

NUTRITION STUDENT GUIDE

Simmons University
Undergraduate, DPD Certificate, and Graduate
Programs in Nutrition
Boston, MA



2021-2022

TABLE OF CONTENTS

	Page
Section 1: Introduction	6
Academic Calendar	6
Our Mission	7
Section 2: Nutrition Programs Overview	9
Nutrition Degree/Certificate Options	9
Undergraduate	9
Accelerated BS-MS Degree	9
Post-Baccalaureate and Graduate	9
Nutrition Department Goals	9
Academic Advising	10
Simmons University Nutrition Faculty	10
Nutrition Department Faculty Information	11
Nutrition Liaison	13
Marion Mason Nutrition Seminars	13
Student Resources	13
Section 3: Undergraduate Programs	16
Major in Nutrition and Dietetics	16
Major in Nutrition and Wellness	19
Minor in Nutrition	20
Section 4: Didactic Program in Dietetics (DPD) and DPD Certificate Program	21
DPD Goals and Program Outcomes	22
2017 ACEND Competencies (KRDNs)	22

Required DPD Courses	24
After Completion of the DPD	26
Suggested Sequence of Courses for DPD Certificate	27
Obtaining a Verification Statement	28
Section 5: Accelerated BS-MS Degree Programs	29
BS in Nutrition/ MS in Nutrition and Health Promotion or Nutrition Entrepreneurship	30
BS in Exercise Science/MS in Nutrition and Health Promotion or Nutrition Entrepreneurship	30
BS in Public Health/MS in Nutrition and Health Promotion or Nutrition Entrepreneurship	30
BS in Biology/MS in Nutrition and Health Promotion or Nutrition Entrepreneurship	30
Section 6: Graduate Programs in Nutrition	31
MS in Nutrition and Health Promotion	31
MS in Nutrition and Health Promotion, Research Concentration	32
Suggested Sequence of Courses for MS Nutrition and Health Promotion Research Concentration Full and Part Time	33
MS in Nutrition and Health Promotion, Nutrition Entrepreneurship Concentration	33
Suggested Sequence of Courses for MS Nutrition Entrepreneurship Concentration Full and Part Time	34
Certificate in Sports Nutrition (CSN)	35
Section 7: Supervised Practice for Becoming a Registered Dietitian	36
Being Matched to a Dietetic Internship Program	36
Preparing to Succeed in Matching to a Dietetic Internship Program	36
Simmons University Dietetic Internship Program	36
Section 8: Simmons University Policies, Procedures, and Guidelines	38

Simmons University Code of Conduct	38
Simmons Tuition and Fees	38
Additional Student Expenses (Approximate)	38
Insurance	38
Financial Aid	39
Academic Exclusion, Suspension, and Dismissal	39
Academic Honesty	39
Transfer Credits	39
Withdrawal from the University	39
Family Educational Rights and Privacy Act of 1974	40
Non-discrimination Policy	40
Human Participants in Research Policy for all CNBHS Students	40
Section 9: Department of Nutrition Academic Policies	41
Assessment of Prior Learning and Credit Toward Program Requirements	41
Didactic Program in Dietetics (DPD)	42
Certificate in Sports Nutrition (CSN)	42
MS in Nutrition and Health Promotion: Research or Entrepreneurship Concentration	43
Waiving of Course Requirement	43
Prerequisites for MS in Nutrition and Health Promotion	43
MS and DPD Certificate	43
Academic Performance	44
Student Learning Outcomes Assessment	44
Grades and Grade Requirements	45
Incomplete Grades	47
Academic Warning	47

Leave of Absence (LOA)	47
Completion of a Program	49
Repeating Courses	49
Exclusion from Nutrition	49
Student Evaluation of Courses	50
Grade Appeals	50
Academic Review Board	50
CBNHS Appeals Committee	51
Grievance and Complaints and Procedures	52
Liability for Safety in Transit to or from Assigned Areas	53
Injury and Illness at Fieldwork Sites	53
Professional Behavior and Professionalism	53
Make-Up Examinations	54
CPR Certification	54
Section 10: Guidelines for academic work outside the classroom	56
Guidelines for Independent Study	56
Guidelines for Fieldwork	57
Requirements for Clinical and Fieldwork Courses Includes Immunization/Health Clearance, Dress Code, CORI/DSS Check	60
Appendices	62
Appendix 1: Application to Nutrition and Dietetics Major	63
Appendix 2: Code of Ethics	65
Appendix 3: Clinical Clearance	66
Student Signature Page	67

Section 1 Introduction

The [Academic Calendar](#) can be accessed at the following link:

<http://www.simmons.edu/academics/academic-calendar>

INTRODUCTION

This Nutrition Student Guide is a comprehensive outline of our undergraduate and graduate options offered by the Simmons University Nutrition Department. In addition, it summarizes Nutrition Department policies and our expectations of our students. This is not an inclusive resource and should be used in conjunction with the following resources as well as with your faculty adviser:

- Undergraduate and Graduate Course Catalogs
<https://www.simmons.edu/academics/course-catalog>
- Simmons University Code of Conduct
www.simmons.edu/code-of-conduct

It is recommended that you ask for clarification whenever you have questions about your program or progress.

In 1899, Ellen Swallow Richards, the founder of the American Home Economics Association, participated in the establishment of the School of Housekeeping of the Women's Educational and Industrial Union. The School was subsequently transferred to Simmons in 1902, where it became one of the four original units of the then Simmons College. The School of Household Economics, as it was known then, was the forerunner of the current Department of Nutrition.

Today, Simmons University is in an enviable position because its students and faculty have a wealth of resources available for learning experiences outside of the University. In addition, the local institutions have a pool of potential part-time employees in the form of nutrition undergraduate and graduate students; dietetic internship and graduate faculties are able to select students from a highly regarded, well-known local institution, and employers of entry-level practitioners have opportunities to choose dietitians who are locally educated and often experienced at local work sites. The beneficial location of Simmons has served the Nutrition Department well over its 100-year history.

OUR MISSION

The Simmons University Department of Nutrition has a two-fold reason for existence. The first is to educate students and foster an appreciation for lifelong learning in preparation for their success in advanced nutrition or dietetics education or employment. We aim to prepare students to be effective in a profession that works to affect the eating behaviors and subsequent health and quality of life of a multicultural and diverse population. It is a profession that adds to the scientific investigation on food and health, and one that fosters an appreciation of food's relationship to other sciences. The second is to provide the University community with the intellectual basis and professional expertise for achieving and maintaining health through food habits.

The mission of the Department of Nutrition embraces the broad mission of the University. Chartered in 1899, it was founded upon the ground-breaking concept of helping young women prepare for the working world by combining a liberal arts education with career preparation. Unlike most women's colleges of the time, Simmons was created so women could be educated in order to earn an independent livelihood.

Simmons University is a diverse community that educates students for professional success and intellectual fulfillment. The mission of Simmons University is "to provide transformative learning that links passion with lifelong purpose".

(<http://www.simmons.edu/about-simmons/why-simmons/our-mission>).

Simmons Core Values

- We are at our best when students are first.
- We prepare students for life's work.
- We cross boundaries to create opportunities.
- We make a collective investment in community.

The educational atmosphere of Simmons' small class setting allows students to receive the personal attention and encouragement necessary for a meaningful learning experience, and allows for the University's objectives to be realized. Additionally, the larger community of metropolitan Boston is as important to students as the classroom, and much learning takes place off-campus. Many departments require field work and internships as part of their regular course of study. The office of a business or financial enterprise, a publishing house, a government department, a hospital, or a community agency - any one of these may play a major role in the Simmons educational experience.

The creation of the Colleges of the Fenway consortium in 1996 has favorably expanded the educational opportunities for students. This collaboration of five institutions, within walking distance of Simmons campus, enables students to attend classes at other educational institutions including Emmanuel College, MCPHS University, Massachusetts College of Art & Design, and Wentworth Institute of Technology.

As a result, Simmons students enjoy the resources of a large university, with separate undergraduate and graduate programs, as well as a low student-to-faculty ratio without

leaving their own backyard. This educational alliance also supports the University's goal of providing a flexible liberal arts and graduate education by allowing students to develop an individualized educational program suited to the students' individual interests and career goals.

The Department of Nutrition believes that nutrition is a science governed by the rigorous rules of scientific investigation. It is a biological science because its elements - nutrients - are molecular compounds that participate in the regulation of homeostasis and thus in the continuity of life. Nutrition is also a social science, as its elements are consumed primarily in the form of food on a regular basis. How and why food is chosen is determined by a set of human behaviors that are constantly refined by such diverse forces as biology, environment, economics, politics, culture and the effect of the media. Since the faculty further believes that the practice of Dietetics is predicated in large part on the science of nutrition, the Department of Nutrition's contribution to the education of dietetics practitioners is philosophically consistent with the mission of the University and in harmony with societal expectations of professional health care workers.

Section 2 Nutrition Programs Overview

NUTRITION DEGREE/CERTIFICATE OPTIONS

Several nutrition degrees/programs (listed below) can be completed through the Nutrition Department.

Undergraduate

- BS in Nutrition and Dietetics (Didactic Program in Dietetics option)
- BS in Nutrition and Wellness
- Minor in Nutrition

Accelerated BS-MS Degree Programs

- BS in Nutrition/MS in Nutrition and Health Promotion (Research or Entrepreneurship track)
- BS in Exercise Science/MS in Nutrition and Health Promotion (Research or Entrepreneurship track)
- BS in Public Health/MS in Nutrition and Health Promotion (Research or Entrepreneurship track)
- BS in Biology/MS in Nutrition and Health Promotion (Research or Entrepreneurship track)

Post-Baccalaureate and Graduate

- Didactic Program in Dietetics Certificate (DPD)
- MS in Nutrition and Health Promotion – Research track (In-person or Online)
- MS in Nutrition and Health Promotion – Entrepreneurship track (In-person or Online)
- Certificate in Sports Nutrition (Online Program)
- Dietetic Internship Program
- Combined MS in Nutrition and Health Promotion, Dietetic Internship Program

NUTRITION DEPARTMENT GOALS

The Department of Nutrition is dedicated to quality teaching and learning. The goals of the Simmons University Nutrition Department are to prepare graduates to:

1. Become competent entry level professionals.
2. Succeed in one or more of the following: a graduate program, an accredited dietetic internship program, or employment.
3. Serve a culturally diverse population.

ACADEMIC ADVISING

- Academic advising is the student's best source of information about academic programs, majors, procedures and sequence of taking courses at Simmons University.
- Academic advisers provide guidance on gaining work experience in the nutrition profession and on applying to Dietetic Internship Programs.
- Students in the nutrition department are assigned an adviser at the beginning of their academic program. Faculty members and students should review requirements and suggested course sequences and then meet to discuss course selection and workload.
- The student may meet with their adviser at any pre-arranged time. *Students should meet with their advisers at least once a semester prior to registration.* It is the students' responsibility to set meetings with their adviser.

It is important for students to keep the adviser informed of changes in their schedule after advising meetings. Otherwise students run the risk of a delay in their graduation date, especially if they have not taken the courses they have been advised to take in the right sequence.

SIMMONS UNIVERSITY NUTRITION FACULTY

The primary faculty members, their credentials, and their teaching responsibilities in the Simmons University Nutrition Department are shown in table 2.1.

