

DPD Student Handbook  
Didactic Program in Dietetics (DPD) - ACEND accredited  
Nutrition and Dietetics Major  
Department of Health Promotion and Nutrition Sciences  
Lehman College of CUNY (Revised September 2024)

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## ***Program Mission, Goals, and Objectives***

### **Program Mission**

The mission of the DPD is to prepare ethnically and culturally diverse graduates for entry into and success in supervised practice in a dietetic internship program leading to eligibility for the CDR exam to become registered dietitian nutritionists. The DPD seeks to prepare professionals who think critically, act ethically, and make appropriate judgments in entry-level positions in health-care facilities, community and governmental agencies, cooperative extension, and food service and culinary nutrition operations. The DPD also seeks to prepare graduates for post-graduate education in foods, nutrition, and related fields as well as nutrition and food related employment. The curriculum for the DPD is designed to comply with the requirements for a Didactic Program in Dietetics as described by the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

### **Program Goals**

The program goals of Lehman's DPD are to:

1. prepare ethnically and culturally diverse graduates with the knowledge and skills to enter and succeed in supervised practice within a dietetic internship to become registered dietitian nutritionists, and
2. prepare ethnically and culturally diverse graduates with the knowledge and skills to enter and succeed in post-graduate education and/or employment in food and nutrition related positions.

### **Program Outcome Objectives**

The following outcome objectives are used as a measure of program effectiveness: successful completion of the program, successful employment of DPD graduates in the food and nutrition field, employer satisfaction with our graduates, application to, acceptance into, enrollment in, and successful completion of a Dietetic Internship and/or graduate program by DPD graduates, and successful performance on the RDN examination.

The program outcome objectives for Lehman's DPD are the following:

- 1a. One-Year Pass rate: Over a 5-year period, the one-year pass rate on the RDN exam will meet or exceed 80%. (This ACEND required objective is aligned to Goal 1: to prepare ethnically and culturally diverse graduates with the knowledge and skills to enter and succeed in supervised practice within a dietetic internship to become registered dietitian nutritionists.)
- 1b. Application to Supervised Practice programs: 33% of program graduates will apply to supervised practice programs within 12 months of graduation. (This ACEND required objective is aligned to Goal 1: to prepare ethnically and culturally diverse graduates with the knowledge and skills to enter and succeed in supervised practice within a dietetic internship to become registered dietitian nutritionists.)

1c. Admission into Supervised practice programs: 33% of program graduates are admitted into supervised practice programs within 12 months of graduation. (This ACEND required objective is aligned to Goal 1: to prepare ethnically and culturally diverse graduates with the knowledge and skills to enter and succeed in supervised practice within a dietetic internship to become registered dietitian nutritionists.)

1d. Ethnic and Cultural Diversity: At least 40% of our graduates will represent groups traditionally under-represented in dietetics, including: men, Hispanics, and people of color. (This program specific objective is aligned to Goal 1: prepare ethnically and culturally diverse graduates with the knowledge and skills to enter and succeed in supervised practice within a dietetic internship to become registered dietitian nutritionists).

1e. Preparation rating by supervised practice program directors: The average rating of the preparation received in the program by supervised practice program directors will be “satisfactory” or better. (This ACEND required objective is aligned to Goal 1: to prepare ethnically and culturally diverse graduates with the knowledge and skills to enter and succeed in supervised practice within a dietetic internship to become registered dietitian nutritionists.)

2a. Program Completion: At least 80% of students will complete the DPT program requirements within 3.5 years or 150% of the program length or. (This ACEND required objective is aligned to Goal 2: to prepare ethnically and culturally diverse graduates with the knowledge and skills to enter and succeed in post-graduate education and/or employment in food and nutrition related positions.)

2b. Post-graduate success: At least 80% of program graduates whose outcome is known will enter and succeed in post-graduate education, and/or obtain employment in food or nutrition related positions. (This program specific objective is aligned to Goal 2: to prepare ethnically and culturally diverse graduates with the knowledge and skills to enter and succeed in post- graduate education and/or employment in food and nutrition related positions.)

Program outcome data are available on request. Please contact the DPD Program Director Andrea Plunkett by email ([andrea.plunkett@lehman.cuny.edu](mailto:andrea.plunkett@lehman.cuny.edu)) or by mail (Andrea Plunkett, Department of Health Sciences, Lehman College, 250 Bedford Pk Blvd West, Bronx NY 10468) to obtain further information on program outcome data.

### ***How Lehman’s DPD fits into the Credentialing process to become an RDN or NDTR***

To become a Registered Dietitian Nutritionist (RDN), a student must:

1. earn the minimum of a Master's degree is required.
2. satisfy the requirements for Lehman’s Didactic Program in Dietetics (DPD) which includes completion of the courses and the required KRDNs assigned to selected courses for the Nutrition and Dietetics major, as well as PSY or SOC 166 (or equivalent).

3. obtain a signed Verification Statement from the DPD Program Director to apply to a Dietetic Internship (DI).
4. Enter and complete a Dietetic Internship (DI) which entitles you to obtain a DI Verification Statement.
5. A signed Verification Statement from the DI Program Director allows you to take the CDR- administered Registration examination.
6. To take and pass the CDR-administered Registration examination to become a Registered Dietitian Nutritionist, See also <https://www.cdrnet.org/RDN>

To become a Nutritionist and Dietetic Technician, Registered (NDTR) a student must:

1. Satisfy the requirements for Lehman's DPD which includes completion of the courses required for the Dietetics and Nutrition major, required KRDNs, as well as PSY or SOC 166 (or equivalent),
2. Obtain a signed Verification Statement from the DPD Program Director, and
3. Take and pass the CDR-administered Dietetic Technician Registration (DTR) examination.

