Program Mission

The mission of the DPD is to prepare students for entry-level positions as food and nutrition professionals in health-care facilities, community agencies, cooperative extension, food service operations and industry who can think critically and act ethically, and can make appropriate judgments in the provision of nutritional care. The DPD also seeks to prepare students for graduate study in dietetics and nutrition. Students who wish to become a Registered Dietitian (RD) or Dietetic Technician, Registered (DTR) may do by following the curriculum for the DFN major (Option I) which complies with the requirements for the Didactic Program in Dietetics (DPD) as described by the Accreditation Council
Program Goals

The DPD goals are to prepare graduates: 1) for employment as competent entry-level nutrition care providers, 2) for post baccalaureate educational and experiential opportunities in nutrition and related areas of specialization.

Program Outcome Objectives

The following outcome objectives are used as a measure of program effectiveness: successful completion of the program, successful employment of DPD graduates in the nutrition field, employer satisfaction with our graduates, application to, acceptance into, enrollment in, and successful completion of Dietetic Internship and/or graduate programs by DPD graduates, and successful performance on DTR and RD examinations. Program outcome data are available on request.

Credentialing process to become an RDN or NDTR

In order to become a Registered Dietitian Nutritionist (RDN), a student must: 1) earn the minimum of a Baccalaureate degree 2) satisfy the requirements for Lehman’s DPD which includes completion of the courses required for the DFN major Option I as well as PSY or SOC 166 (or equivalent), 3) obtain a signed Verification Statement from the DPD Program Director in order to 4) apply, enter, and complete a Dietetic Internship (DI) which entitles you to 5) obtain a signed Verification Statement from the DI Program Director, and 6) take and pass the CDR-administered Registration examination to become a Registered Dietitian Nutritionist. See also https://cdrnet.org/certifications/registration-eligibility-requirements-for-dietitians

In order to become a Nutritionist and Dietetic Technician, Registered (NDTR) a student must: 1) satisfy the requirements for Lehman’s DPD which includes completion of the courses required for the DFN major Option I as well as PSY or SOC 166 (or equivalent), 2) obtain a signed Verification Statement from the DPD Program Director, and 3) take and pass the CDR-administered Dietetic Technician Registration (DTR) examination.

Pathways to the Professions: Requirements to Become a Practitioner

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

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

Professional certification is a designation earned to assure qualification to perform a job or task. On the other hand, licensure refers to the granting of a license that gives a permission to practice. If a demonstration of ability or knowledge is required by law before being allowed to perform a task or job, this is referred to as licensure. The New York State Department of Education certifies dietitians and nutritionists with the designation CDN but does not issue a license at this time. (However to confuse the issue, the CDN certificate does contain a license/certificate number).
The General Requirements to become certified are available at [http://www.op.nysed.gov/prof/diet/](http://www.op.nysed.gov/prof/diet/). Any use of the titles "Certified Dietitian," "Certified Nutritionist" or "Certified Dietitian-Nutritionist" within New York State requires certification. To be certified as a dietitian-nutritionist in New York State you must: be at least 18 years of age; and meet education, examination and experience requirements. To meet the education and experience requirements for certification in dietetics-nutrition you must have completed a program in dietetics-nutrition leading to the baccalaureate degree or a higher academic credential that is, at the time you completed the program, registered by the New York State Education Department as qualifying for certification in dietetics-nutrition or accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

You must submit an application for certification and the other forms indicated, along with the appropriate fee ($294), to the NYS Education Department Office of the Professions PO Box 22063 Albany, NY 12201. It is your responsibility to follow up with anyone you have asked to send material. The specific requirements for certification are contained in Title 8, Article 157, Section 8004 of New York’s Education Law and Section 52.25 and Subpart 79-6 of the Commissioner’s Regulations.

**Costs of the Program**

**Tuition and Fees**
For the most current information on Lehman tuition and fees please see: [http://www.lehman.edu/administration/business-office/bursar-office/ tuition-and-fees.php](http://www.lehman.edu/administration/business-office/bursar-office/ tuition-and-fees.php)

**Legal Residents Of New York State**
Matriculated full-time students: $3165 per semester for 12-18 credits, plus $214*
Matriculated part-time students: $275 per credit, plus $131.50 **

Non-degree students: $400 per credit, plus $214* (for 12 or more credits) or $131.50** (for fewer than 12 credits)

**Out-Of-State Residents, Including Foreign Students**
Matriculated full-time students: $6720 per semester, plus $214*
Matriculated part-time students: $560 per credit, plus $131.50**

Non-degree students: $840 per credit, plus $214* (for 12 or more credits) or $131.50** (for fewer than 12 credits).

