

NUTRITION STUDENT GUIDE

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



2026-2027

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Section 1: Introduction

INTRODUCTION

This Nutrition Student Guide is a comprehensive outline of the 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 all-inclusive resource and should be used in conjunction with the other resources provided in this Guide (see resource in Section 2) as well as with your faculty adviser. It is recommended that students ask for clarification regarding questions about your program or progress.

Brief History

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, not only because of its excellent programs and faculty but also 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 can 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 advantageous location of Simmons has served the Nutrition Department well over its 100-year history.

OUR MISSION

The Simmons University Department of Nutrition has a twofold reason for existence. The first is to educate students in preparation for their success in the dietetics profession; this includes preparation in advanced nutrition or dietetics education or employment. Part of this preparation is to foster an appreciation of lifelong learning through an emphasis on the understanding of nutrition research and evidence-based practice. We aim to prepare students to be effective in a profession that works to positively 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 of food and health, and one that fosters an appreciation of food's relationship to other sciences. The second reason 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 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 a "community of higher learning that unites passion with purpose". (<https://www.simmons.edu/about/our-mission-history>).

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 core values to be realized. Additionally, the larger metropolitan Boston community provides opportunities for off-campus learning and complements academic learning. 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 the 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 backyard. This educational alliance also supports the University's goal of providing an applied educational program.

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 regularly. How and why food is chosen is determined by a set of human behaviors constantly refined by such diverse forces as biology, environment, economics, politics, culture, and the effects of the media. Since our faculty believe 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 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 (Applied Nutrition Science or Entrepreneurship track)
- BS in Exercise Science/MS in Nutrition and Health Promotion (Applied Nutrition Science or Entrepreneurship track)
- BS in Public Health/MS in Nutrition and Health Promotion (Applied Nutrition Science or Entrepreneurship track)
- BS in Biology/MS in Nutrition and Health Promotion (Applied Nutrition Science or Entrepreneurship track)

Post-Baccalaureate and Graduate

- Didactic Program in Dietetics Certificate (DPD)
- MS in Nutrition and Health Promotion – Applied Nutrition Science 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

- The academic advisor 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.
- Undergraduates are advised by the Undergraduate Advising office (<https://www.simmons.edu/undergraduate/academics/undergraduate-advising>). Beginning in Sophomore year, students are assigned a faculty advisor in the nutrition department.
- 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 before course registration.* It is the student's responsibility to set meetings with their adviser.
- Students need 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

Information on the nutrition department faculty members, excluding adjunct faculty. (Table 2.1)

Table 2.1. Nutrition Department Faculty Information

Faculty Member	Faculty Webpage Link
Lisa S. Brown, Ph.D., RD, LDN (Co-Department Chair, DI Director)	https://www.simmons.edu/people/lisa-brown
Teresa T. Fung, ScD, RD (Co-Department Chair, DPD Director)	https://www.simmons.edu/people/teresa-fung
Jacqueline A. Beatty, Ph.D., RD, LDN, ACSM-CPT	https://www.simmons.edu/people/jacqueline-beatty
Sharon Gallagher, MEd, RD, LDN	https://www.simmons.edu/people/sharon-gallagher
Yara Gholmie, Ph.D., RD, LDN	https://www.simmons.edu/people/yara-gholmie
Kathrina Prelack, Ph.D., RD	https://www.simmons.edu/people/kathrina-prelack
Beth Siu, Ph.D., RD	https://www.simmons.edu/people/elizabeth-colavito-siu

Urshila Sriram, MSPH, Ph.D., RD, LDN	https://www.simmons.edu/people/urshila-sriram
Kathleen Walker, MDA, RDN, LDN, CSG	https://www.simmons.edu/people/kate-walker

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. 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 for the entire Simmons community and for nutrition students.

Nutrition Liaison email: nutrition-liaison@simmons.edu

Nutrition Liaison Instagram: @nutrition.liaison

MARION MASON & NANCIE HERBOLD INTEGRATIVE NUTRITION SEMINARS

Each semester, the Department of Nutrition hosts seminars on various topics in nutrition, dietetics, or food science. These seminars are open to the general nutrition community in the greater Boston area, students, and alumni. All undergraduate and graduate students interested in nutrition and health are encouraged to attend.

STUDENT RESOURCES

Academic Calendar	http://www.simmons.edu/academics/academic-calendar
Simmons University Code of Conduct	https://internal.simmons.edu/students/student-affairs/mission-vision-values-and-goals/code-of-conduct
Nutrition Department programs	http://www.simmons.edu/academics/schools-departments/nutrition
Student Support and Resources	https://www.simmons.edu/student-life/student-support-resources
Simmons Workday	workday.simmons.edu
Simmons Gmail	http://gmail.simmons.edu
Simmons Moodle	https://moodle.simmons.edu

Simmons Library	https://www.simmons.edu/library
Library Study Room Reservations	https://simmons.libcal.com/spaces?lid=16262&gid=0
Office of Accessibility Services	https://www.simmons.edu/your-simmons/student-support-resources/accessibility-services
REEF Support Center	https://internal.simmons.edu/students/student-affairs/health-promotion-and-wellness-support/reef
Center for Student Success	https://internal.simmons.edu/students/academics/student-success
Registrar Office	https://www.simmons.edu/academics/registrar
Technology Support	https://www.simmons.edu/student-life/student-support-resources/technology-support
Tutoring Center	https://www.simmons.edu/student-life/student-support-resources/tutoring-and-academic-support
Writing Center	https://www.simmons.edu/student-life/student-support-resources/writing-support
University and Community Resources	https://www.simmons.edu/why-simmons/commitment-inclusivity/title-ix/university-and-community-resources
Nutrition Department Facebook Page	https://www.facebook.com/SimmonsUniversityNutritionDepartment/
Nutrition Department Instagram Page	https://www.instagram.com/simmons.nutrition/
Directions to Campus	https://www.simmons.edu/maps-directions
Campus Map	https://www.simmons.edu/maps-directions/campus-maps
Campus Parking	https://www.simmons.edu/maps-directions/parking
Commuting Alternatives	https://www.simmons.edu/maps-directions/commuting-alternatives
Campus Card Information	https://www.simmons.edu/student-life/student-support-resources/campus-card

Employee Directory	https://www.simmons.edu/directory
CampusDish 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 more details about the DPD, please see Section 4. Graduates of the BS program in Nutrition & Dietetics will need a Master's degree (in any field) in addition to supervised practice (most commonly via a dietetic internship) to sit for the RD examination.

