

**FOOD AND NUTRITION AND DIETETICS (FND)/
DIDACTIC PROGRAM IN DIETETICS (DPD)
POLICY AND PROCEDURE MANUAL**

**Framingham State University, MA
2023 2024**

Table of Contents

FOOD AND NUTRITION FACULTY 2022-2023	3
MISSION STATEMENT	4
NUTRITION AND DIETETICS CONCENTRATION GOALS	5
TECHNOLOGY REQUIREMENTS FOR FOOD AND NUTRITION STUDENTS	6
FRAMINGHAM STATE UNIVERSITY DIDACTIC PROGRAM IN DIETETICS OVERVIEW	7
NUTRITION AND DIETETICS CONCENTRATION (FND) APPLICATION	8
NUTRITION AND DIETETICS CONCENTRATION (DIDACTIC PROGRAM IN DIETETICS) PROGRAM POLICIES	12
FSU ACADEMIC INFORMATION, POLICIES AND REGULATIONS CONCERNING ACADEMIC SUSPENSION/DISMISSAL	13
RETENTION AND REMEDIATION PROCEDURE	13
GRADUATION AND/OR PROGRAM COMPLETION REQUIREMENTS	14
DIDACTIC PROGRAM IN DIETETICS STUDENT GRIEVANCE PROCEDURE	15
REQUIRED NOTICE OF OPPORTUNITY AND PROCEDURE TO FILE COMPLAINTS WITH THE ACCREDITATION COUNCIL or FRAMINGHAM STATE UNIVERSITY	18
FSU Policy Against Discrimination, Discriminatory Harassment and Retaliation	18
FSU ACADEMIC INFORMATION, POLICIES AND REGULATIONS CONCERNING ACADEMIC SUSPENSION/DISMISSAL:	18
FRAMINGHAM STATE UNIVERSITY EDUCATIONAL PREPARATION TO BE A REGISTERED DIETITIAN	19
Becoming a Nutrition Dietetics Technician, Registered	20
FRAMINGHAM STATE UNIVERSITY: PLANNING FOR YOUR SUPERVISED PRACTICE	20
Required Courses and Suggested Undergraduate Course Sequence for Entering Freshmen Fall 2022..	22
SUGGESTED ELECTIVES FOR MAJORS IN THE NUTRITION AND HEALTH STUDIES DEPARTMENT	23
FOOD AND NUTRITION PROGRAM COSTS	26
Instructions and Checklist for NUTR 495, NUTR 499, and HLTH 495 Internships	27
MAJOR COURSE TRANSFER CREDIT POLICY	29
FINANCIAL AID INFORMATION	31
INFORMATION ON SCHOLARSHIPS	31
BECOMING A LICENSED DIETITIAN/NUTRITIONIST (LDN) IN MASSACHUSETTS	32
General information: Academic schedule, leave of absence, student privacy, Family Educational Rights & Privacy Act, access to files, and access to health and mental health services.	33

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MISSION STATEMENT

Food and Nutrition Program Mission

The Food and Nutrition program at Framingham State University will develop a course of study that enables graduates to actively participate in the changing food environment, in the nutrition education process, and in health care delivery systems according to the highest standards of client service and professional ethics.

The Food Nutrition Program Mission can be accessed here:

<https://www.framingham.edu/academics/colleges/science-technology-engineering-and-mathematics/nutrition-and-health-studies/food-and-nutrition-major/mission-goals-objectives/index>

DPD mission statement

The mission of the Nutrition and Dietetics program (Didactic Program in Dietetics) is to prepare graduates to be accepted into a dietetic internship and a graduate program, to become a registered dietitian nutritionist. Graduates may choose to pursue a career in food, nutrition, or a related field without becoming an RDN.

The DPD Mission Statement can be accessed here:

<https://www.framingham.edu/academics/colleges/science-technology-engineering-and-mathematics/nutrition-and-health-studies/programs/majors/food-and-nutrition-major>

NUTRITION AND DIETETICS CONCENTRATION GOALS

Goal #1 – Program graduates will become competent, entry level professionals who meet employment needs in the field of nutrition and dietetics.

- a. At least 80% of students complete program requirements within 6 years (150% of planned program length).
- b. At least 50 percent of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation.
- c. Of program graduates who apply to a supervised practice program, at least 50 percent are admitted within 12 months of graduation.
- d. 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%".

Goal #2 – Program graduates will be prepared to work in a variety of nutrition and dietetics settings

- a. 80% of employers will respond 3 or higher on a five-point scale on the Employer Questionnaire when asked to rate graduates' preparation for entry-level dietetics position.
- b. 80% of Dietetic Internship Directors will respond 3 or higher on the DI Director Questionnaire when asked to rate graduates' preparation for the DI.
- c. Within 12 months of program graduation, at least 80% of program graduates are employed in the field of nutrition and dietetics.

TECHNOLOGY REQUIREMENTS FOR FOOD AND NUTRITION STUDENTS

As entering freshman and transfer students majoring in Food and Nutrition, you are required to have a wireless laptop computer. Courses in Food and Nutrition will have projects and lectures based on computer programs, Canvas, and the Internet. Your instructor will inform you of class sessions that will require you to bring your computer to class. Programs required are Microsoft Word, Excel, PowerPoint, and Publisher, as well as a diet analysis program.

For a complete guide to technology services for students, see:

<https://www.framingham.edu/student-life/information-technology-services/it-guides/students/it-guide-for-students>

Note: Students may bring or purchase any laptop, but the University secures excellent pricing on a university recommended system each year. Through our purchase program, you can take advantage of special pricing on hardware that we have vetted for durability, reliability, and supportability.