### ***Pathways to the Professions: Requirements to Become a Practitioner***

Students with a DPD Verification Statement (including a baccalaureate degree) are eligible to apply to take the examination to become a NDTR (Nutritionist Dietetic Technician - Registered) or to apply to an ACEND-accredited Dietetic Internship (DI). Completion of the DI, in turn, enables the student to become eligible to take the registration examination in dietetics via application to the Commission on Dietetics Registration (CDR) at [Commission on Dietetic Registration \(cdrnet.org\)](http://Commission on Dietetic Registration (cdrnet.org))

### **Graduate (Master's) Degree:**

Effective January 1, 2024, the minimum degree requirement for eligibility to take the registration examination for dietitians changed from a bachelor's degree to a graduate degree. To be approved for the registration examination, an individual must meet all eligibility requirements and be submitted into CDR's Registration Eligibility Processing System (REPS). For more information about this requirement see [Commission on Dietetic Registration \(cdrnet.org\)](http://Commission on Dietetic Registration (cdrnet.org)).

In addition, CDR requires that individual's complete coursework and supervised practice in program(s) accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Graduates who successfully complete the ACEND-accredited Didactic program at Lehman College are eligible to apply to an ACEND- accredited Dietetic Internship program.

In most states, graduates also must obtain licensure or certification to practice. For more information about state licensure requirements, click here:

<https://www.op.nysed.gov/professions/dietetics-nutrition/license-requirements>

For more information about educational pathways to become a RDN, click here:

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

## ***New York State Certification as a Dietitian or Nutritionist (CDN)***

Professional certification is a designation earned to assure qualification to perform a job or task. However, licensure refers to granting a license that gives permission to practice. If a demonstration of ability or knowledge is required by law before being allowed to perform a task or job, this is referred to as licensure. The New York State Department of Education certifies dietitians and nutritionists with the designation CDN but does not issue a license currently. (However, to confuse the issue, the CDN certificate does contain a license/certificate number).

The General Requirements to become certified are available at <https://www.op.nysed.gov/professions/dietetics-nutrition/license-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. To meet the education and experience requirements for certification in dietetics-nutrition 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 the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

You must apply for certification and the other forms indicated, along with the appropriate fee (\$294), to the NYS Education Department Office of the Professions PO Box 22063 Albany, NY 12201. It is your responsibility to follow up with anyone you have asked to send material. The specific requirements for certification are contained in Title 8, [Title VIII \(nysed.gov\)](https://www.nysed.gov), Article 157 Section 8004 of New York's Education Law, [NYS Dietetics And Nutrition:Laws, Rules & Regulations:Article 157 \(nysed.gov\)](https://www.nysed.gov) and Section 52.25 and Subpart 79-6 of the Commissioner's Regulations, [Regulations of the Commissioner of Education \(nysed.gov\)](https://www.nysed.gov) and [NYS Dietetics And Nutrition:Laws, Rules & Regulations:Subpart 79-6 \(nysed.gov\)](https://www.nysed.gov).

### ***Costs of the Program***

#### **Tuition and Fees**

For the most current information on Lehman tuition and fees please see: [Tuition and Fees | Lehman College](https://www.lehman.edu) and [Tuition and Fees | Lehman College Catalog \(cuny.edu\)](https://www.lehman.edu)

#### **Legal Residents Of New York State**

Matriculated full-time students: \$3465 per semester for 12-18 credits  
Matriculated part-time students: \$305 per credit  
Non-degree students: \$445 per credit

#### **Out-Of-State Residents, Including Foreign Students**

Matriculated full-time students: \$7440 per semester  
Matriculated part-time students: \$620 per credit  
Non-degree students: \$915 per credit

Policies and procedures for withdrawal and refund of tuition and fees can be found at [Withdrawal & Refunds | Lehman College](#) and [Refunds | Lehman College Catalog \(cuny.edu\)](#)

**Program-Specific Fees:** For each of two Foods Laboratory classes (DFN120 and DFN220 or DFN 520 and DFN 621) the fee for equipment, disposables, and food is \$45. The total laboratory fee cost for the DPD is \$90.

**Housing:** As Lehman does not provide housing, students attending Lehman need to find their own housing in the New York City metropolitan area. Housing costs are variable depending upon location and other factors.

**Books:** Textbooks are expensive and are estimated to cost between \$500-\$1000. However, many of the courses do not require a textbook and are listed as Zero Textbook Cost.

**Uniforms:** Laboratory uniforms (lab coats and hats) are estimated to cost approximately \$100.

### ***Accreditation status***

The DPD at Lehman is an accredited program in New York that is in compliance with the Eligibility Requirements and Accreditation Standards of [ACEND](#), the Accreditation Council for Education in Nutrition and Dietetics, the accrediting agency for the Dietetics. Lehman's last site visit was in May 2017 and the accreditation term for Lehman's DPD ends on 06/30/2025.

