

Messiah College

Department of Nutrition and Dietetics

Didactic Program in Dietetics

Policy and Procedure Manual

(Revised June 30, 2010)

***Concentrate on doing your best for God, work you
won't be ashamed of...***

2 Timothy 2:15 (THE MESSAGE)

Purpose: The purpose of this manual is to assist students in locating and using policies and procedures related to the Messiah College Department of Nutrition and Dietetics and the “Didactic Program in Dietetics” (DPD, which verifies that students have completed the undergraduate academic requirements to apply for a CADE accredited Dietetic Internship).

Distribution: This manual will be given to new students in the department by their academic adviser. Students should complete the back page and give the bottom portion of the back page to their academic adviser. The bottom should be placed in the student’s advising file. Students should keep their copy in their advising folder. The manual will also be available on the Department web site.

Where Can I Find It? (A guide to locating policies and procedures)

College-Wide Policies and Procedures

Policy or Procedure	Location
Academic Calendar	Student Handbook, College Website
Academic Integrity	Student Handbook
Access to Personal Files	College Catalog, Student Handbook
Disciplinary/Termination Procedures	Student Handbook
Graduation Requirements	College Catalog for the year you entered Messiah
Grading Policies	College Catalog, Student Handbook
Grievance Procedures	College Catalog, Student Handbook
Honors	
College Honors Program	College Catalog
Repeating Coursework	Student Handbook
Privacy of Information	College Catalog, Student Handbook
Sexual Harassment	Student Handbook
Student Support Services	
Counseling Center	College Catalog, Student Handbook
Disabilities Services	College Catalog, Student Handbook
Financial Aid	College Catalog, Student Handbook
Health Center	College Catalog, Student Handbook
Withdrawal and Refunds	College Catalog, Student Handbook

Department and DPD Specific Policies and Procedures

Policy or Procedure
Assessment of Student Learning
Attendance Policy
Assignment Policy
Concerns and Complaints
Course Scheduling Procedure
Disciplinary/Termination Procedures

Policy or Procedure
Food Tasting Policy
Foods Lab Use Policy
GPA Requirements for Progression in the Didactic Program in Dietetics
Graduation and DPD Verification Requirements
Honors in the Department of Nutrition and Dietetics
Department Honors
Completing the College Honors Program Senior Project Through Department Honors
Letters of Recommendation - General
Letters of Recommendation for Dietetic Internships and Graduate School
Letters of Recommendation for Study Abroad, Cross Cultural, and Scholarships
Letters of Recommendation for Jobs
Off-Campus Activities
Background Checks
Transportation
Liability and Health Insurance
Dress
Injury or Illness
Repeating Courses
Study Abroad
Transferring Courses/Assessment of Prior Learning
Verification Statements/Intent to Complete Forms for the DPD

MESSIAH COLLEGE DEPARTMENT OF NUTRITION AND DIETETICS AND DIDACTIC PROGRAM IN DIETETICS (DPD) POLICIES AND PROCEDURES

Assessment of Student Learning

Student learning will be assessed by exams and assignments during and at the end of each course. However, much of the content of the upper level courses depends on students' ability to retain and use information gained in prerequisite courses. At several points in the curriculum students will be provided with review activities to assess and reinforce retention of key information. Periodically, copies of student work will be saved (with the student's name removed) to enable the department to document assessment of student learning.

Attendance Policy

The Messiah College Student Handbook states that punctual and regular attendance at classes is expected except when a student is prevented from doing so by illness, death in the family, or a similar emergency. The specific policy for class attendance and completion of assignments for courses in the Nutrition and Dietetics Major is as follows:

