

STUDENT HANDBOOK

Coordinated Dietetics Program

Texas Christian University

Fort Worth, TX 76129



LOUISE DILWORTH DAVIS
COLLEGE *of*
SCIENCE & ENGINEERING

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Table of Contents

Overview of the Coordinated Dietetics Program	- 3 -
Overview of Student Handbook.....	- 3 -
Introduction to the Coordinated Program & Pathways.....	- 3 -
Program Director and CP Faculty and Staff	- 5 -
Mission Statements	- 5 -
Program Goals and Objective Measures.....	- 7 -
Student Costs and Requirements for the CP Program.....	- 8 -
Tuition and Scholarships	- 9 -
Registration Examination for Dietitians Test Specifications.....	- 11 -
Information about Texas State Licensure	- 12 -
Coordinated Program Policies and Procedures.....	- 13 -
Eligibility and Program Prerequisites.....	- 13 -
Dress Code Requirements	- 15 -
Required Drug Screening, Criminal Background Check, Immunizations and Other Program Prerequisites.....	- 16 -
Program Completion Requirements and Verification Policies	- 18 -
Prior Learning Policy	- 19 -
Course Transfers.....	- 20 -
Attendance & Schedules (Time Off and Leave of Absences).....	- 21 -
Supervised Practice Documentation and Requirements	- 22 -
Supervised Practice Sites: Evaluation & Selection.....	- 22 -
Student Performance Monitoring, Remediation & Retention	- 22 -
Distance Education	- 24 -
Student Conduct and Grievance Procedure	- 25 -
Travel, Transportation Responsibilities and Liability Insurance	- 25 -
Interprofessional Education.....	- 26 -
Professional Participation	- 26 -
Policy for Preceptor Orientation.....	- 27 -
Procedure for Complaints against Accredited Programs.....	- 28 -
University Related Policies	- 29 -
Policy Attestation	- 30 -
Appendix A: Department of Nutritional Sciences Student Policies and Procedures Attestation Forms	- 31 -
Appendix B: Additional Contact Information	- 32 -

Overview of the Coordinated Dietetics Program

Overview of Student Handbook

This student handbook is intended to serve as a guide for students enrolled in TCU's Coordinated Dietetics Program (CP). The contents within this handbook represent official communication of the program policies and procedures such as, but not limited to, admission requirements, graduation requirements, student scheduling, and supervised practice requirements. Students are expected to be familiar with the CP policies and procedures, as well as policies relating to the University, such as the TCU Student Code of Conduct.

Also presented in this handbook are the CP mission, program goals and student learning outcomes, administration of the academic program, information about the Academy of Nutrition and Dietetics, and student expectations and responsibilities.

This handbook is revised annually to stay consistent with information in the TCU Code of Student Conduct and the TCU Undergraduate Catalog. Each new edition supersedes all previous editions. Additional website information is included from the Academy of Nutrition and Dietetics (Academy), the Accreditation Council for Education in Nutrition and Dietetics (ACEND), the Commission on Dietetic Registration, and the Texas Academy of Nutrition and Dietetics (Texas Academy).

Introduction to the Coordinated Program & Pathways

TCU's coordinated program is accredited by The Accreditation Council for Education in Nutrition and Dietetics (ACEND) to combine didactic coursework with supervised hours to grant a graduate degree, and ensure students meet the Knowledge Requirements and Competencies for entry-level Registered Dietitians. Upon program completion, students receive verification to sit for the Registered Dietitian's examination.

The CP program offers two pathways, which provides flexibility for students to enter the program as an undergraduate or graduate student. The admission requirements, program completion, and curriculum for each pathway are summarized below. Additional details for each pathway, including course sequence and curriculum, can be found in appendices A and B of the handbook and the course catalog.

1. **Combined BS/MS Dietetics (CDP):** Intended for internal undergraduate students completing undergraduate degree requirements at TCU.
 - **Admission Timeline:** Undergraduate students at Texas Christian University apply as a sophomore or junior once they have met eligibility to apply, and will begin the program in the fall semester following acceptance to the program.
 - **Program Length:** Two-three years, with students starting the program in the fall of their junior or senior undergraduate year. Students complete 12 hours of dual undergraduate/graduate credit toward the MS in Dietetics during the fourth year of undergraduate study. Upon completion of the BS degree in Dietetics, students proceed with one year of graduate school in May to complete the remaining 18 graduate credit hours towards the MS in Dietetics degree.
2. **MS Nutrition- Coordinated Program Track:** Intended for students applying at the graduate level who have earned a bachelor's degree, with or without DPD verification from an ACEND-accredited program.

- **Admission Timeline:** Individuals who have earned a bachelor's degree and completed all required prerequisites, or will have fulfilled these requirements prior to the first day of planned program enrollment, may apply by November 1, or February 1.
- **Program Length:** The program length is dependent on the status of having a DPD verification statement.
 - DPD-verified applicants begin each May and finish the following May (12 months: May Term → Summer I → Summer II → Fall → Spring-graduation).
 - Non-DPD verified applicants begin each Fall and finish in May of the second year (21 months Year 1: Fall/Spring (22 hrs undergraduate non-degree seeking) → May Term → Summer I → Summer II → Year 2: Fall → Spring-graduation).

Admission to TCU is required for all programs; however, admission to the University does not guarantee admission to the CP. Eligibility for admission to the CP is detailed in the policies and procedures of this handbook. Final acceptance/enrollment in the CP depends on successful completion of work in progress and required prerequisites. The GRE is not required for the MS degree. Admission is made without regard to race, color, creed, sex, sexual orientation, gender, gender identity, gender expression, age, handicap, ethnic, religion, or national origin. Program policies and procedures shall protect student civil rights, privacy of information, and comply with institutional equal opportunity programs.

Coordinated Dietetics Program History

The TCU CP admitted its first class and was granted developmental approval in 1975. The program was granted initial accreditation in 1979. In 2019, the TCU CP submitted a substantive change report and received ACEND approval to change the two-year BS CP to a three-year CDP that culminates in both the BS and the MS degree. The Coordinated program was last re-accredited in 2021. The program accepted applications from the first class of graduate students in February 2020 to begin in August 2020.

Program Director and CP Faculty and Staff

CP Director

*Ashley Mullins, MS, RDN, LD, CNSC
Assistant Professor of Professional Practice
Department of Nutritional Sciences
ashley.mullins@tcu.edu

	<u>Room</u>	<u>Telephone</u>
CP Program Office	Bass 1201M	817-257-4128
<u>Department of Nutritional Sciences Office</u> Meggan Duncan, Coordinator	Bass 1201	817-257-7309
<u>Department of Nutritional Sciences Lab</u> Kate Evans, DTR, CCMS, Lab Coordinator	Bass 1205C	817-257-5132

CP Faculty

Full-time:

Samantha Davis, MS, RD, LD	Bass 1201K	817-257-6319
Rebecca Dority, MS, RD, LD, CDCES	Bass 1201J	817-257-6322
Gina Jarman Hill, PhD, RD, LD	Bass 1201D	817-257-6320
Elisa Marroquín, PhD	Bass 1201G	817-257-1031
McKale Montgomery PhD, RD, LD	Bass 1201H	817-257-6310
Anne VanBeber, PhD, RD, LD, CFCS, FAND	Bass 1201L	817-257-7518

Adjunct:

Marjorie Craven, MS, RD, LD	Bass 1201	817-257-7309
Katelin Hatcher, MS, RD, LD, CDCES	Bass 1201	817-257-7309
Lindsey Luna, MBA, RD, LD	Bass 1201	817-257-7309
Eileen Mauk, PhD, RD, LD	Bass 1201	817-257-7309
Eve Pearson, MBA, RD, CSSD, LD	Bass 1201	817-257-7309
Nina Poyourow, DCN, RDN, LD	Bass 1201	817-257-7309

*Faculty Advisor. The CP Director serves as the advisor to each student in the undergraduate portion of the program. In this capacity, the CP Director will be available to provide advisement regarding course registration, general academic progress, and career planning. The NTDT Graduate Director serves as the advisor to each graduate CP student. Students are required to consult with their advisor on a regular basis, at least once each semester.

Mission Statements

Coordinated Dietetics Program (CP) Mission Statement

The mission of the Coordinated Dietetics Program at Texas Christian University is to support the missions of the University, college and department by fostering a rigorous academic curriculum culminating in a Master of Science degree that prepares students to be scientifically competent, accountable and ethically responsible citizens who are prepared to be productive leaders and research- literate professionals and entry-level registered dietitian nutritionists within the global community.

Department of Nutritional Sciences Mission Statement

The mission of the Department of Nutritional Sciences is aligned with the CP mission and is congruent with the missions of the college and the University. The *mission of the TCU Department of Nutritional Sciences* is to support the mission of the University, college, and programs within the department and to provide a distinctive program of study in all areas of nutrition and dietetics. The faculty of the Department affirm their commitment to offer personalized, rigorous instruction to broadly informed, scientifically competent, self-educating, and ethically responsible citizens who are capable of entering successful careers in food science, nutrition, and dietetics and are also cognizant of the needs of the community and society at large.

Louise Dilworth Davis College of Science & Engineering Mission Statement

The mission of the Davis College of Science & Engineering is to foster knowledge of and curiosity about science, mathematics, and engineering by offering personalized, rigorous instruction that emphasizes research and internship opportunities.

TCU Mission Statement

The mission of Texas Christian University, a private comprehensive university, is to educate individuals to think and act as ethical leaders and responsible citizens in the global community through research and creative activities, scholarship, service, and programs of teaching and learning offered through the doctoral level.

**The Texas Christian University Coordinated Program in Dietetics
is currently granted accreditation by the
Accreditation Council on Education in Nutrition and Dietetics
120 South Riverside Plaza, Suite 2190
Chicago, Illinois 60606
800/877-1600 ext. 5400**

Program Goals and Objective Measures

Program Goal #1 - To prepare graduates to practice as entry-level Registered Dietitian Nutritionists (RD/RDN).

Objective 1.a: “At least 80% of students complete program/degree requirements within four and a half years (150% of planned program length).” *

Objective 1.b: “The program’s one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.” *

Objective 1.c: “At least 70% of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.” *

Objective 1.d: On the Exit Evaluation, at least 80% of program graduates will indicate their readiness for employment as entry-level dietitians as "good" to "excellent".