For information on purchasing FSU-recommended laptops, or purchasing one through FSU, see:

<https://www.framingham.edu/student-life/information-technology-services/student/#laptop>

FRAMINGHAM STATE UNIVERSITY DIDACTIC PROGRAM IN DIETETICS OVERVIEW

The Didactic Program in Dietetics (DPD or Didactic Program) is a term used by the Academy of Nutrition and Dietetics (AND) to describe the Accreditation Council for Education in Nutrition and Dietetics (ACEND) Accreditation Standards as meeting academic requirements for admission to a supervised practice program. It may also be referred to as Didactic Program in Nutrition and Dietetics (DPND). Framingham State University has one of 212 Didactic Programs. Graduates of the Framingham State University Food and Nutrition major, Nutrition and Dietetics concentration, meet the DPD requirements. DPD graduates must complete a post-graduate Dietetic Internship (DI) that is accredited by ACEND. DIs provide 1000 hours of supervised practice. This is usually completed in 8-24 months. (Longer programs usually include a Master's degree). See:

<https://www.eatrightpro.org/acend/students-and-advancing-education/application-process-for-students>. Once the DI is completed, graduates are eligible to take the National Registration Examination for Dietitians. NOTE: Effective January 1, 2024, the minimum degree requirement for eligibility to take the registration examination for dietitians will change from a bachelor's degree to a graduate degree. All other didactic and supervised practice eligibility requirements will remain the same. See: <https://www.eatrightpro.org/advanced-degrees-directory>

NOTE: This differs from Coordinated Program in Dietetics (CPD), which includes supervised practice. The Didactic Program meets ACEND's "Core Knowledge" requirements, which specifies what's needed to enter practice as a Registered Dietitian (RD). Core Knowledge requirements are based on data that defines dietetics practice at the national level. Each college or university develops a curriculum to meet the Core Knowledge for the RD. Didactic Program course requirements will vary somewhat among institutions. If you have taken courses at another institution and want to complete the Didactic Program requirements at FSU, you must complete a minimum of eight FSU courses to qualify for a "Verification Statement" – mailed to students after program completion.

NOTE: This differs from Coordinated Program in Dietetics (CPD), which includes supervised practice.

The Didactic Program meets ACEND's "Core Knowledge" requirements, which specifies what's needed to enter practice as a Registered Dietitian (RD). Core Knowledge requirements are based on data that defines dietetics practice at the national level. Each college or university develops a curriculum to meet the Core Knowledge for the RD. Didactic Program course requirements will vary somewhat among institutions. If you have taken courses at another institution and want to complete the Didactic Program requirements at FSU, you must complete a minimum of eight FSU courses to qualify for a "Verification Statement" – mailed to students after program completion.

ACEND address and phone:

Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190

Chicago, Illinois 60606-6995 Phone: 800-877-1600 or 312-899-0040

NOTE: If you have an undergraduate degree from another institution, you may complete DPD requirements at FSU through the Master of Science in Food and Nutrition. Visit:

<https://www.framingham.edu/academics/graduate-studies/graduate-degree-programs/master-of-science-nutr-sci-informatics/master-of-science-concentration-in-food-and-nutrition-specialization-in-nutrition-science-and-informatics>. To schedule an appointment with the graduate advisor, call

508-626-4540. NOTE: It's the DPD policy that post graduates who return to take the DPD courses in order to receive a verification statement and apply to DIs must take their courses in sequence.

2023/2024 academic year

NUTRITION AND DIETETICS CONCENTRATION (FND) APPLICATION

Leave this form in the black box outside of Hemenway Hall, Room 215 (main office)
 Alternatively, you can email it to Dr. Susan Massad, smassad@framingham.edu

You will apply to the Nutrition and Dietetics Concentration (FND) once you have completed or are enrolled in CHEM 300 Principles of Biochemistry. This is typically during sophomore year. If you plan to take Biochemistry in the summer, you should still apply in the spring semester just prior to that summer.

Name: _____

Date: _____

FSU E-mail: _____

NON-FSU E-mail (required) _____

Student ID #: _____

Semester and year that CHEM 300 Principles of Biochemistry was completed or will be completed:

Are you also applying to Coordinated Program in Dietetics? (Please circle) Yes No

Are you also applying to the DPD M.Ed. 4+1 Program? (Please circle) Yes No

List other colleges you've attended and from which transcripts will be sent. (If all of your courses have been taken at Framingham State, circle N/A and skip this question):

N/A

2023/2024 academic year

Additional Documents that must be submitted with this application:**1) Degree Works progress form:**

Submit your Degree Works progress document that lists all of your courses and grades. On "MyFramingham" go to Academics → My Courses → Degree Works Login → Save as a PDF → Print out the document. **WRITE YOUR NAME ON THIS DOCUMENT.** Submit it with application.

2) Transcripts:

If you have taken required science or dietetics courses at other schools, you need to order transcripts from those schools. **Your application is not complete until all of these transcripts have been received.** Have transcripts sent to Dr. Susan Massad (smassad@framingham.edu). If sending by regular postal mail, send to: Dr. S. Massad, Department of Food and Nutrition, Hemenway Annex 220, Framingham State University, 100 State St., Framingham, MA 01702 (**NOTE: this can take up to 4 weeks**).

Due Dates:

1. If you finish CHEM 300 Principles of Biochemistry in fall semester, **all transcripts and applications are due by January 10th of spring semester**. You will be notified of your acceptance decision by the first day of classes in spring semester.
2. If you are completing CHEM 300 Principles of Biochemistry in spring semester, **all transcripts and applications are due by February 28th of spring semester**. You will be notified of your acceptance decision by June 1st (after grades are submitted).
3. If you intend to complete Biochemistry in the summer, **all transcripts and applications are still due by February 28th**. ***After completion and receipt of your grade for summer Biochemistry, send your summer Biochemistry transcript to*** Dr. Susan Massad (address above). Also send it to the Registrar to receive transfer credit. You will be notified of your status prior to the start of classes in September.

Continued →

Worksheet for Grade Calculations for Application (You must submit this with your application):**Minimum requirements** for acceptance into the FND concentration:

- Currently enrolled in or have successfully completed CHEM 300 Principles of Biochemistry. **NOTE: Your application will be on hold until CHEM 300 Principles of Biochemistry is completed.**
 - Minimum second semester sophomore standing is required. (Applications are also accepted from juniors, seniors, and graduate students).
- Minimum overall GPA of 2.70.
- Minimum science GPA of 2.50 comprised of the six science courses listed below. (Equivalent is defined as a course that has been substituted for the required course and appears on your transcript.) Please fill in your grade for these courses. You can compute your Science GPA using the chart provided below.

