

California State Polytechnic University, Pomona (CPP)
Nutrition and Food Sciences (NFS) Program
Don B. Huntley College of Agriculture
Didactic Program in Dietetics (DPD)
Student Handbook

Fall 2023 edition-updated 10-04-2023

The Department of Nutrition and Food Science welcomes you as a Dietetics Option major to our program leading to a Bachelor of Science degree. This program is also an accredited Didactic Program in Dietetics (DPD) providing you with the necessary coursework to apply for a Dietetic Internship.

This handbook contains important information and policies for students wanting to complete DPD coursework from CPP and apply to dietetic internships. Please read this handbook, sign the last page (Appendix G), and give the signed copy to the instructor of the course that this handbook is being discussed in. A copy of this signed document will be kept in the Program Director's office. Please keep a copy of this handbook as a reference while you are completing the NFS DPD program and refer to it as needed. If you have any questions about the policies and information enclosed, please do not hesitate to ask.

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Didactic Program in Dietetics (DPD)

The Didactic Program in Dietetics (DPD) provides the classroom (didactic) component or foundation knowledge necessary to become a registered dietitian nutritionist (RDN). Students who pass all the DPD courses and receive a bachelor's degree will receive a Verification Statement, which is necessary to apply for a Dietetic Internship.

Whether you apply for and/or are accepted into a Dietetic Internship or not, all graduates will receive a diploma for Bachelor of Science Degree (BS) in Nutrition so long as she/he successfully completes CPP's requirements for the degree (Cal Poly Pomona web site [University Catalog](#)).

Steps necessary to become a Registered Dietitian Nutritionist (RDN)

Individuals must successfully complete **all three** steps to become a Registered Dietitian Nutritionist (RDN):

Step one: Completion of Didactic Program requirements (Appendix A) and completion of a baccalaureate degree from a regionally accredited college or university with DPD Verification Statement.

Step two: Acceptance into and successful completion of Dietetic Internship Program (Supervised Practice Program).

Step three: Successfully passing the national Registration Examination administered by the Commission on Dietetic Registration (CDR). Original verification statements from both the DPD program and the Dietetic Internship must be submitted before taking the RD exam.

***Note:** Effective January 1, 2024, individual would require having a graduate degree to be eligible to take the Registration Examination administered by the CDR.

*Estimated that student who start Supervised Practice later than January 2023 will be subject to the master's degree entry requirements.

Steps necessary to become a Diet Technician, Registered (DTR)

Individuals must successfully complete **all three** steps to become a DTR:

Step one: Completion of Didactic Program requirements (Appendix A) and completion of a baccalaureate degree from a regionally accredited college or university with DPD Verification Statement

Step two: Meeting with Program Director, signing of required forms and online application. There is a \$25.00 fee for this service, payable by check to Cal Poly Pomona before materials are sent to CDR.

Step three: Successfully passing the national Registration Examination administered by the Commission on Dietetic Registration (CDR).

CPP's DPD and NFS Program

Program Mission

The Mission of the Nutrition and Food Science Department, working in collaboration with alumni, community, and industry, is to provide quality education to baccalaureate and post-baccalaureate students and to prepare them to be competent, ethical professionals in their chosen careers. The vision statement of the Department is that graduates will significantly impact the health and well-being of members of society. The mission of the Didactic Program in Dietetics is to prepare students to meet the Didactic requirements as defined by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) in order to be successful nutrition professionals that work in diverse communities and workplaces. The student will also be prepared for supervised practice leading to eligibility for a verification statement and for the CDR credentialing exam. The goals of the DPD program are:

Goal 1: Prepare competent graduates capable for entry-level nutrition careers as a Dietetic Technician, Registered, BS-DTR or Nutrition Dietetic Technician, Registered, BS-NDTR (under plan III), entrance into a supervised practice program and/or admittance to nutrition related postgraduate programs.

Goal 2: The program prepares graduates who are competent for employment opportunities in diverse communities and workplaces.

Accreditation status

The Nutrition and Food Science Program (DPD) at CPP is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Contact information for ACEND is 120 South Riverside Plaza, Suite 2190, Chicago, IL 60060-6995, phone: 800-877-1600, Ext.5400, email: ACEND@eatright.org . The website for ACEND is: <https://www.eatrightpro.org/acend>

To maintain the accreditation status, DPD must demonstrate that it meets its mission, goals, and measurable outcomes. Outcome measures include program retention and completion rates, placement in Dietetic Internships, graduate school placement, pass-rate on Registration Examination for Dietitians and responses on graduate and Internship Director surveys; this information is available on the website-per ACEND.