Program Goal #2 - To prepare graduates to secure employment and/or post-graduate education.

Objective 2.a: “Of graduates who seek employment, at least 70% are employed in nutrition and dietetics or related fields within 12 months of graduation.” *

Objective 2.b: On the Employers of Post-Graduates Survey, at least 70% of employers of program graduates (alumni) who complete the survey will rate the preparedness of the graduate to work in an entry-level dietetic position as "good" to "excellent". *

Objective 2.c: On the Post-Graduate Survey, at least 70% of program graduates who complete the survey will rate their perceptions of preparedness for employment and/or post-graduate education as "good" to "excellent".

*ACEND required objectives

Student Costs and Requirements for the CP Program

The costs for tuition, fees, and books change annually and are variable. Information regarding current TCU tuition rates may be found on the TCU website at <https://financialaid.tcu.edu/cost/cost-of-attendance/index.php/>. Students are informed of these costs prior to, and upon admission into, the Program. Information regarding financial aid may be accessed from the TCU Office of Financial Aid: <https://financialaid.tcu.edu/>

After completion of the undergraduate degree, students receiving undergraduate financial aid will lose their funding. However, several types of [graduate financial assistance](#) are available to full-time graduate students and graduate financial aid may be available.

- A. Refer to the Finance Section of the TCU Catalog for typical tuition, books and supply costs, living expenses, and other fees and charges.
- B. Students in the TCU CP should budget for the following expenses:
 1. One pair non-slip shoes approved as food service safe shoes.
 2. A professional suit – pants or skirt with matching jacket or blazer.
 3. Required and recommended books and references.
 4. Annual Student Membership of the Academy of Nutrition and Dietetics (\$58.00/year).
 5. Membership dues for the Northeast Region of the Texas Academy of Nutrition and Dietetics (free).
 6. Annual membership dues for TCU Student Nutrition and Dietetic Association (\$30.00/year).
 7. Annual membership dues for the TCU Food Recovery Network (FRN) (\$10/year)
 8. Student registration fees for professional seminars/annual meetings.
 9. A physical examination that indicates you are in good health annually.
 10. Up-to-date immunizations, including Tdap booster, varicella, MMR, Hepatitis B, seasonal flu and additional immunizations as requested by the supervised practice facility (see immunization instructions).
 11. Annual tuberculin (TB) skin test.
 12. Annual Drug Screening (approximately \$42.00).
 13. Annual Background/Criminal Check (approximately \$54.00/each). *Students will be required to pay for an initial background check upon program acceptance and then again annually.*
 14. CPR certification (cost varies \$20-\$50). Class should, at a minimum, include airway breathing, choking, and adult CPR techniques.
 15. Texas Food Handler's Training Certificate (\$10/2 years).
 16. General school supplies such as pocket-size notebook, date book, three ring binders, etc.
 17. Cost of printing (ink, paper, etc.)
 18. Program Name Tag (\$10.00).
 19. Lab coat and pair of designated program scrubs (varied cost \$30-\$100)
 20. Personal laptop device used to complete curriculum in class and the supervised practice setting
 21. Travel and registration fees to select professional events and local professional meetings (such as Texas Academy Annual Conference & Exhibition and Texas Academy PPW and Nutrition Day at the Capitol (\$200-\$400).
 22. Reliable transportation and travel expenses to supervised practice sites in the surrounding metroplex (varied cost as sites may require greater travel to accommodate site placement)
 23. RD Exam Prep Resources (\$100-\$350)
 24. Additional Expenses: In some facilities, students are responsible for the cost of their meals, parking or additional background/drug screenings. Special projects and research may necessitate photocopying of pertinent resources, handouts, and other materials.

Tuition and Scholarships

Students must pay regular [tuition and fees](#) for university services and activities. There is no stipend for Program students. Students requiring financial assistance should contact the [Office of Scholarships and Student Financial Aid](#) on campus.

Some scholarships and loans may be obtained through professional organizations. The Academy of Nutrition and Dietetics Foundation and the Texas Academy of Nutrition and Dietetics Foundation each offer opportunities for scholarship application. These applications are usually accepted between November and February and are reviewed by a special board of the Academy Foundation or the Texas Academy Foundation in accordance with pre-established policies.

Information regarding scholarships available from the Texas Academy of Nutrition and Dietetics Foundation may be found at <https://eatrighttexas.org/scholarships/>. See the TANDF website for further information and application deadline.

Scholarships are also available from:

- Texas Christian University
- C.J. (Red) Davidson
- Bonne M. Enlow
- Suzanne Elise Yarbrow Memorial Scholarship
- Phi Upsilon Omicron
- Tarrant County Medical Society
- Texas Cattle Women Inc.
- Texas Association of Family and Consumer Sciences
- American Association of Family and Consumer Sciences

*Information and amounts awarded vary from year to year.

Academy of Nutrition and Dietetics Scholarships and Financial Aid

The Academy of Nutrition and Dietetics, through its many association groups, offers a variety of scholarships and educational stipends to individuals pursuing undergraduate and advanced degrees in dietetics or food and nutrition related areas. General scholarship and educational stipend information from the Academy of Nutrition and Dietetics Foundation, the dietetic practice groups and affiliate (state) and district dietetic associations can be accessed from the respective group's information listed on this site.

Scholarships Offered Through the Academy of Nutrition and Dietetics Foundation

The Academy of Nutrition and Dietetics, through its many association groups, offers a variety of scholarships and educational stipends to individuals pursuing undergraduate and advanced degrees in dietetics or food and nutrition related areas. General scholarship and educational stipend information from the Academy of Nutrition and Dietetics Foundation, the dietetic practice groups and affiliate (state) and district dietetic associations can be accessed from the respective group's information listed on this site. Scholarships, including funds set up by many of the affiliate (state) dietetic associations and dietetic practice groups, are available to encourage eligible students and members to enroll in dietetics programs. All Academy Foundation scholarships require Academy membership; some may require specific dietetic practice group membership and residency in a specific state.

While all students are eligible for most Academy Foundation scholarships, some are specifically for dietetics students who are members of underrepresented groups. Find more [information about Foundation scholarships](#) on the Academy Foundation website.

Eligibility and Application Information

Scholarships awarded by the Academy Foundation are generally for Academy members enrolled in the junior or senior year of a baccalaureate or Combined BS/MS in dietetics or the second year of study in a nutrition and dietetic technician program, a dietetic internship program or a graduate program. One application form is used for all Academy Foundation scholarships. The number of scholarships available and their dollar amounts vary from year to year based on total donations. Scholarships are awarded in amounts ranging from \$500 to \$3,000. The majority of the scholarships awarded are for \$1,000.

Scholarships Offered by Other Academy Groups

Scholarships from the dietetic practice groups and the affiliate and district dietetic associations generally require membership in that group or residence in its area. Individuals interested in scholarships offered by the DPGs and affiliate or district dietetic associations should contact these groups directly for more information.

Free International Financial Assistance and Resources Directory

The Academy of Nutrition and Dietetics Foundation has released the fourth edition of the [Academy Foundation Directory of Resources for International Food, Nutrition, and Dietetics Professionals](#). This publication was made possible through the Wimpfheimer-Guggenheim Fund for International Exchange in Nutrition, Dietetics and Management.

The directory is a reference for U.S. and international students and professionals who are seeking funding for professional study, work experience, or research in their home country or abroad. The publication lists more than 100 groups offering financial assistance and features education organizations, loan programs, literature and Internet resources.

Other Sources of Financial Aid

Financial assistance is essential for many students enrolled in dietetics education programs. Information about student aid should be sought from the financial aid office or administrator at individual institutions. Additional sources include the state higher education agency and local civic, professional and community organizations or foundations. Detailed information about federal grants and loans administered by the United States Department of Education is available on its [federal student aid website](#).

Registration Examination for Dietitians Test Specifications

Registered Dietitian Examination Test Specifications and Study Outline

January 1, 2027 – December 31, 2031

Approved by CDR on June 25, 2025

The Registered Dietitian Examination evaluates the knowledge, skills, and abilities required for minimally competent performance as a newly credentialed practitioner (e.g., RD or RDN).

I.	Fundamentals of Dietetics Practice	23%
	A. Management and Leadership	
	B. Marketing and Public Relations	
	C. Research Applications	
	D. Professional Practice	
	E. Community Nutrition Guidelines and Policies	
	F. Community Needs Assessment	
II.	Community and Public Health Nutrition	22%
	A. Community Nutrition Guidelines and Policies	
	B. Community Needs Assessment	
	C. Community Nutrition Programs and Services for Individuals and Groups	
III.	Human Nutrition and Medical Nutrition Therapy	40%
	A. Fundamentals of Human Nutrition and Physiology	
	B. Screening and Assessment	
	C. Diagnosis	
	D. Planning and Intervention	
	E. Monitoring and Evaluation	
IV.	Food Science and Food Systems	15%
	A. Food Science	
	B. Menu Development	
	C. Flow of Food from Procurement to Service	

Information about Texas State Licensure

Licensed Dietitians have met strict standards to become licensed by this state. Individuals who hold current dietitian registration issued by the Commission on Dietetic Registration (CDR), have already met the educational, experience, and examination requirements needed to apply for a Texas dietitian license.

In Texas, the Texas Department of Licensing and Regulation regulates Licensed Dietitians. Unless the person holds an appropriate license, a person may not use the title or represent that the person has the title Licensed Dietitian or use a facsimile of that title.

For more information about Texas State Licensure visit <https://www.tdlr.texas.gov/diet/diet.htm>.

Coordinated Program Policies and Procedures

Eligibility and Program Prerequisites

Students must complete an application process and be accepted into the Coordinated Program. Once accepted into the TCU CP, a student's continuation in the program is contingent upon attainment of a strong academic record and successful completion of the program sequence. Students must abide by program policies and procedures and meet all university requirements in order to graduate and earn verification from. Admission is made without regard to age, race, color, religion, sex, sexual orientation, gender, gender identity, gender expression, national origin, ethnic origin, disability, predisposing genetic information, covered veteran status, and any other basis protected by law.

Students must meet any unfulfilled requirements/prerequisites as specified in the letter of appointment to the Program to enroll in the first semester of CP courses or result in removal from the Program. Failure to comply with admission requirements may delay enrollment into or result in dismissal from the CP.