ACEND is [recognized](#) by the [United States Department of Education](#). This affirms that ACEND meets national standards and is a reliable authority on the quality of nutrition and dietetics education. ACEND is located at 120 South Riverside Plaza, Suite 2190, Chicago, Illinois 60606- 6995 and can be reached at 800/877-1600, ext. 5400, or 312/899-0040 Fax: 312/899-4817 or by sending an email to <mailto:acend@eatright.org>

### ***Admission Requirements***

An applicant to Lehman's DPD must first be accepted into Lehman College as a freshman or transfer student or non-degree student. Prospective students may apply to CUNY at <http://www.cuny.edu/admissions/undergraduate.html> and <http://www.cuny.edu/admissions/apply.html>. Also see Lehman's Undergraduate Bulletin/Catalog [Lehman College Catalog \(cuny.edu\)](#). Lehman's DPD complies with the CUNY Policy of Non-Discrimination <http://www.cuny.edu/about/administration/offices/legal-affairs/policies-resources/equal-opportunity-and-non-discrimination-policy/> and [Equal Opportunity and Non-Discrimination Policy – The City University of New York \(cuny.edu\)](#), which ensures that the admission procedures are applied equitably and that applicant rights are protected, including due process.

The City University of New York, as a public university system, adheres to federal, state and city laws and regulations regarding non-discrimination and affirmative action including among others, Executive Order 11246, as amended, Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of

1990, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended, the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, as amended, and the Age Discrimination Act of 1975, the New York State Human Rights Law and the New York City Human Rights Law. The “protected classes” as delineated in Executive Order 11246 (Black, Hispanic, Asian/Pacific Islander, American Indian/Alaskan Native and Women) were expanded on December 9, 1976, by the Chancellor of the City University of New York to include Italian-Americans."

Students seeking a Second Degree in Dietetics, Foods, or Nutrition must submit an [application through CUNY](#) or directly through the [Lehman Undergraduate Admissions Office](#). Students with a BS degree who only want to take courses towards completing the DPD requirements may also apply to Lehman as non-matriculated students, [Second Degree Students Transferring to Lehman | Lehman College Catalog \(cuny.edu\)](#)

In order to be admitted to the ACEND-approved DPD within the Nutrition and Dietetics major, an application must be submitted to the DPD Director through the iDeclare system. Instructions are available at <https://www.lehman.edu/registrar/documents/2019/iDeclare-Student-Instructions.pdf>. Students select Nutrition and Dietetics – BS. All students will be in the Culinary and Community Nutrition major at least one semester prior to acceptance into the DPD.

Students may submit the application for admission to the DPD program after completing the following requirements:

- Minimum of 60 college credits
- Satisfactory completion of the prerequisites DFN 215, DFN 321 DFN 341, with a grade of B- or better.
- Minimum cumulative index of 3.3 or better.
- After meeting the above requirements, earn 80% or better on the DFN Majors Examination.

### ***Program Retention Requirements***

A minimum cumulative GPA of 3.3 and no grade below C - in any course required for the major, and successful completion of ACEDN's Knowledge Registered Dietitian/Nutritionist (KRDN) assignments in selected DPD courses. Individual student tracking of KRDNs is managed by the program director and DPD faculty. If a student does not meet a particular KRDN, the student is offered a chance by the DPD director or the faculty member in that course to re-do the project or an alternate assignment to meet the KRDN. Attempts are offered during the same semester of the course where the KRDN was assessed or shortly following that semester after grades have been assigned. There is no limit to the number of student attempts to meet a given KRDN. All D grades must be repeated for a better grade. Students will be dropped from the program if their GPAs fall below the minimum. Students dropped from the program based on GPAs below the minimum requirement may reapply to the DPD when their GPA improves although readmittance into the DPD is not guaranteed. They may elect to move to Culinary Nutrition which awards a B.S. degree in Culinary and Community Nutrition but is not accredited by ACEND. DPD students must act in accordance with the CUNY Policy on Academic Integrity

<http://www.cuny.edu/about/administration/offices/legal-affairs/policies-resources/academic-integrity-policy/> and with the Code of Ethics <https://www.eatright.org/code-of-ethics-for-rdns-and-ndtrs> for the Profession as described by the Academy for Nutrition and Dietetics and, in order to progress in the program, successfully complete a course on plagiarism at <https://plagiarism.iu.edu/index.html>

## **Curriculum**

The curriculum of DPD Program is planned so that the learning is sequential, initially drawing on the liberal arts and sciences for the beginning level courses and then on foundational courses in Anatomy and Physiology (BIO181-182 or 228), Introductory Chemistry (CHE 114-115) as well as the first course in nutrition (DFN 215). The introductory nutrition course (DFN 215) and the introduction to Food Science and Microbiology (DFN 321) serve as prerequisites for DFN courses with more advanced, professionally oriented material. Since the science and the practice of dietetics draws upon and integrates the principles of many disciplines including biology, chemistry, and the social sciences as well as health services and health education in addition to dietetics, foods and nutrition, these courses are part of the ACEND-accredited curriculum. Laboratory experiences are important components of the curriculum and are planned to integrate didactic instruction with hands-on activities.