* Includes $74 Student Activity Fee, $15 Consolidated Fee, and $125 Technology Fee per semester.
** Includes $54 Student Activity Fee, $15 Consolidated Fee, and $62.50 Technology Fee per semester.

Policies and procedures for withdrawal and refund of tuition and fees can be found at [http://www.lehman.edu/administration/business-office/bursar-office/refund-policy.php](http://www.lehman.edu/administration/business-office/bursar-office/refund-policy.php)

**Program-Specific Fees:** For each of two Foods Laboratory classes (DFN120 and DFN220 or DFN520 and DFN621) the fee for equipment, disposables, and food is $45. The total laboratory fees for the DPD is $90.

**Housing:** As Lehman has only limited dormitory availability, students attending Lehman need to find their own housing in the New York City metropolitan area. Housing costs are variable depending upon location and other factors.

**Books:** Textbooks are expensive and are estimated to cost between $500-$1000.

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

**Accreditation Status**

The DPD at Lehman is an accredited program that is in compliance with the Eligibility Requirements and Accreditation Standards of ACEND, the Accreditation Council for Education in Nutrition and Dietetics, the accrediting agency for the Academy of Nutrition and Dietetics. The accreditation term for Lehman’s DPD ends on 06/30/2018.
ACEND is recognized by the United States Department of Education. This affirms that ACEND meets national standards and is a reliable authority on the quality of nutrition and dietetics education programs. ACEND is located at 120 South Riverside Plaza, Suite 2000 Chicago, Illinois 60606-6995 and can be reached at 800/877-1600, ext. 5400, or 312/899-0040 Fax: 312/899-4817 or by sending an email to mailto:acend@eatright.org

Admission Requirements

An applicant to Lehman’s DPD must first be accepted into Lehman College as a freshman or transfer student or non-degree student. Prospective students may apply to CUNY at http://www.cuny.edu/admissions/undergraduate.html and http://www.cuny.edu/admissions/apply.html. Lehman’s DPD complies with the CUNY Policy of Non-Discrimination http://lehman.smartcatalogiq.com/en/2015-2017/Undergraduate-Bulletin/Appendix/Board-of-Trustees-Rules-and-Regulations-on-Campus-Conduct/Statement-of-Nondiscrimination/Policy-Statement which ensures that the admission procedures are applied equitably and that applicant rights are protected, including due process.

The City University of New York, as a public university system, adheres to federal, state and city laws and regulations regarding non-discrimination and affirmative action including among others, Executive Order 11246, as amended, Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended, the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, as amended, and the Age Discrimination Act of 1975, the New York State Human Rights Law and the New York City Human Rights Law. The “protected classes” as delineated in Executive Order 11246 (Black, Hispanic, Asian/Pacific Islander, American Indian/Alaskan Native and Women) were expanded on December 9, 1976 by the Chancellor of the City University of New York to include Italian-Americans."

Students seeking a second degree in Dietetics, Foods, or Nutrition must submit an application through CUNY or directly through Lehman Undergraduate Admissions Office. Students with a BS degree who only want to take courses towards completing the DPD requirements may also apply to Lehman as non-matriculated students.

In order to be admitted to the ACEND-approved program (Option I) of the DFN major, an application must be submitted to the DPD Director by the end of the Fall semester (by Dec 1) for acceptance into the Spring semester, and by the end of the Spring semester (by April 1) for entrance into the Fall semester. The application to the undergraduate program is available in the office of the Department of Health Sciences (Gillet Hall 431), or outside the office of the DPD Director (Gillet Hall 421) or following this section of the DPD Handbook. This application is separate from and in addition to the application to Lehman College. The application process is mandatory and is designed to assess students for their ability to be successful in the DPD and in the dietetics profession.

In order to be accepted into the DPD (DFN major Option I) a student must have earned a cumulative GPA of 3.0 or better in previous courses and a grade of C- or better in all courses required for the major. Transcripts must be provided to confirm grades.

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

• Minimum of 60 college credits
• Satisfactory completion of HSD240 and DFN120 or the equivalent, BIO181 or the equivalent, and CHE114-115 or the equivalent
• Minimum cumulative index of 3.0
• a pre-entry examination to assess aptitude for the program.