- Attendance at lectures is the responsibility of the student. Students are expected to make every effort to attend class (weather and health permitting). When you miss a class, it will be up to you to make arrangements to get copies of notes, handouts, assignments, instructions or any other material covered on that day. Unannounced quizzes or other in-class activities for which points are given cannot be made up.
- If you know in advance that you are going to miss a class because of a personal commitment (such as a wedding) on a day when an exam is scheduled or an assignment is due, you must inform the instructor two weeks prior to your absence. Assignments are expected to be handed in in advance. Make-up exams and labs will be considered by the instructor on an individual basis.
- If you must miss a lab because of illness*, personal emergency or to participate in a scheduled athletic event, notify your instructor in advance if possible. Arrangements will be made either for a make-up lab or an outside assignment. Except in extraordinary circumstances, a maximum of two make-up labs will be allowed. If you miss more than two labs, no points will be given for make-up work but you will be responsible for the information.
- Athletes who must miss classes for participation in events are required to furnish their instructor at the beginning of the semester with a copy of the schedule of games or meets and the name of their coach. The instructor will work with athletes individually to make up work missed.

*It is up to you to decide when you are too ill to attend a class or lab. You are expected to use good judgment about this; we do not want you to be in class when it would be better for you (and your classmates) if you stay in bed. On the other hand, it isn't honorable to state you were ill when you weren't really sick.

Assignment Policy

Assignments are due at the start of class. Assignments turned in after the start of class but on their due date will lose 5% of the grade. Late assignments will receive a penalty of 10% of the grade for each day late. If you are unexpectedly absent from class, e-mailed assignments (when appropriate) will be accepted without penalty if they are sent before the start of class.

Concerns and Complaints About Faculty or Classes

Students are encouraged to discuss concerns about faculty or class procedures directly with the individual involved. However, we recognize that this is not always possible due to concerns about retaliation. If this is a concern, students are encouraged to bring their concerns to the Dean of the School of Science, Engineering, and Health.

Course Scheduling Procedure (for continuing students)

Many courses in the department have required prerequisites. In addition, many of the junior-senior level courses are offered every other year. Course prerequisites and scheduling (i.e. fall only, spring only, year taught) are listed in the course catalog. In addition, course scheduling templates for the each major in the department are available on the department web site. Careful attention to course planning is necessary to ensure that all required courses can be completed on time.

The procedure for class registration for returning students is as follows:

- 1) The class schedule for a given semester is usually provided to students a few weeks before class registration begins.
- 2) Once the class schedule has been released, students should schedule an appointment with their academic adviser. It is generally best for students to schedule their appointments 2 – 5 days before the day they will be allowed to register for classes.
- 3) Before meeting with their adviser, students should:
 - a. use the DegreeWorks software (available in MCSquare) to verify course requirements which have been completed;
 - b. use the course scheduling templates from the department web site (or in some cases a personal template developed by the student and her/his adviser) to determine the classes needed;
 - c. use the class schedule to create a tentative personal schedule. Note: First, second, and third year students should select back up choices for general education classes and lab and class times as some classes may be filled by students who register ahead of them.
- 4) Students who are not prepared for registration advising appointments will generally be asked to reschedule the meeting.

- 5) At the advising appointment course progress and the student's personal semester plan will be reviewed. Registration advising appointments are required in order to sign up for classes.
- 6) Students are assigned registration times according to the number of credits completed. On or after the registration time, students use MCSquare to sign up for classes. Directions for this process are provided by the registrar's office.

Disciplinary/Termination Procedures

The college-wide procedures for various disciplinary and academic infractions will be observed by the department of Nutrition and Dietetics. These procedures are described in the student handbook.

Food Tasting Policy

To be effective, foods and nutrition professionals need to be involved in the taste testing of a wide variety of foods. Accordingly, individuals studying to be foods and nutrition professionals need to taste small amounts of many foods as they learn the knowledge and skills they will need to serve others. Students in Messiah College classes that are part of the Nutrition and Dietetics major or the Foods and Nutrition minor are encouraged to set aside their personal preferences and taste small amounts of foods to be evaluated for class assignments. Students with medical (for example lactose intolerance or food allergy) or religious (for example avoidance of meat on Friday) food restrictions or with strong personal food preferences (for example vegetarianism) should discuss their personal food restrictions with their instructor during the first week of the semester.