### ***Plans of Study – Didactic Program in Dietetics (DPD)***

#### **Nutrition and Dietetics Major (63.0 credits)**

##### **Accredited by ACEND for the Academy of Nutrition and Dietetics**

**\*Along with the overall GPA, the grades in these courses are used as the basis for entry into the DPD**

**\*\*Required for Nutrition and Dietetics Major but not for the Verification Statement. A course in psychology or sociology is also required.**

<b>Course Number</b>	<b>Course Name</b>	<b>Cr</b>	<b>Prerequisites</b>
<b>Semester 1</b>			
CHE 114-115	*Essentials of General Chemistry Lecture and Lab	4. 5	College Math Requirement
MAT 132	**Introduction to Statistics	4	College Math Requirement
(BIO 181)	*(Anatomy and Physiology I if BIO 228 is not taken)	-4	
<b>Semester 2</b>			
DFN 200	Serv Safe Certification	1	
DFN 215	Introduction to Nutrition	3	
BIO 182	*Mammalian Physiology or Anatomy and Physiology II	4	BIO 181



CHE 120-121	Essentials of Organic Chemistry Lecture and Lab	4. 5	CHE 114-115
<b>Semester 3</b>			
DFN 221	Social and Cultural Determinants of Health	3	
DFN 248	Nutrition in Healthcare	3	
DFN 120 or DFN 250-290	Special Lab Topics # 1	1. 5	
DFN 321	Food Science & Microbiology	3	CHE 120-121
<b>Semester 4</b>			
DFN 340	Community Nutrition & Food Justice	3	DFN 215
DFN 341	Nutrition Throughout the Life Cycle	3	BIO 181/182, or Bio 228. DFN 215
DFN 430	Management of Food & Nutrition Services		DFN 200, DFN 215
DFN 437	Nutrition Education and Counseling	3	DFN 341
<b>Semester 5</b>			
DFN 220, or DFN 250 - 290	Special Lab Topic #2	1. 5	
DFN 348	Nutrition in the Management of Disease I	3	DFN 248, N&D Major
DFN 369	Research Methods in Nutrition	3	MAT 132
PSY 166	General Psychology		The College Prerequisite Requirement
<b>Semester 6</b>			
DFN441	Seminar in Professional Practice	2	DFN 348
DFN 445	Nutritional Biochemistry	4	DFN348, CHE 120 & 121
DFN 448	Nutrition in the Management of Disease II	3	DFN 348
DFN 471, or DFN 469	**Field Experience in Clinical Nutrition or Critical Issues in Food and Nutrition	2	DFN 348/ or DFN 369

Students who complete Dietetics and Nutrition Major, including the selected KRDNs with 80% or better, score 75% or better on the DPD Verification Statement examination, (plus PSY or SOC 166) with a GPA of 3.3 or higher and **no grades below a C-** may request a DPD (Didactic Program in Dietetics) Verification Statement in order to: **1)** sit for the NDTR exam for registration as a Dietetic Technician, or **2)** apply to a Dietetic Internship (DI), which when successfully completed and earning a master's degree, allow sitting for the registration exam to become a RD (Registered Dietitian) or RDN (Registered Dietitian/Nutritionist). The requirements for obtaining a Verification Statement are: proof of completion of **1)** [ServSafe](#) **2)** the Plagiarism tutorial at <https://plagiarism.iu.edu/index.html> **3)** the [Lehman College DPD Verification Examination](#) on Blackboard (under Organizations), with a score of 75% or better, and **4)** all relevant official transcripts must be submitted to the DPD director.

### ***Distance Education:***

The distance learning component of the DPD curriculum allows students to take greater than 50 percent of the Nutrition and Dietetics courses in Distance Learning, allowing more accessibility, timely completion of the program and increasing students' retention & graduation rates. Through the Didactic Program in Dietetics (DPD), courses are offered in various modalities. Any of the DPD courses can be offered in Distance Learning via online synchronous, asynchronous, hybrid, blended, high Flex or face-to-face in traditional classroom settings.

### **Distance Education Resources and Support Services for Students and Faculty:**

Lehman uses the Blackboard Learning Management System. The Blackboard offers multiple support through tutorials under “Blackboard Help” for both faculty and students. Please see [Information Technology Division - Lehman College](#)

Students pay technology and activity fees every semester for IT and tutoring support services. Please see <https://www.lehman.edu/administration/business-office/bursar-office/schedule-of-fees.php>. The classrooms are up to date with state-of-the-art technology to support hybrid/hyflex classes, which allows students to either attend classes on campus and or distance.

Lehman has a robust technology system that supports distance education through The Office of Online Education. The Office of Online Education supports students and faculty through various training, workshops, and peer mentoring programs. Please see [Online Education, Online Programs, Online Courses - Lehman College](#); <https://www.lehman.edu/itr/faculty-workshops.php>

Students have access to a myriad of support services for distance education: Students have access to the “Student Service Technology Center” the “Library Center” the “Student Academic Center” and “Counseling Service” to name a few. All these resources provide support for distance learning students through access to live technical support teams. Please see: [Counseling Center at Lehman College - About Us](#)

[- Lehman College](#)

Please see: [Lehman College - Tutoring, Academic Advising, and Technology Support Services - Lehman College](#);

Please see: [Information Technology Division - Lehman College](#)

The library is updated with state-of-the-art Mac computers, printers, scanners, and Xerox machines. The library has reserve room/space for Zoom meetings in the lower level to accommodate students taking online classes. The Department of Health Promotion and Nutrition Sciences has a designated librarian for student support both virtually and in-person. Please see <https://www.lehman.edu/library/>