Application to Declare a Major in Dietetics, Foods, and Nutrition (DFN)
(this application must be accompanied by a transcript from all schools attended)

I am applying for Option I __________ or Option II ________________

I understand that in order to be accepted into the DFN Option I (ACEND approved for DTR exam and DI application) I must have earned a grade of C- or better in all courses required for the major and an minimum overall GPA of 3.0 or better. To be accepted into Option II (Food Service and Culinary Nutrition) a GPA of 2.5 or better is required.

Signed ______________________________ Date____________________________

Last Name (Print) ___________________________ First_________________ Middle/Maiden/Initial ________
CUNYfirst EMPLID: ______________________________

Please select all that apply from the following:

☑ Male ☐ Female ☐ Other ______________
☐ Black ☐ White ☐ Hispanic ☐ Asian ☐ Other ______________

Address ____________________________________________________________________________

Cell______________ Home Phone______________ Work Phone_______________

Email __________________@lc.cuny.edu other email (required)________________________

Total credits completed _____ from which school(s)?______________________________________

GPA ________ for total credits completed (not previous semester)

Grade, semester, and school for the following courses (or equivalents)

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester</th>
<th>Grade Earned</th>
<th>School(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nutrition (HSD240, HED235, HLT94)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intro Food Science with Lab or DFN120</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intro Chemistry with Lab or CHE114-115</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anatomy/Physiology or BIO181-182 or 228</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please select all that apply to your present Lehman status: ☐ transfer student
☐ non-matriculated ☐ undergraduate student ☐ graduate student ☐ 2nd degree student

Please give school/ degree/date of first BS/BA graduation (if not Lehman)

Are you currently employed? ☐ Yes ☐ No Is this position-nutrition related? ☐ Yes ☐ No

Job Title__________________________________________

Place of Employment____________________________________

Dates of Employment____________________________________

Do you intend to apply to or attend a DI to become an RD? _____ when? ________________

Do you intend to take the DTR exam? ________________ if yes, when? ________________

Please complete and return to the undergraduate program director andrea.boyar@lehman.cuny.edu: Andrea Boyar, Dept of Health Sciences G421, Lehman College, 250 Bedford Pk Blvd W, Bronx NY 10468, or to mailbox in Dept office G431.
Program Retention Requirements

A minimum cumulative GPA of 3.0 must be maintained or students will be dropped from the program. Students dropped from the program based on GPAs below the minimum requirement may reapply to the DPD when their GPA improves although readmittance into the DPD is not guaranteed. They may elect to move to Option II which awards a B.S. degree in DFN although not accredited by ACEND.

DPD students must act in accordance with the CUNY Policy on Academic Integrity (http://web.cuny.edu/academics/info-central/policies/academic-integrity.pdf) and with the Code of Ethics (http://www.eatrightpro.org/resources/career/code-of-ethics/what-is-the-code-of-ethics) for the Profession as described by the Academy for Nutrition and Dietetics and successfully complete a course on plagiarism at https://www.indiana.edu/~academy/firstPrinciples/index.html, in order to progress in the program.

Curriculum

The curriculum of DFN Program is planned so that the learning is sequential, initially drawing on the liberal arts and sciences for the beginning level courses and then on foundational courses in Anatomy and Physiology (BIO181-182 or 228), Introductory Chemistry (CHE114-115) as well as the first course in nutrition (HSD240). The introductory nutrition course (HSD240) and the introduction to Food Science (DFN120) serve as prerequisites for DFN courses with more advanced, professionally-oriented material. Since the science and the practice of dietetics draws upon and integrates the principles of many disciplines including biology, chemistry, and the social sciences as well as health services and health education in addition to dietetics, foods and nutrition, these courses are part of the ACEND-accredited curriculum. Laboratory experiences are important components of the curriculum and are planned to integrate didactic instruction with hands-on activities.