Dr. Teresa Fung is the DPD Director. The Simmons University DPD is accredited 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 should initially declare the Nutrition and Wellness major in their first year. They should also inform their advisor that they intend to apply to the Nutrition and Dietetics major, which happens in the second semester of their sophomore year as outlined below.
- To apply, please complete the application (see Appendix 1) and the Simmons [Major Declaration](#) form; students should review the application with their advisor during the Spring course planning meeting (ie. Planning for Junior year Fall semester).
- Admission to the major beyond the spring semester of Junior year is at the discretion of the department irrespective of meeting grade requirements (see page 40).
- Submit these materials to Leah Smith in the Nutrition office (leah.smith@simmons.edu) 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(s). 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 (see page 41).

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

- A minimum of a 2.7 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 (except for NUTR 311a+b in which a minimum of C+ is required.).

Any courses to be transferred in, whether taken before or after matriculating at Simmons must meet our recency requirements; 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).

To be in a good position to be matched with an internship:

- Students will need a **minimum** of a 2.7 GPA.
- Courses must be taken with letter grade, not pass/fail
- Students must earn a **C or better in all the required science courses** and a **B- or better in all required nutrition courses** except for NUTR 311a and 311b for which the minimum is C+.
- If grade requirements are not met, *the course must be repeated to graduate*. While it is not necessary to repeat the course in any particular sequence, the student should repeat it before 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 before taking the next course in the series (see page 40 for grade requirements).
- **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);

§requires prerequisite(s)

Note for transfer courses: We will only accept previous online lab courses taken between Spring 2020 and Spring 2022, due to the COVID-19 pandemic. Lab courses taken outside of this period should be in person.

Nutrition Requirements

- NUTR 112 Introduction to Nutrition Science or NUTR 111 Fundamentals of Nutrition Science*
- NUTR 201 Advanced Food Science*§
- 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 311a Nutrient Metabolism I§
- NUTR 311b Nutrient Metabolism II§
- NUTR 331 The Practice of Clinical Dietetics*§
- NUTR 334a Medical Nutrition Therapy I - Foundations§
- NUTR 334b Medical Nutrition Therapy II - Disease and Conditions §
- NUTR 381 Advanced Applications in Community Nutrition§
- NUTR 390 Seminar: Selected Topics in Nutrition§

*with Laboratory (no online labs are accepted);

§requires prerequisite(s)

Note for transfer courses: We will only accept previous online lab courses taken between Spring 2020 and Spring 2022, due to the COVID-19 pandemic. Lab courses taken outside of this period should be in person.

*In addition, there is **one** required social science course related to human behavior, such as sociology, or psychology.*

Independent Learning/PLAN:

- NUTR 381 (Advanced Applications in Community Nutrition)*

Writing Intensive PLAN requirement:

- NUTR 390 (Seminar: Selected Topics in Nutrition)

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

	Fall Semester	Spring Semester
1st year	CHEM 111 - Introductory Chemistry: Inorganic* NUTR 112 - Introduction to Nutrition Science OR NUTR 111 - Fundamentals of Nutrition Science*	CHEM 112 - Introductory Chemistry: Organic*ø§
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 (or Fall of Junior Year)	BIOL 221 - Microbiology*§ NUTR 237 - The Practice of Community Nutrition (or Fall) §
3rd year	BIOL 231 - Anatomy & Physiology I*§ NUTR 201 - Advanced Food Science*§ NUTR 248 - Food Production and Service Systems	NUTR 249 - Leadership in Nutrition Management BIOL 232 - Anatomy & Physiology II*§ CHEM 223 - Introduction to Biochemistry§ NUTR 301 –Dietetics Profession**
4th year	NUTR 311a - Nutrient Metabolism I§ NUTR 334a - Medical Nutrition Therapy I - Foundations§ NUTR 390 – Seminar: Selected Topics in Nutrition§	NUTR 311b - Nutrient Metabolism II§ NUTR 334b - Medical Nutrition Therapy II - Disease and Conditions § NUTR 331 - The Practice of Clinical §Dietetics (must be enrolled concurrently with NUTR 334) NUTR 381 - Advanced Applications in Community Nutrition§

*with laboratory component; ø May take in Fall sophomore year if offered; § Requires prerequisite(s)

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 and grades 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 Section 9 for details.

For more information, go to: <https://www.simmons.edu/undergraduate/academics/majors-minors/nutrition-and-dietetics>

MAJOR IN NUTRITION AND WELLNESS

The courses for the Nutrition and Wellness major are as below. 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 plan to fulfill the DPD requirements, the student should declare Nutrition and Wellness before the spring semester of sophomore year and inform the advisor of the intention to apply to the Nutrition and Dietetics major. The Nutrition and Wellness major provides a foundation in health sciences, communications, and business.

Program objectives (learning outcomes):

1. Graduates will be able to provide evidence informed health education in a variety of settings for health promotion and disease prevention.
2. Graduates of the program will have acquired advanced skills in counseling and communications.
3. Graduates will create and evaluate a nutrition intervention for the purpose of health promotion in community settings.

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 (no online labs are accepted); § Requires prerequisite(s)

Note for transfer courses: We will only accept previous online lab courses taken between Spring 2020 and Spring 2022, due to the COVID-19 pandemic. Lab courses taken outside of this period should be in person.

Nutrition Requirements

- NUTR 112 Introduction to Nutrition Science or NUTR 111 Fundamentals of Nutrition Science
- NUTR 101 or 201 Food Science*/Advanced Food Science*§
- NUTR 237 The Practice of Community Nutrition§
- NUTR 249 Leadership in Nutrition Management§
- NUTR 248 Food Production and Service Systems§
- NUTR 360 Lifestyle Rx§
- NUTR 381 Advanced Applications in Community Nutrition§
- NUTR 390 Seminar: Selected Topics in Nutrition§

*with Laboratory (no online labs are accepted); § Require prerequisite(s)

Note for transfer courses: We will only accept previous online lab courses taken between Spring 2020 and Spring 2022, due to the COVID-19 pandemic. Lab courses taken outside of this period should be in person.

Required Health/Communication Management Core Courses

- Four courses in Public Health, Exercise Science, Communications, Management, or other areas as approved by the Department Chair(s).
- A mix of course levels (at least one 200 level course or higher).

Students may take one non-nutrition course as pass/fail. All courses that count toward the major must have a minimum of C- and meet university graduation requirements.

For more information, go to: <https://www.simmons.edu/undergraduate/academics/majors-minors/nutrition-and-wellness>

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

MINOR IN NUTRITION

Complete the following course and and adhere to University requirements on grades:

- NUTR 101 Food Science*
- NUTR 111 Fundamentals of Nutrition Science* or NUTR 112 Introduction to Nutrition Science
- NUTR 150 Global Nutrition Issues or NUTR 110 Sociocultural Implications of Nutrition§
- Two additional NUTR courses 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. Please see page 40 for the grading scale.