### ***Distance Education Curriculum:***

The learning experiences in a distance learning environment are comparative to the traditional face-to-face classes. Students in distance education receive the same learning experiences, meaning, the same syllabus is used for both distance education and traditional face-to-face courses. Students in distance education can engage with faculty through Zoom meetings/office hours, zoom classroom meetings, and the Blackboard Collaborate live classrooms. Students in distance education participate in classroom discussion board assignments, breakout groups or chat rooms and collaborative group projects. Exams, tests, and quizzes are administered through the Blackboard. Through the DPD, faculty in each course provide ongoing assessment of core knowledge and student learning through various exams, case studies, projects, presentations, and group activities. If faculty members choose to offer an exam or quiz online, they develop the exam or quiz in the Blackboard. Learning activities are used to evaluate final student achievement of the Core Knowledge Assignments (KRDNs) administered by the faculty teaching DPD courses, with the data provided to the DPD Program Director for use in the ongoing tracking system for each DPD student. Students must earn 80% or higher on all KRDN evaluation activities and receive a “B-” or better” in all DPD Science and DPD Professional courses to complete the degree requirements and earn a Verification Statement.

### ***Policies and Procedures for Privacy and Verification of Distance Education Students:***

The City University of New York (CUNY) ensures that students enrolled in distance education are verified. All students participating in online instructions offered by any CUNY campus must log in to their sites in the Learning Management System using their CUNY credentials.

Please see: <https://sps.cuny.edu/about/policies/general-policies/verification-student-identity> Students can view their current semester course grades and GPA within the Blackboard Learning Management System (LMS) through a secure area in the Blackboard “Grade Center.” Each student is required to use their personal login information. Only students who are registered for courses have a personal login. All CUNY faculties have a personal Zoom account. Please see <https://www.cuny.edu/about/administration/offices/cis/technology-services/zoom/> Only

students who are enrolled in the courses receive the Zoom link. Only students with permission are admitted to the Zoom room. Exams are timed and are given within a specified time.

### ***Assessment of prior learning and credit toward program requirements***

Credit by Examination: Students who have participated in any one of the three external examination programs approved by the College such as the Advanced Placement Program (AP), the College Level Examination Program (CLEP), and the College Proficiency Examinations Program (CPEP), may receive advanced placement depending on the scores achieved and criteria set by the College. Sophomore standing will be awarded to those who have earned four full Advanced Placement course credits.

Credit By Departmental Examination: All departments at Lehman College may offer credits by means of a departmental examination, provided the individual departments are convinced that the student, through previous study and/or work, is qualified to take the examination in a specific course. The department may assign either credit (representing a grade of C or better) or no credit to the examination. Students who fail this examination may not repeat it. Students requesting credit by departmental examination must pay the Qualifying Examination Fee as listed in the section on "Non-Instructional Fees" in the chapter on "Tuition and Fees" in the Lehman Bulletin, [Credit by Examination | Lehman College Catalog \(cuny.edu\)](#).

The maximum number of credits students may earn through external examinations and life- experience credit (awarded through the [Adult Degree Program](#)), exclusive of Advanced Placement examinations, is 30. (For further information, consult the Office of Academic Standards and Evaluation, please see <https://www.lehman.edu/academic-standards/index.php> and <https://www.lehman.edu/office-academic-programs/>, Shuster Hall, Room 280) and Office of the Registrar <https://www.lehman.edu/registrar/alternative-credit-options/>

Second degree students in the ACEND-approved program must take at least half of the Nutrition and Dietetics major (DPD courses) at Lehman. This is equivalent to a minimum of 31.5 credits. The courses at Lehman that must be taken to satisfy DPD requirements are based on the decision of the DPD Director and faculty as to the knowledge still required to fulfill required DPD competencies.

Students enrolled as non-matriculated students in the DPD who already have completed a BS degree and who have taken DPD-required courses at other institutions must complete at least 12 credits at Lehman in DPD or other approved courses. The courses at Lehman that must be taken to satisfy DPD requirements are based on the decision of the DPD Director and faculty as to the knowledge still required to fulfill required DPD competencies.

Transfer evaluation of courses taken at previous institutions is based on an assessment of the syllabi, required textbooks, activities, and assignments to best determine if the

course material satisfies the DPD knowledge requirements. These decisions are made by the DPD director and faculty. Also see Lehman's policy on Transfer credits, [Transfer Credit | Lehman College Catalog \(cuny.edu\)](#)

### ***Formal assessment of student learning and regular reports of performance and progress***

Student learning is assessed throughout the semester in each course by a variety of methods including attendance and participation in classroom activities and/or in discussion groups online, homework assignments, case studies, quizzes and examinations, oral and written reports, hands- on activities and written reports in laboratories, group projects, and research papers. Students receive informal and formal feedback and grades throughout the semester and a final grade for each course is entered on the student's transcript at the end of the semester. Students must meet the college academic requirements that are established and set forth in Degree-Works and the college policies regarding academic integrity and the ethical behavior to continue successfully in the DPD program. Academic Advisors and instructors provide student support. The Science Learning Center (SLC), Instructional Support Services Program (ISSP) and the Leonard Lief Library are ideal resources for support.

Students will meet with an advisor once per semester. Each DPD course listed in the handbook requires a minimum of B- and no grade less than C- in science courses. Students are alerted via email to meet with the program director or an advisor once per semester to review their progress in the major and to stay on track for graduation.