Foods Lab Use Policy

The Foods Laboratory located in Jordan 63 is an academic facility used primarily by the Department of Nutrition and Dietetics. The laboratory is equipped with kitchen appliances and tools that are used for food preparation and experimentation in Food Science and Nutrition (NUTR) courses. The purpose of this policy is to maintain the security of the equipment and supplies and to insure that the equipment is used and cleaned appropriately and safely.

Any use of the Foods Laboratory, including the appliances and other equipment, for purposes other than NUTR course labs must be approved by the Chair of the Department of Nutrition and Dietetics or the Dean of the School of Science, Engineering, and Health.

During any use of the Foods Lab, a responsible person employed by Messiah College must be present. Following are situations when the use of the Foods Laboratory **may** be approved.

1. Single session(s) of a Messiah College course involving an educational food-related activity.
2. Non-credit foods classes for Messiah College students and/or staff.
3. School of Science, Engineering, and Health social activities (such as the

- Christmas Happening).
4. Student Nutrition Awareness Coalition (SNAC) preparation of food items for fundraisers or service projects.

Food Laboratory use for the following purposes will not be approved:

1. Food preparation by groups for purposes not listed above.
2. Social gatherings that do not involve an educational component (except those sponsored by the School of Science, Engineering and Health)
3. Preparation and storage of personal food (except with permission of a Nutrition and Dietetics faculty member).

GPA Requirements for Progression in the Didactic Program in Dietetics

This policy applies to students in the Nutrition and Dietetics major as well as to students in the Nutrition Science major who are also seeking DPD verification and students in the non-degree verification program. It is in effect for all students matriculating in the Fall 2010 semester and thereafter.

In order to progress in the Messiah College Didactic Program in Dietetics students need to have completed the following courses with no grades lower than a C- and with an average GPA of at least 2.5 in them. Ideally, these courses will be completed by the end of the third semester. Students who have transferred in 7 or more credits from this list will need to have achieved an average GPA of at least 2.75 in them. Students who do not achieve the GPA cut off may repeat one of the courses on the list in an attempt to raise their GPA to the necessary level.

CHEM 105: General Chemistry I (4 credits, includes a lab)

CHEM 106: General Chemistry II (4 credits, includes a lab)

CHEM 204: Organic Chemistry (4 credits, includes a lab – students who take CHEM 309 and 310: Organic Chemistry I and II instead of CHEM 204 will have both courses count.)

BIOL 185: Human Anatomy and Physiology I (4 credits, includes a lab)

NUTR 121: Food and Food Science (3 credits, includes a lab)

NUTR 222: Nutrition Theory (3 credits)

Student grades will be reviewed at the completion of CHEM 105 and 106 and NUTR 121. Typically this will happen after the first two semesters. Students who have less than a 2.5 cumulative GPA after these three classes (less than a 2.75 for students who transfer one of these classes in) will be considered to be on probation as far as progression in the major is concerned.

Graduation and DPD Verification Requirements

Graduation requirements for each major in the department are found in the college catalogue. The catalogue in effect the year a student begins taking classes at Messiah College determines the graduation requirements unless changes to the curriculum are approved by each current student whose curriculum is affected by the change.

In order to receive a verification statement students must complete a Messiah College major (as described in the college catalogue) including each of the following:

- IDST 101: First Year Seminar (First year College Writing course)
- COMM 104 or 106: Oral Communications (A public speaking course)
- BIOL 185 and 186: Human Anatomy and Physiology I and II (both lab courses) or BIOL 385 and BIOL 386 (Physiology and Human Anatomy, both lab courses)
- BIOL 382: Microbiology for Health Professions
- CHEM 105 and 106: General Chemistry I and II (both lab courses)
- CHEM 204: Introduction to Organic Chemistry (with lab) or CHEM 209 and CHEM 210 (Organic Chemistry I and II with labs)
- PSYC 101: Introduction to Psychology
- STAT 269: Introductory Statistics
- HRM 120: Principles of Management
- NUTR 121: Food and Food Science
- NUTR 222: Nutrition Theory
- NUTR 099: Opportunities in Nutrition and Dietetics
- NUTR 322: Nutrition through the Life Cycle
- NUTR 331: Advanced Food Science and Technology
- NUTR 341: Food Service
- NUTR 352: Community Nutrition
- NUTR 410: Nutrition Education and Counseling
- NUTR 411 and 412: Medical Nutrition I and II
- NUTR 425 and 426: Advanced Nutrition I and II
- NUTR 493: Senior Seminar in Nutrition and Dietetics

