

**Student Handbook**  
**Didactic Program in Dietetics (DPD) - ACEND accredited**  
**Nutrition and Dietetics Major in the**  
**Department of Health Promotion and Nutrition Sciences Lehman College of**  
**CUNY (Revised February 25, 2026)**

**Table of Contents**

Program Mission.....	2
Program Goals and Objectives .....	2
The Process to Become an Registered Dietitian/Nutritionist (RDN): .....	3
After passing the RDN credentialing exam:.....	3
State Licensure: New York State Certification as a Dietitian or Nutritionist (CDN).....	3
Requirements to become a Nutrition and Dietetic Technician, Registered (NDTR): .....	4
Costs of the Program .....	4
Accreditation status .....	5
Didactic Program in Dietetics (DPD) Admission Requirements .....	5
Admission from another college: .....	6
Admission from a school outside of the United States:.....	7
Program Retention Requirements.....	7
Nutrition and Dietetics/DPD Curriculum .....	7
Nutrition and Dietetics & Didactic Program in Dietetics (DPD) Curriculum/Courses .....	8
ACEND 2022 Standards for Didactic Programs: Core Knowledge Registered Dietitian (KRDN)	
Competency Assessments: .....	10
Distance Learning Requirements: .....	11
Distance Education Resources and Support Services for Students and Faculty: .....	12
Distance Education Curriculum:.....	12
Policies and Procedures for Privacy and Verification of Distance Education Students: .....	13
Assessment of prior learning and credit toward program requirements .....	13
Formal assessment of student learning and regular reports of performance and progress .....	14
DPD Completion/Graduation Requirements.....	14
Obtaining a DPD Verification Statement .....	15
Request of transcripts: Lehman College Official Transcript Request Information: .....	16
Financial aid and scholarships .....	16
Lehman College Academic Calendar.....	16
Leave of Absence Information: .....	16
Grade Appeals.....	16
Academic Integrity/Disciplinary/Termination procedures .....	17
Student Complaints Related to ACEND Accreditation.....	18
Student Complaints Against Faculty .....	18
Policy on Retaliation Prevention: .....	19
Academic Standards.....	19
Probation Requirements .....	20
Privacy of student records .....	20
Student Services.....	20
Insurance requirements .....	20
Request for DPD VERIFICATION STATEMENT INSTRUCTIONS: .....	20

Registered Dietitian/Nutritionists (RDN) are food and nutrition experts who provide evidence-based knowledge and practices to help improve the health and well-being of individuals and populations. Registered Dietitians/Nutritionists are food and nutrition experts who work in a wide variety of employment settings, including health care, business and industry, public health, education, research, and private practice. Dietetics is a growing profession as healthcare moves from treatment to prevention.

The Department of Health Promotion and Nutrition Sciences (HPNS), of Lehman College, City University of New York offers a Didactic Program in Dietetics (DPD) through the undergraduate degree in Nutrition and Dietetics. The DPD is based on the standards of Education of the Accreditation Council for Education in Nutrition and Dietetics ([ACEND](#)), of the Academy of Nutrition and Dietetics (AND), [eatrightPRO.org - Academy of Nutrition and Dietetics](#), and the goals of the HPNS Department.

### ***Program Mission***

The mission of the Didactic Program in Dietetics at Herbert Lehman College is to prepare graduates for entry into supervised practice programs that lead to eligibility for the CDR credentialing exam to become Registered Dietitian Nutritionist. The DPD prepares graduates for further education and/or careers in nutrition and dietetics practice in which they are critically minded professionals who value life-long learning and evidence-based interprofessional practice, while working to enhance health and well-being of individuals and communities in various societies, in particular an urban environment like the Bronx and New York City (NYC).

### ***Program Goals and Objectives***

**Goal # 1** – Program graduates will have received the knowledge and skills for successful participation in graduate programs, accredited supervised practice and careers in nutrition, dietetics, food and (or) health.

#### **Objectives**

- a) At least 80 % of students complete the program requirements within three years (150% of the planned program length).
- b) At least 33 % of the program graduates will apply for admission to a supervised practice program within 12 months of graduation.
- c) Of the program graduates who apply to a supervised practice program, at least 33 % are admitted within 12 months of graduation.
- d) The one-year pass rate (for graduates who pass the registration exam within one year of the first attempt) on the CDR credentialing exam for registered dietitians is at least 80 %.

**Goal # 2** – Program graduates will have received the education and guidance to become confident and valued professionals who are prepared for careers in nutrition, dietetics, food and or health to address the changing health needs of individuals, families and community in various societies.

#### **Objectives**

- a) At least 80 % of graduate program directors who responded to our surveys will state that, in general, our graduate was satisfactory prepared for their program within 12 months of graduation.
- b) At least 80 % of supervised practice program directors who responded to our surveys will state that, in general, our graduate was satisfactory prepared for their program within 12 months of graduation.
- c) At least 80 % of respondents on the DPD Alumni survey will rate the quality of Lehman DPD Program as satisfactory or better, in preparing them for their job in nutrition, dietetics, food and or health.

- d) At least 80 % of respondents on the DPD Alumni survey will rate the quality of the DPD as satisfactory or better in preparing them for working in an interprofessional and globally increasing environment.

Note: Program outcomes data are available upon request by contacting the DPD Director: Dr. Andrea Plunkett, [andrea.plunkett@lehman.cuny.edu](mailto:andrea.plunkett@lehman.cuny.edu), or by mail (Andrea Plunkett, Department of Health Sciences, Lehman College, 250 Bedford Pk Blvd West, Bronx NY 10468).