Plan of Study – Didactic Program in Dietetics (DPD)

Dietetics, Foods, and Nutrition
Department of Health Sciences, Lehman College, CUNY
DFN Major Option I (61.5 credits)
Accredited by ACEND for the Academy of Nutrition and Dietetics

*Along with the overall GPA, the grades in these courses are used as the basis for entry into the DPD
**Required for DFN Major Option I, but not for the DPD.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Cr</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHE 114-115</td>
<td>*Essentials of General Chemistry Lecture and Lab</td>
<td>4.5</td>
<td>Math requirement</td>
</tr>
<tr>
<td>HSD 240</td>
<td>*Nutrition and Health</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MAT 132</td>
<td>**Statistics</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>HSD 266</td>
<td>US Health Care System</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>(BIO 181)</td>
<td>*(Anatomy and Physiology I if BIO 228 is not to be taken)</td>
<td>(4)</td>
<td></td>
</tr>
<tr>
<td>Semester 5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DFN 120</td>
<td>*Nature and Science of Food</td>
<td>3</td>
<td>CHE 114-115</td>
</tr>
<tr>
<td>BIO 228 (or BIO 182)</td>
<td>*Mammalian Physiology or Anatomy and Physiology II</td>
<td>4</td>
<td>CHE 114-115</td>
</tr>
<tr>
<td>CHE 120-121</td>
<td>Essentials of Organic Chemistry Lecture and Lab</td>
<td>4.5</td>
<td>CHE 114-115</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
<td>Prerequisites</td>
</tr>
<tr>
<td>-------------</td>
<td>----------------------------------------------------------</td>
<td>---------</td>
<td>--------------------------------</td>
</tr>
<tr>
<td>HSD 269</td>
<td>Fundamentals of Biostatistics for Health Professionals</td>
<td>3</td>
<td>MAT 132</td>
</tr>
<tr>
<td><strong>Semester 6</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DFN 220</td>
<td>Foods, Society, and Health</td>
<td>4</td>
<td>DFN 120, HSD 240</td>
</tr>
<tr>
<td>DFN 341</td>
<td>Nutrition Throughout the Life Cycle</td>
<td>3</td>
<td>BIO 182, DFN 120</td>
</tr>
<tr>
<td>BIO 230</td>
<td>Microbiology</td>
<td>4</td>
<td>BIO 182</td>
</tr>
<tr>
<td>DFN or CHE244-245</td>
<td>Nutritional Biochemistry Lecture and Lab</td>
<td>4.5</td>
<td>CHE 120-121</td>
</tr>
</tbody>
</table>

| **Semester 7** |                                      |         |                                |
| DFN 330     | Quantity Food Production                          | 3       | DFN 120, 220                   |
| DFN 348     | Nutrition in the Management of Disease I           | 3       | BIO 182, DFN 120, 220, 341     |
| DFN 437     | Nutrition Education and Counseling                | 3       | DFN 220, 341                   |

| **Semester 8** |                                      |         |                                |
| DFN 430     | Management of Dietetic Services                   | 3       | DFN 330                        |
| DFN 445     | Advanced Nutrition                                 | 4       | CHE 244-245, DFN348            |
| DFN 448     | Nutrition in the Management of Disease II          | 3       | DFN 348                        |
| DFN 470, 471, or 472 | **Field Experience in Foodservice, Clinical or Community Nutr | 2 | DFN 330, 348, 341 |

In order to be admitted into Option I, students must complete an application and present all previous transcripts with grades. Minimum GPA for entrance into DFN Option I is 3.0. Progression in the DPD requires maintenance of a GPA of 3.0.

Students who complete Option I (plus PSY or SOC 166) with a GPA of 3.0 or higher and no grades below a C may request a DPD (Didactic Program in Dietetics) Verification Statement in order to: 1) sit for the NDTR exam for registration as a Dietetic Technician, or 2) apply to a Dietetic Internship (DI) which when successfully completed allows sitting for the registration exam to become a RD (Registered Dietitian) or RDN (Registered Dietitian/Nutritionist). In addition, in order to receive a Verification Statement proof of completion of 1) ServSafe, 2) the Plagiarism tutorial at [https://www.indiana.edu/~academy/firstPrinciples/index.html](https://www.indiana.edu/~academy/firstPrinciples/index.html) and the Lehman College DPD Verification Examination on Blackboard must also be submitted with all relevant official transcripts.

