

# **STUDENT HANDBOOK**

**Texas Christian University**

**Fort Worth, TX 76129**

**2024-2025**



**COLLEGE OF  
SCIENCE & ENGINEERING**

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DEPARTMENT OF NUTRITIONAL SCIENCES



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# Overview of the Combined BS/MS Program in Dietetics

## Overview of Student Handbook

This student handbook is intended to serve as a guide for students enrolled in the TCU Combined BS/MS in Dietetics Program (CDP). 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 CDP 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 CDP 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).

The most recent TCU [CDP Student Handbook](#) is available on the Department of Nutritional Sciences website.

TCU Department of Nutritional Sciences

The TCU Combined BS/MS in Dietetics Program does not discriminate on the basis of personal status, individual characteristics or group affiliation, including but not limited to, classes protected under federal and state law.

## Introduction

A combined BS/MS program, designed for those who wish to enter the dietetics profession, is an academic program in a U.S. regionally accredited college or university that culminates in a BS and MS in Dietetics. The Combined BS/MS in Dietetics Program (CDP) at TCU offers students the unique opportunity to acquire both the required didactic instruction (lecture and laboratory courses) and supervised practice necessary to meet the Knowledge Requirements and Competencies for entry-level Registered Dietitians as mandated in the Eligibility Requirements and Accreditation Standards of the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

Admission to TCU is required for all programs; however, admission to the University does not guarantee admission to the CDP. Eligibility for admission to the CDP is detailed in the policies and procedures of this handbook. Students who are accepted begin coursework the subsequent fall semester and supervised practice during the fall of the fourth year. Final acceptance/enrollment in the CDP 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.

A student's continuation in the CDP is contingent upon attainment of a strong academic record and successful completion of the program sequence. The CDP length is seven semesters (fall and spring of the junior and senior undergraduate years, and summer, fall and spring to complete the MS degree following acquisition of the BS degree). Semesters will incorporate a combination of lecture-based classes in addition to supervised practice experiences. Students must complete at least 1,095 hours of supervised practice prior to the completion of their final semester in the CDP. Students who successfully complete the credit hour requirements of the CDP, as specified in the TCU Undergraduate Course Catalog or the TCU Graduate Course Catalog will receive verification and establish eligibility to write the Registration Examination for Dietitians.

Information regarding costs for tuition and University fees are available through the Offices of Admission and Financial Aid. More detailed costs for students are outlined in the CDP Student Handbook and include approximately \$1,000-\$1,500 per year for travel to supervised practice sites, vaccinations, lab fees, photocopying, school and office supplies, textbooks, and professional dues.

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 TCU CDP was last re-accredited in 2021. The CDP accepted applications from the first class of CDP students in February 2020 to begin the CDP in August 2020.

## Program Director and CDP Faculty and Staff

### CDP Director

\*Ashley Mullins, MS, RDN, LD, CNSC  
Assistant Professor of Professional Practice  
Department of Nutritional Sciences  
[ashley.mullins@tcu.edu](mailto:ashley.mullins@tcu.edu)

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

### CDP 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
Anne VanBeber, PhD, RD, LD, CFCS, FAND	Bass 1201L	817-257-7518
Jada Willis, PhD, RDN, LD, FAND	Bass 1201H	817-257-6310

#### *Adjunct:*

Lindsey Gorman, MBA, RD, LD	Bass 1201	817-257-7309
Katelin Hatcher, MS, RD, LD, CDCES	Bass 1201	817-257-7309
Maria Herr, MS, RD, LD	Bass 1201	817-257-7309
Eve Pearson, MBA, RD, CSSD, LD	Bass 1201	817-257-7309
Nina Poyourow, MS, RDN, LD	Bass 1201	817-257-7309

\*Faculty Advisor. The CDP Director serves as the advisor to each CDP student in the undergraduate portion of the program. In this capacity, the CDP 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 CDP student. Students are required to consult with their advisor on a regular basis, at least once each semester.

## Mission Statements

### Combined BS/MS in Dietetics Program (CDP) Mission Statement

The mission of the Combined BS/MS in Dietetics Program (CDP) 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 CDP mission and is congruent with the missions of the college and 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.