Eligibility and Program Prerequisites: Combined BS/MS Dietetics

- Successful completion of at least 60 semester hours with a minimum Nutrition grade point average (GPA) of 3.0 (based on a 4.0 scale)
- Associated Requirements GPA of at least 2.75, no more than 3 grades below a "B-" in the Associated Requirements
- 45 semester hours of required prerequisites and major courses specified in the TCU Undergraduate Studies Bulletin
- 200 documented hours of practical experience in food or nutrition
- Complete CDP application packet submitted by February 1 for entry the following fall semester. Applicants are notified of provisional acceptance by April 15. Materials and directions for application to the CDP are available online from the [Department of Nutritional Sciences website](#).
- Courses which must be completed by the fall of the student's entrance into the Combined BS/MS in Dietetics (CDP) include:

CHEM 10113 General Chemistry I	NTDT 10003 Contemporary Issues in Nutrition
CHEM 10123/10122 General Chemistry II Lecture and Lab	NTDT 10103 Food Preparation Lecture and Lab
CHEM 30123 Organic Chemistry	NTDT 20403 Nutrition
BIOL 20214 Physiology Lecture and Lab	NTDT 21163 Food and Culture
BIOL 20234 Microbiology Lecture and Lab	NTDT 30123 Nutrition Throughout the Lifecycle
	NTDT 30331 Medical Terminology

- It is *preferred* that the following courses also be completed prior to enrollment in the CDP:

ECON 10223 Microeconomics or ECON 10233 Macroeconomics
MANA 30653 Survey of Management
MATH 10043 Elementary Statistics
PSYC 10213 General Psychology
SOCI 20213 Sociology

Eligibility and Program Prerequisites: MS Nutrition-Coordinated Program

- Bachelor's degree from a regionally accredited U.S. institution or provide a foreign degree equivalency evaluation demonstrating the equivalent of a U.S. bachelor's degree from an approved credential evaluation service
- Prerequisite Coursework: All prerequisite coursework must be completed no later than the first day of planned program enrollment: Minimum 3.0 GPA in Nutrition coursework* and minimum 2.75 GPA in Associated Requirements, with no more than three grades below a B- in Associated Requirements
- **DPD Verified Prerequisites:** Applicants applying with a DPD verification or DPD intent to complete within the last five years are granted prior learning credit, and no additional prerequisites are required. Applicants whose DPD Verification Statement is older than five years may still be considered and need to contact the program director to request an evaluation of the recency of their education. The review will include, but is not limited to, consideration of:
 - Professional work experience in nutrition and dietetics
 - Relevant certifications or credentials earned and maintained
 - Documented continuing professional education (CPE) hours
 - Evidence of recent academic coursework or training in nutrition-related subjects
 - Based on this holistic evaluation, the Program Director will determine whether the applicant's knowledge base is sufficiently current, or if supplemental coursework or experiences are required before admission can be finalized.
- **Integrated Didactic Prerequisites:** Applicants applying and pursuing the integrated didactic path must complete the following prerequisites (or be in progress of completing) and have earned a 'C' or better prior to beginning the program.
 - General Chemistry I
 - Chemistry II with lab
 - Organic Chemistry
 - Physiology with lab
 - Microbiology with lab
 - Nutrition
 - Nutrition Throughout the Lifecycle
 - Medical Terminology
 - Human Behavior (Psychology, Sociology, or Anthropology)
- At least 200 hours of documented experience in food or nutrition-related settings (experiences from coursework is eligible)
- Three letters of recommendation
- No GRE required
- TOEFL score of 80 or higher (for non-native English speakers)
- Interview with program faculty following application review

Dress Code Requirements

Dress should be appropriate to the setting and demonstrate respect for other learners, patients, preceptors and other persons.

Students must maintain an appearance that demonstrates respect and meets professional standards. Students must meet the standard for the setting and activity, as specified by the workplace site and/or course leadership and staff. You will receive feedback about your grooming and attire from faculty and/or preceptors when your appearance does not meet expectations for the workplace or clinical environments.

Unless specified otherwise, student dress in real or simulated clinical learning environments must adhere to the following guidelines:

- At least one lab coat and one pair of designated program scrubs (dark grey) is required of all students. Use of lab coat/scrubs will vary with the Supervised Practice site dress standards. Clinical rotations may request an additional scrub color that differs from the designated program scrubs. Students may opt to wear business casual as outlined below or the facility-designated scrubs if the program designated scrubs are not permitted.
- All clothing must be professional, neat and clean. Some examples of unacceptable attire include sheer and/or revealing garments, shorts (both casual and dress), sleeveless tops, items designed to be worn as undergarments, oversized or baggy garments, garments such as leggings and spandex pants designed to be worn as athletic wear, soiled, torn or frayed garments, jeans, and apparel with words or pictures unrelated to the professional environment.
- Shoes must be safe, clean, in good repair, closed-toe, closed-heel, and appropriate for the clinical setting. Appropriate professional non-skid shoes with silent heels should be worn during clinical experiences. (No canvas, tennis or athletic shoes or sandals, but leather athletic shoes are acceptable for food service rotations).
- Moderation in jewelry, cosmetics, fragrances, and other accessories is encouraged.
- Headgear, except required by religious belief or health-related reasons, and headphones are not acceptable.
- Good personal hygiene is expected. Body odor, smoke, etc. should not be detectable.
- Gloves are required when food is manipulated by hand. Fingernails are to be kept neatly cut and short and not to extend past the tip of the finger. Artificial nail enhancements are not allowed. Moderate shades of nail polish may be worn in some areas but absolutely NOT in food production areas. This is at the discretion of the facility.
- Hair and facial hair must be clean, dry, controlled and trimmed so as not to interfere with patient contact. The hairstyle and restraint should be appropriate to the clinical, management/food service situation. Long hair should be pulled back. Hairnets or disposable caps are to be worn when working in food service. Students must follow the facility standard – i.e. if the facility requires hairnets, student cannot choose to wear a cap instead.
- Gum chewing is not permitted in laboratory settings or supervised practice.
- Small studs for pierced ears may be worn in the food production area.
- Students must abide by policies about tattoos and piercings of their supervised practice sites.

The dress code of the facility may supersede the above requirements.

Revised: 6/24

Required Drug Screening, Criminal Background Check, Immunizations and Other Program Prerequisites

Background/Drug Screening Requirements

All students must pass a criminal background check and test negative on a random drug screening upon provisional acceptance into the CP and annually thereafter to maintain eligibility for the program. Costs for background checks and drug screenings are the responsibility of the student. Students may be required to take additional drug screens and/or background checks as required at individual supervised practice sites or as deemed necessary by the program. The screening companies conducting the criminal background check and drug screens will communicate results to the program. It is the policy of TCU and the program to maintain the confidentiality of these criminal background check results to the extent required by law. However, the result will be shared designated faculty and necessary support personnel as needed for department and program oversight.

Consequences for a Failed Drug Screening or Background Check:

- A. The student will be immediately suspended from the CP. Unless the company conducting the drug screen or background check reports to the CP that the student no longer fails the drug screen or background check (perhaps through clarifying information provided by the student to the company), the student will be removed from the program and must change their major to NUTR or a major outside of the Department of Nutritional Sciences.
- B. The student will be referred to the TCU Dean of Students for further action, including, but not limited to, referral for a drug abuse education program, referral to counseling, and/or referral to a drug treatment program; and other appropriate action, if any. Students with a positive drug screen are encouraged to seek treatment and assistance voluntarily and assume responsibility for their personal and professional conduct.

Application for Readmission:

- A. A student who has on one occasion had a failed drug screen or background check under this policy may apply for readmission to the program during the next application cycle. In order to apply for readmission, the student will, in addition to meeting all other application requirements, be required to consent to and undergo a retest. This re-testing is at the student's expense. The decision on whether to re-admit the student is not guaranteed, and will be made on a case-by-case basis.

Drug Screen/Background Procedure/Requirements:

- A. Each student is required to sign any and all consents/releases, in the form(s) designated by the program, including consent to the drug screen and permission for the results of the drug screen to be provided to TCU and designated faculty/staff.
- B. The CP Director will notify students of the company designated by the program to perform the drug screening and criminal background check and will only accept results from that designated company. The program will not accept a drug screen/criminal background check from a student that has independently obtained results from an outside company.
- C. Each student is required to undergo the drug screen and shall cooperate in all aspects of the urine drug screen that is completed in the timeframe and location specified. Students who refuse to participate in the drug screen on the specified day will be removed from the Program. It is a violation of this policy for a student to adulterate or attempt to adulterate a specimen, to engage in any deceptive behavior during or in connection with the screening process, or take any other action which would falsify test results or tend to make test results inaccurate.

- D. As part of the drug screening procedure, the student may be contacted by the Medical Review Officer (MRO) affiliated with the screening company. For example, some prescription medications may result in a positive result which the MRO can then rectify. The student should cooperate with and accurately respond to inquiries of the MRO within 48 hours. A positive drug screen for a student is defined under this policy to be one reported as such by the screening company, indicating the student tested outside the acceptable range set by the screening company, and the MRO not determining the test result should be a negative. A negative screen for a student is defined under this policy as a test result which is not a positive test result.

Criminal Background Check Procedure/Requirements:

- A. Each student is required to provide the company designated by the program with the accurate identifying information requested so that the company can sign any consents/release forms as designated to carry out the background check. It is intended that the background check include all cities and counties of known residence for the seven-year period prior to the check. Under this policy, the term “failing” the criminal background check is defined as the screening company reporting the student had any of the following during the seven-year period prior to the check:
- i. A felony conviction.
 - ii. A misdemeanor conviction or felony deferred adjudication involving a crime against a person (physical or sexual abuse).
 - iii. A misdemeanor conviction related to moral turpitude (prostitution, public lewdness/exposure, etc.).
 - iv. A felony deferred adjudication for the sale, possession, distribution, or transfer of narcotics or controlled substances.
 - v. Registration as a sex offender.

Reporting of Criminal Offenses by CP Students:

A student who is convicted of, or receives deferred adjudication for, any of the criminal offenses listed above while enrolled in the program must report the conviction to the Director within three days of the conviction. The student will be referred to the Dean of Students office and will be removed from the Program if it is deemed that the conviction would cause the student to fail a background check.