About the NFS program at Cal Poly Pomona

You will learn the foundation knowledge required to apply and be qualified for admission to an accredited supervised practice program (dietetic internship program) and to eventually be eligible to take a national exam, administered by the Commission on Dietetic Registration (CDR) to become a registered dietitian nutritionist (RDN). Upon completion of the DPD courses, you will learn foundation knowledge in chemistry, biochemistry and metabolism, anatomy and physiology, microbiology, food science, food preparation and foodservice, management, nutrition, assessment, medical nutrition therapy, community nutrition, counseling skills and relevant information necessary to meet the competencies for admission into a supervised practice program. Applying the science of nutrition into healthy food choices for individuals, families, and groups requires the integration of multi-disciplinary, research-based knowledge.

The curriculum in the Nutrition and Food Science Program provides a broad and integrated academic program that is strongly grounded in science-based disciplines. The program emphasizes basic sciences, critical thinking, food and metabolism of the nutrients, and the application of theory to practice in dietetic profession as well as being able to communicate effectively.

DPD students begin with general education and basic courses in chemistry, biology, social sciences, and understanding of food and preparation techniques. Students, then, progress to organic and biochemistry, anatomy and physiology, microbiology, and courses that examine the nutritional and physical chemical properties of foods. In the junior and senior years, students take upper division courses in nutrition, metabolism, assessment, advanced nutrition topics, medical nutrition therapy, community nutrition, statistics, food science, and foodservice production and management. Throughout the program, students develop knowledge, skills, and abilities that foster personal and professional growth as lifelong learners, service, and working as team members in the dietetic and health profession.

The program courses are rigorous and require students to spend numerous hours outside the classroom to perform well in the classrooms. Therefore, students are encouraged to concentrate on the academic work; and depending on the courses, students are expected to perform 4 to 5 study hours for each hour (unit) spent in the classroom.

A complete comprehension of the foundation knowledge is critical for student's performance in the advanced level courses; and students are expected to think critically and apply the knowledge gained from

each prerequisite course. Therefore, being able to regurgitate the material is not sufficient to do well in your classes and become a dietitian.

Note: In the DPD courses, you are learning the foundation knowledge that you will need to apply in the dietetic internship program. In the dietetic internship/supervised program, you will gain hands on experience under supervision of a Registered Dietitian Nutritionist. However, while you are completing the DPD courses, you are strongly encouraged to volunteer to learn the role and functions of dietitians in various healthcare settings.

Assessment of Prior Learning

For all students, consideration of prior work to be considered to DPD coursework, students who wish to request assessment of prior learning for exemption from DPD courses defined in the major curriculum are required to contact the DPD Director for evaluation. Assessment of prior learning for dietetics option students is conducted on a case-by-case basis by the program director, with the assistance of the program. Courses from accredited institutions may be considered. Documentation may include official academic transcripts, course descriptions, course syllabi, certificates, position descriptions, projects, and other such materials to sufficiently establish that DPD competencies for a specific course or specific courses have been fully met. Experiences must be considered equivalent in breadth and depth to those provided through coursework.

Typically, the student is given no academic credit for experiential learning but may be given “content credit” which allows for a particular course to be waived. Assessment of prior learning for dietetics option students is conducted on a case-by-case basis by the program director, with the approval of the program. Copies of documentation will be retained to substantiate eligibility for issuance of DPD Verification Statement at program completion.

Students who have completed courses equivalent to the DPD courses prior to attending CPP must complete at least 18 units of CPP DPD classes at 3000-level or higher.

Students wishing to obtain a Verification Statement as a post baccalaureate student may complete the required DPD courses as a graduate student in the Master of Science in Agriculture program or through Open University. Previously completed coursework equivalent to the required DPD courses can substitute course requirements at California State Polytechnic University, Pomona (CPP) if the proposed course aligns with the course content at CPP and meet the policies above related to Assessment of Prior Learning.

The didactic program in dietetics (DPD) and the credentialing process for RDs

As of April 2009, ACEND allows students who successfully complete the DPD requirements may after graduation, apply to take the national registration examination administered by CDR to become credentialed as a Nutrition Dietetic Technician Registered (NDTR). To become credentialed as a Registered Dietitian Nutritionist (R.D.N.), an undergraduate student must complete a dietetic internship or supervised practice in an accredited program and successfully pass the national registration examination for dietitians also administered by the CDR.