For students in the non-degree academic verification program:

Students in the non-degree academic verification program, who have already earned a college degree, need to complete the courses above earning at least a C- in each course and at least 18 credits at Messiah College. Students who earn less than a C- in a course may repeat that course once. A maximum of two courses may be repeated. To receive a verification statement, all NUTR courses at the 300 level or above must be completed with 5 years of the completion of DPD requirements.

For students who are undergraduates at Messiah College: To receive a verification statement, all NUTR courses at the 300 level or above must be completed with 5 years of graduation.

Honors in the Department of Nutrition and Dietetics

Department Honors

The purpose of the Honors program is to encourage scholarly initiative and in-depth investigation within a limited area of nutrition and dietetics. Honors work provides a student with opportunities to plan and carry out scientific research under the direction of a faculty member. Skills are developed in literature review, research methods, analysis of results, and written and oral presentation of a research project.

Overview

- 1) Majors in the Department of Nutrition and Dietetics who have attained at least a 3.5 overall GPA and a 3.8 GPA in their major courses at the end of the fall semester of their junior year may take either NUTR 393 (Research methods - 1 credit) **or** NUTR 491 (Independent Study – 1 credit) during the spring of their junior year. In these courses students will work individually with a faculty mentor to develop a research or service learning project at the graduate level. A completed project proposal will be due on the last day of classes of the spring term. The proposal must be approved by department faculty for continuation in the department honors program.
- 2) Students whose proposals are approved may enroll in a total of 4 - 5 credits of NUTR 422: Senior Research and/or NUTR 497,498 during their senior year. Students must take at least two credits each semester of their senior year. To earn honors in the department of nutrition and dietetics the student's work in NUTR 422, 497 and 498 must merit a grade of A.

Practical Guidelines

1. If you are interested in the Honors Program, your first step is to talk with your academic advisor to make sure that you meet the criteria described below.
2. Individual faculty members in the Department work with only one or two Honors students in any given year.
3. You are expected to develop your own idea for a project that interests you. You shouldn't expect your Honors advisor to present you with a project idea. However, your Honors advisor must support your idea.
4. Honors projects do not have to be tied to the research work or interests of your Honors advisor. You may be able to work on a project with someone at Hershey Medical Center, Hershey Foods, etc., although you will still need an Honors advisor in the Department of Natural Sciences.
5. Remember that Honors work is a privilege and is not for everyone; expectations and standards are high so will need to be highly motivated and you should expect to work hard. Your Honors advisor works with you only as an advisor and will not be doing any of the work on your project for you.

Requirements and Procedures for Department Honors

1. To qualify for the Department Honors Program, a student must have completed five semesters in the major and must have at least a 3.5 overall GPA and a 3.8 GPA in major courses.