For more information, go to: <https://www.simmons.edu/undergraduate/academics/majors-minors/nutrition-minor>

Departmental Honors

Undergraduate nutrition students who fulfill the following requirements will be granted departmental honors at graduation.

- Minimum GPA of 3.7

- must complete a thesis or project (usually the literature review in NUTR 390) that has been approved by the department or program and be supervised by at least one faculty member within the department and receive a grade of A or A- on that thesis or project.
- must present their work to the department or program at a designated forum. (Undergraduate or STEM symposium or equivalent)
- must not have been found guilty of violating the Honor Code of Responsibility.

Department Honors will be denoted in the Simmons transcript.

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 (see Section 3) or in addition to an already completed Bachelor's degree through the Didactic Program in Dietetics (DPD) Certificate

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 the 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. A Master's degree in any area is also a requirement for taking 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, 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 accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), 120 South Riverside Plaza, Suite 2190, Chicago, IL, 60606-6995, (312) 899-5400.

DPD Goals and Program Outcomes

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

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:

- At least 80% of program students enrolled in the BS/DPD and DPD Certificate will complete the program/degree requirement within 3 years (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%.
- 50% of BS/DPD and 70% of DPD graduates apply to supervised practice programs before or within 12 months of graduation.
- 55% of BS/DPD and 80% of DPD graduates are admitted to supervised practice programs before or within 12 months of graduation*.
- At least 75% of graduates will agree or better to being prepared on 75% of the items (that pertain to the content they learned at Simmons) on the graduate survey.
- At least 75% of Directors of Supervised Practice will rate Simmons DPD graduates as adequately prepared or better on 75% of items listed on the survey.
- Graduates who applied to nutrition/public health-related graduate programs, 70% will be admitted within 12 months of application.
- Among graduates who sought nutrition/public health-related employment, 50% were employed within 12 months of application

*Among those who applied for supervised practice programs.

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

2022 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 for DPD Nutrition courses at Simmons and affiliated institutions 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).

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

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

KRDN 1.3 Apply critical thinking skills.
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Domain 2. Professional Practice Expectations: Beliefs, values, attitudes, and behaviors for
--

the nutrition and dietetics practitioner level of practice.
KRDN 2.1 Demonstrate effective and professional oral and written communication and documentation.
KRDN 2.2 Describe the governance of nutrition and dietetics practice, such as the Scope of Practice for the Registered Dietitian Nutritionist and the Code of Ethics for the Profession of Nutrition and Dietetics.
KRDN 2.3 Assess the impact of a public policy position on nutrition and dietetics practice.
KRDN 2.4 Discuss the impact of health care policy and different health care delivery systems on food and nutrition services. Our
KRDN 2.5 Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates.
KRDN 2.6 Demonstrate cultural humility, awareness of personal biases, and an understanding of cultural differences as they contribute to diversity, equity, and inclusion.
KRDN 2.7 Describe contributing factors to health inequity in nutrition and dietetics including structural bias, social inequities, health disparities, and discrimination.
KRDN 2.8 Participate in a nutrition and dietetics professional organization and explain the significant role of the organization.
KRDN 2.9 Defend a position on issues impacting the nutrition and dietetics profession.
Domain 3. Clinical and Client Services: Development and delivery of information, products, and services to individuals, groups, and populations.
KRDN 3.1 Use the Nutrition Care Process and clinical workflow elements to assess nutritional parameters, diagnose nutrition-related problems, determine appropriate nutrition interventions, and develop plans to monitor the effectiveness of these interventions.
KRDN 3.2 Develop an educational session or program/educational strategy for a target population.
KRDN 3.3 Demonstrate counseling and education methods to facilitate behavior change and enhance wellness for diverse individuals and groups.
KRDN 3.4 Practice routine health screening assessments, including measuring blood pressure and conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol).
KRDN 3.5 Describe concepts of nutritional genomics and how they relate to medical nutrition therapy, health, and disease.

KRDN 3.6 Develop nutritionally sound meals, menus, and meal plans that promote health and disease management and meet client's/patient's needs.

Domain 4. Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations.

KRDN 4.1 Apply management theories to the development of programs or services.
--

KRDN 4.2 Evaluate a budget/financial management plan and interpret financial data.
--

KRDN 4.3 Demonstrate an understanding of the regulation system related to billing and coding, what services are reimbursable by third-party payers, and how reimbursement may be obtained.
--

KRDN 4.4 Apply the principles of human resource management to different situations.

KRDN 4.5 Apply safety and sanitation principles related to food, personnel, and consumers.
--

KRDN 4.6 Explain the processes involved in delivering quality food and nutrition services.
--

KRDN 4.7 Evaluate data to be used in decision-making for continuous quality improvement.
--

Domain 5. Leadership and Career Management: Skills, strengths, knowledge, and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.
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KRDN 5.1 Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.
--

KRDN 5.2 Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals.

KRDN 5.3 Practice how to self-advocate for opportunities in a variety of settings (such as asking for needed support or presenting an elevator pitch).
--

KRDN 5.4 Practice resolving differences or dealing with conflict.

KRDN 5.5 Promote team involvement and recognize the skills of each member.
--

KRDN 5.6 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.
--

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 7 courses must be taken at Simmons to be eligible for the Verification Statement from Simmons University, including NUTR 334a + b, NUTR 331, and NUTR 301. NUTR 311 a + b must be taken at Simmons unless it was completed at the time of application to the program.

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 are accepted); § Requires prerequisite(s)

Note for transfer students: We will only accept previous online lab courses taken between Spring 2020 and Spring 2022, due to the COVID-19 pandemic. Lab courses taken outside of this period should be in person.

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 334b, 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 311a Nutrient Metabolism Part I §
- NUTR 311b Nutrient Metabolism Part II§
- NUTR 381 Advanced Applications in Community Nutrition §
- NUTR 334a Medical Nutrition Therapy I - Foundations
- NUTR 334b Medical Nutrition Therapy II - Disease and Conditions §
- NUTR 390 Seminar: Selected Topics in Nutrition §
- NUTR 301 Dietetics Profession

*with Laboratory (no online labs are accepted); § Requires prerequisite(s)

Note for transfer courses: We will only accept previous online lab courses taken between Spring 2020 and Spring 2022, due to the COVID-19 pandemic. Lab courses taken outside of this period should be in person.

In addition, there is **one** required social science course on human behavior; preferably in sociology or psychology.