Table 2.1. Nutrition Department Faculty Information

Faculty Member	Course(s) Taught	Degree(s) & Areas of Interest
<p>Lisa S Brown, PhD, RD, LDN (Dietetic Internship Director)</p>	<p>NUTR 237/NUTR 237LC – The Practice of Community Nutrition (S, U) NUTR 380 – Field Experience (F, S, U) NUTR 451A/NUTR 451B – Dietetic Internship (F/S) NUTR 452 – Program Planning, Implementation and Evaluation (F) SNHS 450 – Health Care Systems: An Interdisciplinary Approach (S)</p>	<p>Associate Professor B.S. Clark University M.S. Simmons University Ph.D. Boston University School of Medicine Dietetic Internship – Simmons University Research interests: Diversifying the dietetics profession, food access for low income communities, and the role of the dietitian in patient care</p>
<p>Teresa T. Fung, ScD, RD (DPD Director)</p>	<p>NUTR 301- Dietetics Profession (F) NUTR 460 – Nutritional Epidemiology (S) NUTR 311 – Nutrient Metabolism (F)</p>	<p>Professor B.S., M.S. Cornell University Sc.D. Harvard School of Public Health Dietetic Internship – Yale New Haven Hospital Research interests: diet quality, diabetes, CVD, and geriatric frailty</p>
<p>Elizabeth Metallinos-Katsaras, PhD, RD (Department Chair, Associate Director of the DPD)</p>	<p>NUTR 349 – Directed Study (F, S) NUTR 350 – Independent Study (F, S) NUTR 380 – Field Experience (F, S) NUTR 390 – Seminar: Selected Topics in Nutrition (F) NUTR 489 – Nutrition Proposal Development (F) NUTR 490 – Nutrition Research Project (S) NUTR 201 – Advanced Food Science (F)</p>	<p>Professor Ruby Winslow Linn Professor and Chair, Department of Nutrition B.S./M.S./PhD University of California at Davis Research interests: breast feeding, food insecurity, maternal and child health</p>
<p>Kathrina Prelack, PhD, RD</p>	<p>NUTR 390 – Senior Seminar (F) NUTR 334 – Medical Nutrition Therapy (S) NUTR 331 – The Practice of Clinical Dietetics (S) NUTR 331L- The Practice of Clinical Dietetics lab (S) NUTR 434- Advanced Medical Nutrition Therapy (F)</p>	<p>Associate Professor B.S. Syracuse University Ph.D. Tufts University Dietetic Internship – Massachusetts General Hospital Research Interests: Energy and protein metabolism during metabolic stress, pediatric burn nutrition</p>
<p>Elizabeth Colavito Siu, PhD, RD (Associate Director, Online MS)</p>	<p>SNHS 410-OL Introduction to Research Methods (F) NUTR 453-OL- Advanced Topics in Preventive Nutrition (U) NUTR 460-OL- Nutritional Epidemiology (S)</p>	<p>Associate Professor of Practice Associate Director of Online MS BA College of William and Mary MS Virginia Polytechnic and State University PhD University of Texas School of Public Health Dietetic Internship – Simmons University</p>

		Research Interests: behavior change, maternal and child nutrition
Urshila Sriram, PhD, MSPH, RD, LDN	BOS 101 – Boston Course: Food is Love (F) NUTR 452 – Program Planning, Implementation and Evaluation (F) LCIS 201 – Integrated Seminar: Health Promotion and Nutrition (S) NUTR 112-LC – Nutrition for the Health Professions (S) NUTR 331L- The Practice of Clinical Dietetics lab (S) NUTR 570-Health Promotion	Assistant Professor BSc McGill University MSPH Johns Hopkins School of Public Health Ph.D. Cornell University Dietetic Internship – Cornell University Research Interests: food security, equitable food systems, program implementation and evaluation, diversity, equity and inclusion in dietetics education
Sharon Gallagher, MEd, RD, LDN (Assistant Director, Dietetic Internship)	NUTR 111 – Fundamentals of Nutrition Science (F) NUTR 112 – Introduction to Nutrition Science (F) NUTR 381 -- Advanced Applications in Community Nutrition (S) NUTR 451A/NUTR 451B – Dietetic Internship (F/S)	Associate Professor of Practice B.S. Cornell University MEd Framingham State University Dietetic Internship – Massachusetts General Hospital Practice Interests: home health care, weight management and weight loss surgery
Kathleen Walker MDA, RDN, CSG, LDN	NUTR 111 – Fundamentals of Nutrition Science (F) NUTR 112 – Introduction to Nutrition Science (F) NUTR 331 – The Practice of Clinical Dietetics (S) NUTR 451- Dietetic Internship Clinical Faculty (F, S)	Assistant Professor BA University of Hartford BS Simmons University Dietetic Internship – Utah State University MDA Utah State University Certified Specialist in Gerontology Practice Interests: Nutrition Focused Physical Exam, geriatrics, palliative care.

F= Fall S=Spring U=Summer

NUTRITION LIAISON

The Nutrition Liaison is a student organization consisting of all interested Nutrition students. The group elects officers and meets as often as members choose. Historically, the group served as a liaison between students and Nutrition Department faculty members. One member of the faculty serves as the group's adviser; this is currently Dr. Urshila Sriram.

The Nutrition Liaison plans and executes multiple events during the academic year, including:

- Guest speakers and faculty-student luncheons to facilitate networking and informal interaction
- Activities for the entire Simmons community and alumni during National Nutrition Month
- An annual Career Night for Nutrition majors and potential majors

MARION MASON NUTRITION SEMINARS

Each semester the Department of Nutrition hosts seminars on various topics in the nutrition, food science or food service fields. These seminars are open to the general nutrition community in the greater Boston area. All undergraduate and graduate students who are either majoring or have an interest in nutrition and health are encouraged to attend.

STUDENT RESOURCES

Simmons University Code of Conduct: <http://www.simmons.edu/code-of-conduct>

Nutrition Department program page:

<http://www.simmons.edu/academics/schools-departments/nutrition>

Resources for Grad Students:

<https://www.simmons.edu/your-simmons/student-support-resources>

Simmons Connection (AARC): <https://connection.simmons.edu/>

Simmons Workday: workday.simmons.edu

Simmons G-mail: <http://gmail.simmons.edu>

Simmons Moodle: <https://moodle.simmons.edu> or <https://simmons.essential.2u.com/>

Library: <http://www.simmons.edu/library>

Library study room reservations:

<http://librarystudyrooms.simmons.edu/session/new> (Location type: Study Room)

Office of Accessibility Services:

<https://www.simmons.edu/your-simmons/student-support-resources/accessibility-services>

Center for Student Success:

<https://internal.simmons.edu/students/student-success>

Registrar Office forms:

<https://www.simmons.edu/academics/registrar/forms>

Technology Support:

<https://www.simmons.edu/student-life/student-services/technology-support>

Tutoring Center:

<https://www.simmons.edu/your-simmons/student-support-resources/tutoring>

Writing Center:

<https://www.simmons.edu/your-simmons/student-support-resources/writing-support>

Community Standards/ Bias Response Protocol:

<https://internal.simmons.edu/students/student-affairs/health-wellness-safety/community-standards>

Nutrition Department Facebook page:

<https://www.facebook.com/SimmonsUniversityNutritionDepartment/>

Nutrition Department Instagram Page:

<https://www.instagram.com/simmons.nutrition>

Directions:

<http://www.simmons.edu/about-simmons/contact-us/directions>

Campus maps:

<https://www.simmons.edu/maps-directions/campus-maps>

Parking:

<https://www.simmons.edu/maps-directions/parking>

Discount MBTA passes FAQ:

<https://www.simmons.edu/maps-directions/parking/parking-commuter-students-faculty-and-staff/commuting-alternatives>

Campus card information:

<https://www.simmons.edu/your-simmons/student-support-resources/campus-card>

Employee directory: <http://directory.simmons.edu/>

CampusDish (Simmons University dining services):
<https://simmons.campusdish.com/>

Section 3 Undergraduate Programs

UNDERGRADUATE MAJORS

MAJOR IN NUTRITION AND DIETETICS

The nutrition and dietetics major includes all courses required for the Didactic Program in Dietetics (DPD). For details, please see Section 4. Students who complete all requirements for eligibility (including a dietetic internship) to sit for the RD examination after December 31, 2023 will require a Master's degree (in any area) to take the RD examination.

Dr. Teresa Fung is the DPD Director. The Simmons University Nutrition Department's DPD is currently granted accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), 120 South Riverside Plaza, Suite 2190, Chicago, IL, 60606-6995, tel: (312) 899-5400.

To declare this major:

- Traditional undergraduate students apply in the spring of their sophomore year. If you wish to declare your major in your freshman year, or earlier in your sophomore year, please declare the Nutrition and Wellness major, and tell your advisor that you wish to follow the plan for the Nutrition and Dietetics major. The application process will then happen in the second semester of your sophomore year as outlined below.
- The application process involves completing the application (see Appendix 1) that will be reviewed with their advisor during the Fall course planning meeting, and the Simmons Major Declaration Form.
- These materials will then be submitted to Leah Smith in the Nutrition office for a final decision by the department chair.
- If admission to the nutrition and dietetics major is denied, students may appeal by June 1st of the year of application to the department chair. Students must submit their spring semester grades in support of their appeal and list the reasons in writing that explain their academic performance improvement plan to meet minimum grade requirements .

The academic requirements to be admitted into the Nutrition and Dietetics major are:

- A minimum of a 3.0 cumulative overall GPA for the freshman year and first semester of the sophomore year (this includes any courses transferred in).
- A minimum of a C in all science courses (including statistics, chemistry and biology). See list of the nutrition and dietetics science requirements below for a full list.
- A minimum of a B- in all nutrition courses (i.e., all the NUTR courses).

Any courses to be transferred in, be it taken before or after matriculating at Simmons must meet recency requirement, please see Section 9 for specifics.

To plan schedules appropriately, students must meet with their academic advisors. Please note that courses in the basic sciences are prerequisites to upper-level work in the department (courses numbered in the 200 and 300 series). See Table 3.1 for a suggested course sequence for the Nutrition and Dietetics major. Students are expected to meet departmental criteria regarding academic performance, health status, and professional behavior (See Section 9).

In order to be in a good position to be matched with an internship:

- Students will need a **minimum** of a 3.0 GPA; otherwise, it is less likely that they will be matched.
- Students must earn a **C or better in all the required science courses** and a **B- or better in all required nutrition courses**.
- If these grade requirements are not met, *the course must be repeated in order to graduate*. While it is not necessary to repeat the course in any particular sequence, it is preferable that the student repeat it prior to taking the next course in the series, which may require it as a prerequisite. However, if a grade of F was earned (which constitutes a failure, and no credit is earned), it is necessary to repeat the course prior to taking the next course in the series.
- **Students may only repeat a particular course once**. An unacceptable grade in the second attempt will result in exclusion from the major. See Section 9 for details.

The following courses are required for the Nutrition and Dietetics major. These courses also fulfill the Didactic Program in Dietetics requirements. See the undergraduate catalog for course descriptions.

Science Requirements

- BIOL 113 General Biology*
- BIOL 221 Microbiology*
- BIOL 231 & 232 Anatomy & Physiology I and II*
- CHEM 111 or 113 Introductory Chemistry: Inorganic* or Principles of Chemistry*
- CHEM 112 Introductory Chemistry: Organic*
- CHEM 223 Introduction to Biochemistry
- STAT 118 Introductory Statistics

*with Laboratory (no online labs are accepted) **Due to the COVID-19 pandemic, selected online laboratories are accepted between Spring 2020 and Fall 2021. Students taking lab courses outside Simmons must obtain departmental approval before commencing these courses.**

Nutrition Requirements

- NUTR 112 Introduction to Nutrition Science or NUTR 111 Fundamentals of Nutrition Science*
- NUTR 201 Advanced Food Science*
- NUTR 331 The Practice of Clinical Dietetics
- NUTR 237 The Practice of Community Nutrition
- NUTR 248 Food Production and Service Systems
- NUTR 249 Leadership in Food Service Management
- NUTR 301 Dietetics Profession
- NUTR 311 Nutrient Metabolism*
- NUTR 334 Medical Nutrition Therapy
- NUTR 381 Advanced Applications in Community Nutrition
- NUTR 390 Seminar: Selected Topics in Nutrition

*with Laboratory (no online labs are accepted). **Due to the COVID-19 pandemic, selected online laboratories are accepted between Spring 2020 and Fall 2021. Students taking lab courses outside Simmons must obtain departmental approval before commencing these courses.**

*In addition, there are **two** required social science courses related to human behavior; at least one of these should be in sociology, psychology, or anthropology.*

Independent Learning/PLAN Capstone:

- NUTR 390 (Seminar: Selected Topics in Nutrition)*
- NUTR 381 (Advanced Applications in Community Nutrition)*

*Either of these courses can be used for independent learning requirement or PLAN Capstone, as appropriate.