Immunizations:

- A. With the exception of the flu vaccination, proof of all other immunizations must be provided by newly accepted and established CP students each August. Proof of completion of the following must be provided by all CP students by August 1st each year in order to maintain status as a CP student: required immunizations (Tdap, MMR, Hepatitis A, Hepatitis B, and varicella), a passed annual physical examination given by a medical professional, CPR certification, a negative PPD skin test (testing for tuberculosis), background check, drug screen, Academy membership, food handler's card, and transcripts from universities of CP required (transfer) courses taken during summer school. A student who is enrolled less than full-time (12 hours) must also provide documentation of health insurance. A student may be dismissed from the program if all required documentation is not provided by this deadline. Seasonal flu vaccinations will be arranged upon availability of the vaccine in the fall semester by the CP Director. Students with affidavits or exemptions of vaccinations are required to meet with the program director to discuss and understand the potential impact to supervised practice placement. Costs for these services and requirements are incurred by the student. In addition, students must be in compliance with the [TCU Medical History-Immunizations Policy](#).

More information can be found on the Brown-Lupton Health Center's website:
<https://healthcenter.tcu.edu/forms/>.

Program Completion Requirements and Verification Policies

Students are required to meet the University, Louise Dilworth Davis College of Science & Engineering, and the CP curriculum requirements as set in the program handbook and degree requirements of the enrolled track (BS/MS DIET or MS-NUTR CP). A complete description of the University and the Louise Dilworth Davis College of Science & Engineering official degree plans for both graduate and undergraduate programs is provided in the TCU Catalog at <http://catalog.tcu.edu>. Students completing all of the following requirements will be issued a verification statement confirming eligibility to sit for the Registration Examination for Dietitians:

1. Completion of required coursework as listed for the degree path:
 - a. The student must attain a minimum Nutrition (NTDT) GPA of 3.0, earn a grade of 'C-' or better in all NTDT courses and Associated Requirements
 - b. For pre-requisites: earn no more than 3 grades below a 'B-' in the Associated Requirements (CHEM 10113 - General Chemistry I, CHEM 10125 - General Chemistry II, CHEM 30123 - Organic Chemistry, BIOL 20234 - Microbiology, BIOL 20214 - Physiology, PSYC 10213 - General Psychology, SOCI 20213 - Sociology, ECON 10223 - Microeconomics OR ECON 10233 - Macroeconomics, MATH 10043 - Elementary Statistics)
 - c. No student will receive verification with a D, F, I, Q, P, NC in a required course or an Associated Requirements course. Students may not enroll in any required CP course or any required Associated Requirement course on a pass/no credit (P/NC) basis.
2. Demonstrated competence in all core competencies set by ACEND
3. Completed at least 1,000 supervised-practice hours
4. Earned a graduate degree associated with their pathway (MS Dietetics or MS in Nutrition).

A student's continuation in the CP is contingent upon attainment of a strong academic record and successful completion of the program sequence. Students will sign a transcript release form prior to graduation with their MS degrees that allows the Director to order official transcripts from the TCU registrar following graduation. Students who complete all established TCU CP requirements will receive signed electronic copies of the verification statement. Students can expect to receive verification statements within approximately 14 days following graduation.

FAQs for Verification Statements

1. No student will receive verification with a D, F, I, Q, P, NC in a required or an Associated Requirements course. Students may not enroll in any required course or any required Associated Requirement course on a pass/no credit (P/NC) basis.
2. Students complete 12 hours of dual undergraduate/graduate credit toward the MS in Dietetics during the fourth year of undergraduate study. At the end of the fourth year, assuming that all other undergraduate graduation requirements are met, the student earns the BS degree in Dietetics. Beginning with the summer session of the fourth year and continuing with the fifth year of the Combined BS/MS in Dietetics program, the student completes the remaining 18 graduate credit hours (9 credit hours of coursework, 9 credit hours of supervised practice), toward the MS in Dietetics degree.
3. Program Completion Requirements Combined BS/MS Dietetics:

- a. If a student in the Combined BS/MS degree does not meet all of these requirements for graduation of the BS in Dietetics or the requirements for admission into the graduate program, the student may change the major to Nutrition or another major in order to graduate with a Bachelor's Degree, but cannot continue in the Combined BS/MS in Dietetics.
 - b. Students who do not meet all of the requirements to continue in the Combined BS/MS in Dietetics have the option to pursue verification from the TCU Didactic Program in Dietetics (DPD) in order to be eligible to pursue a Dietetic Internship upon graduation and/or graduate with a BS in either Nutrition or Dietetics. Students must formally apply to the DPD and satisfy all DPD requirements for verification. Acceptance into the DPD is not guaranteed. Students are required to abide by all DPD policies and procedures.
 - c. Students can graduate with a BS in Dietetics and begin the graduate program, but they will not earn verification to take the Registration Examination for Dietitians if they are unable to complete the graduate degree requirements and do not earn the MS in Dietetics degree. In order to earn the MS degree, the student must attain a minimum graduate NTDT GPA of 3.0 and earn a grade of 'C-' or better in all NTDT graduate courses. In addition, all final 50000- and 60000-level course grades will be included in the computation of the graduate GPA, but no more than two grades below a 'B-' may be used in satisfying the degree requirements.
4. Each student must accumulate more than 1,000 hours of supervised practice during the program. Supervised practice involves learning experiences in which dietetics knowledge, understanding, and theory are applied to real-life situations under the direct supervision of a registered dietitian and/or other food/nutrition/dietetics/healthcare professionals. No student will receive verification unless the minimum hours of supervised practice have been accomplished and all Knowledge Requirements and Core Competencies for the RDN have been achieved. If a student does not meet all of these requirements but has met graduate degree requirements, the student may graduate with the MS degree but will not receive verification to take the Registration Examination for Dietitians.
 5. Students may choose to pursue the thesis option. This option requires that students take an additional 6 credit hours (3 hours of NTDT 70980 and 3 hours of NTDT 70990). Thesis students are required to complete all other coursework necessary for the MS degree and meet all of the same requirements for graduation and verification. The thesis option must be completed within a four-year period in the CP following enrollment in the program. Students that are unable to complete the thesis within four years of beginning the program must formally request an extension from the CP Director and the NTDT Graduate Director.

Prior Learning Policy

Purpose:

This policy establishes the process and eligibility for granting prior learning for dietetics coursework, supervised practice hours, and core knowledge and competencies set by the Accreditation Council for Education in Nutrition (ACEND) accreditation standards for graduate students accepted to the MS Nutrition Coordinated Dietetics or Didactic Program in Dietetics (DPD) tracks.

Scope

This policy applies to graduate students accepted to the MS Nutrition-Coordinated Dietetics track or MS Nutrition-DPD track.

Definition of Prior Learning

Prior learning refers to verifiable academic coursework from external institutions beyond the course transfer credit policy and/or supervised practice hours, where curriculum and learning activities associated with core

knowledge and/or skills for core competencies as set by ACEND were completed. The academic coursework is not being transferred as official coursework credit to the TCU transcript. Examples include undergraduate or graduate coursework from other institutions and experiential learning in the professional setting. Coursework being transferred to TCU follows TCU's existing Transfer Credit policy.

- I. **Non-Degree Seeking Coursework:** Students who have previously completed coursework from the 22 hours of non-degree seeking courses and/or prerequisites within the last five years will be evaluated for prior learning for course credit and core knowledge. Completed coursework and DPD Verification Statements earned more than five years prior to applying may still be considered. Applicants will need to contact the Program Director to request an evaluation of the recency of their education. The review will include, but is not limited to, consideration of: professional work experience in nutrition and dietetics, relevant certifications or credentials earned and maintained, documented continuing professional education (CPE) hours, and evidence of recent academic coursework or training in nutrition-related subjects. Based on this holistic evaluation, the Program Director will determine whether the applicant's knowledge base is sufficiently current or if supplemental coursework or experiences are required before admission can be finalized.

- A. DPD Verified Students: Students with a DPD verification statement, earned within the previous five years, from an ACEND-accredited DPD program, receive prior learning credit for the 22 non-degree-seeking required undergraduate courses and prerequisites. The signed DPD verification statement confirms the individual has completed the requirements of a DPD program accredited by ACEND and has met the core knowledge requirements of the didactic coursework.
- B. Non-DPD Verified Students: Non-DPD verified students who completed coursework required as part of the 22 non-degree seeking courses at TCU and earned a B or better within the last five years for the program are eligible for prior learning of the course. Prior learning of the core knowledge and competencies may be granted if the student's completion of the curriculum meets the performance target, demonstrating competence. If competence was not met, the student may be advised to retake the course, and/or a remedial assignment may be assigned. Non-DPD verified students who took the course outside of TCU are not eligible for prior learning assessment of coursework or achievement of core knowledge requirements and competencies.

II. Supervised Practice:

- A. Students applying to the MS Nutrition-Coordinated Dietetics track may petition for up to 50 hours of supervised-practice completed prior to enrollment of the program, which can contribute to the planned required 1001 hours. No credit is provided towards attainment of competencies.
- B. Hours must satisfy ACEND requirements for contributing in a professional setting, and the scope of work and duties align with core competencies set forth by ACEND.

Evidence required: Portfolio with detailed hour log, reflective statement demonstrating professional contributions and connection to CRDNs, supervisor letter on organization letterhead verifying dates, duties, and satisfactory performance.

Course Transfers

Subject to University requirements, the TCU Department of Nutritional Sciences will accept the following transfer courses from other colleges/universities towards verification when a C- or above is earned in the course:

- a. General Chemistry 1 and 2 and lab(s)
- b. Organic Chemistry
- c. Physiology and lab
- d. Principles of Food Prep (for credit as NTDT 10103 Food Prep)
- e. Microbiology and lab

- f. Nutrition and Diet Therapy (for credit as NTDT 20403 Nutrition)
- g. Nutrition Throughout the Life Cycle
- h. Medical Terminology
- i. Micro/Macroeconomics
- j. Sociology and/or Psychology
- k. Statistics

The CP does recognize courses if accepted for transfer credit by the University. However, all 30000, 40000, 50000, and 60000 level Nutritional Sciences courses, with the exception of NTDT 30123 Nutrition Throughout the Lifecycle and NTDT 30331 Medical Terminology, must be taken from the TCU Department of Nutritional Sciences. The Director will informally evaluate course work and letter grades on students' transcripts to determine credit for program requirements. The Registrar's office evaluation of transfer credit supersedes that of the CP Director.