- 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, whether taken before or after matriculating at Simmons must meet recency requirements, please see Section 9 for specifics.
- Students may begin any course only when prerequisite courses have been completed.
- Grades for prerequisite courses taken elsewhere must be posted at least 2 weeks before the class begins.
- Courses must be taken with letter grade, not pass/fail.

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** (except NUTR 311a+b which a C+ is needed).
- 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. However, it is suggested that students repeat the course before taking any other course that requires it as a prerequisite.
- If a student passes a course but did not complete a required KRDN before the end of the semester, remedial arrangements can be made with the course instructor after the semester ends. However, the course grade will not change upon completion of the KRDN.

After Completion of the DPD

Following completion of a Bachelor's degree and the DPD coursework requirements, the next steps in preparation for the RD credential are:

- Completion of a Master's degree in any field (if not already completed)
- Completion of an accredited supervised practice program (i.e., a dietetic internship program [DIP])
- Completion of 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 two “pre-select” options with the Simmons DPD:

- A combined MS-Dietetic Internship program.
- A stand-alone internship program for those who have previously completed a Master’s degree (at Simmons or another institution).
- Please see Section 7.

The Department of Nutrition also has joint MSDI partnership programs with the following dietetic internships:

- Beth Israel Deaconess Medical Center
- Massachusetts General Hospital
- Brigham and Women’s Hospital
- Hebrew Rehabilitation Center
- Be Well Solutions (Distance Internship)
- Wellness Workdays

For more information on becoming a registered dietitian please see:

<https://www.eatrightpro.org/acend/students-and-advancing-education/career-information/registered-dietitian-nutritionist-fact-sheet>

Table 4.1. Suggested Sequence of Courses for the DPD Certificate for full-time students.

This course sequence assumes that none of the DPD course requirements have been completed before coming to Simmons University. The length of time to complete the program varies, depending on the number of courses already completed and full or part-time course plan.

	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* STAT 118 - Introductory Statistics	BIOL 221 - Microbiology*§ NUTR 237 - The Practice of Community Nutrition§ CHEM 112 - Introductory Chemistry: Organic* § NUTR 301 - Dietetics Profession
Summer	BIOL 231 - Anatomy & Physiology I*§ BIOL 232 - Anatomy & Physiology II*§ CHEM 223 - Introduction to Biochemistry§	

2nd year	NUTR 248 - Food Production and Service Systems NUTR 201 - Advanced Food Science*§ NUTR 311a - Nutrient Metabolism Part I§ NUTR 334a Medical Nutrition Therapy I - Foundations§ NUTR 390 - Seminar: Selected Topics in Nutrition§	NUTR 249 - Leadership in Nutrition Management NUTR 311b Nutrient Metabolism Part II NUTR 334b - Medical Nutrition Therapy II - Disease and Conditions§^ NUTR 331 - The Practice of Clinical Dietetics§^ NUTR 381 - Advanced Applications in Community Nutrition§
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*with a laboratory component (no online labs are accepted); § Requires prerequisite(s)

^must enroll concurrently in NUTR 331 and NUTR 334b, except with instructor consent.

Note for transfer courses: We will only accept previous online lab courses taken between Spring 2020 and Spring 2022, due to the COVID-19 pandemic. Lab courses taken outside of this period should be in person.

Obtaining a Verification Statement Attesting to DPD Completion

Students must complete all DPD courses and KRDNs, and meet minimum grade requirements (see page 41). The Verification Statement issued by the DPD Director certifies eligibility to begin supervised practice. Instructions on the paperwork for the Verification Statement are provided in NUTR 301. Please contact Dr. Fung, DPD Director for instructions.

In brief, all students must provide the following materials:

- Request for Verification form
- 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 where the bachelor's degree was conferred, which must state that the degree was conferred and the date.

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

For more information, go to: <https://www.simmons.edu/graduate/academic-programs/graduate-and-certificate-programs/didactic-program-dietetics-certificate>

Section 5: Accelerated BS-MS Degree Programs

Undergraduate students who have met the admissions requirement for the MS in Nutrition and Health Promotion may apply to an accelerated MS degree in Nutrition via the Simmons Edge program:

- <https://www.simmons.edu/academics/simmons-edge>

Please visit the Nutrition section of the Undergraduate Catalog for our Accelerated Degree Programs and view Section 6 of this guide for program requirements:

- <https://www.simmons.edu/academics/course-catalog>

Students may apply via the Edge program procedures in the Spring of **their junior year**.

- The student must have completed or intend to complete all prerequisites for the MS degree prior to beginning their senior year.
- The student must have maintained satisfactory academic progress in their coursework and attained a final minimum GPA of 3.0 at the time of their application (cumulative GPA through the fall semester of their junior year).

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 3.0 upon graduation (including spring semester grades).
- Have met the MS in Nutrition and Health Promotion requirement of attaining a minimum grade 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 the accelerated BS-MS degree program will take the following two courses during the fall and spring of their senior year.

- NUTR 410 Research Methods
- NUTR 453 Advanced Topics in Preventative Nutrition or another graduate-level course after discussion with their advisor.

Section 6: Graduate Programs in Nutrition

MS in Nutrition and Health Promotion

The 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, research team members, 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. There are two tracks, Applied Nutrition Science and Entrepreneurship.

MS Nutrition and Health Promotion Learning Outcomes:

- Students will demonstrate advanced knowledge and skills that will prepare them for critical assessment in 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 develop skills in effective oral and written professional communications.

MS in Nutrition and Health Promotion, Applied Nutrition Science Track

Applied Nutrition Science Track Specific Learning Outcomes

This track provides students the opportunity to acquire advanced knowledge and skills to translate nutrition science into clinical and health promotion strategies for application in a wide variety of settings.. This track focuses on developing health promotion communication skills and research skills to better interpret nutrition science and apply it to clinical, community, and other practice settings.

The learning outcomes are:

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

The suggested course sequence for both full-time (completed in 1 year) and part-time (completed in 2 years) coursework on the Applied Nutrition Science track is shown in Table 6.1; students

should consult with their advisers when planning their coursework.