Table 3.1. Suggested Sequence of Courses for Nutrition & Dietetics Major

	Fall Semester	Spring Semester
1st year	CHEM 111 – Introductory Chemistry: Inorganic* OR CHEM 113 - Principles of Chemistry* NUTR 112 - Introduction to Nutrition Science OR NUTR 111 – Fundamentals of Nutrition Science*	CHEM 112 - Introductory Chemistry: Organic* [†]
2nd year	BIOL 113 - General Biology* STAT 118 - Introductory Statistics PSYC 101 Introduction to Psychological Science (or Spring) NUTR 248 - Food Production and Service Systems	BIOL 221 Microbiology* NUTR 237 - The Practice of Community Nutrition (or Fall) Learning Community requirement (or Fall)

3rd year	BIOL 231 - Anatomy & Physiology I* NUTR 201 - Advanced Food Science*	NUTR 249 - Leadership in Nutrition Management BIOL 232 - Anatomy & Physiology II* CHEM 223 - Introduction to Biochemistry
4th year	NUTR 311 - Nutrient Metabolism* NUTR 390 – Seminar: Selected Topics in Nutrition NUTR 301 –Dietetics Profession	NUTR 334 - Medical Nutrition Therapy NUTR 381 - Advanced Applications in Community Nutrition NUTR 331 - The Practice of Clinical Dietetics (must be enrolled concurrently with NUTR 334 except with instructor consent)

*with laboratory component

∂ May take in Fall sophomore year if offered

In addition to these courses, students will also need to fulfill additional University requirements in subjects separate from their major.

Students may not begin any course with prerequisites unless these pre-requisite courses have been completed. Grades for pre-requisite courses taken online must be posted at least 2 weeks before the class begins.

NOTE: Students must meet minimum grade requirements for science courses, DPD nutrition courses , and GPA. Please see Table 9.2 for details.

MAJOR IN NUTRITION AND WELLNESS

The courses for the Nutrition and Wellness major are shown below. Please note that this major **does not** fulfill the DPD requirements (see Section 4) for becoming a Registered Dietitian. Grade requirements for this major follow the University’s requirements. If you wish to fulfill the DPD requirements, but are declaring your major before the spring of your sophomore year, please declare Nutrition and Wellness, and inform your advisor that you intend to apply to the Nutrition and Dietetics major.

Science Requirements

- BIOL 113 General Biology*
- CHEM 111 Introductory Chemistry: Inorganic*
- STAT 118 Introductory Statistics
- BIOL 231 Anatomy and Physiology*
- BIOL 232 Anatomy and Physiology II*
- BIOL 246 Foundations of Exercise and Health

*with Laboratory **Due to the COVID-19 pandemic, selected online laboratories are accepted between Spring 2020 and Fall 2021. Students taking lab courses outside Simmons must obtain departmental approval before commencing these courses.**

Nutrition Requirements

- NUTR 112 Introduction to Nutrition Science or NUTR 111 Fundamentals of Nutrition Science
- NUTR 237 The Practice of Community Nutrition
- NUTR 248 Food Production and Service Systems
- NUTR 101 or 201 Food Science/ Advanced Food
- NUTR 215 Sports Nutrition
- NUTR 360 Lifestyle Rx
- NUTR 381 Advanced Applications in Community Nutrition
- NUTR 390 Seminar: Selected topics in nutrition

Required Communication/ Management Core Courses

- Three 100-level courses in Communications and Business. At least one in each department.
- One 200-level course in either Communications or Business

All Nutrition Majors: Seniors who want to take a grad level course must have a Simmons GPA of at least 3.3.

MINOR IN NUTRITION

A minor in nutrition consists of the following courses and follow University requirements on grades:

- NUTR 101 Food Science*
- NUTR 111 Fundamentals of Nutrition Science* or NUTR 112 Introduction to Nutrition Science
- NUTR 150 International Nutrition Issues or NUTR 110 Sociocultural Implications of Nutrition
- NUTR 248 Food Production and Service Systems
- One additional NUTR course at the 200-level or above.

**with Laboratory*

Students declaring a minor in nutrition must attain a minimum grade of C- for each of the above courses to qualify for minoring in nutrition.

Section 4 **Didactic Program in Dietetics (DPD) and DPD Certificate Program**

The Didactic Program in Dietetics fulfills **one** of the requirements for becoming a Registered Dietitian Nutritionist. The RD or RDN is used interchangeably. The courses required for this program (shown below) can be completed within the context of the Simmons University curriculum either as a part of a Bachelor's degree or in addition to an already completed Bachelor's degree through the Didactic Program in Dietetics (DPD) Certificate. (*The curriculum required for the BS in Nutrition and Dietetics was outlined previously in Section 3*).

The DPD Certificate is a post baccalaureate program for students who have previously completed a Bachelor's degree in any discipline and would like to complete solely DPD requirements to become a Registered Dietitian (RD). After completing the DPD, the student is eligible to apply to an accredited supervised practice program (i.e. dietetic internship) for the next stage of training to become an RD.

Note that students who complete all requirements for eligibility (including internship) to sit for the RD examination after December 31, 2023 **will require a Master's degree** (in any area) to take the RD examination.

Only matriculated students to the DPD Certificate or BS in Nutrition and Dietetics students at Simmons at the time of taking courses at Simmons are eligible for the Verification Statement.

The mission of the Simmons University DPD is to educate students and foster an appreciation of lifelong learning in preparation for supervised practice, leading to eligibility for the CDR credentialing exam to become Registered Dietitian/Nutritionist and success in the nutrition and dietetics profession. We aim to prepare students to be effective in a profession that improves the eating behaviors and subsequent health and quality of life of a multicultural and diverse population, a profession that adds to the scientific investigation about food and health, and one that fosters an appreciation of nutrition and dietetics' relationship to other sciences.

Dr. Teresa Fung is the DPD Director. The Simmons University Nutrition Department's Didactic Program in Dietetics is currently granted accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), 120 South Riverside Plaza, Suite 2190, Chicago, IL, 60606-6995, tel: (312) 899-5400.

DPD Goals and Program Outcomes

The Didactic Program in Dietetics' goals and corresponding program outcomes (updated June, 2018) are shown below:

Goal # 1- Simmons University DPD graduates will be prepared to become competent entry level dietetics professionals.

Corresponding program outcomes:

- At least 80% of program students enrolled in the BS/DPD and DPD Certificate will complete the program/degree requirement within 3 years for BS students and 4.5 years for DPD students (150% of the program length)
- 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%
- At least 75 % of graduates will assign a 4 (i.e., "agree") or a 5 (i.e., "strongly agree") to being prepared on 75% of the items (that pertain to content they learned at Simmons) on the graduate survey
- At least 75% of Directors of Supervised Practice will rate Simmons University DPD graduates met expectation or higher on 75% of items listed on the survey

Goal # 2- DPD graduates will be well prepared to succeed in one or more of the following: a graduate program, an accredited supervised practice program, or employment.

Corresponding program outcomes:

- 50% of BS/DPD, and 70% of DPD graduates apply to supervised practice programs prior to or within 12 months of graduation.
- 55% of BS/DPD and 80% of DPD graduates are admitted to supervised practice programs prior to or within 12 months of graduation*.

*Among those who applied for supervised practice programs.

Program outcome results for the Simmons University DPD are available upon request.

2017 ACEND Competencies (KRDNs)

The ACEND requires that courses in the DPD cover specific topics and skills to ensure that students are prepared to complete their dietetic internship (DI) and pass the RD exam. Syllabi in Nutrition courses at Simmons will outline which of these they fulfill. ACEND stipulates that students must meet the requirement for all KRDNs before a DPD program can issue a Verification Statement (which certifies the eligibility of the student to apply for a supervised practice program).

KRDN	Description
1.1	Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions.
1.2	Use current information technologies to locate and apply evidence-based guidelines and protocols.
1.3	Apply critical thinking skills.
2.1	Demonstrate effective and professional oral and written communication and documentation.
2.2	Describe the governance of nutrition and dietetics practice, such as the Scope of Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics; and describe interprofessional relationships in various practice settings.
2.3	Assess the impact of a public policy position on nutrition and dietetics practice.
2.4	Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.
2.5	Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates in the delivery of food and nutrition services.
2.6	Demonstrate an understanding of cultural competence/sensitivity.
2.7	Demonstrate identification with the nutrition and dietetics profession through activities such as participation in professional organizations and defending a position on issues impacting the nutrition and dietetics profession.
2.8	Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.
3.1	Use the Nutrition Care Process to make decisions, identify nutrition-related problems and determine and evaluate nutrition interventions.

3.2	Develop an educational session or program/educational strategy for a target population.
3.3	Demonstrate counseling and education methods to facilitate behavior change for and enhance wellness for diverse individuals and groups.
3.4	Explain the processes involved in delivering quality food and nutrition services.
3.5	Describe basic concepts of nutritional genomics.
4.1	Apply management theories to the development of programs or services.
4.2	Evaluate a budget and interpret financial data.
4.3	Describe the regulation system related to billing and coding, what services are reimbursable by third party payers, and how reimbursement may be obtained.
4.4	Apply the principles of human resource management to different situations.
4.5	Describe safety principles related to food, personnel and consumers.
4.6	Analyze data for assessment and evaluate data to be used in decision-making for continuous quality improvement.

Required DPD Courses

Irrespective of whether the DPD is done within the context of completing a Bachelor's Degree in Nutrition and Dietetics or the post-Baccalaureate DPD Certificate program, the Accreditation Council for Education in Nutrition and Dietetics (ACEND) didactic course requirements for the Simmons University DPD are shown below.

***A minimum of 6 courses should be taken at Simmons in order to be eligible for the Verification Statement from Simmons University, including NUTR 334, NUTR 331, and NUTR 301. ***

These are undergraduate courses:

- BIOL 113 General Biology*
- BIOL 221 Microbiology*
- BIOL 231 & 232 Anatomy & Physiology I and II*
- CHEM 111 or 113 Introductory Chemistry: Inorganic* or Principles of Chemistry*

- CHEM 112 Introductory Chemistry: Organic*
- CHEM 223 Introduction to Biochemistry
- STAT 118 Introductory Statistics

*with Laboratory (no online labs allowed) **Due to the COVID-19 pandemic, selected online laboratories are accepted between Spring 2020 and Fall 2021. Students taking lab courses outside Simmons must obtain departmental approval before commencing these courses.**

Nutrition Courses:

- NUTR 201 Advanced Food Science *
- NUTR 112 Introduction to Nutrition Science OR NUTR 111 Fundamentals of Nutrition Science*
- NUTR 331 The Practice of Clinical Dietetics (must enroll concurrently with NUTR 334, except with instructor consent)
- NUTR 237 The Practice of Community Nutrition
- NUTR 248 Food Production and Service Systems
- NUTR 249 Leadership in Nutrition Management
- NUTR 311 Nutrient Metabolism*
- NUTR 381 Advanced Applications in Community Nutrition
- NUTR 334 Medical Nutrition Therapy (6 credits)
- NUTR 390 Seminar: Selected Topics in Nutrition
- NUTR 301 Dietetics Profession

*with Laboratory (only in-person labs on site at an accredited higher education institution are accepted) **Due to the COVID-19 pandemic, selected online laboratories are accepted Spring 2020 and Fall 2021. Students taking lab courses outside Simmons must obtain departmental approval before commencing these courses.**

In addition, there are **two** required social science courses; at least one of these should be in sociology, psychology, and anthropology.

- Important note:
 - Students are expected to take all required **nutrition courses** at Simmons University unless specified in articulation agreements with specific institutions.
 - Pre-requisite courses can be taken elsewhere with prior approval of the DPD director to ensure equivalency.
 - Any courses to be transferred in, be it taken before or after matriculating at Simmons must meet recency requirement, please see Section 9 for specifics.
 - Students may not begin any course requiring prerequisites unless prerequisite courses have been successfully completed. Grades for prerequisite courses taken elsewhere must be posted at least 2 weeks before the class begins.

Grade requirements:

- **All students in this program must earn a C or better in all the science prerequisites and a minimum of a B- in the required DPD Nutrition courses.**
 - If these grade requirements are not met, the course(s) must be repeated. Students may only repeat a course once. It is **not necessary** to repeat the course in any particular sequence although it is suggested that the student repeat the course prior to taking the next course in the series which requires it as a prerequisite.