***The Process to Become an Registered Dietitian/Nutritionist (RDN):***

RDNs are credentialed by the Commission on Dietetic Registration (CDR) of the Academy of Nutrition and Dietetics (AND). Requirements for being a RDN include the following:

- Complete a bachelor's degree at a U.S. regionally accredited university or college and course work accredited or approved by Accreditation Council for Education of Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics.
- Complete an ACEND-accredited supervised practice program at a health-care facility, community agency, or foodservice corporation or combined with undergraduate or graduate studies. Typically, a supervised practice program will run six to twelve months in length.
- Masters Degree Requirement: As of January 2024, a master's degree is required to become an RDN. The master's degree can be obtained before, after, or concurrent with the required supervised practice.
- The dietetics major provides you with a bachelor's degree and accredited coursework to become a RDN, which is the first step mentioned above.
- Students in dietetics may apply to supervised practice in their senior year or after graduation and then complete the national examination. The dietetics program provides students with guidance for application to supervised practice but cannot guarantee acceptance or admission to these programs.
- Pass a national examination administered by the Commission on Dietetic Registration (CDR). For more information regarding the examination, refer to CDR's Web site at [www.cdrnet.org](http://www.cdrnet.org). [The RDN exam eligibility requirements are outlined by the Commission of Dietetics Education \(CDR\).](#)

***After passing the RDN credentialing exam:***

- Obtain state licensure as required by employer and/or state regulations. See below for more information about licensure.
- Obtain 75 hours of continuing professional education (CPE) every 5 years to maintain registration status as a Registered Dietitian Nutritionist. Continuing professional education is essential for lifelong development to maintain and improve knowledge and skills for competent dietetics practice.
- If you are interested in researching other accredited programs or learning about other educational pathways to becoming a RDN [click here](#). In addition, the [CDR exam eligibility website](#) provides information for those with doctorate degrees or degrees from institutions outside of US.

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

The General Requirements to become a Certified Dietitian Nutritionist (CDN) are available at <https://www.op.nysed.gov/professions/dietetics-nutrition/license-requirements> 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, [Title VIII \(nysed.gov\)](https://www.nysed.gov), Article 157 Section 8004 of New York's Education Law, [NYS Dietetics And Nutrition:Laws, Rules & Regulations:Article 157 \(nysed.gov\)](https://www.nysed.gov) and Section 52.25 and Subpart 79-6 of the Commissioner's Regulations, [Regulations of the Commissioner of Education \(nysed.gov\)](https://www.nysed.gov) and [NYS Dietetics And Nutrition:Laws, Rules & Regulations:Subpart 79-6 \(nysed.gov\)](https://www.nysed.gov).

Lehman College Nutrition and Dietetics major is an ACEND-accredited Didactic Program in Dietetics (DPD). It fulfills the Academic Requirements for the Certified Dietitian Nutritionist (CDN) certification. In addition to the DPD coursework, the certification requires supervised practice experience and an examination. See New York State Education Department, Office of the Professions, for more information, [NYS Dietetics And Nutrition:License Requirements](https://www.nysed.gov)

Other States: Interpretation of statutes may vary. Individuals should review their state licensing statutes and regulations to understand the specific requirements to obtain a dietetics or dietitian license. See the state licensure map for more information, [Commission on Dietetic Registration](https://www.nysed.gov)

***Requirements to become a Nutrition and Dietetic Technician, Registered (NDTR):***

Nutrition and Dietetic Technician Registered (NDTRs) are credentialed by the Commission on Dietetic Registration (CDR) of the Academy of Nutrition and Dietetics (AND). NDTRs provide assistance to RDNs and work under the supervision of an RDN. Requirements to become a NDTR include the following:

- 1) Complete a bachelor's degree at a U.S. regionally accredited university or college and course work accredited or approved by Accreditation Council for Education of Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics.
- 2) Completion of the required Core Knowledge Assessments (KRDNs), as well as Introduction to Psychology or Sociology (PSY or SOC 166) or equivalent.
- 3) Obtain a signed DPD Verification Statement from the DPD Program Director.
- 4) Pass the CDR-administered Dietetic Technician Registration (DTR) examination. Please see [Commission on Dietetic Registration](https://www.nysed.gov)

***Costs of the Program***

Tuition and Fees

For the most current information on Lehman tuition and fees please see:

[Tuition and Fees | Lehman College](https://www.lehman.edu) and [Tuition and Fees | Lehman College Catalog \(cuny.edu\)](https://www.lehman.edu)

Legal Residents Of New York State

- Matriculated full-time students: \$3465 per semester for 12-18 credits
- Matriculated part-time students: \$305 per credit
- Non-degree students: \$445 per credit

Out-Of-State Residents, Including Foreign Students

- Matriculated full-time students: \$7440 per semester
- Matriculated part-time students: \$620 per credit
- Non-degree students: \$915 per credit

Policies and procedures for withdrawal and refund of tuition and fees can be found at [Withdrawal & Refunds | Lehman College](https://www.lehman.edu) and [Refunds | Lehman College Catalog \(cuny.edu\)](https://www.lehman.edu)

**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 fee cost for the DPD is \$90.

**Housing:** As Lehman does not provide housing, 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. However, many of the courses do not require a textbook and are listed as Zero Textbook Cost.

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

### ***Accreditation status***

The Didactic Program in Dietetics (DPD) at Lehman College is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606, 312-899-5400, [www.eatrightpro.org/acend](http://www.eatrightpro.org/acend)

The Accreditation Council for Education in Nutrition and Dietetics (ACEND), formerly known as the Commission on Accreditation for Dietetics Education (CADE) is the Academy of Nutrition and Dietetics' accrediting agency for education programs preparing students for careers as registered dietitian nutritionists (RDN) or dietetic technicians, registered (DTR). ACEND serves and protects students and the public by assuring the quality and continued improvement of nutrition and dietetics education programs. ACEND is recognized by the United States Department of Education as a Title IV gatekeeper. Please see [United States Department of Education](http://www.ed.gov). This recognition affirms that ACEND meets national standards and is a reliable authority on the quality of nutrition and dietetics education programs. ACEND is also a member of the Association of Specialized and Professional Accreditors (ASPA) and abides by its code of good practice.