Verification Statement:

To issue a Verification Statement (VS), the DPD director needs to see the following:

1. An official copy of the completed undergraduate transcripts showing that a bachelor’s degree is complete **and a minimum of B- in the following classes:**
 - a. BIO 2350 and BIO 2350L, NTR 2350 and NTR 2350L, NTR 3130
2. Student has successfully completed and passed all DPD classes per CPP policies and
3. Student provides the full legal name of the student including maiden name as applicable.

4. Provides email address for receipt of the VS

When the student has completed all the requirements described above, the DPD Director will provide an authenticated electronic copy of the statement to the student if requested (and e-mail address provided).

Verification Statements remain valid, and the program always has a copy on hand should the student request one.

Form for declaration of intent to complete degree and/or ACEND minimum academic requirements:

This is an electronic form provided by ACEND for program directors to document what courses a student still needs to take for VS, this is usually done in the last semester that a student is in a DPD program during the DI application process, which is now completely completed electronically through a system called Dietetic Internship Centralized Application System (DICAS). Students must include this form in their internship applications if they are applying prior to completing the DPD courses and requirement. Here is the process to obtain this form:

1. Student notifies by e-mail or in person, DPD Director that he/she will need "An Intent to Complete" form and provides a listing of coursework to be taken in each remaining semester.
2. Student completes the form using the data from "Graduation Requirement Check" and submits it to DPD Director.
3. After DPD Director review and approval, they will submit the form through DICAS.
4. This request for this form should be completed at least two weeks prior to the deadline date for internship applications.

Students with a baccalaureate degree from a non-DPD seeking a Verification Statement

Students with a bachelor's degree from an accredited university in the US in a subject area outside of the DPD who wish to complete the program requirements for a verification statement at CPP, must contact the DPD director to develop an approved program of study.

International students wishing to obtain a verification statement from CPP for eligibility to apply for a DI program in the US must have their academic degree **validated as** equivalent to the bachelor's or master's degree conferred by a **U.S. regionally accredited college or university**. The CDR-approved nonprofit agencies that perform this specialized service are listed on the CDR website:

<https://www.eatrightpro.org/acend/students-and-advancing-education/international-students/foreign-degree-evaluation-agencies>

Here is the process to start a transcript evaluation

1. Send a copy of the official transcript to the DPD Director at Department of Nutrition & Food Science, California State Polytechnic University, Pomona, 3801 W. Temple Ave. Pomona, CA 91768.
2. Pay the \$50 non-refundable transcript evaluation fee via [Commerce CashNet](#)

This course-by-course evaluation will determine how many and which classes are necessary to receive a Verification Statement from CPP and that requirements have been met. Since each DPD has different course requirements for its DPD verification statement, the evaluation is only effective for the CPP's program of study.

Academic Advising

The Department of Nutrition and Food Science has a staff advisor who is an expert in the Nutrition major and options, including Dietetics (see Rosa Lamas Serrato, below). The NFS Program provides individualized academic advisement to all its students.

The DPD courses are integrated into the requirement for the BS in Dietetics Option, Nutrition (Appendices A). Most courses in the NFS Program are only offered once or twice a year and the courses are sequenced. Therefore, it is important that students stay on track to graduate in a timely manner. Students should make appointments with their advisor at least two weeks before their registration date for the next semester. Students will bring a copy of their completed CPPConnect Planner, advising worksheet and any other petition requiring the signature from the advisor, when they come for their advising session.

During the initial advising session, the faculty advisor will help students develop a tentative program of study. Helpful materials are found on the Canvas page for Dietetics, Orientation, and in CPP Connect.

At each advising session, your staff advisor will assist you to develop a schedule of courses for the following semester. Remember, you may not register until the faculty advises you and the advising hold is removed by your advisor (or removed by administrators after you meet with your advisor, if applicable).

Progress through the program will be tracked by instructors and reviewed by faculty members yearly. Appointments with advisors serve as opportunities for students and faculty to express concerns. Students be advised that DPD courses are being assessed for completion of Student Learning Objectives and will be edited as needed to improve student learning and knowledge/skill retention.

In the case a student is challenged with course completion or academic probation, they may utilize the [Retention and Graduation Specialty](#) advising.

Faculty Advisors:

Contact these faculty for career advice related to Dietetics.

Dr. Bonny Burns-Whitmore
Bburnswhitmo@cpp.edu

Dr. Kellene Isom
kaisom@cpp.edu

Dr. David Edens
dredens@cpp.edu

Dr. Emily Kiresich
ejkiresich@cpp.edu

Dr. Marcus Elam
mlelam@cpp.edu

Dr. Fatheema Begum Subhan
fsubhan@cpp.edu

Dr. Erik Froyen
ebfroyen@cpp.edu

Staff Advisors:

Our staff advisor will meet with you via appointment (CPP Connect) or drop-in to assist with scheduling classes and planning your educational progress while at CPP.