After Completion of the DPD

After obtaining a Bachelor's degree and the undergraduate DPD course, the next step to the RD credential preparation is completion of an accredited supervised practice program (i.e., a dietetic internship program (DIP)) before taking the CDR credentialing exam for dietitian nutritionists. The application to the DIP is a separate process and completion of the DPD in no way guarantees acceptance into a DIP (see Section 7). The dietetic internship application process is competitive and not all applicants are accepted.

The Department of Nutrition offers a “pre-select” option for a combined MS-Dietetic Internship program. Students apply directly to the program without going through the computer matching process for Dietetic Internship. Applicants are notified before the deadline for computer matching. Please see section 7.

For further information, please contact Professors Lisa Brown (lisa.brown@simmons.edu) or Sharon Gallagher (sharon.gallagher@simmons.edu).

For more information on becoming a registered dietitian please see:

<https://www.eatrightpro.org/about-us/become-an-rdn-or-dtr/high-school-students/5-steps-to-become-a-registered-dietitian-nutritionist>

- Nationally, approximately 74% of those applying were accepted into a supervised practice program.
- In the last 3 years, of Simmons University DPD students/graduates, approximately 90% of BS graduates and 95% of graduate students were matched to a Dietetic Internship Program within 12 months of graduating.

Please see Table 4.1 for the suggested course sequence for completion of the DPD Certificate for full-time students. This course sequence assumes that none of the DPD course requirements have been completed prior to coming to Simmons University. The length of time to complete the program may vary, depending on the number of courses already completed and whether the program is done full or part-time.

Table 4.1. Suggested Sequence of Courses for the DPD Certificate

	Fall Semester	Spring Semester
1st year	BIOL 113 - General Biology* NUTR 112 - Introduction to Nutrition Science OR NUTR 111 – Fundamentals of Nutrition Science* CHEM 111 – Introductory Chemistry: Inorganic* OR CHEM 113 - Principles of Chemistry* STAT 118 - Introductory Statistics	BIOL 221 Microbiology* NUTR 237 - The Practice of Community Nutrition CHEM 112 - Introductory Chemistry: Organic*
2nd year	BIOL 231 - Anatomy & Physiology I* NUTR 248 - Food Production and Service Systems NUTR 201 - Advanced Food Science*	NUTR 249 - Leadership in Nutrition Management BIOL 232 - Anatomy & Physiology II* CHEM 223 - Introduction to Biochemistry
3rd year	NUTR 311 - Nutrient Metabolism* NUTR 390 – Seminar: Selected Topics in Nutrition NUTR 301 –Dietetics Profession	NUTR 334 - Medical Nutrition Therapy** NUTR 381 - Advanced Applications in Community Nutrition NUTR 331 - The Practice of Clinical Dietetics**

*with laboratory component. No online labs accepted. **Due to the COVID-19 pandemic, selected online laboratories are accepted Spring 2020 and Fall 2021. Students taking lab courses outside Simmons must obtain departmental approval before commencing these courses**

**must enroll concurrently in NUTR 331 and NUTR 334 except with instructor consent

Obtaining a Verification Statement Attesting to DPD Completion

Students must successfully complete all DPD courses and competencies, meeting minimum grade requirements. Students will be issued a Verification Statement by the DPD Director which certifies eligibility to begin supervised practice. Instructions on the paperwork for the Verification Statement is provided in NUTR 301. Please contact Dr. Fung, DPD Director for details.

In brief:

All students must provide the following materials:

- Request for Verification form
- Survey request forms
- Official transcript from Simmons with grades for all DPD courses (BS students: must contain degree and conferral date)
- Official transcripts containing DPD courses from all other institutions
- For post baccalaureate DPD students, an official transcript from the institution which the bachelor's degree was conferred, which must state that the degree was conferred and the date.

Procedure:

1. The DPD Director will confirm that students have completed all required courses and met minimum grade requirements.
2. Electronic Verification Statement will be prepared and electronically signed and verified.

There is a 1-2 week turn-around time between the time of receipt of **all** necessary documents and the sending out of the Verification Statement.

Section 5 Accelerated BS-MS Degree Programs

There are four accelerated degree options that allow a student to pursue a Master of Science degree in Nutrition and Health Promotion either in the Research track OR Nutrition Entrepreneurship track after completing their BS in Nutrition, Exercise Science, Public Health, or Biology.

Please visit the program websites and view Section 6 of this guide for program requirements:

Nutrition + Nutrition (4+1): <https://www.simmons.edu/undergraduate/academics/majors-minors/nutrition-nutrition-4plus1>

Exercise Science + Nutrition (4+1):

<https://www.simmons.edu/undergraduate/academics/majors-minors/exercise-science-nutrition-4plus1>

Public Health + Nutrition (4+1):

<https://www.simmons.edu/undergraduate/academics/majors-minors/public-health-nutrition-4plus1>

Biology + Nutrition (4+1)

Students may apply to the joint programs by **March 1 of their junior year**. Formal application should be made to the Nutrition Department. The application requirements for all three programs are as follows:

- The student must be earning a BS degree, have completed the prerequisites for the MS degree, and be in their junior year of their BS.
- The student must have maintained satisfactory academic progress in their coursework and attained a final minimum GPA of 3.3 at the time of their application (GPA usually through their fall semester of their junior year).
- The student must show strong evidence of communication skills and motivation.
- The student must present two letters of recommendation from Simmons University faculty members; at least one must be from a full time faculty member in the department of their major.

In order for an accepted student to continue with the program after their senior year (UG), they must meet the following academic standards their senior year:

- Have maintained satisfactory academic progress in coursework through the Spring semester of their senior year and attained a final undergraduate minimum GPA of 3.3 upon graduation (including spring semester grades).

- Have met the MS in Nutrition and Health Promotion requirement of attaining a minimum of a B in each of the graduate courses taken as part of the program during their senior year.

Working with their adviser, students in all four Accelerated BS-MS degree programs will, take the following two SNHS courses during the fall and spring of their senior year.

- SNHS 410 Research Methods
- SNHS 450 The Health Care System: Interdisciplinary Perspectives

The various Accelerated programs are:

- **BS in Nutrition/MS in Nutrition & Health Promotion**
 - This program allows students interested in nutrition to obtain a BS in Nutrition and an MS in Nutrition and Health Promotion.
- **BS in Exercise Science/MS in Nutrition & Health Promotion**
 - This program allows students interested in exercise science and nutrition to obtain a BS in exercise science and an MS in Nutrition and Health Promotion.
 - Please see the Department of Biology for the required courses to enter this program.
- **BS in Public Health/MS in Nutrition & Health Promotion**
 - This program allows students interested in public health and nutrition to obtain a BS in public health and an MS in Nutrition and Health Promotion.
 - The Public Health major is an interdisciplinary major in Biology and Sociology and offers two tracks (Biology and Sociology).
 - Students complete this accelerated BS/MS program in five years and receive a Bachelor of Science degree with a major in Public Health and a Master of Science degree in Nutrition and Health Promotion. Graduates of this program will find opportunities and careers in a variety of fields promoting health, which include research, government programs, weight loss centers, and exercise facilities.
- **BS in Biology/MS in Nutrition & Health Promotion**
 - This program allows students interested in biology and nutrition to obtain a BS in biology and an MS in Nutrition and Health Promotion.
 - Students complete this accelerated BS/MS program in five years and receive a Bachelor of Science degree with a major in Biology, a minor in Chemistry, and a Master of Science degree in Nutrition and Health Promotion

Section 6 Graduate Programs in Nutrition

MS in Nutrition and Health Promotion

Our master's program is designed for students with backgrounds in nutrition, biology, health sciences, health education, athletic training, exercise physiology and physical education. Students will develop an advanced understanding of nutrition, health promotion, fitness and wellness and the expertise to assess future research in these areas. They will be prepared for a wide range of careers as health educators, program managers, researchers, and more. Our students seek to influence the nutritional status of the population through the advanced nutrition knowledge, leadership and problem solving skills acquired in our program.

We have two concentrations (or tracks), a research concentration (formerly known as the Wellness concentration) and a nutrition entrepreneurship concentration.

- The research concentration provides students with the knowledge and skills to conduct research and the opportunity to complete an original research project under the mentorship of a faculty member.
- The nutrition entrepreneurship concentration provides students with the business knowledge and skills they need to develop an entrepreneurial venture in the food and nutrition field.

The master's program consists of 6 core courses, 3 track specific courses, and 2 elective courses.

MS Nutrition and Health Promotion Learning Outcomes:

- Students will demonstrate knowledge and skills that will prepare them for advanced practice and evidence based problem solving.
- Students will acquire the skills for collaborative and/or leadership opportunities.
- Students will acquire the knowledge and skills to evaluate and synthesize nutrition research to improve individual and community health.
- Students will be prepared for learner-centered professional development in health promotion and disease prevention.
- Students will develop skills in effective oral and written professional communications.

Research Concentration Specific Learning Outcomes

This concentration (or track) is for students interested in becoming investigators of original research in nutrition and wellness. There are two learning outcomes for this track are:

- Students will gain knowledge and skills that will prepare them for research applications in clinical, community, or academic settings.
- Students will conduct an original research project, resulting in a manuscript for publication.

The suggested course sequence for both full-time (completed in 1 year) and part-time (completed in 2 years) course work on the Research track is shown in table 6.1. For further information, please go to <https://www.simmons.edu/graduate/academic-programs/graduate-and-certificate-programs/nutrition-and-health-promotion>.

Table 6.1. Suggested Sequence of Courses for MS Nutrition & Health Promotion-Research Concentration—Full and Part-time

Master’s Degree Coursework Required- PART TIME	Master’s Degree Coursework Required- FULL TIME
<p style="text-align: center;">Fall Semester (2 courses)</p> <p>NUTR 400-OL Online Orientation (0 credits) SNHS 410 Research Methods NUTR 455 Nutrition, Fitness, and Wellness OR Elective (6 credits)</p>	<p style="text-align: center;">Fall Semester (5 courses)</p> <p>NUTR 400-OL Online Orientation (0 credits) SNHS 410 Research Methods NUTR 455 Nutrition, Fitness, and Wellness OR Elective NUTR 452 Nutrition Practice: Program Planning, Implementation & Evaluation SNHS 570 Health Promotion: A Global Perspective NUTR 489 Nutrition Proposal Development (14 credits)</p>
<p style="text-align: center;">Spring Semester (2 courses)</p> <p>SNHS 450 The Health Care System: Interdisciplinary Perspectives Elective OR NUTR 455 Nutrition, Fitness, and Wellness (6 credits)</p>	<p style="text-align: center;">Spring Semester (5 courses)</p> <p>SNHS 450 The Health Care System: Interdisciplinary Perspectives NUTR 460 Nutritional Epidemiology NUTR 490 Nutrition Research Project 2 Electives OR 1 elective AND NUTR 455 Nutrition, Fitness, and Wellness (15 credits)</p>

<p style="text-align: center;">Summer Semester (mid-May-July) (1 course) NUTR 453 Advanced Topics in Preventative Nutrition (3 credits)</p>	<p style="text-align: center;">Summer Semester (mid-May-July) (1 course) NUTR 453 Advanced Topics in Preventative Nutrition (3 credits)</p>
<p style="text-align: center;">Fall Semester (3 courses) NUTR 452 Nutrition Practice: Program Planning, Implementation & Evaluation SNHS 570 Health Promotion: A Global Perspective NUTR 489 Nutrition Proposal Development (8 credits)</p>	
<p style="text-align: center;">Spring Semester (3 courses) NUTR 460 Nutritional Epidemiology NUTR 490 Nutrition Research Project Elective (9 credits)</p>	

MS in Nutrition and Health Promotion, Nutrition Entrepreneurship Concentration

Entrepreneurship Concentration Specific Learning Outcomes

This concentration (or track) is for students interested in developing entrepreneurial ventures in the food and nutrition field. There are two learning outcomes for this track are:

- Students will gain knowledge and skills that will prepare them to formulate a new creative venture or innovation for the for-profit, not for profit or government sector.
- Students will develop a business plan aligned with their career goals.