2. Application for the Department Honors Program is made during the Fall semester of the Junior year with assistance from the student's academic advisor. The application should include a statement of the reason for doing Honors work, the area of research that the student wishes to pursue, and the name of the faculty member who will be your Honors advisor. A statement from the Honors advisor that he or she supports the application and is willing to act as the student's advisor must accompany the application. The application is presented to the Department for approval by the student's academic advisor.
3. If accepted into the Department Honors Program, the student begins by taking NUTR 393 Research Methods or NUTR 491: Independent Study during Spring semester of the junior year. These courses focus on research methodology including advanced literature searching, experimental design, and modeling. A thesis proposal is an important outcome of this course. This proposal must be approved by department faculty for continuation in the department honors program.
4. Five Major Honors credits are taken in the senior year, 2-3 credits in Fall semester and 2-3 credits in Spring semester. This is when the actual research project is done. Students must receive departmental approval after the fall semester to continue their work during the spring semester. Recommendations for grades in Honors courses and requests for approval for the student to continue in the Honors program are presented to the Department by the student's Honors advisor.
5. Students are expected to spend three hours per credit per week, or a total of 40 hours per credit per semester, doing Honors work. Procedures for keeping time logs, laboratory notebooks, etc. will be worked out with the Honors advisor.
6. College policy specifies that only the grades of >A= and >B= carry credit in honors courses. In the event the student receives less than an >A=, but at least a B in the first Major Honors course, the student may continue to do research (with their faculty mentor's support) by enrolling in NUTR 422 Senior Research.
7. After the research project is completed, the student is required to write a paper in the style and format established by the Honors advisor. The student is also required to present a seminar on the project for members of the Division of Natural Sciences (faculty and students). This will typically be done during the spring SOHNS research symposium.
8. If the student has earned a grade of >A= for all Honors work AND has maintained a GPA of 3.50 or above, he or she will receive Department Honors at graduation. In addition, Honors will be noted on the final transcript and the diploma.

Completing the College Honors Program Senior Project Requirement Through Department Honors

Students in the College Honors Program who wish to complete their senior honors project requirement through departmental honors have two options:

1. NUTR 393 Research Methods (1) in the spring of the junior year followed by 3-5 credits of NUTR 422 Senior Research in the senior year. Total of 4-6 credits.

2. NUTR 393 Research Methods (1) in the spring of the junior year followed by 5 credits of NUTR 497, 498 Major Honors courses in the senior year. Total of 6 credits.

Letters of Recommendation

General Guidelines:

1. **Ask first:** Ask each recommender if they would feel comfortable writing you a strong letter of recommendation
2. **Pay attention** to the type of recommenders the program requires (Some require recommendations from professors or supervisors in specific areas.)
3. **Allow your recommender adequate time.** Provide your recommenders with the necessary information a minimum of two - three weeks before you need the completed recommendation. Be aware that college faculty are generally not on contract during the summer break and plan accordingly.
4. **Organize** the information the recommender needs to write you a strong recommendation: purpose of recommendation, specific information requested, date needed, person to send the recommendation to, and any other important directions. Many recommendation forms ask about your organization ability. Treat the request as an opportunity to demonstrate how well organized you are.

Guidelines for specific types of recommendations:

Recommendations for Dietetic Internships and Graduate Schools

Many schools and programs require completion of a specific recommendation form.

- Some forms are available electronically or may be completed interactively on the web. If forms are involved, ask your recommender if they prefer to receive a paper copy of the form or if you should e-mail them an electronic copy or the web address of the recommendation form.
 - If you e-mail your recommenders an electronic copy of the form you still need to type in your name (and any other information you need to provide such as the program you are applying to or your address).
 - Many forms – including the American Dietetic Association Internship Recommendation form – require that you sign a form indicating your preferences regarding confidentiality. Be sure that you take care of this before you give forms to your recommenders. For the ADA internship recommendation, give each recommender a copy of the confidentiality page with your name and graduation date typed in and the form signed in blue ink.
1. Prepare one typed request in memo form that gives the names of the programs to which you are applying and specific instructions on how the recommendations are to be done for each program. For spring applications, this should generally be done by the beginning of January. (Since some programs hold open

houses in January, faculty can be somewhat flexible here, but due to the number of recommendations which need to be written it is unrealistic to expect a faculty member to complete a packet for you in a week or two.) The memo should include the following:

- Specify if the recommendation form or letter must be original or if a photocopy is OK. Note: Even if a photocopy is used, your recommender should sign each form with an original signature using colored, not black, ink.
 - Indicate if a separate letter is required in addition to a form.
 - State whether the recommendation should be in a sealed envelope with the writer's signature across the seal.
 - State whether the recommendation should be returned to you or mailed directly to the program. If it should be mailed directly to the program, be sure to include the mailing address, including the department or person to whom the recommendation should be addressed.
 - Include the deadline when the recommendations should be returned to you or to the program.
2. Remember to type in your name in the space provided on each recommendation form and sign the part of the form regarding confidentiality in blue ink.
 3. Include a resume in the packet you give to your recommenders. In many cases it will be helpful to meet with them to discuss your interests, strengths, and weaknesses.
 4. If your letter writer is a faculty member at Messiah College, the faculty member will provide a college stationary envelope. If your letter writer is off campus, you should provide him/her with both an envelope (with the address or internship name typed in) and the appropriate postage.

Recommendations for Study Abroad, Cross Cultural Trips, and Scholarships

1. Prepare a typed request in memo form that details the following:
 - The name and address of the agency/program/organization to which you are applying. If possible, also provide the name and credentials of the person the letter should be addressed to. (In general, a letter to a specific person will make a better impression than one addressed to "To whom it may concern".)
 - If traveling, include a brief summary about why you are interested in travel to this particular location.
 - Include a copy of your resume which lists your current GPA. In many cases it will be helpful to meet with your letter writer to discuss your interests, strengths, and weaknesses.
 - Specific instructions on how the recommendations are to be done such as:
 - Indicate if a separate letter is required in addition to a form provided by the program.

- State whether the recommendation should be in a sealed envelope with the writer's signature across the seal.
 - State whether the recommendation should be returned to you or mailed directly to the program. If it should be mailed directly to the program, be sure to include the mailing address, including the department or person to whom the recommendation should be addressed.
 - Include the deadline when the recommendations should be returned to you or to the program.
2. If the program has a recommendation form, fill out the information you need to provide. If you need to sign the form do so in blue ink (not black). Many forms require that you sign a form indicating your preferences regarding confidentiality. Be sure that you take care of this before you give forms to your recommenders.

Some forms are available electronically or may be completed interactively on the web. If forms are involved, ask your recommender if they prefer to receive a paper copy of the form or if you should e-mail them an electronic copy. Do not send your recommender a web link and expect them to search for information.

If you e-mail your recommenders an electronic copy of the form you still need to type in your name (and any other information you need to provide such as the program you are applying to or your address).

3. If your letter writer is a faculty member at Messiah College, the faculty member will provide a college stationary envelope. If your letter writer is off campus you should provide him/her with both an envelope (with the address or institution name typed in) and the appropriate postage.

Recommendations for Jobs

1. Prepare a typed request in memo form that details the following for each letter:
- The name and address of the employer. If possible, also provide the name and credentials of the person the letter should be addressed to. (In general, a letter to a specific person will make a better impression than one addressed to "To whom it may concern".)
 - The job position and responsibilities
 - The due date for the letter.
2. If the employer has a recommendation form type the information you need to provide. If you need to sign the form do so in blue ink (not black).
3. Give your recommenders a copy of your resume. In many cases it will be helpful to meet with them to discuss your interests, strengths, and weaknesses.

4. If your letter writer is a faculty member at Messiah College, the faculty member will provide you with a college stationary envelope. If your letter writer is off campus you should provide him/her with both an envelope (with the address typed in) and the appropriate postage.

Off-Campus Activities Related to Nutrition and Dietetics

Nutrition and dietetics majors participate in both required and volunteer off-campus activities related to nutrition and dietetics. The following guidelines clarify the roles of faculty and students in these valuable experiences.

Background Checks

Many health agencies require criminal background checks for students. If an agency requires a background check, the student will be responsible for making requests to the appropriate agencies or authorities, transmitting the results of the background check to the agency, and for any costs associated with these requests. Students are advised to plan ahead so that adequate time for the processing of these requests is provided for.

Transportation

Students are expected to provide their own transportation to off campus activities. When a student does not have their own transportation, faculty will facilitate car-pooling if possible or try to find a substitute experience on campus. Messiah College and the Department of Nutrition and Dietetics are not responsible to provide transportation to off-campus activities and are not liable for any personal injury, accident, or financial loss suffered by the student while traveling. Students will not be reimbursed by the college or department for traveling expenses related to course or volunteer activities.