- _____ BIOL 130 Principles of Biology or equivalent
- _____ BIOL 235 Principles of Human Physiology, or BIOL 333 Human Physiology, or equivalent
- _____ CHEM 107 Principles of Chemistry or equivalent
- _____ CHEM 108 Chemistry & Quantitative Analysis or equivalent
- _____ CHEM 207 Organic Chemistry or equivalent
- _____ CHEM 300 Principles of Biochemistry or equivalent

- No lower than a C- (1.70) in any Biology, Chemistry, or Food and Nutrition course. Fill in your grades here:

- _____ BIOL 130 Principles of Biology or equivalent
- _____ BIOL 235 Principles of Human Physiology or equivalent
- _____ CHEM 107 Principles of Chemistry or equivalent
- _____ CHEM 108 Chemistry and Quantitative Analysis or equivalent
- _____ CHEM 207 Organic Chemistry or equivalent
- _____ CHEM 300 Principles of Biochemistry or equivalent
- _____ NUTR 110 Fundamentals of Nutrition Science or equivalent (Formerly NUTR 205 – Nutrition Science and Applications)
- _____ NUTR 262 Food, Culture, and Society

Grade	Quality Points
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0

- Acceptance is based on a formula using your grades.

Continued →

Additional Information:

4. Twenty-four (24) students will be accepted into the FND concentration each year. This is in addition to the 24 students who are accepted into the Coordinated Program in Dietetics (CPD). Acceptance into the FND concentration is competitive. If the number of applicants exceeds the number of openings (24), not all students who meet the minimum requirements will be accepted.
5. If you are not accepted to the FND concentration, you will be required to pursue another major at FSU. This can include a BS in Food and Nutrition with a concentration in Nutrition and Wellness.
6. NOTE: If you are planning to apply to the Coordinated Program in Dietetics (CPD), complete both the CPD application and the FND application.

**NUTRITION AND DIETETICS CONCENTRATION (DIDACTIC PROGRAM IN DIETETICS)
PROGRAM POLICIES****A. FORMAL ASSESSMENT OF STUDENT LEARNING AND REGULAR REPORTS OF PERFORMANCE AND PROGRESS**

Formal assessment of student learning and regular reports of performance and progress are provided by the University's warning system, individual faculty e-mails, and meeting with the students during a regularly scheduled advising and registration period during the semester. Final grades for courses are posted online at secure websites by the Registrar's Office. These procedures apply to all Food and Nutrition students. Students in this concentration must maintain an overall GPA of > 2.70 and a science GPA of > 2.50 comprised of these six courses:

1. BIOL 130 Principles of Biology or equivalent
2. BIOL 235 Principles of Human Physiology, BIOL 333 Human Physiology, or equivalent
3. CHEM 107 Principles of Chemistry or equivalent
4. CHEM 108 Chemistry and Quantitative Analysis or equivalent
5. CHEM 207 Organic Chemistry or equivalent
6. CHEM 300 Principles of Biochemistry or equivalent

Also, students must earn a C- or greater in all nutrition, chemistry, or biology courses. Failure to maintain the minimum overall and science GPA, and failure to earn a C- or greater in all nutrition, chemistry, or biology courses, will result in dismissal from the program. A student may retake the courses for which a grade of lower than C- was received, and reapply to the program the following semester.

**FSU ACADEMIC INFORMATION, POLICIES AND REGULATIONS CONCERNING ACADEMIC
SUSPENSION/DISMISSAL:**

Academic regulations concerning academic suspension/dismissal are found on page 46 of the 2022-2023 Framingham State University undergraduate catalogue, and can be accessed at:

<https://www.framingham.edu/Assets/uploads/academics/catalogs/documents/undergraduate-catalogs/2022-2023-undergraduate-catalog/undergraduate-catalog-2022-2023.pdf>

RETENTION AND REMEDIATION PROCEDURE

Per university policy, all faculty members from all departments submit midterm warnings to the Registrar's Office. The Registrar sends the warnings to the students. If a student receives a midterm warning, it goes into his/her "degree works" audit. The advisor checks this audit each semester, and talks to the student during the subsequent registration and advisement period about the options of receiving tutoring through the Center for Academic Support and Advising (CASA) to raise the grade, or dropping the course and retaking it during the summer or the following semester.

If a student does not meet the minimum overall or science GPA to remain in the Nutrition and Dietetics concentration (DPD), the student is given the option to switch to the Nutrition and Wellness concentration or to another major. Students must maintain a 2.70 overall GPA and a 2.5 science GPA. If a student falls below these standards, the advisor, who checks the GPAs each semester, will send the student to the DPD Director, who will meet with the student to advise and create a plan for the student's progress. Ultimately if these standards are not met, the student will be dismissed from the Nutrition and Dietetics concentration.

GRADUATION AND/OR PROGRAM COMPLETION REQUIREMENTS

Framingham State University does not have a time limit for when a student can graduate. For the Didactic Program in Dietetics students, all of the courses that a student has completed when he/she/they graduate must have been taken *within 10 years of the time that the first course that counts toward the degree was taken*. At least 8 of the courses must have been taken at FSU. Considering how often nutrition and dietetics standards change, it is optimal if students complete their “Didactic Program in Dietetics-required” courses within 2 years.

Verification of completion of dietetics programs is the method used by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) to ensure that academic and supervised practice requirements for membership in the Academy of Nutrition and Dietetics or Commission on Dietetic Registration eligibility for the Registration Examination for Dietitians.

Verification Statements are needed when graduates apply to an ACEND-accredited Supervised Practice Program. Verification Statements are issued by the Program Director. They will be mailed to each Nutrition and Dietetics student who has:

- completed a minimum B.S. degree
- completed all specified program courses according to the University catalog under which the student has matriculated
- has maintained a minimum overall GPA of 2.7, a minimum science GPA of 2.5 and has no grade under a C- in any nutrition or science courses.

Note:

At various times a graduate *may* be asked to supply the Verification Statement (e.g., as part of a job application). **The Program Director will mail** six paper copies or a copy via email with an authenticated digital signature to each graduate for his/her personal file to use when applying for state licensure/certification, membership in the Academy of Nutrition and Dietetics, etc. The Foods and Nutrition Department will retain one (1) original indefinitely in the student/graduate file at the University, and will retain one (1) original for Program Director to submit to the Commission on Dietetic Registration as directed through the Random Audit Process for registration eligibility verification requirement for Pathway III students sitting for the Registered Dietetic Technician (DTR) Exam.