Attendance & Schedules (Time Off and Leave of Absences)

- A. **Attendance:** Attendance in conference and supervised practice attendance is mandatory. Students will be excused for absences due to Official University Absences, serious illness, or family-related emergencies verified by Dean of Students or at the discretion of the instructor. The student must contact the instructor to discuss missed material. An unexcused conference absence will result in a 5% deduction from the final course average.
 - i. **Attendance Protocol**
Regular attendance at conference, supervised-practice hours, and other program activities is a baseline expectation. Two written warnings for repeated issues, such as tardiness or unexcused absence, can lead to termination from the Program. Supervised-Practice Attendance Requirements Each unexcused absence from conference or supervised practice, or event lowers the final course average by 5 percent and two tardies count as one unexcused absence. Students who must be absent or miss a required learning activity are required to contact both the facility preceptor and the Director in a timely manner to communicate their absence . Absent hours must be completed before the semester ends.
 - ii. **Tardiness Protocol**
The first tardy earns a verbal warning; the second and third result in written warnings; a fourth in the same semester may lead to dismissal from the Program. Only one verbal warning is given per term.
- B. **Illness and Leave of Absences:** If at any point during the CP the student requires more than one week away from the Program for injury, illness, personal or family matters, the student may request a written leave of absence from the program. The Director will grant a leave of absence on an individual basis. Approval of a leave of absence is not guaranteed. The student should request the leave of absence as far in advance as possible. Students must contact the TCU Dean of Students office and provide documentation in order to have a leave of absence approved by the Director. The student should remain in close contact with the Director during this time. Before returning, the Director will reschedule the student's rotation; however, the original sites may change. If a student requires a leave of absence for physical, mental or emotional health needs, the student must have a medical release form to begin or return to full program activities. There is no penalty for taking an approved leave of absence; however, the program must be completed within the allotted time within three years of program enrollment and each of the course obligations and competencies must be achieved. (Thesis students are required to complete all other coursework necessary for the BS and MS in Dietetics within three years of program enrollment and must complete the thesis hours within four years of enrollment in the program.) If a leave of absence is prolonged, the student may be required to withdraw from the Program.

- C. **Schedule & Time Off:** The Program will follow the University calendar in regard to vacations and holidays with the exception of supervised practice hours that may need to be made up prior to the end of the semester. The official TCU academic calendar may be accessed at http://www.reg.tcu.edu/3_acad_cal_tab.asp.
- D. In the event of an emergency or disaster situation, follow the TCU mass notification system. If necessary, classes and/or supervised practice rotations may be rescheduled pending severity of situation.

Supervised Practice Documentation and Requirements

Students must maintain supervised practice time logs utilizing the program's online management system Typhon. Preceptors and/or the program director will review and provide approval of time log entries. It is the responsibility of the student to ensure that adequate hours are completed and recorded on their time logs each semester. Time logs are provided to the Director. At the end of each semester, the Director ensures that supervised practice hours are entered into individual student records with the assistance of the administrative assistant. An ongoing supervised practice record is maintained for each student over the course of the program.

Supervised Practice Sites: Evaluation & Selection

1. Supervised practice sites are evaluated by the program director to ensure the facility and organization has the appropriate resources including physical space, appropriate supervision, a safe environment, and adequate technology to support the curriculum and regular interaction between the preceptor and student if distance education is conducted. An affiliation agreement between TCU and off-campus learning sites, such as hospitals, school districts, outpatient clinics, etc. utilized for supervised practice education must be executed before students may attend supervised practice experiences at these off-campus sites. The *TCU Educational Affiliation Agreement for Student Internships and Clinical Experience* is the preferred agreement to use. Approval and signature authority of affiliation agreements resides in the Provost's Office and is delegated to the Associate Provost of Academic Affairs Planning and Budgeting. However, if approved by TCU Associate Provost of Academic Affairs Planning and Budgeting, the experiential site's agreement, or an amended version of the *TCU Educational Affiliation Agreement for Student Internships and Clinical Experience*, may be used. No students may attend an off-campus learning site unless a new agreement has been executed or an expired agreement has been renewed.
2. It should be understood that the purpose of supervised practice is for students to gain work experience and competence in a variety of dietetics settings under the direct supervision of food/nutrition/dietetics professionals. As stated in the TCU "Educational Affiliation Agreement for Student Internships and Clinical Experiences", students completing supervised practice must not be used to replace employees or regular staff.
3. CP students are not paid by TCU as part of the program. However, if a student is provided compensation for supervised practice by staff at that facility, the program will not prohibit the student from accepting compensation. The Director will not be involved in the compensation agreement between a student and staff at the supervised practice site.

Student Performance Monitoring, Remediation & Retention

1. Students accepted into and enrolled in the program will be assigned an advisor. The Director serves as the academic and career advisor for all CP students. Students are required to attend at least one advising appointment each semester while enrolled in the Program, during which

the student and advisor will discuss academic progress, degree requirements, and career opportunities.

2. Students are responsible for bringing their GPA calculation sheets and their TCU Degree Progress Reports to their advising sessions. It is the student's responsibility to complete the GPA calculation sheet accurately.

Additional communication between student and advisor and other announcements will most often occur via the TCU email. Students are expected to check their TCU email on a daily basis.

3. The degree plan course sequence has been developed to meet the Core Knowledge and Competencies for the Registered Dietitian/Nutritionist developed by ACEND and is designed to facilitate optimal learning. Assessment of student learning is conducted on a regular basis, within and at the end of each course and supervised practice rotation. Students whose coursework deviates from the recommended sequence in a way that interferes with progress in the program will be advised by program faculty to delay re-enrollment in the Program until the sequence can be established. Re-enrollment is contingent upon the availability of supervised practice sites.

Because the curriculum is planned to be sequential, it is important for students to recognize that knowledge is systematically acquired through application in practice and builds throughout the Program, including the graduate semesters. The acquisition of knowledge will be evidenced through achieving class objectives, successfully completing course assignments and exams, and in developing competency in dietetic practice.

4. CP faculty have the responsibility of writing course objectives, student learning outcomes, and monitoring student achievement; sharing information from current texts/periodicals/research; and planning experiences to meet knowledge and practice requirements.

Students have the responsibility to prepare for class and scheduled supervised practice ahead of time and attend consistently, participate in discussions, maintain professionalism and confidentiality in class discussions and at supervised practice facilities, and demonstrate learning. Learning in dietetics education is sequential. It is difficult for students who fall behind to maintain sequential learning.

5. Ongoing student learning is assessed through a variety of methods as described in the *RDN Core Knowledge Assessment Table* and *RDN Core Competency Assessment Table*. Students will receive assessment of learning and regular reports of performance and progress from the Director, TCU faculty, and/or preceptors no less than once each academic semester.
6. Students in the Program receiving a grade below a 'B-' in any CP course, or in any of the Associated Requirements courses, must accept and acknowledge that they have demonstrated a less than minimal level of performance, knowledge, or skill, and may have difficulty understanding and interpreting content questions pertaining to that subject on the registration examination for dietitians. Students will receive notification that progress is unsatisfactory following the receipt of any grade below a 'B-' in a CP course or Associated Requirement course. Students are required to sign a document to acknowledge that the Director spoke or other NTDT faculty member with the student about course underperformance.
7. The TCU Nutritional Sciences faculty will notify the CP Director if a student's attendance or overall performance in an NTDT course or rating on a student evaluation is less than satisfactory. If a student receives a rating on a preceptor evaluation and/or earns a grade on

an NTDT course/assignment that is less than satisfactory, the NTDT faculty may choose to meet with the student independently or along with the Director. Academic performance, professional and ethical behaviors and academic integrity are elements that will be considered by CP faculty and the Director.

8. Students in the TCU CP must meet the learning objectives for each Core Knowledge Requirement (KRDN) and Core Competencies for the RDN (CRDN). If a student fails to attain expected competencies in supervised practice for a particular semester, the CP Director will review the student's performance, evaluations and other information and determine if a plan can be developed to achieve the competencies and meet graduation requirements with remedial work within the allotted time to complete the CP. The Director will develop a plan to achieve attainment of the expected competencies through remedial work, if possible. Options include suggesting that the student repeat a portion of the rotation within a short period of time to meet the competencies, repeat the entire supervised practice experience in the culminating rotation or during a time when students would not normally be completing supervised practice, or repeat part of the supervised practice experience during a subsequent semester or academic year (if space in the next class permits repeating the entire semester), or recommending that the student withdraw from the program.
9. Students are encouraged to contact their academic advisor (the Director) or the NTDT faculty member teaching the course for direction when seeking tutorial support, if needed. It is the responsibility of the student to identify the need for additional remedial instruction if needed.
10. Failure to maintain an overall Nutrition GPA of 3.0, earning more than three grades below a 'B-' in the Associated Requirements, earning a D or F in any Associated Requirements or in NTDT courses, or earning more than two grades below a 'B-' for graduate level coursework following admission to the program will result in advisement by the Director. The Director will review the student's degree progress, GPA calculation sheet, course performance, and other available information and determine if a plan can be developed to achieve attainment of the expected knowledge requirements and competencies and meet graduation requirements within the allotted time to complete the CP. If it is determined that a plan is not possible or the student does not agree to the possible plan(s), then the student will be advised to change the major of study. If at any time a student earns less than a 'C-' in a CP required course, he or she will receive notification from the Director that his or her grade is insufficient to graduate with a BS and/or MS degree from the program.
11. If it is determined that a student will not be able to complete the program to earn verification, the Director will counsel the student into a career path appropriate to his or her ability.
12. In the event that a student must withdraw from the Program, the student will meet with the Director to discuss the appropriate course of action. The student will be given the opportunity to reapply to the Program, but acceptance to the Program is not guaranteed. Information regarding the refund of tuition and fees is explained in the Tuition Refund Plan, which may be found in the [TCU Refund Plan](#).