For further information on the DFN programs please see [http://www.lehman.edu/undergraduate-bulletin/dieteticsfoodsandnutritionbs54615creditmajor.htm](http://www.lehman.edu/undergraduate-bulletin/dieteticsfoodsandnutritionbs54615creditmajor.htm) and [http://www.lehman.edu/undergraduate-bulletin(optionidieteticsfoodsandnutritionacendaccredited615credits.htm](http://www.lehman.edu/undergraduate-bulletin(optionidieteticsfoodsandnutritionacendaccredited615credits.htm) for Option I and [http://www.lehman.edu/undergraduate-bulletin(optionifoodserviceandnutrition54credits.htm](http://www.lehman.edu/undergraduate-bulletin(optionifoodserviceandnutrition54credits.htm) for Option II. Advising for DFN is provided by: Prof. Andrea Boyar (mailto:andrea.boyar@lehman.cuny.edu) at 718 960-8084 and Prof. Lalitha Samuel (lalitha.samuel@lehman.cuny.edu) at x718 960-2421 both in Gillet 421 and by Prof Burt (Katherine.burt@lehman.cuny.edu) in GI432. Students interested in the DI should consult Prof Marina Stopler (marina.stopler@lehman.cuny.edu) and [http://www.lehman.edu/dietetic-internship-program/index.php](http://www.lehman.edu/dietetic-internship-program/index.php).

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

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

The maximum number of credits students may earn through external examinations and life-experience credit (awarded through the Adult Degree Program), exclusive of Advanced Placement examinations, is 30. (For further information, consult the Office of Academic Standards and Evaluation, Shuster Hall, Room 280.)

Second degree students must take at least half of the DFN major Option I (DPD) at Lehman. This is equivalent to 30.75 credits. The courses at Lehman that must be taken to satisfy DPD requirements are based on the decision of the DPD Director and faculty as to the knowledge still required to fulfill required DPD competencies.

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

Transfer evaluation of courses taken at previous institutions is based on an assessment of the syllabi, required textbooks, activities, and assignments in order to best determine if the course material satisfies the DPD knowledge requirements. These decisions are made by the DPD director and faculty.

Formal assessment of student learning and regular reports of performance and progress
Student learning is assessed throughout the semester in each course by a variety of methods including: participation in the classroom or in discussion groups online, homework assignments, case studies, quizzes and examinations, oral and written reports, hands-on activities and written reports in laboratories, group projects, and research papers. Students receive informal and formal feedback and grades throughout the semester and a final grade for each course is entered on the student's transcript at the end of the semester. Students whose performance in a DPD course is deemed inadequate (below a C-) are issued Academic Jeopardy Forms by the midterm of the semester and may also be referred to the campus early warning referral system program for assistance.
**Graduation requirements**

In order to graduate from Lehman College, a minimum of 120 earned credits is required. In order to graduate from the DPD and receive a DPD Verification Statement, a minimum grade of C- is required in all courses required for the major. This grade requirement applies to all of the following courses: BIO 181-182 or 228, 230, CHE114-115, 120-121, DFN120, 220, 244-245, 330, 341, 348, 430, 437, 445, 448, 470, 471, or 472, HSD240, 266, and 269. Students may graduate from Option I without receiving a DPD Verification Statement if they don’t comply with the following rules for obtaining the Verification Statement.

**Obtaining a DPD Verification Statement**

In order to obtain a DPD Verification Statement a student must:

1) major in DFN Option I, and complete the program as well as PSY or SOC 166 (or equivalent) with a minimum GPA of 3.0 (with no D grades), and earn a B.S. degree which requires the completion of a minimum of 120 credits including Lehman’s Distribution and Core requirements, as well as the DFN major; or

2) graduate with a bachelor’s degree in a field other than DFN, but complete the courses required for the DPD as well as PSY or SOC 166 (or equivalent) and earn a second bachelor’s degree with a minimum of 31 credits in Lehman’s DPD with a minimum GPA of 3.0 (with no D grades); or

3) graduate with a bachelor’s degree in a field other than DFN, but complete the courses required for the DPD as well as PSY or SOC 166 (or equivalent) as a non-matriculating undergraduate student with a minimum of 12 credits in Lehman’s DPD with a minimum GPA of 3.0 (with no D grades); or

4) graduate with a bachelor’s degree in a field other than DFN, but complete the DPD as well as PSY or SOC 166 (or equivalent) while pursuing an MS degree in nutrition (and taking some of the DPD requirements as graduate courses) with a minimum GPA of 3.0 (with no D grades); and

5) complete all DPD requirements within five years of program enrollment; and

6) submitt proof of completion of 1) ServSafe, 2) the Plagiarism tutorial at https://www.indiana.edu/~academy/firstPrinciples/index.html, and the Lehman College DPD Verification Examination on Blackboard; and

7) complete the form: **Request for DPD Verification Statement** which follows. Please note that the most current forms may differ slightly and may be obtained from the DPD Director.