### College of Science & Engineering Mission Statement

The mission of the 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 Combined BS/MS in Dietetics Program  
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**

## Student Costs and Requirements for the CDP Program

- 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 CDP should budget for the following expenses:
1. One apron and one white ¾-length lab coat.
  2. One pair non-slip shoes approved as food service safe shoes.
  3. A professional suit – pants or skirt with matching jacket or blazer.
  4. Required and recommended books and references.
  5. Annual Student Membership of the Academy of Nutrition and Dietetics (\$58.00/year).
  6. Membership dues for the Northeast Region of the Texas Academy of Nutrition and Dietetics (free).
  7. Annual membership dues for TCU Student Nutrition and Dietetic Association (\$30.00/year).
  8. Annual membership dues for the TCU Food Recovery Network (FRN) (\$10/year)
  9. Student registration fees for professional seminars/annual meetings.
  10. A physical examination that indicates you are in good health annually.
  11. Up-to-date immunizations, including Tdap booster, varicella, MMR, Hepatitis B, seasonal flu and additional immunizations as requested by the supervised practice facility (e.g. COVID-19)(see immunization instructions).
  12. Annual tuberculin (TB) skin test.
  13. Annual Drug Screening (approximately \$42.00).
  14. Annual Background/Criminal Check (approximately \$49.00/each). *Students will be required to pay for an initial background check upon program acceptance and then again annually.*
  15. CPR certification (cost varies \$20-\$50). Class should, at a minimum, include airway breathing, choking, and adult CPR techniques.
  16. Texas Food Handler's Training Certificate (\$10/2 years).
  17. General school supplies such as pocket-size notebook, date book, three ring binders, etc.
  18. Cost of printing (ink, paper, etc.)
  19. Gardening gloves (\$5.00)
  20. TCU purple polo shirt (\$35.00)
  21. CDP Name Tag (\$17.00).
  22. Lab coat and pair of designated program scrubs (varied cost \$30-\$100)
  23. Personal laptop device used to complete curriculum in class and the supervised practice setting
  24. 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).
  25. 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)
  26. RD Exam Prep Resources (\$100-\$350)
- C. Additional Expenses

In some facilities, students are responsible for the cost of their meals and for parking.

Special projects and research may necessitate photocopying of pertinent resources, handouts, and other materials.

### D. Insurance

The University provides professional liability insurance for CDP students during participation in program required activities. Liability for safety in travel to and from assigned areas and while participating in Program assignments is assumed by the student.

### E. Transportation

Each student is responsible for his/her transportation to and from any off-campus facility. It is desirable that each student has a car or access to a car.

## Combined BS/MS in Dietetics Program Curriculum

### 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



## Sequence of Courses for a Student Majoring in the CDP Department of Nutritional Sciences – Texas Christian University

**First Year** (Courses are listed by number, title, and credit hour for each semester)

Fall Semester	Spring Semester	Summer
NTDT 10003 Contemporary Issues in Nutrition (NSC, GA) 3	NTDT 10103 Food Preparation 3	
CHEM 10113 General Chemistry 3	NTDT 20403 Nutrition 3	
MATH 10043 Elementary Statistics (MTH) 3	CHEM 10123/10122 General Chemistry Lec/Lab 5	
SOCI 20213 Intro Sociology (SSC, CA) 3	ENGL 10803 Intro Comp (WCO) 3	
CORE 3	CORE 3	

**Total Credit Hours 15 (Fall) + 17 (Spring) = 32 Credit Hours for First Year**

**Second Year** (Courses are listed by number, title, and credit hour for each semester)

Fall Semester	Spring Semester	Summer
NTDT 21163 Food and Culture (CA) 3	MARK 30653 Principles of Marketing 3	CHEM 30123 Organic Chemistry (if needed) or CORE 3
BIOL 20234 Microbiology (GA, NSC) 4	NTDT 30331 Medical Terminology 1	
CHEM 30123 Organic Chemistry or HEE or HMOV 3	BIOL 20214 Physiology 4	
ECON 10223 Microeconomics (SSC) or ECON 10233 Macroeconomics (SSC) 3	ENGL 20803 Intermed Composition (WCO) 3	
PSYC 10213 General Psychology (CA) 3	MANA 30653 Survey of Management 3	
	NTDT 30123 Nutrition Throughout the Life Cycle (WEM) 3	