The curriculum for the nutrition entrepreneurship track builds on a combination of nutrition and business courses. The entrepreneurship track culminates with the completion of a customized business plan. The suggested course sequence for both full-time (completed in 1 year) and part-time (completed in 2 years) course work is shown in table 6.2. For further information, please go to <https://www.simmons.edu/graduate/academic-programs/graduate-and-certificate-programs/nutrition-and-health-promotion>.

Table 6.2: Suggested Sequence of Courses for MS Nutrition and Health Promotion-Entrepreneurship Concentration – Full-time and Part Time

<p align="center">Master’s Degree Coursework Part-time</p>	<p align="center">Master’s Degree Coursework Full-time</p>
<p align="center">Fall Semester (2 courses)</p> <p>NUTR 400-OL (Online Orientation 0 credits) SNHS 410 Research Methods NUTR 455 Nutrition, Fitness, and Wellness OR Elective (6 credits)</p>	<p align="center">Fall Semester (5 courses)</p> <p>NUTR 400-OL Online Orientation (0 credits) SNHS 410 Research Methods NUTR 455 Nutrition, Fitness, and Wellness NUTR 452 Nutrition Practice: Program Planning, Implementation & Evaluation NUTR 489 Nutrition Proposal Development MSMG 407 Financial Aspects of Business (14 credits)</p>
<p align="center">Spring Semester (2 courses)</p> <p>SNHS 450 The Health Care System: Interdisciplinary Perspectives Elective or NUTR. 455 Nutrition, Fitness, and Wellness (6 credits)</p>	<p align="center">Spring Semester (5 courses)</p> <p>SNHS 450 The Health Care System: Interdisciplinary Perspectives NUTR 462 Nutrition Consulting MSMG 440 Creativity Innovation & Entrepreneurship 2 Electives (15 credits)</p>
<p align="center">Summer Semester (mid-May-July) (1 course)</p> <p>NUTR 453 Advanced Topics in Preventative Nutrition (3 credits)</p>	<p align="center">Summer Semester (mid-May-July) (1 course)</p> <p>NUTR 453 Advanced Topics in Preventative Nutrition (3 credits)</p>
<p align="center">Fall Semester (3 courses)</p> <p>NUTR 452 Nutrition Practice: Program Planning, Implementation & Evaluation NUTR 489 Nutrition Proposal Development MSMG 407 Financial Aspects of Business (7 credits)</p>	
<p align="center">Spring Semester (3 courses)</p> <p>MSMG 440 Creativity Innovation & Entrepreneurship NUTR 462 Nutrition Consulting 1 Elective (9 credits)</p>	

Certificate in Sports Nutrition

This certificate combines nutrition and exercise knowledge to build competence in the area of fitness. For further details, please go to

<http://www.simmons.edu/academics/certificate-programs/certificate-in-sports-nutrition>.

Section 7 Supervised practice for becoming a Registered Dietitian

Being Matched to a Dietetic Internship Program

Successfully completing a Dietetic Internship Program (DIP) is one of the requirements for becoming a Registered Dietitian. We, in the Department of Nutrition, are committed to supporting students through this highly competitive process; however, we would like students to be aware of their responsibility for their success.

One important component of a student's qualifications is the applicant's GPA. Although other factors, such as letters of recommendations, work experience and graduate degrees, are used by selection committees to rank their applicants, the GPA is central because it is predictive of registration examination passage.

In the last year, approximately 74% of those applying to a DIP *nationally* were matched to a dietetic internship. Among Simmons University DPD students who applied to DIPs in February of 2021, this percentage was considerably higher with over 94% of our students matched to internships. In general, a student's GPA at Simmons is strongly predictive of matching to a Dietetic Internship Program:

- 3.5-4.0 has a strong chance of internship placement
- 3.0-3.4 good chance of internship placement
- <3.0 has the lowest chance of internship placement

Preparing to Succeed in Matching to a Dietetic Internship Program

- In light of the competitive nature of being matched to a Dietetic Internship Program, the Nutrition Department has several resources to both inform and support students through the process.
- In particular, students completing the DPD will enroll in NUTR 301 (Dietetics Profession). This course provides a variety of resources and guides the student through the application process. The student's academic advisor and the DPD director are also available to meet with students individually to discuss internship choices and strategies.

Simmons University Dietetic Internship Program

- The Department of Nutrition offers an accredited dietetic internship program to prepare baccalaureate nutrition graduates for entry-level dietetic practice and eligibility for the registration examination.
- The emphasis of the eight-month program is on community dietetics practice, health promotion, and wellness. There is also a concentration emphasis on "The Treatment of Eating Disorders" for those who apply and are accepted. Admission

to the Simmons Nutrition and Dietetics program/certificate does not guarantee admission to the Simmons Dietetic Internship. Please go to <http://www.simmons.edu/academics/graduate-programs/dietetic-internship-program> for further details.

The Simmons University MSDI program has a pre-select option for those completing the undergraduate degree in Nutrition and Dietetics or the graduate DPD certificate program. Students applying for the preselect must submit their application in early January and will be notified if they are accepted before February 1st. If the student chooses to accept the slot, they must withdraw their name if they have applied for matching. More information on specific deadlines and the application procedure are given in the fall.

MS/DPD students can take 4 courses and still be eligible for our MS/DI preselect and must finish all requirements for the DPD before commencing the MS/DI program. The 4 MS courses are NUTR 452, SNHS 410, SNHS 450, 4th course), and NUTR 390 in the DPD program. Normally, MS/DPD can waive out two DPD courses (NUTR 381 and NUTR 390) because of MS courses covering those competencies. But if the student wishes to apply through the pre-select for the MS-DI that arrangement is not possible and therefore students in MS/DPD who are eventually accepted to the MS/DI pre-select option can only waive one DPD course (NUTR 381). Students should work with their advisor to plan courses carefully.

Students accepted through the preselect program will be enrolled in the Simmons MS in Nutrition and Health Promotion and the Simmons Dietetic Internship. If all the academic and internship requirements are met, the student will graduate from this 5 semester program (this includes one summer session) with their MS in Nutrition and Health Promotion and be eligible to take the RD exam.

Section 8 Simmons University Policies, Procedures, and Guidelines

Simmons University Code of Conduct

<http://www.simmons.edu/code-of-conduct>

Simmons Tuition & Fees

undergraduate and graduate tuition, fees, and other costs can be found at

<http://www.simmons.edu/admission-and-financial-aid/student-financial-services/tuition-and-fees>.

Additional Student Expenses (APPROXIMATE)

- Laboratory coat, for clinical practice and food science laboratories (\$35).
- Individual course materials (i.e. presentation posters, copying costs, computer discs, etc.) should be expected.
- Membership fees recommended for the program may include the Academy of Nutrition and Dietetics (\$58, OPTIONAL but strongly recommended).
- Transportation to clinical and fieldwork sites (\$30/semester).
- Transportation, meal costs, and registration fees to attend professional meetings and practical experiences should be expected.
- Most internships charge an application fee between \$50 and \$100. Additionally, there is a fee to register with the Dietetic Internship Centralized Application System (DICAS - \$50 for the first application and \$25 for each application after) and \$55 to apply to the computer matching process used to determine intern placement (through D & D Digital). Note that these fees are subject to change.

Insurance

- Compulsory Professional Liability – Professional liability insurance for all students in the Nutrition department is required and provided by Simmons University. Without insurance, students cannot participate in clinical courses or courses with a fieldwork placement. The cost of the policy is a set fee and is paid by the University.
- Health Insurance – State law in Massachusetts requires all undergraduate and graduate students to have health insurance. More information about health insurance can be found on the Student Financial Services website (<https://www.simmons.edu/admissions-and-financial-aid/financial-aid-and-affordability/billing-and-payment/student-health-insurance>).
- Travel Liability – Travel either as part of the DPD program or commuting time to field experiences is not covered by Simmons University. Each student is responsible for their own travel liability when traveling between the University and an assignment off campus. **Due to the COVID-19 pandemic, course work will be modified to avoid travel.**

Financial Aid

For information on or to apply for financial aid, please visit the Financial Aid Office in the Simmons Main College Building, or the Financial Aid Office website <https://www.simmons.edu/admission-financial-aid/financial-aid-and-affordability>.

Academic Exclusion, Suspension & Dismissal

Simmons University policies pertaining to student academic progress, standing, termination, and re-admittance can be found in the Simmons University student code of conduct (<http://www.simmons.edu/code-of-conduct>) Please note that specific Nutrition Department policies may differ and can be found below in this document.

Academic Honesty

All academic work submitted is expected to be the original work of the author. Proper citation of another's ideas or work is required. Copying documentation from any source is a form of academic dishonesty. Students are expected to acknowledge any collaboration in all work in an acceptable manner by citation quotations. Consequences of academic dishonesty, including plagiarism, may include non-acceptance of the work submitted, written reprimand, or a failing grade in the course.

Full description can be found in:

<http://www2.simmons.edu/handbook/conduct/honor-system.php>

Transfer Credits

Simmons University policies pertaining to transfer credits for undergraduate students can be found in the Undergraduate Programs section of the Simmons University student handbook (<http://www.simmons.edu/code-of-conduct>)

- For students in the MS and/or DPD programs, please refer to departmental policy (please see Section 9).

Withdrawal from the University

- A student may officially withdraw from the University must contact the academic advisor and the Registrar's office via email. A student who fails to register for any courses for one calendar year is considered to have withdrawn from the University. A withdrawn student must pay all expenses that they incurred while a student at the University before an official transcript is released. Please review the University's refund policy before making a final decision about withdrawing.

<https://www.simmons.edu/admissions-and-financial-aid/financial-aid-and-affordability/billing-and-payment/tuition-housing-refund-schedules-and-appeal>

- A student who received a loan from the University must meet with a counselor in the Office of Student Financial Services before withdrawing. A student who received merit funds (assistantship or scholarship) from the CNBHS cannot retain such funding if/when they should return to the University.
- International students (non U.S. citizens with an F-1 visa) must meet with the International Student Adviser before withdrawing.

Further details on University withdrawal policy please see:

<http://simmons.smartcatalogiq.com/2020-2021/Undergraduate-Course-Catalog/Principles-and-Policies/Academic-Policies>

Readmission of Withdrawn Students

- A request for readmission should be submitted, in writing, to the department chair or program director, with a copy to the Office of the Registrar, at least one month before classes begin for the semester in which the student wishes to register.
- The department chair or program director will notify the student, in writing, of their approval of the student's request. A returning student may be required to meet new department or program expectations and requirements, instituted during their time of withdrawal, and must have satisfied all previous financial obligations to the University.
- It is the responsibility of an international student to meet all immigration policy requirements as specified by the Simmons international adviser.

Family Educational Rights and Privacy Act of 1974

The University's practice in regard to student record-keeping is based on the provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974 (the Buckley Amendment), and is intended to be a safeguard against the unauthorized release of information. This act applies to all enrolled students, former students, and alumni. It does not apply to applicants seeking admission into an institution. Please refer to the university handbook

<https://www.simmons.edu/academics/registrar/privacy-student-records>

Non-discrimination Policy

The Nutrition department adheres to university policy. See:

<https://www.simmons.edu/admission-financial-aid/notice-non-discrimination>

Human Participants in Research Policy for all CNBHS Students

Please see university policy at

<https://www.simmons.edu/academics/research/sponsored-programs/institutional-review-board/frequently-asked-questions>

Section 9 Department of Nutrition Academic Policies

Assessment of Prior Learning and Credit toward Program Requirements

- Prior to registering for courses, a student's transcripts are evaluated for possible course transfer and equivalency.
- For science and nutrition requirements for either the BS or the DPD Certificate Program, students must provide course descriptions and, if needed, syllabi for review.
- For the DPD program, (BS or DPD Certificate) there is a recency requirement for courses. If the student has been working in a field that uses the skills and knowledge taught in a specific course that was taken more than the recency limit prior to beginning the program, the DPD director may waive the recency requirement for a specific course.
- Credits for previous courses for the DPD and BS programs are evaluated based on topics and depth matching the required courses in the enrolled program.