For further information, 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 Applied Nutrition Science Track—Full and Part-time

PART TIME	FULL TIME
Fall Semester NUTR 400-OL Virtual Orientation (0 credits) NUTR 410 Research Methods NUTR 455 Nutrition, Fitness, and Wellness (OR Elective) (6 credits)	Fall Semester NUTR 400-OL Virtual Orientation (0 credits) NUTR 410 Research Methods NUTR 452 Nutrition Practice: Program Planning, Implementation & Evaluation NUTR 455 Nutrition, Fitness, and Wellness (OR Elective) NUTR 490A Research Proposal Development § NUTR 570 Health Promotion: A Global Perspective (15 credits)
Spring Semester IPE 450 The Health Care System: Interdisciplinary Perspectives OR Elective (or NUTR 455 Nutrition, Fitness, and Wellness) NUTR 453 (Advanced Topics in Preventive Nutrition) § (or during summer) (6-9 credits)	Spring Semester IPE 450 The Health Care System: Interdisciplinary Perspectives NUTR 453 (Advanced Topics in Preventive Nutrition) § (or during summer) NUTR 460 Nutritional Epidemiology § NUTR 490B Nutrition Research Project § Elective (OR NUTR 455) (12-15 credits)
Summer Semester (mid-May-July) NUTR 453 Advanced Topics in Preventative Nutrition § (or during spring semester) (0-3 credits)	Summer Semester (mid-May-July) NUTR 453 Advanced Topics in Preventative Nutrition § (or during spring semester) (0-3 credits)
Fall Semester NUTR 452 Nutrition Practice: Program Planning, Implementation & Evaluation NUTR 490A Research Proposal Development § NUTR 570 Health Promotion: A Global Perspective (9 credits)	

Spring Semester NUTR 460 Nutritional Epidemiology§ NUTR 490B Nutrition Research Project§ (6 credits)	
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§ Requires graduate-level prerequisite or corequisite

MS in Nutrition and Health Promotion, Entrepreneurship Track

Entrepreneurship Track Specific Learning Outcomes

This track focuses on developing skills to launch entrepreneurial ventures in the food and nutrition field. There are two learning outcomes:

- 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) coursework is shown in Table 6.2; students should consult with their advisers when planning their coursework.

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

Part-time	Full-time
Fall Semester NUTR 400-OL VirtualOrientation (0 credits) NUTR 410 Research Methods NUTR 455 Nutrition, Fitness, and Wellness (or elective) (6 credits)	Fall Semester NUTR 400-OLVirtual Orientation (0 credits) NUTR 410 Research Methods NUTR 452 Nutrition Practice: Program Planning, Implementation & Evaluation NUTR 455 Nutrition, Fitness, and Wellness (or elective) NUTR 489 Business Proposal Development§ MSMG 407 Accounting and Finance for Managers (15 credits)
Spring Semester IPE 450 The Health Care System: Interdisciplinary Perspectives Elective (or NUTR 455 Nutrition, Fitness, and Wellness) NUTR 453 Advanced Topics in Preventative Nutrition § (or during summer)	Spring Semester IPE 450 The Health Care System: Interdisciplinary Perspectives NUTR 453 (Advanced Topics in Preventative Nutrition) § (or during summer) NUTR 462 Nutrition Consulting§ MSMG 440 Creativity Innovation &Entrepreneurship Elective (or NUTR 455)

(6-9 credits)	(12-15 credits)
Summer Session(mid-May-July) NUTR 453 Advanced Topics in Preventative Nutrition§ (or during spring semester) (0-3 credits)	Summer Session(mid-May-July) NUTR 453 Advanced Topics in Preventative Nutrition§ (or during spring semester) (0-3 credits)
Fall Semester (3 courses) NUTR 452 Nutrition Practice: Program Planning, Implementation & Evaluation NUTR 489 Business Proposal Development§ MSMG 407 Accounting and Finance for Managers (9 credits)	
Spring Semester (3 courses) MSMG 440 Creativity Innovation & Entrepreneurship NUTR 462 Nutrition Consulting § (6 credits)	

§ Requires graduate-level prerequisite or corequisite

Certificate in Sports Nutrition

This certificate combines nutrition and exercise knowledge to build competence in the fitness area. This four-graduate course certificate can be taken in combination with other graduate nutrition programs (i.e., MS, DPD, DI). The required courses are:

- NUTR 405 - Psychological Aspects of Sport and Exercise
- NUTR 455 - Nutrition, Fitness and Wellness
- NUTR 461 - Exercise Assessment and Prescription
- Elective Choice, pick one:
 - NUTR 462: Consulting Nutrition Practice (prerequisite: NUTR 489)
 - NUTR 420: Nutrition Therapy for Eating Disorders
 - NUTR 570: Health Promotion
 - NUTR 560: Lifestyle Rx

For further details, please go to <https://www.simmons.edu/graduate/academic-programs/graduate-and-certificate-programs/sports-nutrition-certificate>

Section 7: Master's Degree and Supervised Practice for becoming a Registered Dietitian

In addition to completing a DPD program, a master's degree and completion of an accredited supervised practice program are required to take the RD exam.

Master's Degree

The Master's degree can be completed before the supervised practice program or concurrently, and it can be in any field of study. Many supervised practice programs are offered jointly with an MS in Nutrition or MPH. Simmons students can also complete the MS in Nutrition and Health Promotion at Simmons to fulfill this requirement.

Dietetic Internship Program

Grade Point Average (GPA), letters of recommendation, work experience, and personal statements, are used by selection committees to evaluate their applicants and predict success in the program. The GPA is central because it is predictive of registration examination passage.

All internships will have immunization requirements and some do not accept exemptions. Any vaccine exemption given by Simmons will not extend to dietetic internships. Please check with each internship program.

Simmons University Dietetic Internship Program

- The Department of Nutrition offers an accredited dietetic internship program to prepare for entry-level dietetic practice and eligibility for the registration examination.
- The emphasis of the program is on community dietetics practice, health promotion, and wellness. There are three concentrations from which to choose: Community Nutrition, The Treatment of Eating Disorders, and Pediatrics (the latter two 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 refer to Section 4 for details of our partnership programs.

For further information, go to:

<https://www.simmons.edu/graduate/academic-programs/graduate-and-certificate-programs/dietetic-internship-program>

The Simmons University internship program has two pre-select options 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 from other applications. More information on specific deadlines and the application procedure are given in the fall.

MS/DPD students can take 3 courses and still be eligible for our MSDI preselect and must finish all requirements for the DPD before commencing the MSDI program. The 3 MS courses are NUTR 410, NUTR 455, NUTR 453). Usually, MS/DPD can waive 3DPD courses (NUTR 237, NUTR 381, and NUTR 390) as MS courses cover those competencies.

Students accepted through the MSDI preselect program must complete all DPD courses before enrolling 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 program 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

<https://internal.simmons.edu/students/student-affairs/mission-vision-values-and-goals/code-of-conduct>

Simmons Tuition & Fees

Undergraduate and graduate tuition, fees, and other costs can be found at:

<https://www.simmons.edu/admission-financial-aid/financial-aid-and-affordability>

Additional Student Expenses (APPROXIMATE)

- Laboratory coat, for clinical practice and food science laboratories (approx. \$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, a fee to register with the Dietetic Internship Centralized Application System (DICAS - \$55 for the first application and \$25 for each application after). These fees are subject to change.

