returned.

### Partial Refunds

Individuals who withdraw their certification application may be entitled to a partial refund.

- For the procedure to withdraw your application, contact the Dietetics-Nutrition Unit at [opunit3@nysed.gov](mailto:opunit3@nysed.gov) or by calling 518-474-3817 ext. 270 or by fax at 518-402-5354.
- The State Education Department is not responsible for any fees paid to an outside testing or credentials verification agency.

If you withdraw your application, obtain a refund, and then decide to seek New York State certification at a later date, you will be considered a new applicant, and you will be required to pay the certification and registration

fees and meet the certification requirements in place at the time you reapply.

## **Education and Experience Requirements**

To meet the education and experience requirements for certification in dietetics-nutrition, you must satisfy either A or B below.

### **A. Bachelor's or Higher Degree**

**Education:** You must have completed a program in dietetics-nutrition leading to the baccalaureate degree or a higher academic credential that is, at the time you completed the program, registered by the New York State Education Department as qualifying for certification in dietetics-nutrition or accredited by ACEND or is the equivalent of such a program. The program must include at least 45 semester hours of course work in the professional dietetics/nutrition content area and have at least 20 semester hours of course work in the human biological sciences and social and behavioral sciences content area. Courses appropriate for each of these content areas are defined in the next section.

**Experience:** You must have completed one-half of a full-time equivalent year of planned work experience (800 hours), which could have been a structured part of your educational program. Otherwise, the experience must have followed the completion of your educational program. Planned work experience means continuous work experience in dietetics-nutrition, which reflects increased levels of professional growth and is under the supervision of a New York State Certified Dietitian-Nutritionist or someone who is registered by or a member of a national dietetic or nutrition association acceptable to the New York State Education Department. To qualify, the experience must include: assessing nutrition needs and food patterns, planning for and directing the provision of food appropriate for physical and nutrition needs, and providing nutrition counseling. Contact the State Board for Dietetics and Nutrition at [dietbd@nysed.gov](mailto:dietbd@nysed.gov) or by calling 518-474-3817 ext. 560 if you have questions.

### **B. Associate's Degree**


**Education:** You must have completed a program leading to the associate's degree in dietetics-nutrition that is, at the time you completed the program, registered by the New York State Education Department as qualifying for certification in dietetics-nutrition, accredited by the Commission on Accreditation for Dietetics Education (CADE), or the equivalent of such a program. The program must include at least 30 semester hours of course work in the professional dietetics-nutrition content area and have at least 15 semester hours of course work in the human biological sciences and social behavioral sciences content area. Courses appropriate for each of these content areas are defined in the next section.

**Experience:** You must have completed a combination of ten full-time equivalent years of education and supervised experience within the fifteen years preceding your application for certification. If your education was undertaken within the last fifteen years, you will be credited with one year of credit for every 30 semester hours of acceptable education up to a maximum of two years. A full-time equivalent

year of work experience in dietetics and nutrition is 1,600 hours. To qualify, the experience must include: assessing nutrition needs and food patterns; planning for and directing the provision of food appropriate for physical and nutrition needs; and providing nutrition counseling. The experience must

include at least two and one-half full-time equivalent years of planned work experience. Planned work experience means continuous work experience in dietetics-nutrition, which reflects increased levels of professional growth and is under the supervision of a New York State Certified Dietitian-Nutritionist or someone who is registered by or a member of a national dietetic or nutrition association acceptable to the New York State Education Department. Contact the State Board for Dietetics and Nutrition at [dietbd@nysed.gov](mailto:dietbd@nysed.gov) or by calling 518-474-3817 ext. 560 if you have questions.

**Endorsement of Acceptable Dietitians or Nutritionists:** You must obtain the endorsement of three acceptable dietitians-nutritionists; i.e., a New York State Certified Dietitian/Nutritionist or someone who is registered by or a member of a national dietetic or nutrition association acceptable to the New York State Education Department. Contact the State Board for Dietetics and Nutrition at [dietbd@nysed.gov](mailto:dietbd@nysed.gov) or by calling 518-474-3817 ext. 560 if you have questions.

**Accredited Dietetics (Bachelor's degree or higher level) and Dietetic Technician (Associate degree) Programs:** The Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND) is an acceptable accrediting agency. Lists of currently accredited programs are available on AND's web site at [www.eatrightacend.org/ACEND/content.aspx?id=6442485414](http://www.eatrightacend.org/ACEND/content.aspx?id=6442485414) .

ACEND can be contacted at:

Accreditation Council for Education in Nutrition and  
Dietetics Telephone: 800/877-1600 Ext. 5400  
Fax: 312/899-4817  
Email: [acend@eatright.org](mailto:acend@eatright.org)

## Education Content Areas Defined

Professional Dietetics and Nutrition Content Area include coursework that covers all of the following curricular areas:

- principles of nutrition in health and disease;
- human nutrition needs throughout the life span;
- assessment and evaluation of the nutritional status of individuals, families, and communities;
- nutrient composition of food;
- food service management, including but not limited to such topics as human resources, planning, purchasing, preparation and service, delivery, and sanitation;
- diet modifications;
- counseling, education, and communication skills;
- interpretation of nutrition information and its application;
- ethics and professionalism.

Human Biological Sciences and Social and Behavioral Sciences Content Area include coursework in the following curricular areas:

- human biological sciences, including principles of biochemistry and physiology;
- social and behavioral sciences, including cultural aspects.

### **Examination Requirements**

Either of the following two examinations satisfy the examination requirement for certification in dietetics-nutrition.

**1. Registered Dietitian (RD) examination offered by the:**

Commission on Dietetic Registration

120 South Riverside Plaza, Suite 2000

Chicago, IL 60606-6995

Phone: 312-899-0040 ext. 5500

E-mail:

[cdr@eatright.org](mailto:cdr@eatright.org) Web:

[cdrnet.org](http://cdrnet.org) 

**2. Certified Nutrition Specialist exam offered by**

the: Certification Board for Nutrition

Specialists c/o Michael Stroka, Executive

Director 4707 Willow Springs Road, Suite

207

La Grange, IL 60525

Phone: (202) 903-0267; Fax: 888-712-1450

E-mail:

[office@cbns.org](mailto:office@cbns.org) Web:

[www.cbns.org](http://www.cbns.org)

Professions' Dietetics-Nutrition Unit at 518-474-3817 ext. 270 for information on being admitted to the registered dietitian examination as a New York certification candidate.