Recency limits (from time of matriculation at Simmons):

- 5 years: all nutrition courses, Anatomy and Physiology I&II, and Biochemistry. However, if a student took Anatomy and Physiology I&II, Biochemistry, or NUTR 111/112 greater than 5 years but less than 10 years prior to beginning the DPD program, the student may choose to take a competency examination to place out of those courses.
- 10 years: All other courses

If a current student requests to substitute a required (DPD or other program requirement) course from another college or university, the student must submit a course description to their adviser and if needed, a syllabus **prior to taking the course**.

- If it is not clear from the course description that the course is equivalent to the Simmons University course, the student must submit a syllabus.
- For science pre-requisites and if there continues to be questions of equivalency, faculty in the biology, chemistry or math departments who teach these courses are asked to review the syllabus to provide the nutrition department with a determination.
- For nutrition courses, the faculty who teaches that specific course at Simmons will review the course for equivalency and the student must provide a strong justification for not taking the course at Simmons.

The Nutrition Department does not accept any laboratory component that is not held in person at a laboratory of the institution offering the course. Lecture portion may be taken in an online format. **Due to the COVID-19 pandemic, selected online**

laboratories are accepted for Spring 2020 to Fall 2021. Students taking lab courses outside Simmons must obtain departmental approval before commencing these courses.

Didactic Program in Dietetics (DPD)

All DPD students must complete all nutrition courses (unless approval has been given otherwise) at Simmons University and **must take NUTR 334, NUTR 331, and NUTR 301** at Simmons even if they have had similar courses at another academic institution. *Courses taken at other institutions must be approved by the student's faculty adviser prior to taking those courses. If the student does not meet these academic requirements, no verification statement will be issued.*

The following are general policies related to taking DPD courses elsewhere under specific circumstances, however, if a student is receiving or has applied for financial aid they must consult with their financial aid adviser regarding any implications of these special circumstances on their financial aid.

- If a student goes on a Leave of Absence (LOA), the student can take courses elsewhere if the Nutrition Department chair or DPD director approves this in advance. Please see details regarding the application process for LOA. Please see the LOA section below.
- Withdrawal policy from the University is in:
<https://www.simmons.edu/academics/registrar/leaving-simmons>

If a student takes courses elsewhere during the period for which they have withdrawn from the university, content area for a specific DPD course will not be applied unless students obtain prior approval from the Nutrition Department Chair or DPD director.

- If a DPD Certificate student has special circumstances which make it necessary for them to take a pre-requisite DPD course elsewhere, **they need to obtain prior approval from the Chair of the Department or DPD director**. Students may be able to take pre-requisite DPD courses for the content area of a specific course elsewhere as long as they obtain this approval *in advance* and are not transferring in the credits. **The Nutrition Department does not accept any laboratory component that is not held in person at a laboratory of the institution offering the course.** Lecture portion may be taken in an online format. **Due to the COVID-19 pandemic, selected online laboratories are accepted for Spring 2020 to Fall 2021. Students taking lab courses outside Simmons must obtain departmental approval before commencing these courses.**

Certificate in Sports Nutrition (CSN)

- **Matriculated students** in the Simmons MS program who are accepted to the CSN can transfer credits from NUTR 455, NUTR 462 and any elective courses while a MS student in the CSN program. No courses from another institution will be accepted for transfer into the CSN program.

Master of Science in Nutrition and Health Promotion (Research or Entrepreneurship Track)

- *Non-matriculated students who have met the prerequisite requirements* may take a total of two courses from either the nutrition department or SNHS 410 Research Methods, SNHS 450 Health Care Systems. Once accepted in the MS program these two courses are acceptable for transfer into the MS program,

Waiving of course requirement

- Based on prior academic course work or other experience, a student may submit a written request to the department chair or program director for a waiver of a required course. If a waiver is granted, a student must register for an elective course to complete the total number of credits required by the department or program for graduation. We do not accept transfer credits.

Prerequisites for the MS in Nutrition and Health Promotion (Research or Entrepreneurship Track)

- Applicants who have a BS degree in nutrition and completed the prerequisite courses more than 10 years ago but are working in a field of nutrition and dietetics that pertain to those courses, will not need to repeat prerequisite courses with the exception of statistics. A statistics review or an equivalent will be suggested or required as determined by the Department Chair.

The Nutrition Department does not accept any laboratory component that is not held in person at a laboratory of the institution offering the course. Lecture portion may be taken in an online format. **Due to the COVID-19 pandemic, selected online laboratories are accepted for Spring 2020 to Fall 2021. Students taking lab courses outside Simmons must obtain departmental approval before commencing these courses.**

Applicants who earned a BS degree in nutrition and completed a Didactic Program in Dietetics accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) (not necessarily at Simmons) are considered to have all the necessary prerequisite courses for the MS degree program.

Master of Science in Nutrition and Health Promotion (Research or Entrepreneurship) and DPD Certificate

- Students may work on the MS degree and DPD Certificate simultaneously. Students will not be enrolled in any nutrition graduate courses without the necessary science and nutrition prerequisites required for the MS degree program.

- Those who are admitted into both the MS and the DPD Certificate Program may use graduate courses in their MS program to fulfill the requirements of 2 DPD courses, Advanced Applications in Community Nutrition, and Seminar: Selected Topics in Nutrition. However, to obtain the exemption from these courses the graduate course equivalents (see below) must be completed prior to completion of the DPD Certificate.
- MS/DPD students interested in the pre-select option of MS/Dietetic Internship, please see course requirements in Section 7.
- *Advanced Applications in Community Nutrition (NUTR 381) is covered by these graduate courses:*
 - NUTR 452 Program Planning, Implementation and Evaluation
 - SNHS 450 Introduction to Health Care Systems
- *Seminar: Selected Topics in Nutrition (NUTR 390) is covered by these graduate courses.*
 - SNHS 410 Research Methods
 - NUTR 489 Proposal Development

Academic Performance

Student Learning Outcomes Assessment

- Student learning is assessed in a variety of ways in the courses. Most of our undergraduate courses must meet the competencies required by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) because these courses are part of the DPD.
- In addition to the course grades, students' performance on a variety of learning activities (i.e. assignments, case studies and projects) are evaluated by the faculty and represent, in part, the degree to which students have met the competency.
- Exam performance is another way faculty assess student learning. Feedback on student performance is given throughout the course, so there are opportunities for improvement.
- Below are two examples of the knowledge requirements (KRDN) for the DPD and the learning outcomes used to assess student learning (in italics); these are based on the 2017 ACEND Standards.

Nutrition 237

- KRDN 3.2: Develop an educational session or program/educational strategy for a target population.
 - *Learning outcome:* 100% of students will develop an educational session for which they earn a minimum grade of 80%, and document these in the form of lesson plans for diverse communities.

Nutrition 248

- KRDN 4.2: Evaluate a budget and interpret financial data.
 - *Learning outcome:* 100% of students will obtain a minimum of 80% in an assignment on determining costs of services and operations to develop a budget for a food service business.

Grades

All courses offered by the Nutrition Department follow standard grading policy below for assignment of letter grades.

Table 9.1: Final Course Grade Scale

Letter Grade	GPA Value	Undergraduate courses	Graduate courses
A	4.0	93-100	94-100
A-	3.67	90-92	90-93
B+	3.33	87-89	87-89
B	3.0	83-86	83-86
B-	2.67	80-82	80-82
C+	2.33	77-79	77-79
C	2.0	73-76	74-76
C-	1.67	70-72	70-73
D+	1.33	67-69	67-69
D	1	63-66	63-66
D-	.67	60-62	60-62
F	0	<60	<60

Undergraduate Grade Requirements

The Simmons University undergraduate requirement for graduation is a minimum grade point average (GPA) of 2.00 calculated from all courses taken at Simmons using the letter grade system. See the current undergraduate course catalog for further details on this (<http://www.simmons.edu/academics/course-catalog/>). Specific academic requirements of each nutrition major/track vary; some are higher than the all university requirement. These are described below.

- **BS Nutrition and Dietetics** Students declaring Nutrition and Dietetics major must apply to this major and meet grade requirements. Minimum GPA to graduate is 3.0. Please see Section 3 for details.
- **BS in Nutrition and Wellness** The all University policy requires a student to repeat a course if a grade of F is earned since no credit is received for a failed course. The Simmons University GPA requirements of 2.0 for graduation will apply.

Table 9.2: Minimum Grade Requirements: BS Nutrition and Dietetics

Science Prerequisites	C
Required DPD Nutrition Courses	B-
Overall GPA	3.0

All other undergraduate nutrition tracks will follow University requirement

Graduate Grade Requirements

- **Graduate nutrition students (including MS, CSN)** must earn a grade of B (not B-) or better in all pre-requisite courses for the MS and master’s level courses (400 and above). The Simmons University graduate requirement for graduation is a minimum grade point average (GPA) of 3.00, to be calculated using the letter grade system.
- **Didactic Program in Dietetics Certificate (DPD)** DPD students are required to maintain certain grade minimum, see table 9.2 and Section 4.

Table 9.3: Minimum Grade Requirements for Graduate Nutrition Students (MS, CSN, DPD). *Not B-.

DPD students: Science Prerequisites (DPD Only)	C
DPD students-Required DPD Nutrition Courses	B-
Master’s Level Courses (400 and above)	B*
Overall GPA	3.0

A student receiving a grade below minimum grade requirement must repeat the course for credit. A student may repeat a course **only** once. Repetition of the course may affect a student's ability to progress with their class and/or their expected date of graduation. A student who repeats a course and does not achieve the minimum grade requirement cannot progress in their program.

The Nutrition Department faculty meet at the end of each semester to review grades and a letter is emailed to students if they failed to meet grade requirement. Students should meet with their faculty advisor promptly to plan for remedy.

“Incomplete” Grade

Required coursework must ordinarily be completed by the last day of final examinations. In extenuating circumstances, students may request an “incomplete.” It is the student’s responsibility to monitor their progress and complete all work so that the instructor can submit a final grade by an agreed deadline. Failure to submit work by the approved incomplete deadline may result in a grade of F.

A student may petition for an extension of time to complete a course before the end of the semester. Undergraduate students must petition to the administrative board.

<https://www.simmons.edu/sites/default/files/2021-05/Registrar-Incomplete-Petition.pdf>

Graduate students should contact the Nutrition Department administrative assistant for paperwork.

Students who become ill, have a medical emergency, a death in the immediate family, extreme hardship, or unusual circumstances may request an incomplete from the instructor. Students must be performing at a passing level to be considered. Forms must be filled out in consultation with the instructor and the Department Chair must review it. If approval is granted, the incomplete must be finished by the end of the following semester. If the course is not completed by this time frame the “I” grade will be converted to an “F” grade.”

Academic warning

- A student is given academic warning if one of the following applies:
 - Their grade point average (GPA) falls below the minimum required for their program.
 - They receive a grade below the minimum grade requirement until an acceptable grade is achieved.
 - They demonstrate behavior inconsistent with the ethical, legal, or professional standards as determined by each department's or program's faculty. See below.

- A letter will be sent to the student stating the warning and reasons with instructions to contact the advisor to discuss remedy and career plans.

Leave of Absence (LOA)

- An officially registered and matriculated student may apply for a leave of absence.

- Leaves, when granted, are for professional, academic, or personal circumstances, and are subject to approval by the department chair or program director and the Dean of the CNBHS.
- Normally, no more than a one-year leave of absence is granted. A student who successfully petitions for a leave of absence is expected by the University to understand the relationship between their leave of absence and the requirements of their program of study.
- Therefore, a petition for a leave is sought only by a student who has carefully planned a sequence of courses, understands when particular courses are normally offered, and knows the date by which degree requirements must be completed

Undergraduate Programs –

- If a student goes on LOA, the student may take courses elsewhere if the Nutrition Department Chair or DPD Director approves this **in advance**.
- A leave of absence is generally granted for no longer than one year. However, a student may petition for an extension with good cause.
- With respect to withdrawal from the University, please see policies in the all-University Student Handbook regarding the process for withdrawal and readmission.
- If the student takes courses elsewhere during the period for which they have withdrawn from the university, content area for a specific DPD course will not be applied unless the student gets prior approval from either the Nutrition Department Chair or DPD Director.
- Students in any of the undergraduate programs should refer to the all University undergraduate student handbook for the leave of absence policy.
<http://www2.simmons.edu/handbook/academics/undergraduate/registration.php>.