Insurance

- Compulsory Professional Liability – Professional liability insurance for students in the Nutrition department is required, provided and paid for by Simmons University. This is needed to participate in clinical courses or courses with a fieldwork placement.
- Health Insurance – State law in Massachusetts requires that all undergraduate and graduate students have health insurance. More information about health insurance can be found on the Student Financial Services website.
- 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 travel liability when traveling between the University and an assignment off campus.

Technology needs and online learning

- Course information and resources are posted online on Moodle, Simmons' learning management system. Each student is given unique login credentials to access materials, submit work, and take examinations.

- Instructors will occasionally provide learning virtually, students must have access to reliable internet (e.g. utilizing the campus network) and a device that with a camera can microphone (the Simmons library has laptops for loan to use on campus).
- Instructions to specific software and internet resources will be provided by instructors.

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 about student academic progress, standing, termination, and re-admittance can be found in the Simmons University student code of conduct

(<https://internal.simmons.edu/students/student-affairs/mission-vision-values-and-goals/code-of-conduct>) Please note that specific Nutrition Department policies may differ and can be found below in this document.

Academic Integrity

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 acceptably by citation quotations. Consequences of academic dishonesty, including plagiarism and unauthorized use of generative AI, may include non-acceptance of the work submitted, written reprimand, or a failing grade in the course. Unauthorized use of AI will be treated as a violation of academic integrity and handled as such.

Full description can be found below and course syllabus:

<https://internal.simmons.edu/students/academics/academic-integrity>

Transfer Credits

- Simmons University policies about transfer credits for undergraduate students can be found here: <https://www.simmons.edu/academics/registrar/credits-requirements/transferring>
- For MS and/or DPD students, please refer to departmental policy (please see Section 9).

Withdrawal from the University

- A student who 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/admission-financial-aid/financial-aid-and-affordability/billing-and-payment/tuition-and-housing-refund-info>
- 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 SSHP cannot retain such funding if/when they 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 the University withdrawal policy please see:

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

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 will 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 on student record-keeping is based on the Family Educational Rights and Privacy Act (FERPA) as a safeguard against unauthorized release of information. It 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. *Simmons University prohibits sex discrimination in any education program or activity that it operates. Individuals may report concerns or questions to the University's Title IX Coordinator. Please see the University's [Notice of Non-Discrimination](#) for information on how to report concerns or questions relating to sex discrimination.*

Human Participants in Research Policy for all SSHP Students

Please see university policy at

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

Section 9: Department of Nutrition Academic Policies

Changing Programs

Certificate in Sports Nutrition: Program Enrollment

Current graduate nutrition students who wish to add the CSN to their program of study must complete the “Certificate in Sports Nutrition Add/Drop Form”, obtain the signature of their academic advisor , and submit the form to the registrar’s office. The form should be submitted as soon as a student decides to add the program and no later than the semester before the last CSN course. Students currently enrolled in the CSN program who wish to discontinue the program must complete the same form to have the CSN removed from their program of study.

MS in Nutrition and Health Promotion: Modality Transfer Requests

Students currently enrolled in the MS program who wish to transfer into the fully online format of the program must complete the “MS Nutrition Modality Transfer Form” and obtain the approval of their academic advisor , and submit the form to the registrar’s office. Students in the fully online modality are eligible to register for the online sections of all courses. The online modality will be recorded on the student’s transcript. Program modality is not recorded on diplomas.

MS in Nutrition and Health Promotion: Program Detachment

Students who are concurrently pursuing more than one graduate nutrition program at Simmons are assigned a single bundled program code in Workday to reflect the various programs of study, with one graduation date for the bundled programs. Students who complete all requirements for the MS program before completing the remaining programs (e.g.; the Certificate in Sports Nutrition or the DPD Certificate program) may request their MS program be detached from the bundle for the purpose of receiving their MS diploma and attending Commencement ceremonies before completing the other programs. Students must complete the “MS Nutrition Detachment Form”, obtain the signature of their academic advisor , and submit the form to the registrar. The form should be submitted the semester prior to MS program completion.

All of the above forms can be located here: <https://www.simmons.edu/academics/registrar/forms>

Assessment of Prior Learning and Credit toward Program Requirements

- Before registering for courses, a student’s transcripts are evaluated for possible course transfer and equivalency.

- Students must provide course descriptions and, if needed, syllabi for review.
- In the BS in Dietetics or DPD Certificate programs, there is a recency requirement for courses. If the student has been working in a field that utilizes the skills and knowledge taught in a specific course that was taken more than the recency limit before beginning the program, the DPD director may waive the recency requirement for a specific course.

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 Introduction to Nutrition Science greater than 5 years but less than 10 years before beginning the DPD program, the student may choose to take a competency examination to place out of those courses. The department also considers recent work experience relating to these courses to determine recency requirements.
- 10 years: all other courses
- When determining recency, if a higher level course is within recency but the pre-requisite course for the higher level course is out of recency, the pre-requisite course is exempt from re-take.
- When students retake a course with a laboratory for recency, the laboratory portion is not needed. However, if there was no laboratory component when the course was first taken, a laboratory component is required in the retake.
- The Nutrition Department will consider exemption for retaking specific courses if the student's recent work experience involved those content.
- 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.

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 **before 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 prerequisites and if there continue 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 will only accept online lab courses taken between Spring 2020 and Spring 2022, due to the COVID-19 pandemic. Any lab courses taken outside of this period should be held in-person. Lecture components of any courses may be taken in-person or online.

Didactic Program in Dietetics (DPD)

All DPD students must complete all nutrition courses (unless approval has been given) at Simmons University and **must take NUTR 334a + b, NUTR 331a + b, and NUTR 301** at Simmons even if similar courses were taken at other academic institutions. NUTR 311 a + b must be taken at Simmons unless already completed at the time of application. *Courses taken at other institutions must be approved by the student's faculty adviser before 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 is on a Leave of Absence (LOA), courses can be taken elsewhere if the Nutrition Department chair or DPD director approves in advance. Please see the details regarding the application process for LOA 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, the 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 that make it necessary for them to take a prerequisite DPD course elsewhere, **advance approval from the Chair of the Department or DPD director is needed. The Nutrition Department will only accept online lab courses taken between Spring 2020 and Spring 2022, due to the COVID-19 pandemic. Any lab courses taken outside of this period should be held in-person. Lecture components of any courses may be taken in-person or online.**

Certificate in Sports Nutrition (CSN)

Matriculated students in the Simmons MS program who are accepted to the CSN can transfer credits from the Simmons MS program into the CSN if those courses are required for the CSN. No courses from another institution will be accepted for transfer into the CSN program.