Liability and Health Insurance

The College maintains liability insurance for off campus activities required for Messiah College courses. Students need to provide their own health insurance and are responsible for any and all medical costs incurred as a result of off campus activities.

Dress

Standards for professional dress vary widely in nutrition and dietetics practice. In general, students should dress neatly and modestly, and should inquire about appropriate dress for the agency or institution they will be visiting. Students wearing immodest or inappropriate clothing may be required to change into more suitable attire prior to participating in off-campus activities related to nutrition and dietetics.

Injury or Illness

If a student is injured or becomes ill during an off campus experience they should promptly notify their off-campus supervisor as well as their Messiah College faculty supervisor or academic adviser.

Repeating Courses

Students may repeat Messiah College courses for which a grade of a D- or less is earned to improve their Messiah GPA. Courses must be repeated at Messiah College.

If a course is repeated, both grades will remain on the transcript, but only the later grade will count for calculating the cumulative GPA.

Study Abroad

We highly recommend gaining a more international perspective while you are a student at Messiah College. There are several ways to do this. Some students study abroad for a semester, and others take a January or May term cross cultural study course. Because upper level nutrition and dietetics courses are typically not offered in semester long study abroad programs, the January or May term opportunities are easier for nutrition and dietetics majors to participate in. Most students who wish to spend a semester abroad need to do so in the spring of the sophomore year, so it is important to plan early. Students who wish to spend a semester abroad should discuss course scheduling options with their adviser during the fall of their freshman year.

Transferring Courses/Assessment of Prior Learning

Many courses taken at other accredited colleges will transfer to Messiah College. A list of pre-approved transfer courses can be found in the "Transfer Course Equivalencies Database" accessible through the Messiah College Web site. Transfer equivalencies for courses which are not listed on this web site are assigned on an individual basis through the Messiah College registrar's office. Students should save their course syllabi to facilitate this process. Nutrition is a rapidly changing field; therefore, foods and nutrition courses taken more than 5 years prior to entering the Messiah College Nutrition and Dietetics Major generally will not transfer.

In rare cases substantial work experience in nutrition and dietetics may substitute for part of the requirements for a Nutrition and Dietetics course. These exceptions are made on a case-by-case basis after review by the Chair of the Department of Nutrition and Dietetics.

Students transferring from other institutions to Messiah College should plan to meet with the Chair of the Dept. of Nutrition and Dietetics soon after they are accepted to review how their prior coursework has transferred and to plan a class schedule.

Messiah College students who wish to take courses elsewhere should first check the transfer course equivalency database on the registrar's web page to determine if the course is pre-approved. If the course is not there, obtain an off - campus study form from the registrar's office and be sure that the course is approved before it is taken. For courses in the nutrition and dietetics major, complete the form, attach a the course description (from the school web site) to it, and give it to your adviser. Remember that to obtain a degree from Messiah College, students must take their last 30 credits, and last 12 credits in the major, at Messiah College.

Verification Statements/Intent to Complete Form

Verification Statement

Students who successfully complete the requirements for graduation from Messiah College with Nutrition and Dietetics Major, another Messiah College major with the additional courses needed for verification, or the non-degree academic verification program will receive 6 copies of the Verification Statement form indicating completion of the Didactic Program in Dietetics requirements. These forms will be mailed within 6 weeks after completion of all course requirements is verified by the college registrar. The Verification Statement you receive from Messiah College is your proof that the academic requirements for ADA membership and application to dietetic internships have been met. At various times in preparing for professional membership or dietetic registration, you will be asked to supply one of these forms. Therefore, it is your responsibility to safeguard these forms until the time they are to be used in various application processes

Intent to Complete Form

Seniors applying to dietetic internships will typically be required to submit an "Intent to Complete" form with their dietetic internship application packets. Students needing these forms should send a memo indicating the number of these forms needed to the department chair at the end of the fall semester for the spring match.