DIDACTIC PROGRAM IN DIETETICS STUDENT GRIEVANCE PROCEDURE

Students and faculty members should use their best efforts to encourage the informal settlement of problems. If a problem cannot be resolved then students should proceed with the following:

1. Definitions
 - a. Grievant: Didactic Program in Dietetics (DPD) student who seeks resolution of a grievance
 - b. DPD Director: person acknowledged by the Academy of Nutrition and Dietetics as the Program Director.
 - c. Department Chairperson: Chairperson, Food and Nutrition.
 - d. Evidence: Written statements, course assignments, and oral testimony are included.
2. Initiation and Notification Process:

It is suggested that the student first discuss concerns on an informal basis with the DPD Director and attempt resolution at this level. If the concern is with the DPD Director, then the Department Chairperson handles subsequent steps.

 - a. Write a letter stating the student concerns to the DPD Director. The letter must be submitted within two weeks of the occurrence of an incident, discovery of the problem, or, if applicable, notification of removal from the Didactic Program in Dietetics.
 - b. Schedule a conference with the DPD Director.
 - c. After consultation with the Food and Nutrition Faculty and/or the Department Chairperson, the DPD Director writes a letter suggesting an appropriate remedy for the grievance.
 - d. After receipt of the letter from the DPD Director, the grievant has two academic days to respond in writing to either accept the remedy or to request the grievance be taken to the next step: 1. Write a letter stating the student concerns to the Department Chairperson. 2. Schedule a conference with the Department Chairperson. 3. After consultation with the DPD Director and/or Food and Nutrition Faculty, the Department Chairperson suggests, in writing, an appropriate remedy for the grievance.
3. Withdrawal of Grievance: The grievant can withdraw the grievance at any time prior to the decision of the Department Chairperson or the Hearing Body with the consent of the DPD Director or the Department Chairperson.

4. Appeal Process: After receipt of the letter from the Department Chairperson, the grievant has two academic days to respond in writing to either accept or to appeal the remedy to the grievance. A written letter of appeal is sent to the Dean of Students. If warranted, Dean of Students will convene a hearing body.
5. Pre-hearing Conference: At the Pre-hearing Conference the Dean of Students will:
 - a. Provide copy of letter stating the student concern(s) to the grievant and faculty member.
 - b. Inform the grievant and faculty member:
 1. of the grievant right to a hearing before a Hearing Body;
 2. of their right to bring witness in their behalf;
 3. of their right to cross-examine witnesses;
 4. of their right to be assisted by an advisor. The advisor may be anyone except an Attorney at Law and may attend the hearing.
 5. of the appeal procedure.
 - c. Suggest in writing, an appropriate remedy to the grievance, after consultation with the Department Chairperson, DPD Director and/or Food and Nutrition Faculty.
 - d. After Pre-hearing Conference, grievant has two academic days to respond in writing:
 1. to accept the convener's remedy to the grievance.
 2. to request the grievance be referred to the Hearing Body.
6. Composition of the Hearing Body
 - a. Chair The Dean of Students will moderate the hearing and vote in the case of a tie.
 - b. Members All members of the Hearing Body are chosen by the Dean of Students after consultation with the Department Chairperson and DPD Director.
 - c. 1 DPD, 1 Food and Nutrition faculty member, 1 faculty from an associated department, 1 practitioner
7. Hearing
 - a. The grievant must attend the hearing and verbally present the evidence.
 - b. The grievant and/or advisor shall be entitled to call witnesses and ask questions of anyone who testifies at the hearing.
 - c. The faculty member and/or advisor shall be entitled to appear, hear all testimony, present any relevant information in his/her behalf, call witnesses, and ask questions of anyone who testifies at the hearing.

- d. The hearing will be controlled to avoid needless consumption of time through repetition of information and to prevent the harassment or intimidation of participants. The Chairperson can recess the hearing at any time.
 - e. After all information has been presented, and the faculty member has made a final statement, the Hearing Body shall meet in private to discuss the case and decide. A majority vote is necessary to make the decision.
 - f. If the grievant rights have been breached, it is the responsibility of the Chair of the Hearing Body to propose an appropriate remedy for the breach. A majority of the Hearing Body must be present and must support the Chair's proposal.
 - g. The grievant and faculty member shall be notified in writing of the Hearing Body's decision, including a statement of the reasons for the decision and the findings of fact on which it is based. This notice will include the right to appeal the decision to the Dean of the College of Science, Technology, Engineering, and Mathematics within two academic days.
 - h. A record of the hearing shall be taken. All records pertaining to the hearing shall be confidential and kept by the Chair until the grievant graduates or voluntarily terminates his/her relationship with the University. These records shall be used only in the disposition of future cases involving DPD students. Members of the committee will hold all statements, information, or comments given during the hearing in strictest confidence. Only those faculty members with an educational need to know will be informed of the proceedings and outcome. The educational need to know will be determined by the DPD Director in consultation with the Department Chairperson.
8. Retaliation: The FSU policy concerning retaliation applies to all parties involved in the Grievance Procedure. Details: <https://www.framingham.edu/Assets/uploads/about-fsu/office-of-institutional-research/documents/eoplan.pdf>

REQUIRED NOTICE OF OPPORTUNITY AND PROCEDURE TO FILE COMPLAINTS WITH THE ACCREDITATION COUNCIL or FRAMINGHAM STATE UNIVERSITY

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) will review complaints that relate to a program's compliance with the accreditation standards. ACEND is interested in the sustained quality and continued improvement of dietetics education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff, or students.

Complaints should be submitted directly to ACEND only after all other options with the program and institution have been exhausted. A copy of the accreditation standards and/or ACEND's policy and procedure for submission of complaints may be obtained by contacting the Education and Accreditation staff at the Academy of Nutrition and Dietetics at 120 South Riverside Plaza, Suite 2000, Chicago, Illinois 60606-6995 or by calling 312-899-0040, Ext. 5400.

Written complaints should be mailed to the Chair, Accreditation Council for Education in Nutrition and Dietetics at the above address.