Distance Education

1. In-person and synchronous learning is the primary model for the curriculum however, distance education may be utilized within coursework and supervised practice to conduct learning where KRDN or CRDN's are assessed, though will not exceed 49% of the program's curriculum. Distance education may be used on an as-needed basis to supplement the curriculum including but not limited to guest lecturers presenting virtually, virtual meetings to

conduct training/orientations, virtual rotations, virtual advising, and asynchronous assignments. Distance education must utilize strategies to ensure regular and substantive interaction between students and faculty/or preceptors such as the use of audio/video to provide direct instruction and student feedback, the use of the learning management system (LMS) for discussion boards, assignment submission, or activities, and timely feedback to students. Faculty receive training and have access to resources for distance education and pedagogy from TCU's Koehler Center.

2. TCU does not institute distance education fees or additional costs for online coursework or curriculum.
3. Computer-based examinations are incorporated into many courses in the curriculum to enhance student preparedness in electronic test-taking skills for the Registration Examination for Dietitians. Examinations are conducted using TCU's online Learning Management System (LMS). Each student must log into the LMS utilizing their university-assigned credentials (single-sign-on) username and password to verify the identity of each student. Online exams may utilize Respondus Lockdown Browser and be recorded for the instructor's review.
4. Distance education may be utilized to conduct supervised practice when the role of the primary preceptor and/or RD also utilizes distance technology to perform tasks and work that applies to the professional setting such as telehealth, meetings conducted with stakeholders, online client/group sessions, or the preceptor conducts business in a remote location. In these settings, the student and preceptor are required to utilize technology that ensures interactive video and audio to evaluate student learning and provide adequate supervision. When new preceptors are selected, the program director provides orientation and training on the use of interactive technology and distance education policies.

Student Conduct and Grievance Procedure

A. Guiding Policies

Students in the Coordinated Dietetics Program (CP) are bound by the Texas Christian University (TCU) Code of Student Conduct and the University's Network & Computing Policy. Alleged misconduct is first addressed by the student and directly involved faculty, the CP Director, or preceptor. Matters that remain unresolved or deemed to require escalation may be referred to the Department Chair or Dean in accordance with TCU's formal grievance process. More severe violations, including ethical breaches or failure to follow CP, facility, or University policies, may result in immediate dismissal. All disciplinary decisions are documented in writing.

B. Professional Standards

Students must practice in keeping with the [Academy of Nutrition and Dietetics Scope of Practice for the Registered Dietitian](#), [Academy of Nutrition and Dietetics Standards of Practice in Nutrition Care and Standards of Professional Performance](#), and the [Code of Ethics](#) for the Profession of Dietetics. These documents govern professional judgment, relationships with clients, and the integrity of all program-related activities.

C. Affiliated Facilities

Supervised practice sites retain the right, under TCU's Educational Affiliation Agreement for Student Internships and Clinical Experiences, to dismiss a student immediately for violating facility policies. Depending on the infraction, the Program may assign the student to a different site, record an Incomplete ("I"), award no credit for the rotation, or dismiss the student from the Program altogether.

Travel, Transportation Responsibilities and Liability Insurance

Transportation Responsibilities

Students are responsible for securing reliable transportation to and from every course, conference, and supervised-practice site. They may also be asked to transport program-related goods or supplies. Because

TCU does not arrange or monitor these trips, each student assumes all risks associated with travel before, during, and after program activities. These risks are acknowledged in the "TCU Informed Consent and Assumption of Risk," which every student must read and sign at the start of each academic year. Lack of transportation is not accepted as an excuse for absence.

Liability Insurance

TCU's Department of Risk Management maintains a professional liability policy that covers Coordinated Dietetics Program (CP) students while they are engaged in officially assigned experiential activities required for program completion, as set forth in the "Educational Affiliation Agreement for Student Internships and Clinical Experiences." The insurance does not extend to any job or volunteer work outside program requirements. Responsibility for personal safety, including travel to and from the assigned site, remains with the student.

Injury or Illness During Supervised Practice

If a student becomes ill or is injured during supervised practice, the host facility will provide emergency care at the student's expense, consistent with the Affiliation Agreement. The student or preceptor must notify the Director as soon as possible to report the incident and initiate any required follow-up.

Interprofessional Education

Interprofessional education (IPE) through experiential and practice allow students to learn from, about, and with students from healthcare/healthcare-related professions at TCU and other universities. The TCU CP has multiple opportunities for IPE involvement such as the Seniors Assisting in Geriatric Education (SAGE) Program, TeamSTEPPS Training, and centralized IPE events through the UNT Health . CP students are required to participate in IPE activities throughout the program. It is a mandatory program requirement to complete all IPE pre-work, assignments, and evaluations by the specified due dates, and attend and actively participate in IPE activities. Dates and times of such activities will be clearly communicated to students with as much advance notice as possible. It is the students' responsibility to record these dates, complete assignments, and attend all sessions. Failure to complete pre-work, assignments and/or evaluations, or failure to attend and/or actively participate in any IPE will result in disciplinary action, including but not limited to, removal from the program.

Professional Participation

1. Students in the CP are required to join the Student Nutrition and Dietetic Association (SNDA) at TCU, the Academy of Nutrition and Dietetics, Texas Student Dietetic Association (TSDA) and participate in affiliate-related professional activities on the local level when available. Academy membership information may be found on their website.
2. Students are required to attend various professional seminars and meetings. A calendar will be provided to students with dates noted for the Academy and the Texas Academy of Nutrition and Dietetics Annual Conference and Exhibition (TACE). Meeting times for other seminars/presentations will be made available to students. It is extremely important for students to become actively involved in professional dietetics organizations and to attend professional meetings. Some meetings/shows/presentations are scheduled in lieu of scheduled class times. Students are required to attend these professional activities some of which will be held in the Fort Worth/Dallas area. Travel expenses incurred are the responsibility of the student.
3. Program students are required to travel to the Texas Academy Public Policy Workshop and Nutrition Day at the Capitol when the workshop is scheduled by the Texas Academy of Nutrition and Dietetics. Travel expenses incurred are the responsibility of the student.

4. Students are required to join the TCU Chapter of the Food Recovery Network (FRN). Students are required to be active members in the organizations and take part in activities as assigned by the Director each semester.
5. Students in the CP have the opportunity and responsibility to provide advice regarding the Program to the faculty and Director. Two students from the junior class, two students from the senior class, and two students from the graduate class will be elected at the beginning of each academic year to serve as student representatives to the Program. The duties of the student representatives may include:
 - a. spokesperson to provide input regarding curriculum, preceptors, and facilities;
 - b. ambassador to represent the TCU CP at public and community events;
 - c. liaison between the TCU CP and various TCU College and University departments;
 - d. liaison between the TCU CP and the local affiliate of the Academy of Nutrition and Dietetics; and
 - e. assist with organization and dissemination of the CP *Post-Graduate Survey* and *Employers of Post-Graduates Survey*.

Policy for Preceptor Orientation

The Director contacts new Preceptors to discuss expectations and requirements of the Supervised Practice rotation prior to receiving formal orientation materials. At this time, Preceptors are advised that an *Educational Affiliation Agreement for Student Internships and Clinical Experiences* is required between TCU and their respective facilities. A copy of the agreement is provided for the Preceptor and/or facility administrative staff to complete and sign prior to the Supervised Practice rotation.

The TCU Director provides both new and existing Preceptors with course orientation materials via electronic mail and/or paper copy prior to the commencement of each Supervised Practice rotation. If additional discussion about orientation materials is requested, follow-up contact/correspondence with the Preceptor and Director will be scheduled prior to student rotation.

Orientation materials:

Orientation materials are intended to update preceptors on changes to the program as well as provide helpful information to optimize student learning.

1. Supervised Practice Schedule
2. Time Sheets
3. Course Syllabus
4. Course Objectives
5. ACEND Core Knowledge and Competencies for the RDN and Learning Objectives
6. Course Assignments
7. Program Mission, goals, objectives, and educational philosophy
8. TCU Coordinated Program Policies and Procedures
9. Midterm and Final Evaluations of Student Performance (*as applicable*)
10. Contact Information: Program Director; Department Chair, and Nutritional Sciences Office
11. Academy Scope of Dietetics Practice for the RD, Academy of Nutrition and Dietetics, Standards of Practice in Nutrition Care and Standards of Professional Performance for Registered Dietitians, and Code of Ethics for the Profession of Dietetics.
12. ACEND Faculty and Preceptor Training Presentation

Procedure for Complaints against Accredited Programs

1. The program has established a process for reviewing formal complaints about the program and or faculty in order to fulfill its responsibilities for assuring program quality and integrity. Any individual, for example, student, faculty, dietetics practitioner, preceptor and/or member of the public may submit a complaint about the TCU CP, students or faculty. Formal complaints regarding the TCU CP may be submitted via email or via signed written documentation to the program Director, the Department Chair, or the Dean/Assistant Dean or other representative of the College of Science & Engineering. Anonymous complaints are not considered. Complaints will be investigated and handled by faculty and department administrators when appropriate and will involve upper administration when deemed necessary. Investigation of complaints will commence within ten business days of receiving the complaint. The complaint will be acknowledged to the individual filing the complaint within three business days of receiving the complaint. Complaints may be filed without retaliation by involved parties. Record of complaints and resolutions will be maintained for seven years.
2. A written complaint related to Program noncompliance with ACEND accreditation standards may be submitted to ACEND after all other options with the Program and the University have been exhausted. ACEND has established a process for reviewing complaints against accredited programs in order to fulfill its public responsibility for assuring the quality and integrity of the educational programs that it accredits. Any individual, for example, student, faculty, dietetics practitioner and/or member of the public may submit a complaint against any accredited program to ACEND. However, the ACEND board does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion or dismissal of faculty or students. It acts only upon a signed allegation that the program may not be in compliance with the Accreditation Standards or policies. The complaint must be signed by the complainant. Anonymous complaints are not considered. More information about filing a complaint to ACEND may be found on their [website](#).

ACEND® has established a process for reviewing complaints against accredited programs in order to fulfill its public responsibility for assuring the quality and integrity of the educational programs that it accredits. Any individual, for example, student, faculty, dietetics practitioner and/or member of the public may submit a complaint against any accredited program to ACEND®. However, the ACEND® board does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion or dismissal of faculty or students. It acts only upon a signed allegation that the program may not be in compliance with the Accreditation Standards or policies. The complaint must be signed by the complainant. Anonymous complaints are not considered.