Graduate Programs –

- Students in any of the graduate nutrition programs (MS, CSN, DIP, and DPD) may petition for a leave of absence. A leave of absence is generally granted for no longer than one year. However, a student may petition for an extension with good cause.

DPD

- If a DPD student goes on LOA, the student may take courses elsewhere if the Nutrition Department Chair or DPD Director approves this in advance.
- If the student takes courses elsewhere during the period for which they have withdrawn from the university, content area for a specific DPD course will not be applied *unless students get prior approval from either the Nutrition Department Chair or DPD Director*.
- No classes for the Masters may be taken outside Simmons University while a student is on a LOA.

A student who received a loan from the University check with the Office of Student Financial Services for appropriate actions before taking leave. A student who received merit funds (assistantship or scholarship) from the CNBHS is not eligible for such funds

upon return from leave. An international student (non U.S. citizen with an F-1 visa) must meet with the International Student Adviser in the Office of the Dean for Student Life before requesting leave.

When a student plans to return to the University, they must notify the Office of the Registrar and her/his CNBHS department chair or program director in writing one month prior to their scheduled date of return. A petition for a leave of absence is available from the department/program office.

<https://www.simmons.edu/academics/registrar/leaving-simmons>

Completion of a Program

Graduate Programs

Students must complete the CSN in 3 years unless a LOA is granted. Students in the MS program must complete the program in 5 years unless a LOA is granted.

Repeating courses

Students who do not meet the grade requirements for their major/program in a course can only repeat the course once.

Exclusion from Nutrition

1. A Nutrition student (BS, DPD, or MS) who has failing grades (i.e. not meeting the grade requirements of the major or program-see Table 9.1 or 9.2 for a summary of the minimum grade requirements by program) in any two semesters shall be dismissed from the program that requires that course. If a student fails one course, successfully retakes it, and then fails a second course required by the same program, the student will also be excluded.
2. A student may be excluded from the program for demonstrating behavior that is illegal, unethical, or unprofessional as determined by the Nutrition Department faculty.
3. A student will be excluded from the program if they verbally or physically threaten members of the University administration, faculty, staff, students, or clients in the practice setting.
4. Appealing exclusions can be made in writing within 30 days of the decision to the Department Chair by explaining in details reasons for appeal and a plan for remedy. If the chair does not grant their appeal then students can appeal to the Health Sciences Appeals Committee. See section below on the Health Sciences Appeals Committee. If the committee does not grant the appeal, the excluded student can appeal to the Dean. Please refer to the Undergraduate Catalog on exclusion from the University and removal of degree candidacy (under section Satisfactory Academic Progress

<https://www.simmons.edu/academics/course-catalog> and student Code of Conduct (<https://www2.simmons.edu/documents/students/Simmons-University-Code-of-Conduct.pdf>).

Exclusion status will be noted on the student's transcript.

Readmission of Excluded Graduate Students

- A student who has been excluded can appeal their exclusion. They shall be considered for readmission only when they submit substantial evidence of an ability to successfully complete the academic program.
- The department or program faculty will determine the conditions of readmission and continuance. An excluded student wishing to return must formally reapply through the CNBHS Office of Admission by the appropriate department or program admission deadline date.
- If readmitted, an excluded student may be required to meet new department or program expectations and requirements, instituted during her/his time of exclusion, and must have satisfied all previous financial obligations to the University.

Student Evaluation of Courses

The faculty and administration are eager to receive *constructive* feedback regarding courses. This feedback is used to improve course content, teaching, and even required readings. The course evaluation is completed by students enrolled in each nutrition course at the end of the semester, and is administered on-line. The faculty does not review the course evaluation until AFTER the students' final grades are submitted to the Registrar.

Grade Appeals

The Department of Nutrition follows the grade appeals process outlined in and

Please see links for the procedure.

Academic Review Board

The Nutrition Department has an academic review board (ARB). The ARB reviews progression of all students within the degree program, address concerns regarding students who may have violated professional standards, and counsel students having academic difficulty, including but not limited to:

- Failure to maintain the minimum GPA for the program in which they are enrolled
- Course failure

- Probation
- Overall academic record that is considered marginal

The ARB will administer the policies regarding academic progression and exclusion, and will provide official communication with students whose academic performance warrants dismissal from the program. The ARB has the authority to:

- Issue letters of warning
- Place students on departmental probation
- Require students to meet with the ARB to discuss barriers to their success and plans to overcome those barriers moving forward
- Immediately remove student from the Nutrition Department program of study

CNBHS Health Sciences Appeals Committee

The CNBHS Health Sciences Appeals Committee considers formal written requests from students who are seeking an exception to program or CNBHS policies. The appeal must be submitted to the Associate Dean for Health Sciences within the time frame for the particular appeal:

Policy Being Appealed	Time Frame for Appeal Following Student Notification
Program exclusion	30 days
Grade appeal denied by Chair	5 days
Other appeals	14 days

A student may seek an exception to a policy, or appeal a decision if:

- There is new information that could influence outcome
- The student views the original decision as a disproportionate response
- The student believes that the policies were administered unfairly

The Health Sciences Appeals Committee is comprised of Program Chairs from each department (or their designee), the Associate Dean for Health Sciences, the Director of the Dotson Bridge and Mentoring Program, and an at-large faculty member appointed by the Dean for a two year term. The Director of Operations shall be an ex officio member of the committee. The Committee has regularly scheduled meetings throughout the academic year.

Appeals Process:

- Written request submitted by student to the Associate Dean. Students are strongly encouraged to consult with their faculty advisor, in preparing their appeal form and planning for their appearance, in front of the Health Sciences Appeals Committee.
 - Associate Dean will place the student’s appeal for consideration at the next available Health Sciences Appeals Committee meeting. The Committee will make reasonable effort to consider appeals in a timely manner.

- Prior to meeting with the student, the committee may choose to consult with faculty or others involved in the case.
- Students will be invited to appear at Health Sciences Appeals Committee meeting, where their case is being heard. Students are allowed to have their faculty advisor attend the meeting with them if they choose.
- Students will be notified, in writing, of the Committee's decision, within 10 business days of the meeting, at which their appeal is heard. Notification of the decision will also be sent to Dean and the Department Chair.
- In the event that the Appeals Committee grants an exception to a policy, the matter will be referred back to the department responsible for determining how to implement an appropriate plan for student progress.
- The Dean will be the final arbiter.

Student records

Student records are kept electronically on Workday which can be accessed by students. The nutrition department also keeps student records which students can make arrangements to view.

Grievance and Complaints Procedures

- In the event of a perceived disagreement with program personnel, a student should first make the effort to resolve the disagreement with the particular faculty.
- If a resolution is not forthcoming, the student may then discuss the issue with the Program Director or Chair.
- In the rare instance where the problem is still unresolved to the satisfaction of the student, the matter may be referred to the Office of the Associate Dean of the School for Health Studies by either the student or the Program Director.

Formal complaints should also be submitted in writing to the Associated Dean for Health Sciences with a copy to the Dean. The recipient of the complaint will investigate and respond in writing to the complainant and the Dean. Complainants who are dissatisfied with the response may respond to the Dean.

- If a student has a complaint related to the program or its adherence to the accreditation standards set forth by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), students should know that ACEND has established a process for reviewing complaints against accredited programs.
- According to ACEND "Any individual, for example, student, faculty, dietetics practitioner and/or member of the public may submit a complaint against any accredited or approved program to ACEND.

- However, the ACEND board does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion or dismissal of faculty or students. It acts only upon a signed allegation that the program may not be in compliance with the accreditation standards or policies.
- The complaint must be signed by the complainant.” Detailed steps as to how a complaint is handled can be found at the following ACEND link:

<https://www.eatrightpro.org/acend/public-notice-and-announcements/filing-a-complaint-with-acend>

Liability for Safety in Transit to or from Assigned Areas

- The student is expected to provide her/his own transportation to and from field work sites. Liability is assigned to the individual student and is not the responsibility of the University.

Injury and illness at fieldwork sites

- Fieldwork sites are not obligated to provide health services for students. In the case of non-life threatening illness or injury, the student will have to make a rational decision as to whether they should attend their site. Generally, site supervisors will ask that students remain at home until their major symptoms have resolved. The site supervisor and the course instructor must be notified of all absences and the reason for the absence.
- The absences will be made up at a later date as determined by the site supervisor and the student.

Professional Behavior

- Professional behavior in the classroom and at fieldwork sites is expected. The following behaviors demonstrate commitment to professional standards of conduct. Faculty has the right to ask a student to withdraw from a course if the student’s behavior is inconsistent with any of the guidelines stated in the Student Guide. If a student’s behavior is not what the faculty/preceptor considers as professional, they may be asked to withdraw from the course and/or be referred to the Counseling Center.

Commitment to learning:

- Attending each class and lab
- Arriving on time and being well-prepared for class and lab, clinical placements and fieldwork sites.
- Staying in the classroom for the entire class period
- Turning off all electronic devices unrelated to class work.
- When using a computer in class, refraining from non-class related computer activity

- Refraining from side conversations with classmates
- Being attentive to and respectful to all in class, including the faculty presenting the class and classmates discussing questions, cases or issues raised during class.
- Accept feedback and constructive criticism from faculty and preceptors on assignments and fieldwork”

Professionalism:

- Notifying the professor well in advance in the unusual circumstance that you will be late, unable to attend class, or unable to meet class requirements
- Adhering to the Simmons University Honor code at all times in clinical and classroom situations
- Being respectful of all department staff.
- Interact respectfully and effectively with patients, families, colleagues, other healthcare professionals, and the community and to deal effectively with cultural and ethnic diversity issues.
- Display appropriate body language and tone of voice.
- Manage time and resources appropriately.
- Identify sources of, seek out, and accept feedback; and to effectively use and provide feedback.
- Take responsibility and initiative to one’s learning, including seeking additional help when necessary.
- Be able to fulfill commitments and to be accountable for actions and outcomes.
- Be able to identify sources of stress and to develop effective coping behaviors.

Make-up Examinations

- Missed examinations will be rescheduled only upon receipt of a valid, acceptable excuse for something that was beyond the control of the individual (i.e. car accident, family illness/death).
- Illness must be accompanied with a MD/Health Service note.
- Jury duty will be excused with proper documentation.
- Valid and acceptable excuses should be submitted in writing ASAP and no later than 48 hours **before** the scheduled exam.
- Advance requests to take an examination at an alternate date/time should also be made ASAP and no later than 48 hours before the date of the scheduled exam, whichever is earlier, and will be honored at the Instructor’s discretion.
- Failure to comply with this policy will result in the assigned grade of F on this exam.

CPR Certification

Graduate nutrition students in the master’s or CSN programs need to become CPR certified as part of NUTR 461. For certification, the student will need to take an American Heart Association Heartsaver CPR course. To find one locally, please check <https://cpr.heart.org/>. Select either Basic Life Support (BLS) or ELearning. Course prices are

set by the location, but should be between \$20-\$80 for the Adult, Child, and Infant CPR course. Certification is valid for two years.

Proof of CPR certification must be presented by the end of NUTR 461 Exercise Assessment and Prescription.