Other complaints, not specific to ACEND

Other complaints that are not specific for ACEND can be addressed with the Dean of Students - Office Location and Hours: McCarthy Center, Fifth Floor, Suite 504 Hours: 9:00 AM – 5:00 PM Phone: 508-626-4596

FSU Policy Against Discrimination, Discriminatory Harassment and Retaliation

Framingham State University is committed to taking all possible steps to provide an inclusive and diverse learning, living and working environment that values cultural tolerance and looks with disfavor on intolerance and bigotry. Details and complaint procedures concerning discrimination, discriminatory harassment, and retaliation are found at

<https://www.framingham.edu/Assets/uploads/about-fsu/office-of-institutional-research/ documents/eoplan.pdf>

FSU ACADEMIC INFORMATION, POLICIES AND REGULATIONS CONCERNING ACADEMIC SUSPENSION/DISMISSAL:

Academic regulations concerning academic suspension/dismissal are found on page 46 of the 2022-2023 Framingham State University Undergraduate catalog which can be accessed at:

<https://www.framingham.edu/Assets/uploads/academics/catalogs/ documents/undergraduate-catalogs/2022-2023-undergraduate-catalog/undergraduate-catalog-2022-2023.pdf>

FRAMINGHAM STATE UNIVERSITY EDUCATIONAL PREPARATION TO BE A REGISTERED DIETITIAN

Listed below are the minimum requirements set by the Academy of Nutrition and Dietetics to become a Registered Dietitian.

- I. A **Bachelor's degree** from a four-year accredited institution.
- II. Coursework that meets **Didactic Program in Dietetics** (DPD or Didactic Program). Didactic Programs are accredited by the Accreditation Council for Education in Nutrition and Dietetics and must meet the Core Knowledge for the RD stated in the Accreditation Standards.
A Verification Statement confirming completion of the Didactic Program is required. After the student has submitted an official Framingham State University transcript, the DPD Director mails the verification statement to the student. Copies of the Verification Statement with original signatures are required for application to a supervised practice program, application for active membership in the Academy of Nutrition and Dietetics, and application for eligibility to write the Registration Examination for Dietitians.

- III. **Supervised Practice Program** that meets the Core Knowledge and Competencies for the RD for Dietitian Education Supervised Practice (minimum of 1000 hours) in one of two types of accredited programs:

Coordinated Program in Dietetics – integrates the supervised practice with the academic requirements at either the undergraduate or graduate level. As of 2024, a Master's degree is also required.

OR

Dietetic Internship – post-baccalaureate supervised practice usually administered by a hospital, medical center, university or college. As of 2024, a Master's degree is also required.

- IV. Successful completion of the **Registration Examination for Dietitians**. To apply for eligibility to take the Registration Examination, applicants must submit Verification Statements from the Supervised Practice Program. The Registration Examination for Dietitians is given as a computer-based exam at testing centers year round. Applicants submit an eligibility application and Verification Statement to the Commission on Dietetic Registration.

Becoming a Nutrition Dietetics Technician, Registered

Educational and professional requirements, see: <https://www.eatright.org/become-an-rdn-or-ndtr>

Nutrition dietetics technicians, registered (NDTRs), are trained in food and nutrition and are an integral part of the health-care and foodservice management teams. NDTRs have met the following criteria to earn the NDTR credential:

- Completed a dietetic technician program by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, that includes 450 hours of supervised practice experience in various community programs, health-care and foodservice facilities and has completed at least a two-year associate's degree at a U.S. regionally accredited college or university.

OR

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

For additional information contact the Academy's Accreditation and Education Programs Team: 800-877-1600, ext. 5400 or education@eatright.org Frequently Asked Questions

<http://cdrnet.org/vault/2459/web/files/FAQDTPathwayIII.pdf>

Study Guide for the Registration Examination for Dietetic Technicians

<https://www.pathlms.com/cdr/courses/35774#>

FRAMINGHAM STATE UNIVERSITY: PLANNING FOR YOUR SUPERVISED PRACTICE

As a Food and Nutrition student, you should begin planning for your supervised practice early in your university program. Be aware that all supervised practice programs (Dietetic Internships) are **competitive** and require an application process that evaluates academic average (overall, science courses, and in professional courses), work and academic references, and quality of work experience in dietetics.

Students in the Nutrition and Dietetics concentration apply to **Dietetic Internships (DI)** the last semester of their coursework. To be competitive in the Dietetic Internship application procedure, you should have at least a 3.0 or better overall GPA with a 3.0 GPA in science and professional courses. Current national acceptance rate for DIs is approximately 60%. While some supervised practice programs pay a stipend to interns, most do not. You should plan that the supervised practice year will be without pay and may require a substantial clinical fee or tuition payment.

2023/2024 academic year

How should I prepare for applying to a DI?

1. You are required to take NUTR 005 Preparation for Dietetic Internship – a non-credit bearing course that meets on 9 Mondays from 1:30-2:20, during Fall Semester of senior year.
2. Maintain a good academic average. Don't let any semester "slide." Utilize the services of CASA (Center for Academic Success and Achievement – Peirce Hall Annex) for tutoring and other academic assistance. Don't wait to ask for help.
3. Plan to get a summer and/or weekend job in the dietetics field. Internships look for relevant work experience in their applicants.
4. Meet with your advisor frequently. If you're experiencing difficulty in a course, initiate and maintain communication with the professor of that course immediately. Seek tutoring at CASA.
5. Meet with the Didactic Program Director, Dr. Susan Massad, in your sophomore/junior year to go over current GPA, dietetic work experience, and University activities.
6. The online dietetic internship application is submitted by mid-February of your last semester. You should begin early to select programs to which you would like to apply. All programs with descriptive information are listed on this Academy of Nutrition and Dietetics website link: <https://www.eatrightpro.org/acend/accredited-programs/about-accredited-programs>
7. If possible, attend dietetic internship open houses, especially if they are in Massachusetts. Most are also offered virtually.
8. We recommended the Food and Nutrition Internship/Independent Study course (NUTR 490, 495, or 499) as an elective, since it will give you some work experience.

Required Courses and Suggested Undergraduate Course Sequence for Entering Freshmen Fall 2023

1. When you are either registered for Biochemistry or have previously completed Biochemistry, you will apply to the Dietetics Program.
2. You automatically meet the General Education requirement for Domain II: B Natural Sciences.
3. You should see your advisor to individualize your schedule of courses, especially if you are a transfer student.
4. The Food and Nutrition Department offers electives each semester. You are encouraged to check the options.
5. Completing a minor is recommended for all students. Required courses in a minor can substitute for free electives.