Ms. Rosa Lamas Serratos
rrserratos@cpp.edu

Please check Bronco Direct for your registration date and contact your faculty advisor at least two weeks before that date for an advising appointment.

For information on Academic Probation and its' contract requirements, please visit their [website](#).

Expectations and Conduct of NFS majors

Academic Integrity

All students are bound by **the Academic Honor Code**, which is based on the premise that each student has the responsibility to uphold the highest standards of academic integrity when doing anything related to the University. The student will refuse to tolerate violations of academic integrity from others and will foster a high sense of integrity and social responsibility on the part of the University community. Please refer to the University [website for academic Integrity](#).

Faculty may also refer to sections of the policy in the course syllabi as appropriate for the course. Disciplinary procedures follow those of the university which are posted on <https://www.cpp.edu/studentconduct/student-conduct-referral.shtml>

Course Repeat

Please refer to the University Catalog <https://catalog.cpp.edu/> under Academic Policies, for the policy on repeat of courses.

Student Services

There are many academic and support services available to students at CPP, for further information about these services log onto the University website or for specific services please follow links to [Bronco Basic Needs, Learning Resource Center, Library Research Guides, Student Success Central, or IT Services](#).

Information related to Distance Education

Although CPP offers a traditional educational program, for which most courses and experiences are in-person and on campus, there will be some courses or course components that include online, virtual, synchronous, or asynchronous participation. All California State Polytechnic Courses are accessed through our learning management system, Canvas. Only enrolled students can take classes and access the CPP Single Sign On system. The single sign on system has integrated the DUO security which requires two-factor authentication. Two-factor authentication allows secure application access and verification of user identity. Any online portions of class including exams, would be accessed through this identification system.

Additionally, faculty and staff use CPP DUO to login to Canvas and OneDrive to house student information such as attendance, grades, and any work submitted online.

All students are covered by the policies provided next. As CPP is not a 100% Distance Education Program, students will have access to on campus health services, and any online services being offered by various organizations on campus. The following websites provide information about use of the Student Health Center on campus at CPP. Their services are covered by student fees, students are encouraged (and it is law) to have other health insurance coverage for times that Student Health Services are closed. Also below is the CSU system statement on Insurance Coverage. Both have been added to the Handbook (attached) p. 7 of 22 under fees.

- [Student Health and Wellness Services Insurance Information](#)
- [CSU system statement on Insurance Coverage](#)

Counseling and Psychological Services (CAPS)

- CPP CAPS can be contacted via phone and in-person at 66-116, more information below

- <https://www.cpp.edu/caps/index.shtml>

The Learning Resources Center (LRC)

- The LRC provides tutoring services to our students. There are in-person and online options and courses for every college; more information found at the site below
- <https://www.cpp.edu/lrc/our-services/tutoring.shtml>

Disability Resource Center (DRC)

- The DRC is CPP's center for student accessibility and representation. They provide a variety of services to support students in both in-person and online environments. All policies, services, applications and procedures, as well as contact information can be found at the website below.
- <https://www.cpp.edu/drc/index.shtml>

Financial Aid and Scholarships

- Information and assistance related to paying for school (financial aid and scholarships) can be accessed through the website below and by phone, email, walk-in, or virtual appointment.
- <https://www.cpp.edu/financial-aid/index.shtml>

Grievance Procedure

Please refer to the current University Catalog under "University Administration, Regulations, and History" subgroup "Student Conduct and Discipline" for policies and contacts for the Student Complaint Procedure. Or the Office of Student Success website for [Grade Appeals](#).

Admission requirements

Applicants must meet minimum requirements for admission to undergraduate programs as established by the California State University System. The student may apply on-line at the CPP's Admissions Office website at www.cpp.edu Costs and refund of fees

See the [Tuition and Fee](#) on the Student Accounting & Cashiering Service website each year for an estimate of costs and fee schedule. The University requires health insurance for all enrolled students, Student Health and Wellness services are covered by student fees, for more information please visit: [Student Health and Wellness Services Insurance Information, CSU system statement on Insurance Coverage](#)

Laboratory fees vary from course to course and textbooks/equipment cost is about \$500 per semester. Parking is about \$231.00 per semester for vehicles or \$92.00 per semester for motorcycles. On-campus food and housing are \$14,909.00

Non-residents (U.S. & International)

Non-resident tuition (in addition to fees listed for residents) applies to all non-residents of California including international (visa) students. Non-resident tuition is \$396.00 per unit.