**DPD VERIFICATION REQUEST FORM**

Today’s Date _______________
LastName (Print) ____________ First_________________________ FullMiddleName_____________________________________
MaidenName ______________________ DOB __________________ MM/DD/YYYY
CUNYfirst EMPLID: _______________ Mother’s Maiden Name ______________________

Please select from the following and **underline** or **circle** all that apply.

I consider myself: **Male** **Female** **Other** ______________
Black White Hispanic Asian Other ______________
Address ____________________________________________________________________________________________
Cell _______________ Home Phone _____________ Work Phone ______________

9
Email __________________@lc.cuny.edu  other email (required) ________________________

Transfer student?  yes  no  From which school? ______________________
In which semester did you first take HSD240 or DFN120 or other first DFN course? ____________
Are you ServSafe certified? ____________ Please provide documentation with this application.
Did you complete the Indiana University Tutorial: How to Recognize Plagiarism? _____ Please provide a copy of the certificate. Did you complete PSY or SOC 166 or the equivalent? ______
Did you complete the Lehman College DPD Verification Examination? ______ score? ______
Final cumulative (not final semester) GPA ____________
Lehman BS graduation date  MM/DD/YYYY ________________
If not BS from Lehman: Date of Lehman DPD completion ________________
If not Lehman BS: please circle all that apply to your present Lehman status:
non-matriculated  undergraduate  graduate student  2nd degree student
Please give school/ degree/date of first BS/BA degree (if first degree is not from Lehman)

Do you intend to go to (or are already in) graduate school? ______ Where? ________________
Are you currently employed?  Yes  No  Is this position-nutrition related?  Yes  No
Job Title ______________________________
Place of Employment ______________________________
Dates of Employment ______________________________
Do you intend to apply to or attend a DI? ________________ when? ________________
Do you intend to take the DTR exam? ________________ if yes, when? ________________

I understand that in order to receive a Verification Statement I must have earned a C- or better in all courses required for the major and an overall GPA of 3.0 or better. I must also submit proof of completion of 1) ServSafe, 2) the Plagiarism tutorial at https://www.indiana.edu/~academy/firstPrinciples/index.html, and the Lehman College DPD Verification Examination on Blackboard. I understand that an official transcript must be also be provided.
Signed ______________________________  Date ______________________________

Please complete and return to: andrea.boyar@lehman.cuny.edu
Andrea Boyar, Dept of Health Sciences G421, Lehman College, 250 Bedford Pk Blvd W, Bronx NY 10468, or to mailbox in Dept office G431.

Financial aid and scholarships

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

Lehman College Academic Calendar

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

Grade Appeals

Students dissatisfied with a grade received in a course should first consult the instructor of the course. It is the instructor’s sole judgment that determines the grade recorded in the Office of the Registrar. The instructor’s first judgment is always taken. Second and later judgments resulting from personal appeals and hardship claims are never honored. Occasional errors do occur, and these are always corrected.
promptly when properly certified by the instructor to the Office of Academic Standards and Evaluation.

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

1) The chair will appoint a review committee of at least two department members who, with the chair, will review the appeal. The committee will examine all materials relevant to the appeal, submitted by both the instructor and the student, and will prepare a written report of its findings, either sustaining the original grade or recommending a change.
2) The chair will notify the student, the instructor, and the Office of Academic Standards and Evaluation of the committee's decision. If the committee recommends a grade change, the chair will forward that recommendation (A-1) with the decision.
3) The decision of the review committee will be binding on both parties.

**Academic Integrity/Disciplinary/Termination procedures**

In order to progress in the program, DPD students must act in accordance with the CUNY Policy on Academic Integrity (http://www.lehman.edu/academics/arts-humanities/documents/CUNYPOLICYONACADEMICINTEGRITY.pdf), the Lehman policy on Academic Integrity http://lehman.smartcatalogiq.com/en/2015-2017/Undergraduate-Bulletin/Academic-Services-and-Policies/Academic-Integrity and with the Code of Ethics (http://www.eatrightpro.org/resources/career/code-of-ethics/what-is-the-code-of-ethics) for the Profession. Students are also required to successfully complete an online course on plagiarism at https://www.indiana.edu/~academy/firstPrinciples/index.html. Students accused of Academic Dishonesty in DPD courses will receive a copy of the Academic Dishonesty form that follows. Sanctions may be applied. Appeals to sanctions must go abide by the Lehman Policy and Academic Integrity referred to above. Students’ rights to due process are explained in the Undergraduate Bulletin.