Suggested Course Sequence

Year One: Fall Semester	Year One: Spring Semester
NUTR 110 Fundamentals of Nutrition Science CHEM 107 Principles of Chemistry (L) (Domain II: B. Natural Sciences) Common Core: A – ENGL 110 Expository Writing Common Core: B – Math 123 College Algebra	BIOL 130 Principles of Biology (L) (Domain II-B & Lab) CHEM 108 Principles of Chemistry and Quantitative Analysis (pre, L) Domain I: A. Creative Arts Domain I: C. Language
Year Two: Fall Semester	Year Two: Spring Semester
BIOL 235 Principles of Human Physiology (pre, L) CHEM 207 Organic Chemistry I (pre, L) Domain I: B. Humanities STAT 117 Introduction to Statistics or STAT 208 Biostatistics or ENVS 202 Data Analysis for Scientists	NUTR 262 Food, Culture, and Society (pre, L) CHEM 300 Principles of Biochemistry (pre, L) PSYC 101 General Psychology OR SOCI 101 Intro to Sociology OR ANTH 161 Cultural Anthropology (Domain III: B. Perspectives on Contemporary World) Domain II: A. Analysis, Modeling, Problem-Solving
Year Three: Fall Semester	Year Three: Spring Semester
NUTR 364 Experimental Study of Food (pre, L) NUTR 482 Management of Food & Nutrition Services Domain III: A. Perspectives on the Past Elective	NUTR 384 Foodservice Systems (pre, L) NUTR 374 Human Nutrition Science (pre) Domain III: C. Global Competency, Ethical Reasoning, Human Diversity Elective
Year Four: Fall Semester	Year Four: Spring Semester
NUTR 005 Preparation for Dietetic Internship (seminar, no credit) BIOL 307 Microbiology (pre, L) NUTR 381 Medical Nutrition Therapy I (pre) Elective Elective (recommend NUTR 495 Internship in Food Nutrition)	NUTR 478 Community Nutrition (pre) NUTR 481 Medical Nutrition Therapy II (pre) Elective (recommend NUTR 271 Nutrition for Sports and Exercise) Elective

EXPLANATION OF COURSE SEQUENCE

pre = prerequisite course(s) required, review catalog

L = laboratory included as part of course.

General Education Domains - Students who transfer in courses accepted as meeting General Education Domains may elect to take other courses. Students must take at least 11 General Education courses to fulfill the General Education Domain requirement.

2023/2024 academic year

Course Descriptions, including prerequisite courses for NUTR courses, are found at

<https://www.framingham.edu/academics/catalogs/index>

1. Please be aware of the following course sequencing:

Biology Course Sequence

Principles of Biology and Principles of Chemistry → Principles of Human Physiology

Principles of Biology and Principles of Chemistry → Microbiology

Chemistry Course Sequence

College Algebra (prior or concurrently) → Principles of Chemistry → Principles of Chemistry and Quantitative Analysis → Organic Chemistry I → Principles of Biochemistry

Nutrition Course Sequence

Fundamentals of Nutrition Science → Food, Culture and Society → Organic Chemistry → Experimental Study of Food → Foodservice Systems

Food, Culture and Society → Physiology → Medical Nutrition Therapy I → Community Nutrition

Principle of Human Physiology and Principles of Biochemistry → Human Nutrition Science → Medical Nutrition Therapy II

2. You are encouraged to minor in another department. Recommended Minors include: Biology, Business, Food Science, Information technology, Journalism (work with the FSU *Gatepost*), Psychology, Sociology, Spanish, Communication arts, or Professional writing. Note: Most minors require 5-7 courses. A minimum of three of these courses to satisfy any minor must be taken at Framingham State University.
3. Students repeating a course in the Department of Chemistry and Food Science must repeat both lecture and lab. There is no lab exemption.
4. Experience has shown that if you need to work more than 10 hours a week, you should consider taking fewer than 4 courses per semester.

NOTE: In some classes, exams will be given on line. You must have Lockdown Browser and installed into your laptop. If the class is taught on line, then Respondus Lockdown Browser and Respondus Lockdown Monitor must be used. This allows for student verification. If you need help installing these into your computer, you may get assistance from the student helpdesk. Contact:

helpdesk@framingham.edu

SUGGESTED ELECTIVES FOR MAJORS IN THE NUTRITION AND HEALTH STUDIES DEPARTMENT

Some courses may be required for different concentrations and course availability will vary by semester. Minors are strongly recommended. If you want to complete a minor, you need to consult the corresponding academic department for required courses in the FSU catalog <https://www.framingham.edu/academics/catalogs/>

ANTH 161 - Cultural Anthropology (Dom. III-B)

COMM 107 – Effective Speaking (Dom I-A)

COMM 115 – Introduction to Speech Communications

COMM 213 – Advanced Public Speaking (Prerequisite: COMM 107 or 115)

COMM 215– Science Communication (part of the new Science Communications minor)

ECON 102 – Principles of Microeconomics (Dom III-B)

ECON 220 – Health Economics (Prerequisite: ECON 102)

ECON 323 – The Economics of Sports (Prerequisite: ECON 102)

ENGL 225 – Introduction to Journalism (Prerequisite: ENGL 110)

ENGL 286 – Professional Writing (Prerequisite: ENGL 110)

ENGL 311 – Writing About Science (Prerequisite: ENGL 110 + either COMM 215 or other ENGL course)

ENGL 371 – Business Writing

ENTR 300 – Entrepreneurship, Start Your Own Business (Prerequisite: ENGL 110, Gen Ed math, sophomore standing)

ENVS 202 – Data Analysis for Scientists (MATH 123 is a Prerequisite: or eligibility to take MATH 200 Calculus)

MATH 117 – Intro to Statistics

MATH 208 – Biostatistics

FDSC 161 – Introduction to Food Science & Technology (Dom II-B)

FDSC 405 – Food Analysis (Prerequisite: CHEM 300 or 301)

FINA 100 – Principles of Financial Literacy (Dom. II-A; Nutrition and Food Studies requirement)

GEOG 208 – Medical Geography

GEOG 211 – Cultural Geography

GEOG 225 – Population, Food, and Global Development

GEOG 235 – Environmental Law & Policy

HLTHL 105 – Personal and Community Health (Wellness required)

HLTH 206 – Wellness Behavior (Prerequisite: HEAL 105 + Intro PSYC or SOCI course or permission of instructor)