### ***Didactic Program in Dietetics (DPD) 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.

Application to the Undergraduate Programs at Lehman can be found here, [Undergraduate Admissions | Lehman College](#) or <https://lehman.edu/admissions/undergraduate-admissions/requirements/> or <http://www.cuny.edu/admissions/undergraduate.html>, or <http://www.cuny.edu/admissions/apply.html> also see [Student Achievement/Consumer Information/Student Right to Know - Lehman College](#). And Lehman's Undergraduate Bulletin/Catalog [Lehman College Catalog \(cuny.edu\)](#).

Students seeking a Second Degree in Dietetics, Foods, or Nutrition must submit an [application through CUNY](#) or directly through the [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, [Second Degree Students Transferring to Lehman | Lehman College Catalog \(cuny.edu\)](#)

In order to be admitted to the ACEND-approved DPD within the Nutrition and Dietetics major, an application must be submitted to the DPD Director after completing the following requirements:

- All students must be accepted into Lehman College Culinary and Community Nutrition major and complete at least one semester before transferring to Nutrition and Dietetics to fulfill the DPD requirements.
- Complete the DPD application form provided by the DPPD Director or see [https://forms.office.com/Pages/ResponsePage.aspx?id=s\\_BgbwZfCU6XFZiduoZ2H2KXyROk3p9JDqAn2Z760GidUMVBYMUU4WFNESEhHUEIQQTU0TVc4VkxFWi4u](https://forms.office.com/Pages/ResponsePage.aspx?id=s_BgbwZfCU6XFZiduoZ2H2KXyROk3p9JDqAn2Z760GidUMVBYMUU4WFNESEhHUEIQQTU0TVc4VkxFWi4u)
- Complete DFN 248 (with minimum of B- grade)
- Have (maintain) a cumulative GPA of 3.3 or above
- Grades in science courses are considered. No grade below C- will be accepted
- Attach/email a copy of all transcripts (unofficial or official) from all colleges attended. Email to the DPD Director, Dr. Andrea Plunkett, ([andrea.plunkett@lehman.cuny.edu](mailto:andrea.plunkett@lehman.cuny.edu))
- Schedule a 1:1 meeting with the DPD Director
- Attend a DPD information session hosted by the DPD Director
- Zoom Link for the DPD Information Session: <https://lehman-cuny-edu.zoom.us/j/87504050916?pwd=ZmFuS3dhQTJiNXZlQVp3ZWwyMHFLQT09>
- After acceptance in the DPD, students will change their major to BS-Nutrition and Dietetics, using IDeclare, [iDeclare-Student-instructions.pdf](#).
- And complete all the program's requirements including ACEND Core Knowledge Competency Assessments (KRDNs).

Lehman's DPD complies with the CUNY Policy of Non-Discrimination:

<http://www.cuny.edu/about/administration/offices/legal-affairs/policies-resources/equal-opportunity-and-non-discrimination-policy/> and [Equal Opportunity and Non-Discrimination Policy – The City University of New York \(cuny.edu\)](#), 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."

**Admission from another college:**

All students must apply and be accepted into Lehman College. Credits will be evaluated by the transfer office. Lehman has transfer agreements with many colleges. After students are accepted into Lehman College, your transfer credits will be evaluated for the DPD program/Nutrition and Dietetics major. The Didactic Program in Dietetics, Director will evaluate related courses for ACEND Core Knowledge Registered Dietitian/Nutritionist (KRDN) assignment equivalencies with provision of the course syllabi, course description, and provision of assignments completed, after acceptance into the DPD.

### **Admission from a school outside of the United States:**

Students who have completed a bachelor's degree in a nutrition related field at an international university must be accepted into Lehman and have their course evaluated by the transfer office. Students must complete a course-by-course evaluation of their foreign transcript by an approved Academy of Nutrition and Dietetics (AND) agency, [International Students](#). The DPD Director will review only transcripts evaluated by accepted Nutrition and Dietetics approved agencies. To view an extensive list of approved agencies, go to the AND website, ACEND Degree Evaluation Agencies, [Foreign Degree Evaluation Agencies](#). International students may contact the International Students and Scholars Office, [International Student Services - Lehman College](#) and apply to CUNY, [How to Apply – The City University of New York](#)

After your courses are evaluated by an ACEND or CDR approved foreign degree evaluation agency, you can apply to Lehman College for admission (see admissions information above) or <https://lehman.edu/admissions/undergraduate-admissions/requirements/>

### **Program Retention Requirements**

A minimum cumulative GPA of 3.3 and no grade below C - in any course required for the Nutrition and Dietetics major, and successful completion of ACEDN's Core Knowledge Registered Dietitian/Nutritionist (KRDN) competency assignments in the selected courses. Individual student tracking of KRDNs is managed by the program director and DPD faculty. If a student does not meet a particular KRDN, the student is offered a chance by the DPD director or the faculty member in that course to re-do the project or an alternate assignment to meet the KRDN. Attempts are offered during the same semester of the course where the KRDN was assessed or shortly following that semester after grades have been assigned. There is no limit to the number of student attempts to meet a given KRDN. All D grades must be repeated for a better grade. If a student is consistently not doing well in their DPD courses, their advisor may start a conversation about changing their concentration to another concentration in the HPNS department, or another department. Students retain full agency to continue with the DPD program, but advisors will emphasize additional academic and career options that may suit student's interests and abilities better.

Students will be dropped from the program if their GPAs fall below the minimum. 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 Culinary Nutrition which awards a B.S. degree in Culinary and Community Nutrition but is not accredited by ACEND.