### ***Graduation requirements***

To graduate from Lehman College, a minimum of 120 earned credits is required, [Academic Standards | Lehman College Catalog \(cuny.edu\)](#). To graduate from the DPD and receive a DPD Verification Statement, a cumulative GPA of at least 3.3 and a minimum C- is required in all courses required for the major. This grade requirement applies to all of the following courses: BIO 181-182 or 228, CHE114-115, 120-121, DFN120 or 250 – 259 (Lab Special Topics I), 200, 215, 220 or 250 – 259 (Lab Special Topics II), 221, 248, 321, 340, 341,348, 369, 430, 437, 441, 445, 448, 471, or 469. Students may graduate from Nutrition and Dietetics major without receiving a DPD Verification Statement if they do not comply with the following rules for obtaining the Verification Statement.

### ***Obtaining a DPD Verification Statement***

To obtain a DPD Verification Statement a student must:

1. earn the Lehman College BS degree in Nutrition and Dietetics, and successful completion of the required "Knowledge Registered Dietitian/Nutritionists (KRDN) assignments in selected courses with 80% score or better, successful completion of the DPD exit exam with 75% or better score on the DPD Verification Statement Examination, as well as PSY or SOC 166 (or equivalent) with a minimum GPA of 3.3 **(with no D grades)**. The B.S. degree at Lehman requires the completion of a

minimum of 120 credits including Lehman's Distribution and Core requirements, and the DFN major: or

2. earn a bachelor's degree in a field other than Nutrition and Dietetics, complete the courses required for the DPD as well as PSY or SOC 166 (or equivalent) and earn a second bachelor's degree at Lehman with a minimum of 31.50 credits in Lehman's DPD with a minimum GPA of 3.3 (with no D grades); or
3. earn a bachelor's degree in a field other than Nutrition and Dietetics, complete the courses required for the DPD as well as PSY or SOC 166 (or equivalent) as a non-matriculating undergraduate student with a minimum of 12 credits in Lehman's DPD with a minimum GPA of 3.3 (with no D grades); or
4. earn a bachelor's degree in a field other than Nutrition and Dietetics, but complete the DPD as well as PSY or SOC 166 (or equivalent) while pursuing an MS degree in nutrition (and taking some of the DPD requirements as graduate courses) with a minimum GPA of 3.3 (with no D grades); and
5. complete all DPD requirements within five years of program enrollment; and
6. submit proof of certification as a [ServSafe](#) Food Manager; and
7. submit proof of completion of the Plagiarism tutorial at [Certification Tests: How to Recognize Plagiarism: Tutorial and Tests, School of Education, Indiana University Bloomington \(iu.edu\)](#), and
8. pass the [Lehman College DPD Verification Examination](#) on Blackboard with a minimum grade of 75 % within two attempts; and
9. submit all relevant official transcripts, and
10. complete the "Request for DPD Verification Statement" google form. Please note that the most current forms may differ slightly and may be obtained from the DPD Director.

### ***Financial aid and scholarships***

Please see <http://www.lehman.edu/financial-aid/> and contact the Financial Aid office in Shuster Hall 136. Information on scholarships can be obtained by consulting <http://www.lehman.edu/admissions/lehman-scholarships.php>

## **Lehman College Academic Calendar**

Information about scheduling and the academic calendar, including vacation and holidays, can be found at the Registrar's website at <http://www.lehman.edu/registrar/calendars.php>

### **Grade Appeals**

Grade Appeals are submitted to the Office of the Registrar [Academic Standards and Evaluation - Appeals FAQs - Lehman College](#) and [Undergraduate Appeals - Lehman College \(smapply.io\)](#). Students dissatisfied with a grade received in a course should first consult the instructor of the course. It is the instructor's sole judgment that determines the grade recorded in the Office of the Registrar. The instructor's first judgment is always taken. Second and later judgments resulting from personal appeals and hardship claims are never honored. Occasional errors do occur, and these are always corrected promptly when properly certified by the instructor to the Office of Academic Standards and Evaluation <https://www.lehman.edu/academic-standards/index.php> and <https://www.lehman.edu/academic-standards/appeals-faq.php>

When a student considers a grade unjust, he/she should first confer with the instructor. Students are required to initiate grade appeals before the end of the eighth week of a semester following the entry of a permanent grade. Second judgments and additional work are not permitted. If a student is not satisfied that justice has been done, he/she may appeal in writing to the department chair. If the chair is the instructor in question, the senior member of the department Personnel and Budget Committee will act for the chair.

The chair will appoint a review committee of at least two department members who, with the chair, will review the appeal. The committee will examine all materials relevant to the appeal, submitted by both the instructor and the student, and will prepare a written report of its findings, either sustaining the original grade or recommending a change. The chair will notify the student, the instructor, and the Office of Academic Standards and Evaluation of the committee's decision. If the committee recommends a grade change, the chair will forward that recommendation with the decision. The decision of the review committee will be binding on both parties.