HLTH 326 – Drug, Alcohol, & Addictive Behavior (Prerequisite: BIOL 101 or 130) (Health and Wellness required)

HLTH 496 – Internship in Fitness (Fitness Concentration requirement. application)

MGMT 280 – Organizational Behavior (Prerequisite: Sophomore standing)

MGMT 301 Sports Management (Prerequisite: MGMT 280 or MRKT 181)

MRKT 181 – Marketing Principles

MRKT 301 – Brand Management (Prerequisite: MRKT 181)

NUTR 271 – Nutrition for Sports & Exercise (NUTR 110; CHEM 103 or CHEM 107; BIOL 142, BIOL 235 or BIOL 272)

NUTR 333 – Chronic Disease Nutrition (Prerequisite: NUTR 110) Wellness required)

NUTR 390 – Special Topics in Nutrition (varies by semester, e.g., Nutrition Across the Lifespan; Supplements)

NUTR 479 – Computer Applications in Nutrition (Prerequisite: NUTR 381)

NUTR 490 – Independent Study in Food & Nutrition (Permission of Department Chair, application)

NUTR 495 – Internship in Food & Nutrition (Wellness requirement; Dietetics elective, application)

NUTR 499 – Internship in Food & Nutrition: US Army Natick Research, Development, and Engineering Center

PHIL 102 – Introduction to Ethics: Why Be Moral (Dom. III-C)

PHIL 103 – Introduction to Logic (Dom. II-A)

PHIL 118 – Introduction to Philosophy of Science (Dom. I-B)

PHIL 222 – Bioethics (Dom. III-C)

PSYC 201 – Child Development (Prerequisite: PSYC 101)

PSYC 212 – Adolescent Development (Prerequisite: PSYC 101)

PSYC 224 – Social Psychology (Prerequisite: PSYC 101)

PSYC 231 – Adult Development (Prerequisite: PSYC 101)

PSYC 245 – Health Psychology (Prerequisite: PSYC 101)

PSYC 271 – Principles of Behavior Modification (Prerequisite: PSYC 101)

PSYC 286 – Psychology of Women (Prerequisite: PSYC 101)

PSYC 305 – Human Relations (Prerequisite: PSYC 101)

SOCI 101 – Introduction to Sociology (Dom. III-B)

SOCI 212 – Sociology of the Family (Dom. III-B)

SOCI 218 – Women in Society (Dom. III-B)

SOCI 220 – Sports in Society (Dom. III-C)

SOCI 245 – Race and Ethnic Relations (Dom. III-B)

SOCI 300 – Animals and Society

SOCI 325 – Health and Illness (Prerequisite: 100-level Sociology course or ANTH 161)

SOCI 366 – Death and Dying (Prerequisite: sophomore standing or permission of instructor)

FOOD AND NUTRITION PROGRAM COSTS

Please consult the University catalog for information on tuition, fees, residence hall, and boarding costs. Website: <https://www.framingham.edu/admissions-and-aid/student-accounts/tuition-fees/index>. The university withdrawal or refund policy can be found here: <https://www.framingham.edu/admissions-and-aid/student-accounts/refund-policy>

In addition to these University costs, Food and Nutrition students should expect to incur the following general expenses. The amounts are estimates and subject to change without notice.

Lab coat required for NUTR 262 Food, Culture & Society and NUTR 364 Foodservice Systems labs	\$35
ServSafe Exam (required for NUTR 384 Foodservice Systems)	\$85
Books, Supplies, Copying	\$1200
Wireless laptop computer https://www.framingham.edu/student-life/information-technology-services/new-to-fsu/new-students	\$1508
Physical exam including required lab tests May be required for NUTR 002 Orientation to Dietetics or an internship course; required for Coordinated Program in Dietetics students	\$600
Health insurance (full-time student annual plan – if you are not already covered on a health insurance plan) https://www.framingham.edu/admissions-and-aid/student-accounts/requirements/index	\$3444
Travel to internship facility (student responsibility) (required for Nutrition and Wellness students; optional for Nutrition and Dietetics students)	\$300 ¹
Academy of Nutrition and Dietetics student membership (optional; highly recommended) https://www.eatrightpro.org/member-types-and-benefits	\$58

¹Estimated based on 30 miles travel from the University for 1 day/week for 15 weeks using standard mileage rates.

Liability insurance (\$15.00) is required for students in NUTR 384 Foodservice Systems and fingerprinting (\$35.00) is required for all students who complete the 18-hour foodservice experience in a public school. The University covers both of these expenses.

Instructions and Checklist for NUTR 495, NUTR 499, and HLTH 495 Internships

Academic Requirements:

Your NUTR/HLTH 495 or NUTR 499 internship is a great opportunity to prepare for your future career. You must have a 2.5 GPA in your major courses. If you do not have a 2.5 GPA, speak to your advisor. The department chair and your advisor will discuss a substitution course or course(s). If you are a Health and Wellness major, have a Nutrition and Food Service Program Management concentration, or are in the DPD 4+1 program an internship course is required to graduate. If you are a Nutrition and Dietetics or Coordinated Program concentration student, you can take an internship course as an elective to gain experience.

When and How to Apply:

It is best to take the internship class in your **senior year** when you have the most knowledge and skills to utilize in your internship. The application process requires preparation and thought. Your application must be submitted through the online application form linked below with your resume (approved by Career Services) and a copy of your Degreeworks summary. Both documents must be in PDF format. The checklist below will help you prepare and submit on time. Mark off each task as you complete them. Applications are due by the following dates, based on when you plan to take the internship course.