**Total Credit Hours 16 (Fall) + 17 (Spring) + 3 (Summer) = 36 Credit Hours for**

**Second YearThird Year** (Courses are listed by number, title, and credit hour for each semester)

Fall Semester	Spring Semester	Summer
NTDT 30133 Meal Management 3	NTDT 30313 Food Systems Management 3	
NTDT 30144 Quantity Foods 4	NTDT 30333 Medical Nutrition Therapy I 3	
NTDT 30303 Communication and Education for Food, Nutrition, and Dietetics (OCO) 3	NTDT 40403 Research Methods in Nutrition (WEM) 3	
NTDT 30233 Essentials of Dietetic Practice 3	NTDT 40603 Nutrition Counseling 3	
CORE 3		

**Total Credit Hours 16 (Fall) + 12 (Spring) = 28 Credit Hours for Third Year**

**Fourth Year** (Courses are listed by number, title, and credit hour for each semester)

Fall Semester	Spring Semester	Summer
NTDT 40333 Medical Nutrition Therapy II 3	NTDT 40313 Supervised Practice II 3	NTDT 60303 Advanced Supervised Practice I 3
NTDT 40303 Supervised Practice I 3	NTDT 40413 Business Principles in Dietetics 3	NTDT 60973 Nutritional Sciences Graduate Seminar 3
NTDT 40343 Nutritional Biochemistry 3	NTDT 55343 Biochemical, Physiological, and Molecular Aspects of Human Nutrition * 3	
NTDT 55973 Nutritional Sciences Seminar * 3	NTDT 55363 Community Nutrition and Public Health (CSV) * 3	
NTDT 55323 Gut Microbiota and Health * 3	CORE (If needed) 3	

**Total Credit Hours 15 (Fall) + 15 (Spring) = 30 Credit Hours for Fourth Year + 6 Summer (fifth year) = 36**

**Fifth Year** (Courses are listed by number, title, and credit hour for each semester)

Fall Semester	Spring Semester	Summer
NTDT 60313 Advanced Supervised Practice II 3	NTDT 60324 Advanced Supervised Practice III 4	
NTDT 60443 Integ Functional Nutrition & Nutritional Genomics 3		
NTDT 60453 Nutrition Ecology, Food, and Sustainability 3		

Total Credit Hours 9 (Fall) + 4 (Spring) = 13 Credit Hours for Fifth Year Total Credit Hours: BS – Minimum 126 MS – Minimum 31

\*Dual Credit BS/MS



**Major for MS**

**Requirements**

NTDT 55343  
NTDT 55353  
NTDT 55363  
NTDT 55973  
NTDT 60020  
NTDT 60303  
NTDT 60313  
NTDT 60324  
NTDT 60443  
NTDT 60453  
NTDT 60973

<b>Hours</b>	<b>Grade</b>	<b>To Make</b>

**Texas Christian University**  
**Combined BS/MS in Dietetics Program**  
**KRDN/CRDN Curriculum Map (Required Elements 3.1/3.2)**