Academic sanctions may include but are not limited to the following:
1) a grade of F on the paper or examination; the student may be given the option of submitting a similar but additional project for grading;
2) a grade of F on the paper or examination, as above, but with no option to submit additional work;
3) a grade of F for the course.

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

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

Cheating is the unauthorized use or attempted use of material, information, notes, study aids, devices, or communication during an academic exercise. Examples of cheating include, but are not limited to the following:
- Copying from another student during an examination or allowing another student to copy your work.
• Unauthorized collaboration on a take-home assignment or examination.
• Using illegal notes during a closed-book examination.
• Taking an examination for another student, or asking or allowing another student to take an examination for you.
• Changing a graded exam and returning it for more credit.
• Submitting substantial portions of the same paper for more than one course without informing each instructor.
• Preparing answers or writing notes in a blue book (exam booklet) before an examination.
• Allowing others to research and write assigned papers or do assigned projects, including the use of commercial term paper services.
• Giving assistance to acts of academic misconduct or dishonesty.
• Fabricating data (all or in part).
• Submitting someone else's work as your own.
• Unauthorized use during an examination of any electronic devices, such as cell phones, palm pilots, computers, or other technologies to send or retrieve information.

Plagiarism is the act of presenting another person's ideas, research, or writings as your own. Examples of plagiarism include, but are not limited to the following:
• Copying another person's actual words without the use of quotation marks and citations.
• Presenting another person's ideas or theories in your own words without acknowledging the source.
• Using information that is not common knowledge without acknowledging the source.
• Failing to acknowledge collaborators on assignments.
• Purchasing or downloading term papers online.
• Paraphrasing or copying information from the Internet without citing the source.
• "Cutting and pasting" from various sources without proper attribution.
Student Complaints Related to ACEND Accreditation

Students are advised that they may submit complaints to ACEND only after all other options with the Program and the College have been exhausted. Please consult the Program Director, the Chair of the Department of Health Sciences, and the Office of the Dean of Health Sciences, Human Services, and Nursing with any unresolved complaints about the accreditation standards. Unresolved complaints may be submitted to ACEND through a Complaint Investigation Form found on the ACEND website.

Student Complaints Against Faculty


Academic Standards

A student who does not meet the required minimum semester or cumulative indices or whose cumulative grade point index at the College falls below 2.0 is automatically placed on probation.
(Students must have the retention indices of 1.5 for the first four courses or 12 attempted credits, of 1.75 for the first eight courses or 24 attempted credits, and of 2.0 for 25 or more attempted credits, and a 2.0 semester index thereafter. Total number of credits attempted include Lehman College F, FIN, J, W, WF, WN, WU, PEN, ABS, P, NC, Y, R, or their equivalents, and all transfer credits.)

During this probationary period, a student maintains his/her academic standing with the College. After one semester of probation, a student who still does not meet the minimum requirements will be dropped from the College and is required to remain out at least one semester. Students may appeal to the Committee on Admission and Standing if they have not previously done so.

**Probation Requirements**

1. Students on full-time probation are expected to have a 2.0 cumulative index at the end of the academic year.
2. Students on part-time probation must satisfy the following academic requirements:
   - each semester of the academic year, achieve a semester index of at least 2.3 in a maximum of two courses from among the College degree requirements, and
   - make satisfactory progress toward a 2.0 cumulative index in all Lehman College work.

**Privacy of student records**

Information about the protection of privacy of student information and access to personal files is found in the Lehman College Records Policy at http://www.lehman.edu/financial-aid/useful-sites.php#family, which also contains information about The Family Educational Rights and Privacy Act (FERPA), which affords students certain rights with respect to their educational records. Access to personal files within the program is available by request of the DPD Director.

**Student Services**

The following are the websites that provide easy access to information for students about support services such as: academic support services http://www.lehman.edu/academics/tutoring-academic-support.php, health services http://www.lehman.edu/student-health-center/wellness-other-services.php, counseling http://www.lehman.edu/counseling-center/index.php, testing for those with special needs http://www.lehman.edu/student-disability-services/programs-services.php, and financial aid resources http://www.lehman.edu/financial-aid/.

**Insurance requirements**

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

A Boyar: Revised December 2016