Application Due on or Before	Semester of Internship
October 7	Spring
March 1	Fall
March 1	Summer

Check here when done	Checklist of items you need to complete for the internship application	For <u>summer</u> or <u>fall</u> semester internships	For <u>spring</u> semester internships
	Check in with your advisor to verify when you should take the internship course.	By Feb. 15	By Sept. 21
	Verify that you have a 2.5 GPA in all major courses. If you do not, speak to your advisor.	By Feb. 15	By Sept. 21
	Schedule and meet with Career Services to review your resume. Ask about resources for writing a cover letter during this meeting.	By Feb. 15	By Sept. 21
	Edit resume and have it re-reviewed by Career Services, if needed.	By Feb. 22	By Sept. 28
	Complete the online internship application linked here , which includes uploading your resume, a copy of email about Career Services meeting, and a copy of DegreeWorks summary. The same application is used for NUTR 495/499 and HLTH 495. Contact the course instructor with any questions.	By March 1	By Sept. 28
	Ensure that you have at least one eight-hour weekday available for your placement (or four hours free on two different days).	When planning your schedule	When planning your schedule

After submitting your application, the internship course instructor will set up a meeting with you to discuss potential placement sites, the process for writing a cover letter and scheduling an interview with your potential placement site, and the process for registering for the internship class. You should use the Career Services [Career Guide](#) to help you write your cover letter. Once your site is confirmed, you are responsible for providing any required documentation (i.e., CORI check) and/or completing any required health screenings or training prior to the internship semester (only applies to some sites).

Your internship grade is determined by the internship instructor AND placement supervisor. Internship requirements are identified in the course syllabus. You are required to attend seminars and individual appointments during the semester.

*Spring NUTR 495/499 Course Instructor: Professor Megan Mayer (mmayer1@framingham.edu)

*Summer NUTR 495/499 Course Instructor: Professor Karen McGrail (kmcgrail@framingham.edu)

*Fall/Spring/Summer HLTH 495 Course Instructor: Professor Brian Souza (bsouza@framingham.edu)

MAJOR COURSE TRANSFER CREDIT POLICY

FRAMINGHAM STATE UNIVERSITY DEPARTMENT OF NUTRITION AND HEALTH STUDIES

See: <https://www.framingham.edu/academics/registrar/transfer-course-equivalencies/index.php>

If you believe a course you took should be transferred in that wasn't accepted for transfer, you can write a letter to the Department Course Transfer Committee and list the course(s) for which you are requesting transfer credit and the corresponding FSU courses(s). For each course under consideration, you should provide:

1. a transcript from the college/university where the course was taken.
2. the FSU "Degree Works" course progress form printed from your "My Framingham" link
3. catalog course descriptions from the college/university where the course was taken.
4. the textbook name and author (provide the text if possible).
5. the course syllabus/outline and topic outline.
6. completed Course Substitution Form that was done your advisor.

The above documentation should be submitted to the student's advisor who will submit it to the Course Transfer Credit Committee.

7. The Committee will determine course transfer credit on the basis of this criteria:

- similar course content
- the level at which the course is taught: the transfer course must have similar prerequisites to the FSU course
- if the FSU course has a clinical experience, the transfer course must have an equivalent clinical experience to receive credit
- any course accepted for credit which meets The Academy of Nutrition and Dietetics Food and Nutrition's Foundation Knowledge for Didactic Curriculum Content must have been taken within 10 years of applying for transfer credit

7. Questionable Transfer Credit

At the discretion of the committee, you may be given the opportunity to test out of a course

2023/2024 academic year

by passing an exam with an 80 or above. The FSU instructor would specify the exam.

The committee may ask to see class notes if necessary to determine course content

9. Reporting: A memo from the committee, with a copy to the advisor and Admissions Office or Registrar (if appropriate), will be sent to you.
10. You can discuss questions/concerns with the chairperson of the Course Transfer Credit Committee.
11. You can appeal a decision of the Course Transfer Credit Committee in writing to the Chair of the Nutrition and Health Studies Department

NOTE: The Framingham State University Didactic Program in Dietetics does not accept prior learning experience as substitution for course credits. Only academic courses from other accredited colleges and universities are accepted for transfer credit.

FINANCIAL AID INFORMATION

The Financial Aid Office at Framingham State University assists matriculated students and their families in meeting the costs of an FSU education. Framingham State University participates in a wide variety of Federal, State, and private financial aid programs. The Office of Financial Aid is located in the Student Services Center on the 5th floor of the McCarthy Center.

For more specific details, see this link:

<https://www.framingham.edu/admissions-and-aid/financial-aid/>

INFORMATION ON SCHOLARSHIPS:

All scholarships are listed at the FSU website:

<https://www.framingham.edu/admissions-and-aid/financial-aid/types-of-aid/scholarships/index>

For more information on scholarships specific to this major:

<https://www.framingham.edu/academics/colleges/science-technology-engineering-and-mathematics/food-and-nutrition/current-scholarships>

BECOMING A LICENSED DIETITIAN/NUTRITIONIST (LDN) IN MASSACHUSETTS

Once graduates of either the Nutrition and Dietetics (FND) or the Coordinated Program in Dietetics (FNP) concentration pass the Academy of Nutrition and Dietetics Registration Examination for Dietitians and become Registered Dietitians (RD), they can become a licensed dietitian/nutritionist (LDN) in Massachusetts. Also, if a student completes the DPD or CPD and does not take the RD exam, *then she/he may still apply to take the LDN exam after the "Supervised Experience Requirements" are completed.*

For a guide to all Massachusetts LDN requirements, go to the Board of Registration of Dietitians and Nutritionists site: <http://www.healthcarepathway.com/become-a-dietitian/massachusetts-dietitian.html#education>

General information: Academic schedule, leave of absence, student privacy, Family Educational Rights & Privacy Act, access to files, and access to health and mental health services.

1. Academic schedule, vacations, and holidays:
<https://www.framingham.edu/academics/registrar/resources/academic-calendars/2022-2023-academic-calendar.html>
2. Leave of absence: Students may contact the Registrar's office to request a leave of absence from the university: <https://www.framingham.edu/academics/registrar/forms/index>
3. Information on protection of privacy of student information, including information used for identifying students in distance learning can be found here:
<https://www.framingham.edu/about-fsu/privacy>
For exams that are taken in remote classes, Respondus Lockdown Browser and Respondus Lockdown Monitor must be used. This allows for student identification.
4. Information on the Family Educational Rights & Privacy Act can be found here:
<https://www.framingham.edu/academics/registrar/ferpa/index>
5. To obtain a copy of your academic record and course progress form: go to the university home page: <https://www.framingham.edu/>, then click on "MyFramingham" go to Academics → My Courses → Degree Works Login → Save as a PDF → Print out the document.
6. Access to health services and mental health counseling.
Student health services information can be found here: <https://www.framingham.edu/student-life/health-center/index>
Student mental health counseling information can be found here:
<https://www.framingham.edu/student-life/counseling-center/index>