[Download the Complaint Investigation Form](#)

1. ACEND staff forwards all written complaints to the ACEND chair within three weeks of receipt of the complaint. If the complainant, requests to remain anonymous to the program, the complainant must also provide a written copy of the complaint where identifying information is blocked out.
2. If the ACEND chair determines that the complaint does not relate to the accreditation standards or policies, the complainant is notified in writing within two weeks of the Chair's review that no further action will be taken.
3. If the ACEND chair determines that the complaint may relate to the accreditation standards or policies, the complaint is acknowledged in writing within two weeks of the chair's review and the complainant is provided a copy of the process for handling the complaint.

4. At the same time as the complainant is notified, the complaint is forwarded to the program director by express mail second day delivery for tracking purposes. The administrative officers of the institution or organization sponsoring the program, currently on file with ACEND, receive copies of the correspondence by first class mail.
5. The ACEND chair requests the program to conduct a preliminary investigation and submit a report addressing the relevant accreditation standards or policies postmarked no more than 30 calendar days from receipt of the notification, as documented by the record of second day delivery.
6. The ACEND chair may also request further information or materials relating to the complaint from the complainant, the institution or other sources.
7. The ACEND chair appoints a review committee to consider the complaint, along with all relevant information. The review committee recommends appropriate action to the ACEND board at its next scheduled meeting.
8. In determining the appropriate action, the ACEND board considers the complaint, materials relating to the complaint, the review committee's recommendation, if any, and additional evidence provided by the program, if any.
9. The ACEND board or the ACEND chair may determine that legal counsel is needed to address the complaint. Staff works with the ACEND board and legal counsel to identify a plan to address the complaint.
10. If the complaint is determined to be unsubstantiated or not related to the accreditation standards or policies, no action is taken.
11. If the complaint is substantiated and indicates that the program may not be in compliance with the accreditation standards or policies, appropriate action is taken, which may include, but is not limited to, scheduling an on-site visit of the program. If the complaint is substantiated and the ACEND board determines that the program is not in compliance with the accreditation standards or policies, the ACEND board may place the program on probation or withdraw accreditation.
12. The program director and administration of the sponsoring institution are notified of the ACEND board's decision and action in writing within two weeks of the decision. The complainant is notified of the final decision and action when the reconsideration and appeals process expires.
13. The program has the right to request the ACEND board to reconsider a decision to withdraw accreditation or probationary accreditation.

A copy of the accreditation standards may be obtained by contacting the ACEND staff at the Academy of Nutrition and Dietetics. Written complaints should be mailed to the Chair, Accreditation Council on Education for Nutrition and Dietetics at the following address:

**Accreditation Council on Education for Nutrition and Dietetics
120 South Riverside Plaza, Suite 2190
Chicago, Illinois 60606-6995**

Phone: 800/877-1600 x 5400

University Related Policies

1. Texas Christian University (TCU) is committed to providing a positive learning, living and working environment free from discrimination and harassment. In support of this commitment, TCU prohibits a range of behaviors, including unlawful discrimination and harassment based on age, race, color, religion, sex, sexual orientation, gender, gender identity, gender expression, national origin, ethnic origin, disability, predisposing genetic information, covered veteran status, and any other basis protected by law, except as permitted by law. Inquiries about TCU's policies and compliance with Title IX, The Age Discrimination Act of 1975, or the aspects of TCU's equal opportunity or affirmative action programs should be directed to:

Dr. Sharon Perry Fantini, Title IX Coordinator
TCU Box 297090
The Harrison 1803
Fort Worth, TX 76129
817/257-8228
s.perryfantini@tcu.edu

2. The Family Educational Rights and Privacy Act of 1974 (FERPA) as amended, is a federal law that states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records. Faculty and staff in the Department of Nutritional Sciences will comply with [University requirements](#) and [best practices to protect students' privacy](#). Student academic files remain in a locked filing cabinet in the Department of Nutritional Sciences.
3. Students will have access to their own education records, as specified on the [TCU Registrar's Office](#) and mandated by FERPA. In addition, these records are protected from disclosure by unauthorized individuals. Within the TCU community, only those members, individually or collectively, acting in a student's educational interest are allowed access to student education records. These members include all TCU personnel including University Police, faculty, advisors, administrative staff, clerical staff and student employees within the limitations of their need to know. Students wishing to review their education records must make written requests to the Registrar listing the item or items of interest per [TCU guidelines](#).
 - a. Students have access to student support services on campus, including health services, counseling, tutoring and testing and financial aid resources: Academic Advising (817-257-7486, Jarvis 104)
 - b. Brown-Lupton Health Center (817-257-7938 or 817-257-7940)
 - c. Center for Digital Expression (CDeX) (cdex@tcu.edu, Scharbauer 2003)
 - d. Center for Writing (817-257-7221, Reed Hall 419)
 - e. Counseling & Mental Health Center (817-257-7863, Jarvis Hall 2nd floor)
 - f. Dean of Students (817-257-7926, the Harrison 1600)
 - g. Mary Couts Burnett Library: Reference Desk (817-257-7117)
 - h. Office of Religious & Spiritual Life (817-257-7830, Jarvis Hall 1st floor)
 - i. Student Access & Accommodations (817-257-6567, The Harrison 1200)
 - j. Student Success (817-257-8345, Samuelson Hall, West Entrance)
 - k. Substance Use and Recovery Services (817-257-7100, Jarvis Hall 2nd floor)
 - l. Transfer Student Center (817-257-8345, Samuelson Hall, West Entrance)
 - m. Veterans Services (817-257-5551, Jarvis Hall 2nd floor)

Revised July 2022

Updated 06/2024

Policy Attestation

It is mandatory that each student read and become familiar with policies and procedure statements in the CP Handbook. By signing the Signature Page and Statement of Accountability, the student affirms familiarity with all policies and procedures in this document.

Appendix A: Department of Nutritional Sciences Student Policies and Procedures Attestation Forms

Appendix A: Department of Nutritional Sciences Student Policies and Procedures Attestation Forms

Signature Page and Statement of Student Accountability Combined BS/MS in Dietetics Program Texas Christian University

I acknowledge that I have read and understand the policies and procedures described in the Student Handbook for the Combined BS/MS in Dietetics Program, the TCU Catalog, and the TCU Code of Student Conduct. I agree to comply with these policies and procedures and accept the consequences that could result in dismissal at any time from the Combined BS/MS in Dietetics Program.

Student Name (Printed)

Student Signature

Date

Appendix B: Additional Contact Information

Academy of Nutrition and Dietetics <http://www.eatright.org>

Headquarters

Academy of Nutrition and Dietetics
120 South Riverside Plaza, Suite 2190
Chicago, Illinois 60606-6995
Phone: 800/877-1600
Phone: 312/899-0040

Washington, D.C. Office

Academy of Nutrition and Dietetics
1120 Connecticut Avenue NW, Suite 480
Washington, D.C. 20036
Phone: 800/877-0877
Phone: 202/775-8277

For Career Guidance Information Contact:

AND Student Operations
120 South Riverside Plaza, Suite 2190
Chicago, Illinois 60606-6995
Phone: 800/877-1600, ext. 5400
Fax: 312/899-4817
E-mail: education@eatright.org

Accreditation Council on Education for Nutrition and Dietetics (ACEND)

<https://www.eatrightpro.org/acend>

Accreditation Staff

120 South Riverside Plaza, Suite 2190
Chicago, Illinois 60606-6995
Phone: 800/877-1600, ext. 5400
Fax: 312/899-4817
E-mail: education@eatright.org

Commission on Dietetic Registration (CDR) <http://www.cdrnet.org/>

120 South Riverside Plaza, Suite 2190
Chicago, Illinois 60606-6995
Phone: 312-899-0040 Ext. 5500
Fax: 312-899-4772
E-mail: cdr@eatright.org

Texas Academy of Nutrition and Dietetics (TAND) <http://www.eatrighttexas.org>

Texas Academy of Nutrition and Dietetics
700 N Colorado Blvd, #637
Denver, CO 80206
Phone: (469) 213-8651
E-mail: info.texas.and@gmail.com

Texas Christian University Informed Consent and Assumption of Risk

Texas Christian University is a non-profit educational institution. References to Texas Christian University include "TCU", its trustees, officers, officials, employees, volunteers, students, agents, and assigns.

I (print your name)_____ understand I am to participate in the _____ (henceforth referred to as the Program).

I fully understand and appreciate the dangers, hazards and risks inherent in participating in the Program, in the transportation to and from the Program, and in any independent research or activities I undertake as an adjunct to the Program.

I agree that participating in any activity is an acceptance of some risk of injury and/or loss or damage of property.

I agree that my safety is primarily dependent upon my taking proper care of myself. I understand that is my responsibility to know what I will need for the Program and to provide what I will need.

I agree to make sure that I know how to safely participate in any activities, and I agree to observe any rules and practices, which may be employed to minimize the risk of injury.

I agree to stop and seek assistance if I do not believe I can safely continue any activity.

I will not wear or use or do anything that would pose a hazard to myself, or others, including using or ingesting any substance which could pose a hazard to myself or others.

I agree that if I do not act in accordance with this agreement, I may not be permitted to continue to participate in the Program.

In consideration of my participation in this Program, I agree as follows:

SPECIFIC HAZARDS OF TRAVEL OR PROGRAM: Despite precautions, accidents and injuries can occur.

I understand that traveling, doing fieldwork or being in a large city may be potentially dangerous, and that I may be injured and/or lose or damage personal property as a result of participation in the Program. Therefore, I ASSUME ALL RISKS RELATED TO THE ACTIVITIES including, but not limited to:

Death, injury or illness from accidents of any nature whatsoever, including, but not limited to, bodily injury of any nature, whether severe or not, which may occur as a result of participating in an activity or contact with physical surroundings or other persons; arising from travel by car, bus or any other means; death injury or illness including food poisoning arising from the provision of food or beverage by restaurants or other service providers.

Theft, loss or damage of my personal property while in transit or participating in the Program.

Natural disaster or other disturbances, and alteration or cancellation of the Program due to such causes.

Most trips to hospitals, schools and community service centers require travel through or parking in high crime areas. Please review the attached safety guidelines.

Listed below are specific dangers endemic in this Program's area of travel or endemic to the Program.