Other costs specific to dietetics

There are laboratory fees of \$30 in NTR 1210L. In addition, membership to Academy of Nutrition and Dietetics (AND) is strongly encouraged and the benefits outweigh the cost of the AND membership fee of \$58 per year, which includes membership for California Dietetic Association. Membership benefits and

information for students along with the application may be obtained at www.eatright.org. NFS students are also encouraged to join their local county dietetic association and in Cal Poly's Nutrition Forum Student Group, which accepts members each fall semester.

Complaint Process

The University Ombudsman, Lavada Austin and the Ombudsman Coordinator, Ellen Patterson, are located in Building 1, room 106, 909 869-2286 and 909-869-3728. If you have a concern about the Nutrition and Food Sciences Program, you may contact the Department Chair, Dr. Harmit Singh at sharmit@cpp.edu. You may also contact the Interim Dean of the College of Agriculture, Dr. Lisa Kessler at lkessler@cpp.edu; or starting July 1, 2021, Dr. Martin Sancho-Madriz at mfsancho@cpp.edu.

You may also file complaints about the Didactic Program in Dietetics with the Accreditation Council for Education in Nutrition & Dietetics (ACEND) at the Academy of Nutrition and Dietetics. The address is 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, 800-377-1600 X 5400. To file a complaint to ACEND via website: [Filing a Complaint with ACEND](#)

Acceptable Behavior Applicable to the Academic Setting

The following are general acceptable behaviors related to etiquette that may be helpful to you in the classroom and when interviewing for class assignments, career employment or internships.

- Dress appropriately in the laboratory as indicated by your instructor. Please pay attention to your personal hygiene and care. Please trim your nails and NO artificial/acrylic nails are allowed in the food preparation courses.
- Communications by e-mail should use proper grammar and punctuation. Do NOT use text message language and always check for spelling and mistakes. Effective communication styles are critical to be successful in academic and professional settings.
- Turn off your cell phone in class, interviews, or other professional meetings.
- Please be sure that your cell or answering machine message is professional and appropriate.
- Do not use your personal email address if it does not identify you, e.g. pinky, cutie, chick, etc. may identify your personality, but it does not tell the receiver who you are, and they are unprofessional. Always check your email regularly so you may respond in a timely manner.
- In general, address adults older than you by their proper title and name. Companies, internships, etc. likes people who will represent them well, which includes knowing the proper way to address others. For example, refer to the individuals as Dr., Mr., or Mrs. by their last name instead of calling them by their first name, unless you are given permission to do so.
- Check your personal websites/apps, Facebook, Twitter, Instagram, etc. for appropriateness of information about you on the website. Your future employer or internship may Google you and you don't want them to find any embarrassing information about you.
- If you have any questions in class, please do not hesitate to ask; remember, no question is dumb, and all class members may learn from your questions. However, please DO take your turn and allow others to ask their questions as well.
- Please try come to class on time and do not leave class early, these activities can be disruptive and denotes lack of interest and respect on your part. In the case of an interview, being late could cause the entire interview schedule to change and will be reflected negatively in your evaluation. It may indicate that you are not sensitive to people other than yourself. (Remember, perception is just as important as reality).

- Always make an appointment to speak to someone whether you are going to meet with your advisor, a boss, interview the person for a class project, seek volunteer position, or to talk about career options, etc.
- Show up to your appointment on time (if not 5 minutes early) and call them if you need to reschedule or if you are running late. DO NOT just not show up because you are going to be assessed as being unprofessional and rude for not respecting them. Dress appropriately for the interview even if it for a volunteer position.
- For any commitment you make, even if it is a volunteer position, you need to follow through and take it like a real job. Ask for clarification if needed and do the best you can. You are making an impression for future internship position or employment, so give it your best. Other CPP students are riding on your coattails; so, if you leave a bad impression, others may not have a chance to volunteer there (yes, we know that you are not paid, but you still must leave a great impression). Always thank someone when they have assisted you. In the case of an interviewer, always write them a formal, handwritten thank you note after an interview. Being able to follow through is important and others will remember you; and denotes that you have learned the etiquette of being a professional.
- Dress impeccably for interviews, it is always best to be conservative and wear a suit; dress for the job you want, not the position you have. In general, the principle about jewelry and make up is “less is more.” If you have visible piecing in areas besides the ear lobes, please remove them in preparation for the interview; and, do not forget to cover the tattoos.

What should I do to apply for Dietetic Internship (DI) program?

You will learn about the DI process in NTR 1000, through the FN student club, as well you should contact the DPD Director any time you have questions.