### **Academic Integrity/Disciplinary/Termination procedures**

In order to progress in the program, DPD students must act in accordance with the CUNY Policy on Academic Integrity <http://www.cuny.edu/about/administration/offices/legal-affairs/policies-resources/academic-integrity-policy/>, the Lehman policy on Academic Integrity [Academic Integrity | Lehman College Catalog \(cuny.edu\)](#) and with the Code of Ethics for the Profession as described by the Academy of Nutrition and Dietetics <https://www.eatright.org/code-of-ethics-for-rdns-and-ndtrs>. Students are also required to successfully complete an online course on plagiarism at <https://plagiarism.iu.edu/index.html>. A faculty member who suspects that a student has

committed a violation of the CUNY Academic Integrity Policy shall review with the student the facts and circumstances of the suspected violation whenever feasible. Thereafter, a faculty member who concludes that there has been an incident of academic dishonesty sufficient to affect the student's final course grade shall report such incident on a Faculty Report Form in substantially the same format as the sample annexed to this Policy and shall submit the Form to the college's Academic Integrity Officer, copying his/her Department Chair. Please see <http://www.cuny.edu/about/administration/offices/legal-affairs/policies-resources/academic-integrity-policy/>

Academic sanctions may include but are not limited to the following:

1. a grade of F on the paper or examination; the student may be given the option of submitting a similar but additional project for grading;
2. a grade of F on the paper or examination, as above, but with no option to submit additional work;
3. a grade of F for the course.

Disciplinary procedures are governed by [Article 15 of the Board of Trustees Bylaws](#). In the event the student is found guilty of academic dishonesty by a Faculty-Student Disciplinary Committee, penalties that may be imposed include but are not limited to: 1) suspension from the College or 2) expulsion from the College. Although the Office of the Vice President for Student Affairs will be guided by the recommendation of the instructor, it reserves the right to seek disciplinary sanctions under the disciplinary procedures.

The following definitions and examples are adapted from the CUNY Policy on Academic Integrity.

Cheating is the unauthorized use or attempted use of material, information, notes, study aids, devices, or communication during an academic exercise. Examples of cheating include, but are not limited to the following:

1. Copying from another student during an examination or allowing another student to copy your work.
2. Unauthorized collaboration on a take-home assignment or examination.
3. Using illegal notes during a closed-book examination.
4. Taking an examination for another student or asking or allowing another student to take an examination for you.
5. Changing a graded exam and returning it for more credit.
6. Submitting substantial portions of the same paper for more than one course without informing each instructor.
7. Preparing answers or writing notes in a blue book (exam booklet) before an examination.
8. Allowing others to research and write assigned papers or do assigned projects, including the use of commercial term paper services.
9. Giving assistance to acts of academic misconduct or dishonesty.
10. Fabricating data (all or in part).
11. Submitting someone else's work as your own.



12. Unauthorized use during an examination of any electronic devices, such as cell phones, palm pilots, computers, or other technologies to send or retrieve information. Plagiarism is the act of presenting another person's ideas, research, or writings as your own. Examples of plagiarism include, but are not limited to the following:
- a. Copying another person's actual words without the use of quotation marks and citations.
  - b. Presenting another person's ideas or theories in your own words without acknowledging the source.
  - c. Using information that is not common knowledge without acknowledging the source.
  - d. Failing to acknowledge collaborators on assignments.
  - e. Purchasing or downloading term papers online.
  - f. Paraphrasing or copying information from the Internet without citing the source.
  - g. Cutting and pasting" from various sources without proper attribution.

### ***Student Complaints Related to ACEND Accreditation***

Students are advised that they may submit complaints to ACEND only after all other options with the Program and the College have been exhausted. Please consult the Program Director, the Chair of the Department of Health Sciences, and the Office of the Dean of Health Sciences, Human Services, and Nursing with any complaints about the accreditation standards.

Unresolved complaints may be submitted to ACEND via a Complaint Investigation Request at <https://www.eatrightpro.org/acend/public-notice-and-announcements/filing-a-complaint-with-acend>. ACEND is located at 120 South Riverside Plaza, Suite 2190, Chicago, Illinois 60606- 6995 and can be reached at 800/877-1600, ext. 5400, or 312/899-0040 Fax: 312/899-4817 or by sending an email to <mailto:acend@eatright.org>

### ***Student Complaints Against Faculty***

Procedures for handling student complaints about faculty conduct in academic settings can be found in the CUNY Bylaws Article VII, Academic Due Process for Instructional Staff [Bylaws – CUNY Policy](#) and [Article VII – CUNY Policy](#)

### ***Academic Standards***

A student who does not meet the required minimum semester or cumulative indices or whose cumulative grade point index at the College falls below 2.0 is automatically placed on probation. Please see [Academic Standards | Lehman College Catalog \(cuny.edu\)](#)

(Students must have the retention indices of 1.5 for the first four courses or 12 attempted credits of 1.75 for the first eight courses or 24 attempted credits, and of 2.0 for 25 or more attempted credits, and a 2.0 semester index thereafter. Total number of

credits attempted include Lehman College F, FIN, J, W, WF, WN, WU, PEN, ABS, P, NC, Y, R, or their equivalents, and all transfer credits.)

During this probationary period, a student maintains his/her academic standing with the College. After one semester of probation, a student who still does not meet the minimum requirements will be dropped from the College and is required to remain out at least one semester. Students may appeal to the Committee on Admission and Standing if they have not previously done so. <https://www.lehman.edu/academic-standards/appeals-faq.php> and [Academic Standards | Lehman College Catalog \(cuny.edu\)](#)

### ***Probation Requirements***

Students on full-time probation are expected to have a 2.0 cumulative index at the end of the academic year.