Courses & Rotations	KRDN 1.1	KRDN 1.2	KRDN 1.3	CRDN 1.1	CRDN 1.2	CRDN 1.3	CRDN 1.4	CRDN 1.5		KRDN 2.1	KRDN 2.2	KRDN 2.3	KRDN 2.4	KRDN 2.5	KRDN 2.6	KRDN 2.7	KRDN 2.8	KRDN 2.9	CRDN 2.1	CRDN 2.2	CRDN 2.3	CRDN 2.4	CRDN 2.5	CRDN 2.6	CRDN 2.7	CRDN 2.8	CRDN 2.9
<b>Fall – Sophomore</b>																											
NTDT 21163: Food Culture *															X												
<b>Semester 1 (fall, junior)</b>																											
NTDT 30133: Meal Mgmt (3)																											
NTDT 30144: Quantity Foods (4)																											
NTDT 30303: Comm/Edu (3)										X						X											
NTDT 30233: Essentials (3)											X			X													
<b>Semester 2 (spring, junior)</b>																											
NTDT 30313: Food Systems (3)																											
NTDT 30333: MNT I (3)													X														
NTDT 40303: Res Methods (3)	X	X	X																								
NTDT 40603: Nutr Counseling (3)																											
<b>Semester 3 (fall, senior)</b>																											
NTDT 40333: MNT II (3)																											
NTDT 40303: SP I (3)											X						X				X						X
NTDT 40343: Nutr Biochem (3)																											
NTDT 55973: Nutri Sci Sem (3)																											
NTDT 55323: Gut Microbiota (3)																											
<b>Semester 4 (spring, senior)</b>																											
NTDT 40313: SP II (3)						X	X																		X		

Courses & Rotations	KRDN 1.1	KRDN 1.2	KRDN 1.3	CRDN 1.1	CRDN 1.2	CRDN 1.3	CRDN 1.4	CRDN 1.5		KRDN 2.1	KRDN 2.2	KRDN 2.3	KRDN 2.4	KRDN 2.5	KRDN 2.6	KRDN 2.7	KRDN 2.8	KRDN 2.9	CRDN 2.1	CRDN 2.2	CRDN 2.3	CRDN 2.4	CRDN 2.5	CRDN 2.6	CRDN 2.7	CRDN 2.8	CRDN 2.9
NTDT 40413: Bus Principles (3)																											
NTDT 55343: Biochemical (3)			X																								
NTDT 55363: Comm Nutrition (3)										X		X							X								
<b>Semester 5 (summer, graduate)</b>																											
NTDT 60303: Adv SP I (3)																											
NTDT 60973: Nutr Sci Grad Seminar (3)					X			X		X																	
<b>Semester 6 (fall, graduate)</b>																											
NTDT 60313: Adv SP II (3)				X	X			X												X			X	X	X		
NTDT 60443: Nutr Genomics (3)																											
NTDT 60453: Nutr Ecology (3)																											
<b>Semester 7 (spring, graduate)</b>																											
NTDT 60324: ADV SP III (4)																					X						X

Courses & Rotations	CRDN 2.10	CRDN 2.11	CRDN 2.12	CRDN 2.13		KRDN 3.1	KRDN 3.2	KRDN 3.3	KRDN 3.4	KRDN 3.5	KRDN 3.6	CRDN 3.1	CRDN 3.2	CRDN 3.3	CRDN 3.4	CRDN 3.5	CRDN 3.6	CRDN 3.7	CRDN 3.8	CRDN 3.9	CRDN 3.10	CRDN 3.11	CRDN 3.12	CRDN 3.13	CRDN 3.14	
<b>Fall – Sophomore</b>																										
NTDT 21163: Food Culture *							X																			
<b>Semester 1 (fall, junior)</b>																										
NTDT 30133: Meal Mgmt (3)											X															
NTDT 30144: Quantity Foods (4)																										
NTDT 30303: Comm/Edu (3)																										
NTDT 30233: Essentials (3)								X																		
<b>Semester 2 (spring, junior)</b>																										