In NTR 4310: Dietetic Internship Exploration course, you will learn about dietetic internship programs and work on the DI application packet throughout the semester. By the time your internship application is due on February 15, you should have plenty of time to put your application packet together before the deadline. A standard DI application packet is used by many DI programs; however, some DI programs have their own application so stay organized and pay attention to the requirements for each DI program. In addition to the application packet, many programs require a personal statement, 3 letters of recommendation, resume, and other documents. A set of strong letters of recommendation is an important part of your packet and many DI programs specify individuals that they want letters from. One of the letters should come from your DPD director, therefore, it is important that s/he knows who you are.

How to get letters of reference from professors/professionals?

Many students need letters of recommendation. Most professors are glad to write them with ample notice. Students, who apply to internships, usually need three or more recommendation letters. Check with graduate schools and internship directors for exactly how many letters of reference are needed. Most often, the letters are intended to assist selection committees in assessing Applicant’s performance and interpersonal skills.

General guidelines for approaching faculty for letters:

Personally contact the faculty members, who know you and ask someone that you feel will write a strong letter of support for you. Remember they have posted office hours. For those faculty who HAVE AGREED to write you a letter of recommendation, enter their email address into DICAS or any other

application system you're using (may vary by program). Consider providing the following as support materials for their letters:

1. Your resume,
2. An unofficial copy of your transcript,
3. A self-assessment or a list of your strengths and weaknesses,
4. A note reminding the faculty of courses you took under him/her, when, and whether they served as your advisor or knew you in some other capacity (volunteer work under their direction, clubs for which they were the advisor or other),
5. Indicate if there are any special instructions (early deadline, types of programs to which you're applying, if you need letters for DICAS versus post-baccalaureate programs).
6. If a special form is required for a particular school or internship, include a copy of the form as well as the original. Sign the confidentiality statement if there is one.
7. Indicate the deadline date by which your application packet must be postmarked if not submitted electronically.
8. For the DPD Director, please include a list of programs that you are applying to and the number of those as well as complete the "Intent to Complete" form or Verification Statement.

Generally, **REQUESTS FOR RECOMMENDATIONS SHOULD BE SUBMITTED AT LEAST THREE WEEKS BEFORE YOUR DEADLINE**, to give the person adequate time to prepare a letter for you. Be sure to check with each faculty member separately, s/he may have additional requirements and deadlines.

What is the graduation procedure required by the college?

The Graduation Check is the first step toward candidacy

Undergraduate Students

Graduation Checks for all Undergraduate students will be done automatically. Students no longer need to complete a *Request for Graduation Check Form*.

It is the student's responsibility to verify that all required contracts and/or petitions have been received by the Registrar's Office. By looking at the Cal Poly Pomona document imaging system, Registrar's Office front counter personnel can assist students in determining whether a petition has been received.

To ensure timely graduation, questions regarding the accuracy or completeness of the evaluation need to be addressed immediately once the online DPR Graduation Check has been completed. Questions regarding general education, or university requirements, i.e., GPA, residency units, lower/upper division unit requirements, should be directed to the Evaluator. A complete [list of evaluators](#) can be found on the Registrar's Office website. Questions regarding major core and support course, or how to complete outstanding requirements should be directed to their Academic Advisor (in the major). General requirements for undergraduate graduation can be found [here](#).

Students with bachelor's degree wanting to combine the DPD courses with a Master's Degree Program

If a graduate student already has a bachelor's degree, please contact the DPD Director for a transcript evaluation to assess courses need to be completed at CPP. The DPD Director needs copies of all official transcripts. There is a fee of \$50 for this service. A graduate student must also complete all DPD courses prior to starting a dietetic internship program. It is also important to note that a student may have to take extra classes if any classes required were taken more than five years old. Upon completion and passing of all DPD

requirements as determined by the DPD director, the student will receive 5 copies of the verification statement for completion of DPD. The DPD director needs official transcripts showing completion of coursework; she also needs a permanent address and the student's full legal name, date of birth, maiden name, and mother's maiden name prior to issuing the verification statements.

GRE requirement

The Graduate Record Exam (GRE) is a standardized test utilized by many graduate programs and increasingly more Dietetic internships as an admissions criterion. The exam consists of seven 30-minute timed subtests measuring verbal, quantitative, and analytical abilities. Many graduate schools combine the verbal and quantitative scores to set a cut off for admission. Information about the GRE is available at the following website www.gre.org. In recent years many graduate programs have done away with this requirement, its your responsibility to know the requirements for each program.