Section 10: Guidelines for academic work outside the classroom

Guidelines for Independent Study

Independent Study: NUTR 350-01, 02; NUTR 450-01, 02

These courses require the consent of the instructor as a prerequisite. Students enrolled in these courses can receive up to four (4) semester hours of credit upon completion of NUTR 350 and 3 semester hours for the completion of NUTR 450. The independent study option is designed to enable the student to participate in a sustained and substantial investigative experience on a specific topic. This topic may be selected from a variety of topics that have been discussed or suggested in previous nutrition courses. The student choosing this option will be expected to:

1. Perform independently by selecting a topic of interest in the nutritional sciences.
 2. Formulate a specific and provocative question bearing on the topic so that the topic chosen may be focused and the question answered in a definitive manner.
 3. Perform independently in the library by seeking out appropriate reference material, i.e., experimental and review articles in the scientific literature.
 4. Selectively choose the articles of relevance to answer the question rather than merely summarize the literature.
 5. Evaluate and interpret information found in scientific literature.
 6. Organize the information in a coherent, cohesive, concise and clear paper of 20-30 pages that is grammatically correct and devoid of spelling errors.
 7. Cite references throughout the paper using The Journal of The Academy of Nutrition and Dietetics (JAND) as a model for correct reference citation. All statements that are not the student's own thoughts must be cited.
 8. Accomplish these objectives within a realistic time frame.
 9. Students must enroll in this course for a letter grade; students are not eligible for the Pass/Fail option for this course.
- **The student's responsibility starts prior to pre-registration at the end of the semester before the semester of independent study.**
 - **At that time, they are advised to choose a topic of interest and select a preceptor from the nutrition faculty whose interests and expertise coincide with the topic chosen.**
 - **The student must meet with their preferred preceptor before the end of the prior semester to ask whether the faculty member can precept them.**
 - **A short summary of their proposal should be presented in writing to the faculty member.**

If the faculty preceptor accepts the student's proposal, the student may pre-register for NUTR 350. Within the first week of the term the student must meet with the faculty preceptor to focus the topic of investigation, and to have the question approved. During

the semester, the student must continue to meet periodically with the faculty preceptor in order to:

1. Discuss the progress of the topic under investigation.
2. Ensure clarity of thought and purpose.
3. Design the breadth and depth of the topic to be appropriate for the course credits, length of the paper and capabilities of the student.
4. Stimulate questions and answers for deeper investigation.
5. Ensure completion of work within one semester.

Guidelines for Fieldwork

Fieldwork: NUTR 380-01, 02; NUTR 480-01, 02

- The prerequisite is consent of the instructor.
- Students enrolled in NUTR 380 receive between one (1) to four (4) semester hours of credit upon completion of the course and between 1 (one) to three (3) semester hours for the completion of NUTR 480 and are expected to spend a minimum of **6-8 hours per week** at the field site itself in addition to library research, documentation of their learning experiences and consultation with their faculty adviser.
- The student should outline their objectives, methods of implementation and evaluation, and identify their resources in advance of the experience. These will, of course, be consonant with the needs and objectives of the field site so that the student can have a positive effect on the institution with which they are affiliated.
- **The student's responsibility starts prior to pre-registration at the end of the semester before the semester of fieldwork. At that time, they are advised to choose a topic of interest and select a preceptor from the nutrition faculty whose interests and expertise coincide with the topic chosen. They must formally ask the faculty whether they are willing to precept them prior to registration.**

Student fieldwork is not paid and is not to be used to replace employees at the fieldwork site.

For students in the joint DPD program between Simmons and Tufts, the instructor will provide instructions on maintaining records for meeting KRDN competencies.

Steps to Follow for Fieldwork

1. Identify goals and objectives before pre-registrations. After identifying goals, objectives and interests, students should consult with their faculty adviser for suggestions of possible sites and areas of investigation.
2. Arrange fieldwork placement before pre-registration.

3. Request a faculty member to act as your mentor. Provide your goals and objectives to this faculty member for approval.
4. Student must enroll in NUTR 380/480 for a letter grade; students are not eligible for the Pass/Fail option in this course.
5. All written assignments are due on the last day of classes.

The general objective of the fieldwork placement is to enable the student to gain an understanding of an agency as it relates to the nutrition component. Therefore, the student will:

1. Explore the nutrition component of an agency.
2. Gain experience working with a variety of professionals.
3. Be provided with opportunities to develop, plan and execute learning activities with and for professional and non-professional groups and individuals.

The responsibilities of the fieldwork supervisor will include:

1. Aiding the student in the development and refinement of their personal objectives.
2. Introducing the student to the setting and individuals within that setting.
3. Being available for guidance and evaluation of the student's work and experience, preferably a fixed time each week.
4. Alerting Simmons University faculty to any problems regarding the student's performance.
5. Providing formal evaluation of a student's performance to be given to the student on their last day of fieldwork and forwarded to Simmons University faculty.

The responsibilities of the faculty member include:

1. Being available to the student for appointments and to the fieldwork supervisor for conferences and evaluation.
2. Working with the student to rectify any problems with performance while at the agency.
3. Evaluating the student's progress and work.

The responsibilities of the student include:

1. Accepting guidance on performance from fieldwork supervisor and faculty.
2. Discussing any problems related to fieldwork participation with the fieldwork supervisor and faculty.
3. Planning for scheduled meetings with fieldwork supervisor and faculty member on a regular basis.
4. Discussing with fieldwork supervisor the accuracy of observation for term paper.
5. Planning project and learning activities approved by fieldwork supervisor.
6. Preparing a self-evaluation to be given to the fieldwork supervisor on the last day of fieldwork (forwarded by Simmons University).
7. Completing all assignments in a thorough manner and on time.
8. Professional conduct.

**This section adapted from Guidelines of Field Courses in Public Health Nutrition, compiled by the joint Field Education Committee of the Association of State and*

Suggestions and Guidelines for Fieldwork Write-Up

1. It may be helpful to keep a diary of activities and information learned to draw upon later in the semester when preparing for the final paper.
2. Agency goals, objectives, services rendered and population served should be defined. Also demographic data (age, sex, income, etc.) should be included. Define nutritionist's (if there is one) role in the agency. If there is not a nutritionist, how do you see their role if there were one?
3. The student should analyze their observations and activities. One activity in particular should be selected for an in-depth analysis.
4. The student should submit class outlines, educational booklets, etc. to the faculty.
5. Conclusions and discussions of fieldwork and suggestions for improvement should be submitted to faculty.

Note: Make sure all information cited is referenced. Style should follow that used by *The Journal of the Academy of Nutrition and Dietetics*.

Term Paper

1. A topic should be selected and researched that will be useful in your fieldwork. For example:
 - a. "Behavior modification in weight control program if you are working with a group of individuals with excess weight."
 - b. "Adolescent nutrition and pregnancy if you are involved with a WIC program."
2. The paper should have an approximate length of 10 double-spaced typed pages on a computer.
3. References – see above; use only research from the previous ten years.

Courses with a fieldwork component Include

- NUTR 331
- NUTR 237
- NUTR 381
- NUTR 350 (dependent upon placement)
- NUTR 380 (dependent upon placement)

Requirements for Clinical Courses or Fieldwork courses

- Students will be given instructions for their specific class at the end of the previous semester. Clearance procedures can take a significant amount of time. This should be planned for when registering for any clinical course.
- Several that involve practicum require a CORI background check, for which the specific procedures will be outlined midway through the previous semester, as they vary by course. Details of the CORI check will be given to students after course enrollment.
- A recent physical (within the past year) will be required of students before they are allowed in the clinical areas. Students with known health problems may be admitted to courses with prior approval of the faculty and health officials of the University.
- For the fieldwork component of certain courses, (e.g. Community Nutrition), students might need the following immunization, details will be provided to students after course enrollment.
 - written proof of a negative TB test taken within the past 6 months of the class start date
 - proof of vaccination for measles, mumps, rubella (MMR) or a safe titer level and a physical exam.
 - The chart in Appendix 3 can assist students in providing appropriate documentation of immunizations required for certain courses (e.g. Introduction to Clinical Dietetics) prior to hospital lab rotation (**these are subject to change, especially due to COVID-19**).

Students accepted into the course with known health conditions, or students who develop health issues during the semester, will be advised that they may be requested to withdraw from the course or obtain other comparable experience when, in the opinion of the faculty:

1. The student has difficulty coping with the demands of the course.
2. The student's health problem has a detrimental effect on his or her peers and/or clients.

Students who declines a field placement because of health concerns must inform the instructor immediately and arrange with the instructors for alternative sites or arrangements.

Dress Code

In some clinical placements students are required to wear laboratory coats and name pins. Students are expected to purchase their own laboratory coats (\$25-30). Preceptors will define and supervise adherence to appropriate dress policies for that institution.

CORI (Criminal Offender Record Information) / DSS Check (Dept of Social Services)

Students in courses with a clinical or community fieldwork component are required to undergo a CORI and/or DSS/CORI check (NUTR 237, NUTR 331, and NUTR 381). CORI is administered by the fieldwork site. Students will be sent instructions by the Nutrition Department and should follow these instructions carefully and promptly. Failure to submit to CORI check will result in withdrawal from the course.

Appendices

Appendix 1: Nutrition Department: Application to Nutrition and Dietetics Major

Name of the student: _____

Name of the advisor: _____

To be completed by April 1st of sophomore year (or junior year for transferred student)
by the student: before declaration of major.

Please meet with your Nutrition faculty advisor to submit this form along with official transcripts and the declaration of major form. Once the adviser has determined that the GPA requirements have been met, they will sign the declaration of major form and submit it to the chair of the Nutrition Department for signature.

Did you transfer to Simmons as a Junior? Yes / No

Overall GPA:

Simmons GPA: _____ (no lower than a 3.0 for the Nutrition and Dietetics major)

If you have taken courses at other colleges/universities, please list the names and GPA:

Name of college/university _____ GPA _____

Grades for courses required for the Nutrition and Dietetics major: Please check off which of the following courses were taken and your grades (please provide an official transcript with this form). Please note that we do NOT expect you to have taken all the listed courses.

Science courses-no lower than a C in any of the Science/Stats courses

	Course taken? (Y/N)	If taken: note grade
BIOL 113 General Biology (with lab)		
BIOL 221 Microbiology (with lab)		
CHEM 111 or 113 Introductory Chemistry: Inorganic* or Principles of Chemistry (with lab)		

CHEM 112 Introductory Chemistry: Organic*		
STAT 118 Introductory Statistics		
Bio 231: Anatomy and Physiology 1 (with lab)		
Bio 232: Anatomy and Physiology II (with lab)		

Nutrition courses- no lower than a B- in any Nutrition course

	Course taken? (Y/N)	If taken: note grade
NUTR 112 Introduction to Nutrition Science OR NUTR 111 Fundamentals of Nutrition Science		
NUTR 237 The Practice of Community Nutrition		
NUTR 201 Advanced Food Science		
NUTR 248 Food Production and Service Systems		
NUTR 249 Leadership in Nutrition Management		

Please include transcripts (unofficials ones are acceptable)

Applying for Internship Programs:

Consulted your faculty advisor about preparing to apply for internships: _____

Volunteer Work:

Paid work in dietetics:

I have reviewed this information with my advisor:

Advisor's Signature

Student's Signature

Date

APPENDIX 2: CODE OF ETHICS

The Academy of Nutrition and Dietetics Commission on Dietetic Registration issues a Code of Ethics for all members and credentialed professionals. Students in the DPD program, including BS students are required to adhere to this set of professional codes.

The 2018 Code of Ethics can be found here:

<https://www.eatrightpro.org/practice/code-of-ethics/what-is-the-code-of-ethics>

APPENDIX 3: CLINICAL CLEARANCE

(Applicable when in-person clinical field work is conducted.)

The following is currently required for the required placement for NUTR 331. This is subject to change as hospital requirements change.

TB Screening

TB Screening	IGRA Blood Test (Q-Gold, T-Spot)	History of Positive TB Screening
One TB skin test done within past year of hire date; a second TB test within three months of hire date.	One test done within 3 months of hire	Report of Chest X-Ray, within 10 years of hire date, done specifically for TB evaluation; documentation of treatment; symptom review within three months of hire date

Immunizations

Measles (Rubeola) Two (2) vaccines **or** a positive blood test result

Mumps Two (2) vaccines **or** a positive blood test result

Rubella (German Measles) One (1) vaccination **or** a positive blood test result

Varicella (Chickenpox) Official documentation of two (2) vaccines **or** a positive blood test result

Tetanus-Diphtheria- Pertussis*

Official documentation of one (1) vaccine within 10 years **(highly recommended)*

Hepatitis B Official documentation of three vaccines and Hepatitis B surface antibody (if patient contact)

Influenza Official documentation of vaccination from most recent flu season

COVID-19

I have received the Simmons University Nutrition Handbook. I agree to abide by the policies set forth in this handbook throughout the remainder of my studies in Nutrition and Dietetics.

Signed

Print name

Please email to the Nutrition Department at nutrition@simmons.edu.

Date _____