

**Messiah College Academic Verification in Dietetics (Non Graduation)
Procedures and Application Form**

- 1) Students interested in this program must first have their transcripts evaluated by the Messiah College DPD Director. The fee for this process is \$40.00. To request a transcript evaluation please follow the directions below:
 - a) Students interested in beginning classes in the fall should request a transcript evaluation during the prior spring semester (January through April) and students interested in beginning classes in the spring semester should submit transcripts during the prior fall (September through November). Transcript evaluation requests received from May through August will be held until September.
 - b) Arrange to have transcripts from the school at which you received a Baccalaureate degree, as well as transcripts documenting courses you may have taken at other colleges which might count towards the verification course requirements, mailed to the Messiah DPD Director. All transcripts should be mailed directly from the college(s) at which courses were taken to the DPD director at the following address:

Kathryn A. Witt, PhD, RD, LDN
Director of the Didactic Program in Dietetics
Messiah College
One College Avenue, Suite 3030
Mechanicsburg, PA 17055

Please note that for any course to meet a DPD requirement a grade of at least a C - must have been earned. Students who earn less than a C- in a course may repeat the course once. If a grade of less than a C- is earned again, they will be dropped from the verification program. A maximum of two courses may be repeated. All NUTR courses at the 300 level and above must have been completed within 5 years of application, and within 5 year of program completion. Exceptions to the five year policy may be made for 300 level courses when an individual has significant work experience related to the content of a specific course.

- c) Complete the Academic Verification in Dietetics Transcript Evaluation Request Form and mail it to the Director of the Didactic Program in Dietetics at Messiah College at the address above. Enclose a check for \$40.00 made out to Messiah College, with this form.
- d) Upon receipt of the transcript evaluation request form and all transcripts, the DPD director will evaluate the transcripts against the courses required for DPD verification at Messiah College. After the evaluation has been completed (typically about 2 – 3 weeks after all materials have been received), the DPD director will e-mail or mail the results of the transcript review.

3) Completing the Academic Verification in Dietetics (Non-Graduation) program:

1. Courses may be completed at Messiah College or transferred from other regionally accredited colleges, but students must complete at least 18 credits including their last 12 credits, at Messiah College. To take courses at Messiah, students must be admitted to Messiah College as a Special/Non-Degree student. The part time non-degree student application form is available from the Messiah admissions office.
2. Students must communicate in writing or face-to face with the DPD adviser at least once per year whether taking courses at Messiah or at another college.
3. There are GPA requirements for progression into the Medical Nutrition, Advanced Nutrition, and Nutrition Education and Counseling courses. Grades earned in the six courses listed below will be used to determine eligibility to enroll in these courses. To be eligible, students need to have earned an average GPA of at least a 2.500 in the six courses listed below as well as a grade of at least a C- in each course. Students who transfer more than one of these courses to Messiah College need to achieve a 2.750 as well as at least a C- in each course.

Courses used to determine eligibility to take Medical Nutrition I, Advanced Nutrition I, and Nutrition Education and Counseling

- **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) or BIOL 160: Molecular and Cellular Biology
- **NUTR 121:** Food and Food Science (3 credits, includes a lab)
- **NUTR 222:** Nutrition Theory (3 credits)

Repeat Policy for the courses used to determine progression: One course from the list may be repeated one time. An attempt at a course will include all letter grades as well as W, WP, and WF. When extenuating circumstances arise (i.e. significant illness or death in the family), students may appeal this policy by submitting a written letter explaining the rationale for the exception to the DPD Director. If the appeal is denied, the department decision may be appealed to the dean of the School of Science, Engineering, and Health.

4. Student grades will be reviewed at the completion of CHEM 105, 106 and
- KAW Rev 2/2017

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.

5. To receive a verification statement from Messiah college students must achieve an overall Grade Point Average (GPA) of at least 2.75 in Verification Program courses.

For Additional Information on Dietetics Education and Credentialing:

The Accreditation Commission for Education in Nutrition and Dietetics
Academy of Nutrition and Dietetics
120 South Riverside Plaza, Suite 2000
Chicago, Illinois, 60606-6995
312) 899-0040, ext. 5400
www.eatright.org

**Messiah College Department of Nutrition and Dietetics
Application for Transcript Review: Academic Verification in Dietetics
(Non Graduation) Program**

Name _____

Home Address _____

City _____ State _____ Zip _____

Home Phone _____ Work Phone _____

E-Mail _____

Received Bachelor's Degree from _____
(College or University)

Date of Graduation _____ Major _____

Additional courses (taken at institutions other than the college or university granting the Bachelor's Degree) which might meet course requirements for academic verification:

College or University	Course(s)	Sem/Yr Completed
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Work or Volunteer Experience related to Nutrition and Dietetics (Include organization, responsibilities, dates, and whether your experience was work or volunteer) You may attach a resume to this application rather than answering this question if that is more convenient for you.

Reason/Goal for desiring Verification in Dietetics:

Messiah's mission is to educate men and women toward maturity of intellect, character and Christian faith in preparation for lives of service, leadership and reconciliation in church and society. Please review the Messiah College Community Covenant on the college web site (http://www.messiah.edu/info/20003/faith_and_values/6/community_covenant/2) and indicate that you have done so and that you agree to abide by these guidelines by signing in the space below.

I certify that I am familiar with the Messiah College community covenant. If offered admission as a student, I agree to abide by these guidelines when on campus and when my life intersects with the College.

(signed)

(date)

I have read and understand the information about Messiah College's Didactic Program in Dietetics (DPD) Verification Program. If offered admission as a student, I agree to abide by the policies and requirements of the program.

(signed)

(date)

The transcript evaluation fee for the academic verification in dietetic s (non-graduation) is \$40.00. Please enclose a check for this amount made **out to "Messiah College Department of Nutrition and Dietetics"**

Send this form (and have transcripts sent to):

Kathryn A. Witt, PhD, RD, LDN
Messiah College Department of Nutrition and Dietetics,
One College Ave, Suite 3030
Mechanicsburg, PA 17055