Courses & Rotations	CRDN 2.10	CRDN 2.11	CRDN 2.12	CRDN 2.13		KRDN 3.1	KRDN 3.2	KRDN 3.3	KRDN 3.4	KRDN 3.5	KRDN 3.6	CRDN 3.1	CRDN 3.2	CRDN 3.3	CRDN 3.4	CRDN 3.5	CRDN 3.6	CRDN 3.7	CRDN 3.8	CRDN 3.9	CRDN 3.10	CRDN 3.11	CRDN 3.12	CRDN 3.13	CRDN 3.14
NTDT 30313: Food Systems (3)																									
NTDT 30333: MNT I (3)																									
NTDT 40303: Res Methods (3)									X																
NTDT 40603: Nutr Counseling (3)								X																	
<b>Semester 3 (fall, senior)</b>																									
NTDT 40333: MNT II (3)						X				X															
NTDT 40303: SP I (3)	X	X	X	X										X					X	X		X	X		X
NTDT 40343: Nutr Biochem (3)																									
NTDT 55973: Nutri Sci Sem (3)																									
NTDT 55323: Gut Microbiota (3)																									
<b>Semester 4 (spring, senior)</b>																									
NTDT 40313: SP II (3)	X																	X						X	X
NTDT 40413: Bus Principles (3)																									
NTDT 55343: Biochemical (3)																									
NTDT 55363: Comm Nutrition (3)							X	X																	
<b>Semester 5 (summer, graduate)</b>																									
NTDT 60303: Adv SP I (3)	X													X	X			X			X				
NTDT 60973: Nutr Sci Grad Seminar (3)							X																		
<b>Semester 6 (fall, graduate)</b>																									
NTDT 60313: Adv SP II (3)	X											X	X		X	X		X							
NTDT 60443: Nutr Genomics (3)										X															
NTDT 60453: Nutr Ecology (3)																									

Courses & Rotations	CRDN 2.10	CRDN 2.11	CRDN 2.12	CRDN 2.13		KRDN 3.1	KRDN 3.2	KRDN 3.3	KRDN 3.4	KRDN 3.5	KRDN 3.6	CRDN 3.1	CRDN 3.2	CRDN 3.3	CRDN 3.4	CRDN 3.5	CRDN 3.6	CRDN 3.7	CRDN 3.8	CRDN 3.9	CRDN 3.10	CRDN 3.11	CRDN 3.12	CRDN 3.13	CRDN 3.14
<b>Semester 7 (spring, graduate)</b>																									
NTDT 60324: ADV SP III (4)	X																								

Courses & Rotations	KRDN 4.1	KRDN 4.2	KRDN 4.3	KRDN 4.4	KRDN 4.5	KRDN 4.6	KRDN 4.7	CRDN 4.1	CRDN 4.2	CRDN 4.3	CRDN 4.4	CRDN 4.5	CRDN 4.6	CRDN 4.7	CRDN 4.8	CRDN 4.9	CRDN 4.10		KRDN 5.1	KRDN 5.2	KRDN 5.3	KRDN 5.4	KRDN 5.5	KRDN 5.6	
<b>Fall – Sophomore</b>																									
NTDT 21163: Food Culture *																									
<b>Semester 1 (fall, junior)</b>																									
NTDT 30133: Meal Mgmt (3)							X																		
NTDT 30144: Quantity Foods (4)	X				X	X																			
NTDT 30303: Comm/Edu (3)																					X				
NTDT 30233: Essentials (3)																									
<b>Semester 2 (spring, junior)</b>																									
NTDT 30313: Food Systems (3)		X																					X		
NTDT 30333: MNT I (3)			X																						
NTDT 40303: Res Methods (3)																									
NTDT 40603: Nutr Counseling (3)																									
<b>Semester 3 (fall, senior)</b>																									
NTDT 40333: MNT II (3)																									
NTDT 40303: SP I (3)													X							X					
NTDT 40343: Nutr Biochem (3)																									

Courses & Rotations	KRDN 4.1	KRDN 4.2	KRDN 4.3	KRDN 4.4	KRDN 4.5	KRDN 4.6	KRDN 4.7	CRDN 4.1	CRDN 4.2	CRDN 4.3	CRDN 4.4	CRDN 4.5	CRDN 4.6	CRDN 4.7	CRDN 4.8	CRDN 4.9	CRDN 4.10		KRDN 5.1	KRDN 5.2	KRDN 5.3	KRDN 5.4	KRDN 5.5	KRDN 5.6
NTDT 55973: Nutri Sci Sem (3)																								
NTDT 55323: Gut Microbiota (3)																								
<b>Semester 4 (spring, senior)</b>																								
NTDT 40313: SP II (3)								X	X			X		X										
NTDT 40413: Bus Principles (3)				X											X						X			
NTDT 55343: Biochemical (3)																								
NTDT 55363: Comm Nutrition (3)																							X	
<b>Semester 5 (summer, graduate)</b>																								
NTDT 60303: Adv SP I (3)																X								
NTDT 60973: Nutr Sci Grad Seminar (3)																								
<b>Semester 6 (fall, graduate)</b>																								
NTDT 60313: Adv SP II (3)										X	X													
NTDT 60443: Nutr Genomics (3)																								
NTDT 60453: Nutr Ecology (3)																								
<b>Semester 7 (spring, graduate)</b>																								
NTDT 60324: ADV SP III (4)																	X							X