Estudiante de Dietético- Spanish Emphasis

The NFS Department received a 3-year grant in August 2009 from the USDA to develop, implement and evaluate a curriculum to train dietetic students to better serve the Latino community. The funding expands the curriculum by offering new courses that develop Spanish language vocabulary skills specific to nutrition and that focus on Latino culture and foods. Students must apply to be accepted into this program, which involves the completion of six 1-unit courses and the equivalence of Intermediate Spanish language. For more information, visit www.cpp.edu/dietetico

For more information about the Department call or write us:

Nutrition and Food Science Dept. CA State Polytechnic Univ. 3801 W. Temple Ave. Pomona, CA 91768 (909)268-2226.

To learn more about the Accreditation Council for Education in Nutrition and Dietetics write or call as **indicated**: Address: ACEND, 120 South Riverside Plaza, Suite 2109, Chicago, IL 60606-6995. Internet: www.eatright.org/ACEND , Phone 800/877-1600, ext. 5400

To learn more about the NFS Dept. at Cal Poly Pomona: Contact the Dept. Chair, Dr. Harmit Singh PhD. His office is in Building 7, Room 116. He can also be reached at 909 869- 2164 or by email at harmitsingh@cpp.edu.

For information on the Dietetic Program in Dietetics, contact Dr. Emily Kiresich, PhD, RD at dpd@cpp.edu

For information on the Cal Poly Pomona Dietetic Internship, contact Ms. Rachel Flores, MS, RD at rflores@cpp.edu. You may also want to visit our Department web site at

<https://www.cpp.edu/career/student/job-search/internships.shtml> or the University website at www.cpp.edu

Registered Dietitians as Professionals

Registered dietitian nutritionists (RDNs) are experts in food and nutrition, and they have met the following criteria to earn the RD credential:

- Have completed a minimum of a B.S. degree at a US regionally accredited university and course work approved or accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND)
- Have completed an ACEND accredited supervised practice or dietetic internship (DI) program.
- Have passed a national examination administered by the Commission on Dietetic Registration (CDR) of the AND.

- Have complete continuing professional education requirements to maintain registration.

RDN's help people to learn about food, nutrition, and to make wise food and lifestyle choices that will keep them healthy or work with people with disease conditions to improve their quality of life. RD's work with the public, healthcare professionals, people with special needs, chefs, media, and they may also be involved in research and education.

Registered Dietitians Nutritionist are trained in all five areas of dietetic profession:

1. Acute care and long-term care settings: in and outpatient of hospitals and clinics, additional graduate degree may be required for advanced skills and knowledge.
2. Community and public health settings: public health programs including Women, Infants, and Children program.
3. Foodservice and management: schools, universities, restaurants, and public eating facilities where dietitians maintain production, menus, food safety, etc.
4. Education and research: this area requires additional graduate degrees where a dietitian may teach or perform research in a college, university, or medical facilities and settings
5. Consultant, private practice, or entrepreneurial dietitian: a dietitian may work for him/herself and may specialize in a specific area of nutrition or entrepreneurial setting.

Representative Job Titles Related to this Major: Nutrition Consultant, Sports Dietitian, Public Health Nutritionist/Dietitian, Clinical Dietitian, Nutritionist, Foodservice Director, Nutrition Educator, Sports Nutritionist, Clinical Managers, and others.

Representative Employers: Hospitals, Public Health Organizations & Clinics, Nursing/Convalescent Homes, Long Term Care Facilities, Social Service Agencies, School Districts, Pharmaceutical Companies, Food Manufacturers & Processors, State & Federal Research Labs, Private Practice, Schools, Universities, Government Agencies, and Trade Associations.

Please refer to the NFS website and the Academy of Nutrition and Dietetics (AND) at eatright.org for additional information about the dietetic profession. Be sure to ask your NTR 1000 instructor to about becoming an AND student member. Forms for student membership will be completed during NTR 1000.

Requirements to complete the Didactic Program in Dietetics*

https://catalog.cpp.edu/preview_program.php?catoid=61&pooid=15762&print



Name: _____
 Plan: Nutrition, B.S.
 SubPlan/Option: Dietetics
 Min. Units Required: 120 units