INSTITUTIONAL ARRANGEMENTS: I understand that TCU is not an agent of, and has no responsibility for, any third party which may provide any services including food, lodging, travel, or other goods or services associated with the Program. I understand that TCU may provide these services only as a convenience to participants and that accordingly, TCU accepts no responsibility, in whole or in part, for delays, loss, damage or injury to persons or property whatsoever, caused to me or others prior to departure, while traveling or while staying in designated lodging. I further understand that TCU is not responsible for matters that are beyond its control. I acknowledge that TCU reserves the right to cancel the trip without penalty or to make any modifications to the itinerary and/or academic program as deemed necessary by TCU.

INDEPENDENT ACTIVITY: I understand that TCU is not responsible for any loss or damage I may suffer when I am traveling independently or I am otherwise separated or absent from any TCU activity. In addition, I

understand that any travel that I do independently on my own before or after the TCU sponsored Program is entirely at my own expense and risk.

HEALTH AND SAFETY: I have been advised to consult with a medical doctor with regard to my personal medical needs. I state that there are no health-related reasons or problems that preclude or restrict my participation in this Program. I have obtained the required immunizations, if any. I recognize that TCU is not obligated to attend to any of my medical or medication needs, and I assume all risk and responsibility. I agree to pay all expenses relating thereto.

TCU RULES, REGULATIONS AND POLICIES: I agree to obey and comply at all times with all of the rules, regulations, codes and policies of TCU while participating in the Program. I agree to notify my professor immediately of any injury or loss.

TRAVEL CHANGES: If I become separated from the Program group, fail to meet a departure airplane, bus, or train, or become sick or injured, I will, to a reasonable extent, and at my own expense seek out, contact, and reach the Program group at its next available destination.

SIGNATURE: I indicate that by my signature below that I have read the terms and conditions of participation and agree to abide by them. I have carefully read this Informed Consent and Assumption of Risk Form and acknowledge that I understand it. My signature below indicates that I have read and freely signed this agreement, which take effect as a sealed instrument.

IMPORTANT – READ ENTIRE AGREEMENT BEFORE SIGNING.

Signature of Program Participant Date

Signature of Parent or Legal Guardian Date
(If student is a minor)

:\\09300\\0019\\AP1675.WPD

Health Insurance Portability and Accountability Act (HIPAA)

Why is the HIPAA Privacy Rule needed?

In enacting HIPAA, Congress mandated the establishment of Federal standards for the privacy of individually identifiable health information. When it comes to personal information that moves across hospitals, doctors' offices, insurers or third-party payers, and State lines, our country has relied on a patchwork of Federal and State laws. Under the patchwork of laws existing prior to adoption of HIPAA and the Privacy Rule, personal health information could be distributed—without either notice or authorization—for reasons that had nothing to do with a patient's medical treatment or health care reimbursement. For example, unless otherwise forbidden by State or local law, without the Privacy Rule patient information held by a health plan could, without the patient's permission, be passed on to a lender who could then deny the patient's application for a home mortgage or a credit card, or to an employer who could use it in personnel decisions. The Privacy Rule establishes a Federal floor of safeguards to protect the confidentiality of medical information. State laws which provide stronger privacy protections will continue to apply over and above the new Federal privacy standards.

Health care providers have a strong tradition of safeguarding private health information. However, in today's world, the old system of paper records in locked filing cabinets is not enough. With information broadly held and transmitted electronically, the Rule provides clear standards for the protection of personal health information. For more detailed information about health privacy, visit <http://www.hhs.gov/ocr/hipaa/>.

HIPAA Regulations and the TCU Department of Nutritional Sciences

Policies: Access, Use, and Protection of Health Information obtained during the course of Clinical or Community Education, or Research.

1. All students must sign a Department of Nutritional Sciences *Student Confidentiality Agreement* prior to accessing patient/client/participant files in any agency used for clinical or community education, or research.
2. All student documents related to patient/client/participant assignments (journals, care plans, papers, assignment sheets, etc) must be protected to assure privacy of the patient(s) information by de-identifying the health information. Your course faculty will tell you the de-identification method to be used.
3. Students should maintain the de-identification of health information when communicating with faculty, one another, or any other entity through any means including electronic means.
4. Any documents submitted to faculty should contain no protected health information (PHI) or the information should be de-identified. For example: course papers, care plans, interview information, etc.
5. If protected health information is re-identified for any reason, it is deemed to be protected health information and is subject to the applicable privacy protections. The student is responsible for maintaining the security of the re-identified information.
6. Only students wearing the approved Departmental identification badge will be granted access to patient/client/participants information by the clinical/community agency.
7. Student ID's are to be worn in a visible location on the lab jacket or street clothing when representing self as a TCU student in the Department of Nutritional Sciences.
8. There should be no disclosure of PHI of patients/clients/participants by Department of Nutritional Sciences students. A student should consult the course faculty if a student has a question about PHI related to disclosures required by law, disclosures for public health activities, disclosures about victims of abuse, neglect or domestic violence; law enforcement purposes, disclosures about decedents, disclosures for

cadaver organ, eye, tissue donation, disclosures to avert a serious threat to health or safety, disclosures for specialized government functions, disclosures for workers' compensation.

9. If documents containing PHI are in use by students (for example, in the hospital unit, community sites, computer lab, etc.) the document(s) must be shielded so others may not see the information. If the person using the documents leaves the room, the documents must not be left on top of the desk for others to see. Locking the documents in a secure file is recommended.
10. If faxing, copying or printing documents containing PHI it is the user's responsibility to assure protection of the PHI.
11. Documents containing PHI should only be shredded by the person authorized to have the PHI.

Policy: HIPAA Regulations and Department of Nutritional Sciences Research and/or Professional Projects.

1. All human research projects that involve the use of personal health information must secure a signed *TCU IRB Protected Health Information Authorization* form from each subject.
2. Any student research or professional projects should maintain the protection of health information collected during the duration of the project by including no identifying patient/client/participant information on project instruments. If a code is used to re-identify the participant information, the codebook must be maintained in a locked, secured file. If an informed consent document is signed, the documents should be maintained in a locked, secured file apart from any patient/subject information. Informed consent documents should be submitted prior to initiating project and follow research policy and procedures for TCU and Department of Nutritional Sciences. The documents will be stored according to the Department of Nutritional Sciences Research Review Board guidelines.
3. In the event protected health information collected during a research project was disclosed, the student and the student's faculty advisor should report the disclosure to the Chair, Department of Nutritional Sciences Research Review Board. The Chair will determine if a disclosure of PHI was made for 50 or more individuals involved in a research project. If so, an accounting of the disclosure should include the following: a) name of research activity b) a description of the project in plain language including the purpose for the research and selection of criteria for the records c) a description of the type of PHI disclosed d) the date or period of time of the disclosure e) name, address and phone number of the sponsor of the research f) the name of the researcher to whom the PHI was disclosed g) a statement that the PHI of the individual may or may not have been disclosed during the research activity.

If there were fewer than 50 individuals involved in the research, the Chair must provide an accounting for every disclosure of PHI for each individual whose PHI was disclosed.

In addition, if an individual involved in a research study of 50 or more individuals requests an accounting for the disclosure of PHI pertaining to the individual, the Chair must make a reasonable attempt to satisfy this request.

Policy: Required Training Regarding HIPAA Regulations and Policies for All Department of Nutritional Sciences Students

1. All Department of Nutritional Sciences students will complete the online *NIH Protecting Human Research Participants* course prior to initiating their research project. This training program includes information about HIPAA regulations and policies. Additionally, during the first week of the academic semester, each student will be informed about Departmental policies and HIPAA regulations and asked to sign the Department of

Nutritional Sciences *Student Confidentiality Agreement* indicating understanding of the policies and procedures related to HIPAA.

2. If a breach in confidentiality occurs, the student will complete a retraining program as soon as possible following the incident.

3. All students will complete retraining within 1 month following a significant change in privacy practices.

Policy: Sanctions for Violating Department of Nutritional Sciences Policies and Procedures related to HIPAA

1. A complaint regarding a breach in patient privacy may be brought to the Chair, Department of Nutritional Sciences Research Review Board with the assurance that no retaliatory measures will be taken against the person bringing the complaint.

2. The Chair will document the complaints received and their disposition and maintain the document in a locked, secured file.

3. Students who violate the protection of health information are subject to sanctions, which may include, but are not limited to: unit or course grade reduction; failure of course; suspension from program.

TCU Department of Nutritional Sciences

Student Completion of Required Reading and Review of Information
Department of Nutritional Sciences Policies and Procedures Regarding HIPAA Regulations

<http://www.hhs.gov/ocr/hipaa/>

I have completed the required reading and review of information included in the Department of Nutritional Sciences policies and procedures regarding HIPAA Regulations. I understand that if I have questions I should ask my faculty advisor for clarification or additional information.

Student Signature

Date

Completed form to be placed in student's file in administrative office.

**TEXAS CHRISTIAN UNIVERSITY
DEPARTMENT OF NUTRITIONAL SCIENCES**

STUDENT CONFIDENTIALITY AGREEMENT

Patient/client/participant confidentiality at the facilities used by Texas Christian University Department of Nutritional Sciences is of primary importance. In addition to each facility policy, a federal law called the Health Insurance Portability and Accountability Act (HIPAA) requires patient/client/participant health information to be kept confidential. Additionally, patients/clients/participants and their families have a right to deal with their issues in a private and secure manner, trusting that their privacy will be maintained. In order to protect this right to confidentiality and to comply with federal and state laws, students must agree to hold all information (including, but not limited to, patient names, their health information, and relevant agency information) gained through their clinical assignments or professional/research projects at any facility used by Texas Christian University Department of Nutritional Sciences in strictest confidence. Confidentiality includes but is not limited to discussing patients/clients/participants or their health conditions with persons who do not have a need to know and not removing any documents with individually identifiable patient data from the facility.

I also understand the terms of this Student Confidentiality Agreement, and I agree to abide by the above confidentiality requirements. I further understand that any breach of a patient's/client's'/participant's confidentiality may result in disciplinary action against me as described in the Department of Nutritional Sciences policies relating to HIPAA Regulations.

Printed Student Name

Printed Faculty Name

Student Signature

Faculty Signature

Date

Date