DPD students must act in accordance with the CUNY Policy on Academic Integrity <http://www.cuny.edu/about/administration/offices/legal-affairs/policies-resources/academic-integrity-policy/> and with the Code of Ethics <https://www.eatright.org/code-of-ethics-for-rdns-and-ndtrs> for the Profession as described by the Academy for Nutrition and Dietetics and, in order to progress in the program, successfully complete a course on plagiarism at <https://plagiarism.iu.edu/index.html>

### **Nutrition and Dietetics/DPD Curriculum**

The Didactic Program in Dietetics (DPD) curriculum meets the academic requirements to prepare students for the next steps toward a career in the field of dietetics. The Nutrition and Dietetics curriculum consists of 6 semesters, 25 courses (69 credits), including 15 courses (45 credits) for the DPD requirements. The curriculum of DPD 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 (CHE 114-115) as well as the first course in nutrition (DFN 215). The introductory nutrition course (DFN 215), Nutrition in Health Care (DFN 248) and the introduction to Food Science and Microbiology (DFN 321) 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.

After declaring Nutrition and Dietetics major and entering the Didactic Program in Dietetics (DPD), students can complete the DPD requirements within three years (150%) of the planned program length. Upon completion of the curriculum and earning a bachelor's degree in Nutrition and Dietetics, and obtaining a Didactic Program in Dietetics (DPD) Verification Statement, students will be eligible to start an ACEND approved Dietetic Internship for which they have applied and been accepted into.

**Nutrition and Dietetics & Didactic Program in Dietetics (DPD) Curriculum/Courses**

Nutrition and Dietetics Major (69.0 credits). DPD Requirements (45 credits)

\* In addition to the overall GPA, the grades in these courses are used as the basis for entry into the DPD. A course in Psychology or Sociology is also required.

\*\* Not required for DPD VS Only

Course Number	Course Name	Cr	Prerequisites
Semester 1			
CHE 114-115	*Essentials of General Chemistry Lecture and Lab	4.5	College Math Requirement
MAT 132	**Introduction to Statistics	4	College Math Requirement
(BIO 181)	*(Anatomy and Physiology I if BIO 228 is not taken)	4	
DFN 215	Introduction to Nutrition	3	
Semester 2			
DFN 200	Serv Safe Certification	1	
DFN 248	Nutrition in Healthcare	3	DFN 215
BIO 182	*Mammalian Physiology or Anatomy and Physiology II	4	BIO 181
CHE 120-121	Essentials of Organic Chemistry Lecture and Lab	4.5	CHE 114-115
Semester 3			
PSY 166	General Psychology	3	The College Prerequisite Requirement
DFN 221	Social and Cultural Determinants of Health	3	DFN 215
DFN 120 or DFN 250-290	Special Lab Topics # 1	1.5	CHE 114 – 115, DFN 200
DFN 321	Food Science & Microbiology	4	CHE 120-121
Semester 4			
DFN 340	Community Nutrition & Food Justice	3	DFN 215

DFN 341	Nutrition Throughout the Life Cycle	3	BIO 181/182, or Bio 228. DFN 215,
DFN 369	Research Methods in Nutrition	3	MAT 132
DFN 430	Management of Food & Nutrition Services		DFN 200, DFN 215
Semester 5			
DFN 220, or DFN 250 - 290	Special Lab Topic #2	1.5	CHE 114 – 115, DFN 200
DFN 348	Nutrition in the Management of Disease I	3	DFN 248, N&D Major
DFN 437	Nutrition Education and Counseling	3	DFN 341
DFN441	Seminar in Professional Practice	2	DFN 347 or 348/corequisite for N&D
Semester 6			
DFN 445	Nutritional Biochemistry	3	CHE 120 & 121, DFN 348
DFN 448	Nutrition in the Management of Disease II	3	DFN 348
DFN 471	**Field Experience in Clinical Nutrition	2	DFN 348

**ACEND 2022 Standards for Didactic Programs: Core Knowledge Registered Dietitian (KRDN) Competency Assessments:**

The program's curriculum must prepare students with the following core knowledge:

**Domain 1: Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice. Knowledge Upon completion of the program, graduates are able to:**

- KRDN 1.1 Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions.
- KRDN 1.2 Select and use appropriate current information technologies to locate and apply evidence-based guidelines and protocols.
- KRDN 1.3 Apply critical thinking skills.

**Domain 2: Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the nutrition and dietetics practitioner level of practice. Knowledge Upon completion of the program, graduates are able to:**

- KRDN 2.1 Demonstrate effective and professional oral and written communication and documentation.
- KRDN 2.2 Describe the governance of nutrition and dietetics practice, such as the Scope of Practice for the Registered Dietitian Nutritionist and the Code of Ethics for the Profession of Nutrition and Dietetics.
- KRDN 2.3 Assess the impact of a public policy position on the nutrition and dietetics profession.
- KRDN 2.4 Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.
- KRDN 2.5 Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates.
- KRDN 2.6 Demonstrate cultural humility, awareness of personal biases and an understanding of cultural differences as they contribute to diversity, equity and inclusion.
- KRDN 2.7 Describe contributing factors to health inequity in nutrition and dietetics including structural bias, social inequities, health disparities and discrimination.
- KRDN 2.8 Participate in a nutrition and dietetics professional organization and explain the significant role of the organization.
- KRDN 2.9 Defend a position on issues impacting the nutrition and dietetics profession.

**Domain 3. Clinical and Client Services: Development and delivery of information, products and services to individuals, groups and populations. Knowledge Upon completion of the program, graduates are able to:**

- KRDN 3.1 Use the Nutrition Care Process and clinical workflow elements to assess nutritional parameters, diagnose nutrition related problems, determine appropriate nutrition interventions and develop plans to monitor the effectiveness of these interventions.
- KRDN 3.2 Develop an educational session or program/educational strategy for a target population.
- KRDN 3.3 Demonstrate counseling and education methods to facilitate behavior change

- and enhance wellness for diverse individuals and groups.
- KRDN 3.4 Practice routine health screening assessments, including measuring blood pressure and conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol).
- KRDN 3.5 Describe concepts of nutritional genomics and how they relate to medical nutrition therapy, health and disease.
- KRDN 3.6 Develop nutritionally sound meals, menus and meal plans that promote health and disease management and meet client's/patient's needs.