Students on part-time probation must satisfy the following academic requirements: each semester of the academic year, achieve a semester index of at least 2.3 in a maximum of two courses from among the College degree requirements, and make satisfactory progress toward a 2.0 cumulative index in all Lehman College work. See the Undergraduate Catalog [Academic Standards | Lehman College Catalog \(cuny.edu\)](#).

### ***Privacy of student records***

Information about the protection of privacy of student information and access to personal files is found in the Lehman College Records Policy at <https://www.cuny.edu/about/administration/offices/cis/information-security/security-resources/> and [FERPA | Lehman College](#) which also contains information about the Family Educational Rights and Privacy Act (FERPA), <https://www.ed.gov/laws-and-policy/ferpa/ferpa-overview>, which affords students certain rights with respect to their educational records. Access to personal files within the program is available by request of the DPD Director.

### ***Student Services***

The following are the websites that provide easy access to information for students about support services such as:

Instructional Support Services: [Instructional Support Services Program | Lehman College Catalog \(cuny.edu\)](#)

Academic support services <http://www.lehman.edu/academics/tutoring-academic-support.php>,

Health Services <https://www.lehman.edu/student-health-center/wellness-education-promotion//index.php>

Counseling <http://www.lehman.edu/counseling-center/index.php>,

Testing for those with special needs <http://www.lehman.edu/student-disability-services/programs-services.php>

Financial aid resources <http://www.lehman.edu/financial-aid/>.  
Academy of Nutrition and Dietetics Resources, [Become a Registered Dietitian Nutritionist \(eatright.org\)](#)

### ***Insurance requirements***

To participate in field experience, students are required to sign the CUNY Off- Campus Activity Participation, Waiver, and Emergency Contact Form. This form states that: “I have or will obtain and maintain health, accident, disability, hospitalization, and travel insurance as I deem necessary to participate in the Activity, and I will be responsible for the costs of such insurance and for any expenses not covered by insurance.”

### **Request for DPD VERIFICATION STATEMENT INSTRUCTIONS:**

Students who successfully completed the DPD courses will email the DPD Director requesting access the DPD Verification Statement Examination on the Blackboard.

### **In order to receive a DPD Verification Statement, the following are required:**

1. successful completion of the DPD with an overall GPA of 3.3 or better as a first or second BS degree or completion of the DPD courses without earning a Lehman degree but with proof of BS degree from another institution.
2. completion of a course in Psychology or Sociology
3. provision of official transcripts for BS degree and all DPD required courses including Psychology or Sociology
4. successful completion of the Plagiarism Tutorial at <https://plagiarism.iu.edu/index.html>
5. successful completion of [ServSafe](#) and provision of certificate
6. successful completion of DPD VS Examination with a minimum passing grade of 75%
7. completion and provision of attached form (check with the DPD Director for the updated form). Link here [Request for DOI or VS for Lehman students \(google.com\)](#)

### **Faculty/Staff Information**

**For questions please contact:** [andrea.plunkett@lehman.cuny.edu](mailto:andrea.plunkett@lehman.cuny.edu)

Lehman College, Dept of Health Sciences G432, 250 Bedford Pk Blvd W, Bronx NY 10468, or to the mailbox in Dept office G431.

For further information on the programs in the Health Promotion and Nutrition Sciences Department please see [Health Promotion & Nutrition Sciences | Lehman College](#) and <https://lehman-undergraduate.catalog.cuny.edu/programs?page=1&pq=nutrition>

For information on the **BS-Nutrition and Dietetics major** please see <https://lehman-undergraduate.catalog.cuny.edu/programs/NTRDIET-BS>

Advising is provided by: Prof. Andrea Plunkett (DPD Director), in Gillet 432 or ([andrea.plunkett@lehman.cuny.edu](mailto:andrea.plunkett@lehman.cuny.edu)) or 718 960-8084.

For information on the **BS-Culinary and Community Nutrition major** please see <https://lehman-undergraduate.catalog.cuny.edu/programs/CLCMNT-BS>

Advising is provided by Prof. Katherine Burt (Program Director), in Gillet Hall 421B or ([Katherine.burt@lehman.cuny.edu](mailto:Katherine.burt@lehman.cuny.edu)) or 718 960-7972

For further information on **Lehman's Dietetic Internship (DI)** please see <http://www.lehman.edu/dietetic-internship-program/index.php>

Advising by Prof Marina Stopler (Program Director), in Gillet Hall 432 or ([marina.stopler@lehman.cuny.edu](mailto:marina.stopler@lehman.cuny.edu)) or 718 960-6713.

For information on the **MS in Nutrition** please see <https://lehman.edu/academics/health-human-services-nursing/health-promotion-nutrition/Graduate-Programs/ms-nutrition/> and consult with Prof. Lalitha Samuel (Program Director), in Gillet Hall 421A ([lalitha.samuel@lehman.cuny.edu](mailto:lalitha.samuel@lehman.cuny.edu)) at 718 960-2421.

For general information please contact HPNS Administrative Staff, Charlie Chheung, [charlie.chhoeung@lehman.cuny.edu](mailto:charlie.chhoeung@lehman.cuny.edu) and Ramon Belliard, [ramon.belliard@lehman.cuny.edu](mailto:ramon.belliard@lehman.cuny.edu)

Revised by Andrea Plunkett (09/2024)