2021-2022 University Catalog
 Degree Curriculum Sheet

Major Required 74 units

AG4010 - Ethical Issues in Food, Agricultural and Apparel Industries (3) (C3 or D4)
 BIO1150 - Basic Biology (3) (B2)
 BIO1150L - Basic Biology Laboratory (1) (B3)
 BIO2060 - Basic Microbiology (3)
 BIO2060L - Basic Microbiology Laboratory (1)
 BIO2350 - Human Physiology (3)
 BIO2350L - Human Physiology Laboratory (1)
 BIO3000 - Genetics and Human Issues (3) (B5)
 CHM1210 - General Chemistry I (3) (B1)
 CHM1210L - General Chemistry Laboratory I (1) (B3)
 CHM1220 - General Chemistry II (3) (B1)
 CHM1220L - General Chemistry Laboratory II (1) (B3)
 CHM2010 - Elements of Organic Chemistry (3)
 COM2204 - Advocacy and Argument (3) (A1)
 ENG1103 - First Year Composition (3) (A2)
 ENG1105 - Written Reasoning (3) (A3)
 FST3210 - Experimental Food Science (2)
 FST3210L - Experimental Food Science Laboratory (1)
 FST3250 - Food Safety and Current Issues (3) (B5)
 NTR1000 - Introduction to the Nutrition Professions (1)
 NTR1210 - Introduction to Foods (2)
 NTR1210L - Introduction to Foods Laboratory (1)
 NTR2180 - Ethnic Studies of Food, Nutrition, and Health Disparities (3) (F)
 NTR2350 - Nutrition (3)
 NTR2350L - Nutrition Laboratory (1)
 NTR3130 - Introduction to Nutrition Research (3)
 NTR3280 - Food and Culture (3) (D4)
 NTR3350 - Nutrition of the Life Cycle (3)

 NTR3450 - Nutrition Education and Counseling (3) **or**
 NTR3450S - Nutrition Education and Counseling Service Learning (3)

 NTR3450A - Nutrition Education and Counseling Activity (1) **or**
 NTR3450AS - Nutrition Education and Counseling Activity Service Learning (1)

 PSY2201 - Introduction to Psychology (3) (E)
 STA1200 - Statistics with Applications (3) (B4)

There will be a requirement for graduation - an assessment activity.

Subplan/Option Required 31 units

ABM2240 - Accounting for Agribusiness I (3)
 CHM3210 - Elements of Biochemistry (3)
 NTR3280L - Food and Culture Laboratory (1)
 NTR3670 - Institutional Food Service I (2)
 NTR3670L - Institutional Food Service I Laboratory (1)
 NTR3680 - Institutional Food Service II (2)
 NTR3680L - Institutional Food Service II Laboratory (1)
 NTR3930 - Advanced Nutrient Metabolism I (3)
 NTR3940 - Advanced Nutrient Metabolism II (3)
 NTR4260 - Food Service Administration (2)
 NTR4430 - Medical Nutrition Therapy I (3)
 NTR4430A - Medical Nutrition Therapy Activity (1)
 NTR4440 - Medical Nutrition Therapy II (3)

 NTR4460 - Community Nutrition (2) **or**
 NTR4460S - Community Nutrition Service Learning (2)

 NTR4460A - Community Nutrition Activity (1) **or**
 NTR4460AS - Community Nutrition Activity Service Learning (1)

General Education Requirements 48 Units

Students should view their Degree Progress Report (DPR) for information regarding their General Education requirements. Unless specific GE courses are required for their major, please refer to the list of approved courses in the General Education Program in the University Catalog, catalog.cpp.edu. When viewing the catalog, students should select the catalog year associated with the GE requirements listed in their Degree Progress Report.

Area A. English Language Communication and Critical Thinking (9 units)

At least 3 units from each sub-area

1. Oral Communication
2. Written Communication
3. Critical Thinking

Area B. Scientific Inquiry and Quantitative Reasoning (12 units)

At least 3 units from B1, B2, B4, and B5 including 1 unit of lab from B1 or B2 to fulfill B3

1. Physical Sciences
2. Life Sciences
3. Laboratory Activity
4. Mathematics/Quantitative Reasoning
5. Science and Technology Synthesis

Area C. Arts and Humanities (12 units)

At least 3 units from each sub-area and 3 additional units from sub-areas 1 and/or 2

1. Visual and Performing Arts
2. Literature, Modern Languages, Philosophy and Civilization
3. Arts and Humanities Synthesis

Area D. Social Sciences (9 units)

At least 3 units from each sub-area

1. U.S. History and American Ideals
2. U.S. Constitution and California Government
4. Social Science Synthesis

Area E. Lifelong Learning and Self-Development (3 units)

Area F. Ethnic Studies (3 units)

American Institutions 6 Units

Courses that satisfy this requirement may also satisfy GE Area D1 and D2.

Graduation Writing Test

All persons who receive undergraduate degrees from Cal Poly Pomona must pass the Graduation Writing Test (GWT). The test must be taken by the semester following completion of 60 units for undergraduates.