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

**Knowledge Upon completion of the program, graduates are able to:**

- KRDN 4.1 Apply management theories to the development of programs or services.
- KRDN 4.2 Evaluate a budget/financial management plan and interpret financial data.
- KRDN 4.3 Demonstrate an understanding of the regulation system related to billing and coding, what services are reimbursable by third party payers, and how reimbursement may be obtained.
- KRDN 4.4 Apply the principles of human resource management to different situations.
- KRDN 4.5 Apply safety and sanitation principles related to food, personnel and consumers.
- KRDN 4.6 Explain the processes involved in delivering quality food and nutrition services.
- KRDN 4.7 Evaluate data to be used in decision-making for continuous quality improvement.

**Domain 5. Leadership and Career Management: Skills, strengths, knowledge and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner. Knowledge Upon completion of the program, graduates are able to:**

- KRDN 5.1 Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.
- KRDN 5.2 Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and career goals.
- KRDN 5.3 Practice how to self-advocate for opportunities in a variety of settings (such as asking for needed support, presenting an elevator pitch).
- KRDN 5.4 Practice resolving differences or dealing with conflict.
- KRDN 5.5 Promote team involvement and recognize the skills of each member.
- KRDN 5.6 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.

***Distance Learning Requirements:***

The distance learning component of the DPD curriculum allows students to take greater than 50 percent of the Nutrition and Dietetics courses in Distance Learning, allowing more accessibility, timely completion of the program and increasing students' retention & graduation rates.

Through the Didactic Program in Dietetics (DPD), courses are offered in various modalities. Any of the DPD courses can be offered in Distance Learning via online synchronous, asynchronous, hybrid, blended, high Flex or face-to-face (in person) in traditional classroom settings. **Note: The DPD is not a fully online program.**

### ***Distance Education Resources and Support Services for Students and Faculty:***

Lehman uses Brightspace Learning Management System (effective June 2, 2025). Brightspace offers multiple support through tutorials and training sessions under for both faculty and students. Please see, [Brightspace | Lehman College](#)

Students pay technology and activity fees every semester for IT and tutoring support services. Please see <https://www.lehman.edu/administration/business-office/bursar-office/schedule-of-fees.php>. The classrooms are up to date with state-of-the-art technology to support hybrid/hyFlex classes, which allows students to either attend classes on campus and or distance.

Lehman has a robust technology system that supports distance education through The Office of Online Education. The Office of Online Education supports students and faculty through various training, workshops, and peer mentoring programs. Please see [Online Education, Online Programs, Online Courses - Lehman College](#); <https://www.lehman.edu/itr/faculty-workshops.php>

Students have access to a myriad of support services for distance education:

Students have access to the “Student Service Technology Center” the “Library Center” the “Student Academic Center” and “Counseling Service” to name a few. All these resources provide support for distance learning students through access to live technical support teams. Please see: [Counseling Center at Lehman College - About Us - Lehman College](#)

Please see: [Lehman College - Tutoring, Academic Advising, and Technology Support Services - Lehman College](#); Please see: [Information Technology Division - Lehman College](#)

The library is updated with state-of-the-art Mac computers, printers, scanners and Xerox machines. The library has reserve room/space for Zoom meetings in the lower level to accommodate students taking online classes. The Department of Health Promotion and Nutrition Sciences has a designated librarian for student support both virtually and in-person. Please see <https://www.lehman.edu/library/>

### ***Distance Education Curriculum:***

The learning experiences in a distance learning environment are comparative to the traditional face-to-face classes. Students in distance education receive the same learning experiences, meaning, the same syllabus is used for both distance education and traditional face-to-face courses. Students in distance education have the opportunity to engage with faculty through Zoom meetings/office hours, zoom classroom meetings, and the Blackboard Collaborate live classrooms. Students in distance education participate in classroom discussion board assignments, breakout groups or chat rooms and collaborative group projects. Exams, tests, and quizzes are administered through the Blackboard. Through the DPD, faculty in each course provide ongoing assessment of core knowledge and student learning through various exams, case studies, projects, presentations, and group activities. If faculty members choose to offer an exam or quiz online, they develop the exam or quiz in Brightspace. Learning activities are used to evaluate final student achievement of the Core Knowledge Assignments (KRDNs) administered by the faculty teaching DPD courses, with the data provided to the DPD Program Director for use in the ongoing tracking system for each DPD student. Students must earn 80% or higher on all KRDN evaluation activities and receive a “B-” or better” in all DPD Science and DPD Professional courses to complete the degree requirements and earn a Verification Statement.

## ***Policies and Procedures for Privacy and Verification of Distance Education Students:***

The City University of New York (CUNY) ensures that students enrolled in distance education are verified. All students participating in online instructions offered by any CUNY campus must log in to their sites in the Learning Management System using their CUNY credentials.

Please see: <https://sps.cuny.edu/about/policies/general-policies/verification-student-identity> Students can view their current semester course grades and GPA within the Brightspace Learning Management System (LMS) through a secure area in the Brightspaces "Grades" section. Each student is required to use their personal login information. Only students who are registered for courses have a personal login. All CUNY faculties have a personal Zoom account. Please see <https://www.cuny.edu/about/administration/offices/cis/technology-services/zoom/> Only students who are enrolled in the courses receive the Zoom link. Only students with permission are admitted to the Zoom room. Exams are timed and are given within a specified time.

## ***Assessment of prior learning and credit toward program requirements***

The college assesses prior learning in the following manner:

- **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 "Non-Instructional Fees" in the chapter on "Tuition and Fees" in the Lehman Bulletin, [Credit by Examination | Lehman College Catalog \(cuny.edu\)](#).