Master of Science in Nutrition and Health Promotion (all tracks)

Non-matriculated students who have met the prerequisite requirements may take a total of two courses from either the nutrition department or IPE 450 Health Care Systems (formerly SNHS 450). Once accepted in the MS program these two courses can transfer into the MS program.

Waiving of course requirement

Based on prior graduate-level academic course work, 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 (Applied Nutrition Science Track 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 except for statistics. A statistics review or an equivalent will be suggested or required as determined by the Department Chair.

The Nutrition Department will only accept online lab courses due to the COVID-19 pandemic (Spring 2020 to Spring 2022).. Otherwise, in-person lab is required. Lecture components of any courses may be taken in-person or online.

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) (even outside Simmons) are considered to have all the prerequisite courses for the MS degree program.

Master of Science in Nutrition and Health Promotion (all tracks) 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 3 DPD courses, Advanced Applications in Community Nutrition (NUTR 381), and Seminar: Selected Topics in Nutrition (NUTR 390). To obtain an exemption from these courses, the equivalent graduate courses (see below) must be completed before completion of the DPD Certificate.

- *Practice of Community Nutrition (NUTR 237) is covered by:*
 - NUTR 453 Advanced Topics in Preventive Nutrition
- *Advanced Applications in Community Nutrition (NUTR 381) is covered by these graduate courses:*
 - NUTR 455 Nutrition, Fitness and Wellness
 - NUTR 453 Advanced Topics in Preventive Nutrition

- *Seminar: Selected Topics in Nutrition (NUTR 390) is covered by this graduate course.*
 - NUTR 410 Research Methods
- MS/DPD students interested in the pre-select option of MS/Dietetic Internship, please see course requirements in Section 7.

Academic Performance

Student Learning Outcomes Assessment

- Student learning is assessed in a variety of ways in the courses. Most of the undergraduate courses must meet the competencies required by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) as they 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) is evaluated by the faculty and represents, 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 2022 ACEND Standards.

Nutrition 331

KRDN 3.3 Demonstrate counseling and education methods to facilitate behavior change and enhance wellness for diverse individuals and groups

Assessment method: Complete diet education and goal setting with clinical patients (min. 80% average score on diet education component of nutrition care plans [NCPs])

Nutrition 248

KRDN 4.7 Evaluate data to be used in decision-making for continuous quality improvement
Assessment method: Students will attain > 80% on 2 of the 3 QI assignments

Grades

All courses offered by the Nutrition Department follow the standard grading policy below for the 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.

- **BS Nutrition and Dietetics** Students declaring Nutrition and Dietetics major must apply to this major and meet grade requirements. The minimum GPA to graduate is 2.7. See Section 3 for details.
- **BS in Nutrition and Wellness** 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 NUTR 311a+b	B- C+ (minimum C- to advance to NUTR 334b)
Overall GPA	2.7

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 prerequisite 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 a certain grade minimum, see Table 9.2 and Section 4.

Table 9.3: Minimum Grade Requirements for Graduate Nutrition Students.

DPD students: Science Prerequisites (DPD Only)	C
DPD students-Required DPD nutrition courses Except NUTR 311a+b	B- C+ (minimum C- to advance to NUTR 334a)
Master's Level Courses (400 and above)	B*
Overall GPA	3.0

*Not B -

Any 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 but does not achieve the minimum grade requirement cannot progress in their program. An exception is when a course was taken in the final academic year of the program, during which multiple repeats are allowed.

After successfully retaking a course, the previous grade will not be expunged and will not reset the number of courses/semesters that they can further fail. Both grades will be on the transcript.

If a student passes a course but does not complete a required KRDN before the end of the semester, remedial arrangements can be made with the course instructor after the semester ends. However, the course grade will not change upon completion of the KRDN.

The Nutrition Department reviews grades at the end of each semester and a letter is emailed to students if they fail to meet grade requirements. 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.

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. They should contact Student Affairs to provide documentation of these extenuating circumstances.

Eligibility

- Must be performing at a passing level at the time of petition
- Undergraduate students must have completed 75% of the course work (as determined by the instructor) by the end of the semester.

Instructors can lower this threshold slightly at their discretion. Graduate students must have completed 50% of the work (by grade) or have no more than 30% of the work left.

All remaining work is expected to be completed 4 weeks after the end of the semester.

Procedure

- Students can petition for an Incomplete up to the last day of the semester.
- Undergraduate students must petition the administrative board by following instructions on the form. [Please see the following links for more details.](#)
 - <https://www.simmons.edu/academics/registrar/faculty-staff>
 - https://www.simmons.edu/sites/default/files/2023-11/Registrar_Petition-for-Incomplete-Grade-UG.pdf
- Graduate students should submit the form to the Registrar's Office:
https://www.simmons.edu/sites/default/files/2023-11/Registrar_Petition-for-Incomplete-Grade-GR.pdf

It is the student's responsibility to monitor their progress and complete all work so that the instructor can submit a final grade by the date set by the Board. Failure to submit work by the approved incomplete extension date may result in a grade of F. Failure to formally petition for an incomplete will result in automatic assignment of an F grade.

Course withdrawal

- All students should follow the Add/Drop deadlines in the Academic Calendar - All students wishing to drop a course beyond the deadline should complete this form:
https://www.simmons.edu/sites/default/files/2023-11/Registrar_Administrative-Board-Petition.pdf
- Undergraduates should submit this form to the Administrative Board. Graduate students should submit this form to the department administrative assistant (Leah Smith) and department chairs (Dr. Brown and Dr. Fung).

Academic warning

A student is given an academic warning if one of the following applies:

- In jeopardy of not meeting the passing grade for a course.
- GPA falls below the minimum required for their program (see page 41).
- Received a grade below the minimum requirement until an acceptable grade is achieved.
- Demonstrate behavior inconsistent with the ethical, legal, or professional standards as determined by each department's or program's faculty.
- 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 SSHP.
- Normally, no more than a one-year leave of absence is granted. However, a student may petition for an extension with good cause.
- 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 leave is sought only by a student who has carefully planned a sequence of courses, understands when specific courses are normally offered, and knows the date by which degree requirements must be completed
- A petition for a leave of absence is available from <https://www.simmons.edu/academics/registrar/leaving-simmons>
- Undergraduates and DPD students may take courses elsewhere during the period of LOA from the university, but the student must obtain prior approval from either the Nutrition Department Chair or DPD Director.
- Students in any of the undergraduate programs should refer to the University undergraduate student handbook for the leave of absence policy. <https://www.simmons.edu/academics/course-catalog>
- No classes for the MS may be taken outside Simmons University during LOA.