<b>Courses &amp; Rotations</b>	<b>CRDN 5.1</b>	<b>CRDN 5.2</b>	<b>CRDN 5.3</b>	<b>CRDN 5.4</b>	<b>CRDN 5.5</b>	<b>CRDN 5.6</b>	<b>CRDN 5.7</b>	<b>CRDN 5.8</b>
<b>Fall – Sophomore</b>								
NTDT 21163: Food Culture *								
<b>Semester 1 (fall, junior)</b>								
NTDT 30133: Meal Mgmt (3)								
NTDT 30144: Quantity Foods (4)								
NTDT 30303: Comm/Edu (3)								
NTDT 30233: Essentials (3)								
<b>Semester 2 (spring, junior)</b>								
NTDT 30313: Food Systems (3)								
NTDT 30333: MNT I (3)								
NTDT 40303: Res Methods (3)								
NTDT 40603: Nutr Counseling (3)								
<b>Semester 3 (fall, senior)</b>								
NTDT 40333: MNT II (3)								
NTDT 40303: SP I (3)						X		
NTDT 40343: Nutr Biochem (3)								
NTDT 55973: Nutri Sci Sem (3)								
NTDT 55323: Gut Microbiota (3)								
<b>Semester 4 (spring, senior)</b>								
NTDT 40313: SP II (3)					X			
NTDT 40413: Bus Principles (3)								
NTDT 55343: Biochemical (3)								
NTDT 55363: Comm Nutrition (3)								

Courses & Rotations	CRDN 5.1	CRDN 5.2	CRDN 5.3	CRDN 5.4	CRDN 5.5	CRDN 5.6	CRDN 5.7	CRDN 5.8
<b>Semester 5 (summer, graduate)</b>								
NTDT 60303: Adv SP I (3)								
NTDT 60973: Nutr Sci Grad Seminar (3)								
<b>Semester 6 (fall, graduate)</b>								
NTDT 60313: Adv SP II (3)							X	
NTDT 60443: Nutr Genomics (3)								
NTDT 60453: Nutr Ecology (3)								
<b>Semester 7 (spring, graduate)</b>								
NTDT 60324: ADV SP III (4)	X	X	X	X		X	X	X

**Texas Christian University CDP  
 Combined BS/MS in Dietetics Program  
 RDN Core Knowledge Assessment**

Core Knowledge Statement	List course and course number in which the knowledge is assessed	List specific, required assessment method(s) (exam, rubric, project, etc.) used to measure student achievement of core knowledge
<b>Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.</b>		
KRDN 1.1 Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions.	NTDT 40403 - Research Methods in Nutrition	Comprehensive Research Project  ‘B or above’
KRDN 1.2 Select and use appropriate current information technologies to locate and apply evidence-based guidelines and protocols.	NTDT 40403 – Research Methods in Nutrition	Comprehensive Research Project “B or above”
KRDN 1.3 Apply critical thinking skills.	NTDT 40403 – Research Methods in Nutrition	Nutrition in SPSS “B or above”
	NTDT 55343- Biochemical, Physiological, and Molecular Aspects of Human Nutrition	Journal Article Presentation section of the Journal Article Presentation "accomplished" to "exemplary"
<b>Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the nutrition and dietetics practitioner level of practice.</b>		
KRDN 2.1 <i>Demonstrate effective and professional oral and written communication and documentation.</i>	NTDT 30303 – Communication and Education for Food, Nutrition, and Dietetics  55363 Community Nutrition and Public Health	Starpoint Nutrition Education Assignment "accomplished" to "exemplary"  SNAP Debate Need threshold
KRDN 2.2 Describe the governance of nutrition and dietetics practice, such as the Scope of Practice for the Registered Dietitian Nutritionist and the Code of Ethics for the Profession of Nutrition and Dietetics.	NTDT 30233 – Essentials of Dietetics Practice  NTDT 40303- SP I	Case Study – professional practice dilemma scenario ( <i>Code of Ethics</i> ) "good" to "excellent"  Scope of Practice Reflection “Satisfactory”
KRDN 2.3 <i>Assess the impact of a public policy position on nutrition and dietetics practice.</i>	NTDT 55363 – Community Nutrition and Public Health	Policy Impact Assignment "Good to excellent"