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, please see <https://www.lehman.edu/academic-standards/index.php> and <https://www.lehman.edu/office-academic-programs/>, Shuster Hall, Room 280) and Office of the Registrar <https://www.lehman.edu/registrar/alternative-credit-options/>

Second degree students in the ACEND-approved program must take at least half of the Nutrition and Dietetics major (DPD courses) at Lehman. This is equivalent to a minimum of 31.5 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 and who have taken DPD-required courses at other institutions must complete at least 12 credits at Lehman in DPD or other approved 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 determine that the learning objectives are consistent with program requirements. Please see Lehman's policy on Transfer credits, [Transfer Credit | Lehman College Catalog \(cuny.edu\)](#). Generally, for course recency, DPD coursework must have been completed within the past 5 years in order for the credits to be applied to the current program. The DPD director is responsible for reviewing all prior coursework and has discretion in applying credits towards DPD completion.

### ***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 attendance and participation in classroom activities and/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 must meet the college academic requirements that are established and set forth in Degree-Works and the college policies regarding academic integrity and the ethical behavior in order to continue successfully in the DPD program. Academic Advisors and instructors provide student support. The Science Learning Center (SLC), Instructional Support Services Program (ISSP) and the Leonard Lief Library are ideal resources for support.

Students are encouraged to complete academic planning early in their college career. This would involve contact with their academic advisor and the Department of Health Promotion and Nutrition Sciences (HPNS advisor). Additionally, students have access to their academic plans on Degree Works, [DegreeWorks | Lehman College](#) and the dietetics and nutrition suggested course sequencing checklist of required courses for the major, located on the HPNS and DPD website ([Health Promotion & Nutrition Sciences | Lehman College](#)).

Degree Audit is CUNY's degree audit system that provides individualized reports to help students track their progress toward completing their degrees. The Degree Audit report, used by students and advisors, identifies both completed and outstanding requirements and provides a current list of courses that can be taken to satisfy them.

Students have access to registration, transcripts, [Office of the Registrar | Lehman College](#). Students have access to CUNY first grade reports, Blackboard (now Brightspace grade book). Students will meet with an advisor once per semester. Each DPD course listed in the handbook requires a minimum of B- and no grade less than C- in science courses. Students are alerted via email to meet with the program director or an advisor once per semester to review their progress in the major and to stay on track for graduation.

### ***DPD Completion/Graduation Requirements***

To graduate from Lehman College, a minimum of 120 earned credits is required, [Academic Standards | Lehman College Catalog \(cuny.edu\)](#). To graduate from the DPD and receive a DPD Verification Statement, a cumulative GPA of at least 3.3 and a minimum 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, CHE114-115, 120-121, DFN120 or 250 – 259 (Lab Special Topics I), 200, 215, 220 or 250 – 259 (Lab Special Topics II), 221, 248, 321, 340, 341, 348, 369, 430, 437, 441, 445, 448, 471.

Note: Students may graduate from Nutrition and Dietetics major without receiving a DPD Verification Statement if they don't comply with the following rules for obtaining the Verification Statement. The

college has no time frame nor age to complete the degree requirements. However, ACEND's goal is that students should complete the DPD within 3 years (150% of the planned program length). Please see the section on "Leave of Absence" for information on the maximum time allowed for the DPD completion.

### ***Obtaining a DPD Verification Statement***

Upon successful completion of the DPD, students will obtain a DPD Verification Statement. To obtain a DPD Verification Statement a student must:

- 1) Earn the Lehman College BS degree in Nutrition and Dietetics (including Introduction to Psychology or Sociology (Psy or Soc 166) or equivalent, successful completion of the DPD requirements, including the required "Core Knowledge Registered Dietitian/Nutritionists (KRDN) Assessments (with a score of 80 % or better on each assignment) in the selected courses; a minimum GPA of 3.3 (with no D grades). The BS degree at Lehman requires the completion of a minimum of 120 credits including Lehman's Distribution and Core requirements, and the DFN major; or
- 2) Earn a bachelor's degree in a field other than Nutrition and Dietetics, AND complete the courses required for the DPD as well as PSY or SOC 166 (or equivalent) and earn a second bachelor's degree at Lehman with a minimum of 31.50 credits in Lehman's DPD with a minimum GPA of 3.3 (with no D grades); or
- 3) Earn a bachelor's degree in a field other than Nutrition and Dietetics, AND 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 3.3 (with no D grades); or
- 4) Earn a bachelor's degree in a field other than Nutrition and Dietetics, 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 3.3 (with no D grades).

### **In addition to the above, the following are required:**

- 5) Complete all DPD requirements within three years (150% of the planned program length).
- 6) Complete the "Request for DPD Verification Statement" google form. Please note that the most current forms may differ slightly and may be obtained from the DPD Director.  
[https://forms.office.com/Pages/ResponsePage.aspx?id=s\\_BgbwZfCU6XFZiduozH2KXyROk3p9JDqAn2Z760GidUNkJHUjvBSDI3REIJUjQyRDq5MERORIJOVs4u](https://forms.office.com/Pages/ResponsePage.aspx?id=s_BgbwZfCU6XFZiduozH2KXyROk3p9JDqAn2Z760GidUNkJHUjvBSDI3REIJUjQyRDq5MERORIJOVs4u)
- 7) Submit proof of certification as a [ServSafe](#) Food Manager (a valid SERV Safe Certificate). Note. SERV Safe expires within five years of the issue date.
- 8) Submit proof of completion of the Plagiarism tutorial at [Certification Tests: How to Recognize Plagiarism: Tutorial and Tests, School of Education, Indiana University Bloomington \(iu.edu\)](#)
- 9) Request official transcripts from all institutions attended to be sent to the DPD Director via email (Dr. Andrea Plunkett ([andrea.plunkett@lehman.cuny.edu](mailto:andrea.plunkett@lehman.cuny.edu))).
- 10) DPD Verification Statement will be issued (via email) within 10 business days of receiving

all required documents and forms.