A student who received a loan from the University should 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 SSHP 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.

Before returning to the University, students must notify the Registrar Office and the department chair or program director in writing at least one month before the planned date of return.

Completion of a Program

Graduate Programs

The maximum time to program completion (unless a LOA is granted):

- CSN: 3 years
- MS: 5 years

Exclusion from Nutrition Program

1. A Nutrition student (BS, DPD, or MS) who has not met the grade requirements of the major or program (see Section 9) 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. An exception would be a course taken in the final academic year of the program in which case the course can be repeated more than once.
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 detail the reasons for the appeal and a remedy plan. If the chair does not grant the appeal, then students can appeal to the SSHP Appeals Committee. See the section below. If the appeal is not granted, the excluded student may 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://internal.simmons.edu/students/student-affairs/mission-vision-values-and-goals/code-of-conduct>).

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 through the SSHP Appeals Committee (see details below). Readmission will be considered only when substantial evidence of extenuating circumstances and a plan that demonstrates an ability to successfully complete the academic program is submitted.
- The department or program faculty will determine the conditions of readmission and continuance. An excluded student wishing to return must formally reapply through the SSHP Office of Admission by the appropriate admission deadline date.
- If readmitted, an excluded student may be required to meet new department or program

expectations and requirements, instituted during the 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. Student course evaluation is completed for each enrolled course at the end of the semester and is administered online. 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 the course catalog: <https://www.simmons.edu/academics/course-catalog>

Academic Review Board

The Nutrition Department has an academic review board (ARB). The ARB is comprised of faculty and it reviews the progression of all students within the degree program, addresses concerns regarding students who may have violated professional standards, and counsels 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 students from the Nutrition Department program of study SSHP Appeals Committee

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

Policy Being Appealed	Time Frame for Appeal Following Student Notification
Program exclusion	90 days
Grade appeal denied by Chair	10 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

Further description of the appeals process is here:

https://docs.google.com/forms/d/e/1FAIpQLSe-3_f8Dweh3U1PwxYVYGdjeUCFLWJHJzR52QBNzcvOBNucEw/viewform

Process

FINAL GRADE APPEALS:

Please see the appropriate Undergraduate or Graduate catalog:

<https://www.simmons.edu/academics/course-catalog>

Final Grade APPEALS and Program Exclusion APPEALS for graduate students:

If the student wants to secondarily appeal a final grade decision made by the Committee Chair, *or* if a student is appealing a program exclusion decision from Nutrition, the matter will go directly to the full SSHP Appeals Committee for adjudication. See link above for information.

Student records

Student records are kept electronically on Workday which can be accessed by students. The nutrition department also keeps student records electronically 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 remains unresolved to the satisfaction of the student, the matter may be referred to the Office of the Associate Dean of SSHP by either the student or the Program Director.

Formal complaints should also be submitted in writing to the SSHP 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 comply 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 their transportation to and from fieldwork 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 must 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 and/or be referred to the Counseling Center.

Commitment to learning:

- Attending each class and lab.
- Arrive on time and be well-prepared for all on or off campus course related activities.

- Staying in the classroom for the entire class period
- Refrain from using computers and electronic devices unrelated to class work.
- Refrain from side conversations with classmates
- Be 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:

- Notify the professor well in advance in the unusual circumstance that you will be late, unable to attend class, or unable to meet class requirements
- Adhere to the Simmons University Honor code at all times in clinical and classroom settings
- Be 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 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 develop effective coping behaviors.

Make-up Examinations

Students must notify the course faculty in advance of an exam if a serious reason prevents them from taking it on the regularly scheduled day/time.

- Missed examinations will be rescheduled only upon receipt of a valid, acceptable excuse for situations beyond the individual's control (i.e. car accident, family illness/death).
- Illness must be accompanied by an 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 CSN program or taking NUTR 461 as an elective 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. Certification is valid for two years.

Proof of CPR certification is required 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; NUTR 450

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 definitively.
 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 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 before 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 summary of their proposal should be presented in writing to the faculty member.**

After the faculty preceptor accepts the student's proposal, the student may pre-register for NUTR 350. Within the first week of the semester, the student must meet with the faculty preceptor to decide on a topic of investigation, and to have the topic approved. During the semester, the student must continue to meet periodically with the faculty preceptor 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; NUTR 480

- 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.

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-registration. 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. Students 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 through experiential learning 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 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 at a fixed time each week.
4. Alerting Simmons University faculty to any issues 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. Accept guidance on performance from the fieldwork supervisor and faculty.
2. Discuss any issues related to fieldwork participation with the fieldwork supervisor and faculty.
3. Plan for scheduled meetings with the fieldwork supervisor and faculty member(s) regularly.
4. Discuss the accuracy of observations with the fieldwork supervisor for the term paper.
5. Plan project and learning activities approved by the fieldwork supervisor.
6. Prepare a self-evaluation to be given to the fieldwork supervisor on the last day of fieldwork (forwarded by Simmons University).
7. Complete all assignments and final write-ups and/or presentations thoroughly on time and according to specifications given by the faculty.
8. Professional conduct.

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 courses that involve practicum may require a CORI background check, drug screen, and/or fingerprinting, for which the specific procedures will be outlined before the course begins,

as they vary by course and field site. Details of field site requirements 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 immunizations (see below); details will be provided to students after course enrollment. Specific immunization requirements are determined by the fieldwork site. **Simmons' vaccine exemption criteria do not extend to these sites.** Simmons will offer alternative experiences for students who cannot comply with immunization requirements at field sites, however, these experiences would not be equivalent.

- Appendix 3 can assist students in providing appropriate documentation of immunizations required for certain courses (e.g. Practice of Clinical Dietetics) before hospital lab rotation (**these are subject to change**).

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 decline 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 laboratory coats (\$35-50). 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 may be 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.

APPENDIX 1: Application to the 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 students) **by the student: before declaration of major.**

Please meet with your Nutrition faculty advisor to submit this form along with 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 2.7 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)	Grade (if taken)
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 (unofficial transcripts 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/code-of-ethics-for-the-nutrition-and-dietetics-profession>

APPENDIX 3: CLINICAL CLEARANCE

The following is currently required for the required placement for NUTR 331. This is subject to change by the hospital. Vaccination requirements are determined by our clinical sites.

The Nutrition Department will not be able to place students without required vaccinations in clinical sites. While an alternative learning activity can be arranged, the experience will not be the same.

TB Screening

TB Screening	IGRA Blood Test (Q Gold)	History of Positive TB Screening
One TB skin test done within the 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**