Core Knowledge Statement	List course and course number in which the knowledge is assessed	List specific, required assessment method(s) (exam, rubric, project, etc.) used to measure student achievement of core knowledge
KRDN 2.4 Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.	NTDT 30333 – Medical Nutrition Therapy I	Health Care Systems Assignment “C or above”
KRDN 2.5 Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates.	NTDT 30233 – Essentials of Dietetics Practice	Health Care Team Quiz “C or above”
KRDN 2.6 Demonstrate cultural humility, awareness of personal biases and an understanding of cultural differences as they contribute to diversity, equity and inclusion.	NTDT 21163 - Food and Culture – need to track retroactively after program admission	Cultural Awareness in Clinical Practice Assignment “B or above”
KRDN 2.7 Describe contributing factors to health inequity in nutrition and dietetics including structural bias, social inequities, health disparities and discrimination.	NTDT 30303 – Communication and Education for Food, Nutrition, and Dietetics	Health Inequity in Nutrition and Dietetics Assignment “B or above”
KRDN 2.8 Participate in a nutrition and dietetics professional organization and explain the significant role of the organization.	NTDT 40303- SP I	Portion of the Food Insecurity Assignment (Food Recovery Network) “B or above”
KRDN 2.9 Defend a position on issues impacting the nutrition and dietetics profession.	NTDT 55363 – Community Nutrition and Public Health	Position Defense Annotated Bibliography "good" to "excellent"
<b>Domain 3. Clinical and Client Services: Development and delivery of information, products and services to individuals, groups and populations.</b>		
KRDN 3.1 Use the Nutrition Care Process and clinical workflow elements to assess nutritional parameters, diagnose nutrition related problems, determine appropriate nutrition interventions and develop plans to monitor the effectiveness of these interventions.	NTDT 40333 – Medical Nutrition Therapy II	Pancreatic Case Study - each portion of the ADIME note “satisfactory or above”
KRDN 3.2 Develop an educational session or program/educational strategy for a target population.	NTDT 21163 - Food and Culture – need to track retroactively after program admission  NTDT 55363 – Community Nutrition and Public Health	Food and Culture Educational Group Assignment “B or above”  Community Health Fair Project “C or above”
KRDN 3.3 Demonstrate counseling and education methods to facilitate behavior change and enhance wellness for diverse individuals and groups.	NTDT 30233 – Essentials of Dietetics Practice  NTDT 40603 – Nutrition Counseling  NTDT 55363 – Community Nutrition and Public Health	Counseling Role Play Assignment “C or above”  Mock Counseling Session “C or above”  Community Health Fair Assignment “C or above”