**Note: The DPD Verification Statement Examination is required for students who declare the Nutrition and Dietetics major and the DPD prior to spring 2025 semester.** It is strongly recommended that students request a DPD VS within one year of the DPD completion in order to ensure eligibility for a Dietetic Internship.

**Request of transcripts: Lehman College Official Transcript Request Information:**

Email: [Records.Transcripts@lehman.cuny.edu](mailto:Records.Transcripts@lehman.cuny.edu) or Website: <http://www.lehman.edu/registrar/transcript-info.php>. To quickly and efficiently request your official transcript, please log onto <http://www.lehman.edu/registrar/transcript-info.php> and follow the prompts to order applicable credentials. You can also go to [www.parchment.com](http://www.parchment.com), click Order then follow the respective instructions.

***Financial aid and scholarships***

Financial aid and scholarships are available to those who qualify. Please see <http://www.lehman.edu/financial-aid/>. 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***

The DPD follows the academic calendar established by the college. Information about scheduling and the academic calendar, including vacation and holidays, can be found at <http://www.lehman.edu/registrar/calendars.php>

***Leave of Absence and Maximum Time Allowed for Program Completion Information:***

The DPD follows Lehman College policy for time off from the program. If a student desires to take time off from the program, the maximum time allowed is 2 semesters, after which readmit is required with the Undergraduate Admissions Office. Students are encouraged to keep in touch with their major department due to potential curriculum changes and updates. Students are expected to complete the DPD within three years (150% of the planned program length) of acceptance to the DPD program, with a maximum allowed completion of five years after the DPD acceptance. If a student is unable to complete the DPD in this timeframe, the DPD Director will work with the student regarding potential program completion implications. For more information, please contact the Office of the Registrar, [Office of the Registrar | Lehman College](#) and Special Admissions Categories, <https://lehman-undergraduate.catalog.cuny.edu/admissions/special-admission-categories>

***Grade Appeals***

Grade Appeals are submitted to the Office of the Registrar [Academic Standards and Evaluation - Appeals FAQs - Lehman College](#) and [Undergraduate Appeals - Lehman College \(smapply.io\)](#). 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 <https://www.lehman.edu/academic-standards/index.php> and <https://www.lehman.edu/academic-standards/appeals-faq.php>

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 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, please see <http://www.cuny.edu/about/administration/offices/legal-affairs/policies-resources/academic-integrity-policy/>, the Lehman policy on Academic Integrity [Academic Integrity | Lehman College Catalog \(cuny.edu\)](http://www.cuny.edu/about/administration/offices/legal-affairs/policies-resources/academic-integrity-policy/). DPD students must also comply with the Code of Ethics for the Profession as described by the Academy of Nutrition and Dietetics <https://www.eatright.org/code-of-ethics-for-rdms-and-ndtrs>. Students are also required to successfully complete an online course on plagiarism at <https://plagiarism.iu.edu/index.html>. A faculty member who suspects that a student has committed a violation of the CUNY Academic Integrity Policy shall review with the student the facts and circumstances of the suspected violation whenever feasible. Thereafter, a faculty member who concludes that there has been an incident of academic dishonesty sufficient to affect the student's final course grade shall report such incident on a Faculty Report Form in substantially the same format as the sample annexed to this Policy and shall submit the Form to the college's Academic Integrity Officer, copying his/her Department Chair. Please see <http://www.cuny.edu/about/administration/offices/legal-affairs/policies-resources/academic-integrity-policy/>

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:

- 1) Copying from another student during an examination or allowing another student to copy your work.
- 2) Unauthorized collaboration on a take-home assignment or examination.
- 3) Using illegal notes during a closed-book examination.

- 4) Taking an examination for another student, or asking or allowing another student to take an examination for you.
- 5) Changing a graded exam and returning it for more credit.
- 6) Submitting substantial portions of the same paper for more than one course without informing each instructor.
- 7) Preparing answers or writing notes in a blue book (exam booklet) before an examination.
- 8) Allowing others to research and write assigned papers or do assigned projects, including the use of commercial term paper services.
- 9) Giving assistance to acts of academic misconduct or dishonesty.
- 10) Fabricating data (all or in part).
- 11) Submitting someone else's work as your own.
- 12) 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:

- a. Copying another person's actual words without the use of quotation marks and citations.
- b. Presenting another person's ideas or theories in your own words without acknowledging the source.
- c. Using information that is not common knowledge without acknowledging the source.
- d. Failing to acknowledge collaborators on assignments.
- e. Purchasing or downloading term papers online.
- f. Paraphrasing or copying information from the Internet without citing the source.
- g. 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 complaints about the accreditation standards.

Unresolved complaints may be submitted to ACEND via a Complaint Investigation Request at <https://www.eatrightpro.org/acend/public-notices-and-announcements/filing-a-complaint-with-acend>. ACEND is located at 120 South Riverside Plaza, Suite 2190, 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>

### ***Student Complaints Against Faculty***

Although the DPD follows Lehman College and the City University of New York (CUNY) procedures for student complaints, the following Student Complaint Policy for the DPD has been established.

Student Complaint Policy Didactic Program in Dietetics, Lehman College:

The Didactic Program in Dietetics (DPD) follows Lehman College and the City University of New York (CUNY) procedures related to grade appeals, the Code for Academic Integrity, the Code of Students Rights and Responsibilities, FERPA Rights Disclosure, and complaint procedures.

Concerns or complaints regarding the DPD should follow the steps below:

1. Any student with a concern or complaint should feel free to contact the DPD Director by email, phone, or in person.
2. If resolution is not achieved, the student should contact the Chair of the Department of Nutrition and Food Sciences.
3. If resolution is not achieved, the student should contact the Dean of the College of Health Sciences Nursing and Social Work.
4. If resolution is not achieved, the student should contact the Lehman Provost.
5. If resolution is not achieved, the student should contact the President of Lehman College Complaint Procedure.
6. If resolution is not achieved at the University level, any student who still has an unresolved complaint related to ACEND Accreditation Standards should contact the Accreditation Council for Education of Nutrition and Dietetic (ACEND) and follow the complaint procedures outlined by the accrediting body. ACEND may be contacted at 120 South Riverside Plaza, Suite 2190, Chicago, Illinois 60606-6995; phone 312-899-0040 ext. 5400, email [www.eatright.org/acend](http://www.eatright.org/acend).
7. At no time during the process of filing a complaint with the Didactic Program in Dietetics, the Department of Health Promotion and Nutrition Sciences (HPNS), Lehman College, or ACEND will there be any retaliation to the student due to the filing of such complaint. The program must maintain a record of students complains for seven years, including the resolution of complaints.

Procedures for handling student complaints about faculty conduct in academic settings can be found in the CUNY Bylaws Article VII, Academic Due Process for Instructional Staff [Bylaws – CUNY Policy](#) and [Article VII – CUNY Policy](#)

### ***Policy on Retaliation Prevention:***

The DPD follows Lehman College and CUNY policy on retaliation. Students should feel free to discuss concerns in private without fear of retaliation. The City University of New York (“CUNY”) is committed to addressing discrimination and retaliation reports promptly, consistently, and fairly. Please see, [CUNY University-Wide Discrimination and Retaliation Reporting Portal – The City University of New York](#). The following publicly available form allows for the submission of a report of discrimination and/or retaliation, as prohibited by and defined in [CUNY’s Policy on Equal Opportunity and Non-Discrimination](#) (“EO Policy”).

### ***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. Please see [Academic Standards | Lehman College Catalog \(cuny.edu\)](#)

(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. <https://www.lehman.edu/academic-standards/appeals-faq.php> and [Academic Standards | Lehman College Catalog \(cuny.edu\)](#)

### ***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:
  - a. 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
  - b. make satisfactory progress toward a 2.0 cumulative index in all Lehman College work. See the Undergraduate Catalog [Academic Standards | Lehman College Catalog \(cuny.edu\)](#).

### ***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 <https://www.cuny.edu/about/administration/offices/cis/information-security/security-resources/> and [FERPA | Lehman College](#) which also contains information about the Family Educational Rights and Privacy Act (FERPA), <https://www.ed.gov/laws-and-policy/ferpa/ferpa-overview>, 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:

Instructional Support Services: [Instructional Support Services Program | Lehman College Catalog \(cuny.edu\)](#)

Academic support services <http://www.lehman.edu/academics/tutoring-academic-support.php>,

Health Services <https://www.lehman.edu/student-health-center/wellness-education-promotion//index.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>

Financial aid resources <http://www.lehman.edu/financial-aid/>.

Academy of Nutrition and Dietetics Resources, [Become a Registered Dietitian Nutritionist \(eatright.org\)](#)

### ***Insurance requirements***

To participate in field experience, students are required to sign the CUNY Off- Campus Activity Participation, Waiver, and Emergency Contact Form. This form 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."

**Request for DPD VERIFICATION STATEMENT INSTRUCTIONS:** Verification Statements will be issued via email within 10 business days of receipt of all required documents. Please see the section

above on program completion and obtaining a DPD Verification Statement.

Registered Dietitian Career/Jobs: [Become a Registered Dietitian Nutritionist](#)

Dietetic Internship Application: [DICAS Applicant Help Center - Liaison](#)

For questions please contact: [andrea.plunkett@lehman.cuny.edu](mailto:andrea.plunkett@lehman.cuny.edu)

Lehman College, Dept of Health Sciences G432, 250 Bedford Pk Blvd W, Bronx NY 10468, or to the mailbox in Dept office G431.

For further information on the programs in the Health Promotion and Nutrition Sciences Department please see [Health Promotion & Nutrition Sciences | Lehman College](#) and <https://lehman-undergraduate.catalog.cuny.edu/programs?page=1&pq=nutrition>

For information on the BS-Nutrition and Dietetics major please see <https://lehman-undergraduate.catalog.cuny.edu/programs/NTRDIET-BS>

Advising is provided by: Professor Dr. Andrea Plunkett (DPD Director), in Gillet 432 or ([andrea.plunkett@lehman.cuny.edu](mailto:andrea.plunkett@lehman.cuny.edu)) or 718 960-8084.

For information on the BS-Culinary and Community Nutrition major please see <https://lehman-undergraduate.catalog.cuny.edu/programs/CLCMNT-BS>

Advising is provided by Professor Mario Landaverde (Program Director), in Gillet Hall 412 or [mario.landaverde@lehman.cuny.edu](mailto:mario.landaverde@lehman.cuny.edu)

For further information on Lehman's Dietetic Internship (DI) please see <http://www.lehman.edu/dietetic-internship-program/index.php>

Advising by Professor Marina Stopler (Program Director), in Gillet Hall 432 or ([marina.stopler@lehman.cuny.edu](mailto:marina.stopler@lehman.cuny.edu)) or 718 960-6713.

For information on the MS in Nutrition please see <https://lehman.edu/academics/health-human-services-nursing/health-promotion-nutrition/Graduate-Programs/ms-nutrition/> and consult with Professor Lalitha Samuel (Program Director), in Gillet Hall 421A ([lalitha.samuel@lehman.cuny.edu](mailto:lalitha.samuel@lehman.cuny.edu)) at 718 960-2421.

For general information please contact HPNS Administrative Staff, Charlie Chhoeung, [charlie.chhoeung@lehman.cuny.edu](mailto:charlie.chhoeung@lehman.cuny.edu) and Ramon Belliard, [ramon.belliard@lehman.cuny.edu](mailto:ramon.belliard@lehman.cuny.edu)

Revised by Dr. Andrea Plunkett, Program Director and Professor (02/25/2026)