Core Knowledge Statement	List course and course number in which the knowledge is assessed	List specific, required assessment method(s) (exam, rubric, project, etc.) used to measure student achievement of core knowledge
KRDN 3.4 Practice routine health screening assessments, including measuring blood pressure and conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol).	NTDT 40403 – Research Methods in Nutrition	Health Screening Lab “B or above”
KRDN 3.5 Describe concepts of nutritional genomics and how they relate to medical nutrition therapy, health and disease.	NTDT 40343 – Nutritional Biochemistry  NTDT 60443- Integrative Functional Nutrition and Nutritional Genomics	Nutritional Genomics Research Article Review “C or above”  Nutritional Genomics Project and Presentation “C or above”
KRDN 3.6 Develop nutritionally sound meals, menus and meal plans that promote health and disease management and meet client’s/patient’s needs.	NTDT 30133 - Meal Management  NTDT 30133 - Meal Management  NTDT 40333 – Medical Nutrition Therapy II	Meal Manager Project “B or above”  Culinary Medicine Meal Plan Assignments (4) “B or above”  Renal Case Study – intervention portion “C or above”
<b>Domain 4. Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations.</b>		
KRDN 4.1 Apply management theories to the development of programs or services.	NTDT 30144 – Quantity Food Production	Quantity Food Luncheon Project - development of programs portion “Satisfactory or above”
KRDN 4.2 Evaluate a budget/financial management plan and interpret financial data.	NTDT 30313 – Food Systems Management	Financial Management Case Study “B or above”
KRDN 4.3 Demonstrate an understanding of the regulation system related to billing and coding, what services are reimbursable by third party payers, and how reimbursement may be obtained.	NTDT 30333 – Medical Nutrition Therapy I	Coding and Billing Quiz “C or above”
KRDN 4.4 Apply the principles of human resource management to different situations.	NTDT 40413 – Business Principles in Dietetics	Leadership Case Study “C or above”
KRDN 4.5 Apply safety and sanitation principles related to food, personnel and consumers.	NTDT 30144 – Quantity Food Production	Quantity Foods Luncheon Project – instructor evaluation of safety & sanitation behaviors “B or above”
KRDN 4.6 Explain the processes involved in delivering quality food and nutrition services.	NTDT 30144 – Quantity Food Production	Quantity Foods Luncheon Project – question on the Individual Luncheon Evaluation “Satisfactory or above”

Core Knowledge Statement	List course and course number in which the knowledge is assessed	List specific, required assessment method(s) (exam, rubric, project, etc.) used to measure student achievement of core knowledge
KRDN 4.7 Evaluate data to be used in decision-making for continuous quality improvement.	NTDT 30133 – Meal Management	Culinary Nutrition Recipe Modification Assignment “B or above”
<b>Domain 5. Leadership and Career Management: Skills, strengths, knowledge and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.</b>		
KRDN 5.1 Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.	NTDT 40303- SP I	Formative Self-Evaluation- learning and leadership styles and cultural orientation assessments, and development of goals for self-improvement “B or above”
KRDN 5.2 Identify and articulate one’s skills, strengths, knowledge and experiences relevant to the position desired and career goals.	NTDT 30303- Communication and Education for Food, Nutrition, and Dietetics	Professional Development and ePortfolio Assignment - reflective paper “accomplished to exemplary”
KRDN 5.3 Practice how to self-advocate for opportunities in a variety of settings (such as asking for needed support, presenting an elevator pitch).	NTDT 40413 - Business Principles  NTDT 40413 - Business Principles	Compensation Negotiation Activity “B or above”  Networking Assignment “B or above”
KRDN 5.4 Practice resolving differences or dealing with conflict.	NTDT 30313 – Food Systems Management	Conflict Resolution Case Study “C or above”
KRDN 5.5 Promote team involvement and recognize the skills of each member.	NTDT 55363 – Community Nutrition and Public Health	Health Fair Peer Evaluations and Rubric “Completion of peer evaluations and evaluated on Health Fair Rubric”
KRDN 5.6 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.	NTDT 60324- Advanced Supervised Practice III	Mentoring/Precepting Assignment- Part A “B or above”

**Texas Christian University**  
**Combined BS/MS in Dietetics Program**  
**RDN Competency Assessment (Class of 2026)**

Core Competency Statement	List course and course number or supervised practice rotation in which the competency is assessed	List specific, required assessment method(s) (exam, rubric, project, etc.) used to measure student/intern achievement of competency
<b>Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.</b>		
CRDN 1.1 Select indicators of program quality and/or customer service and measure achievement of objectives.	NTDT 60313- Adv SP II	Quality Improvement Project
CRDN 1.2 Evaluate research and apply evidence-based guidelines, systematic reviews and scientific literature in nutrition and dietetics practice.	NTDT 60313- Adv SP II	Clinical Case Study Presentation
CRDN 1.3 Justify programs, products, services and care using appropriate evidence or data.	NTDT 40313- SP II	Feasibility Study- Section VII. Conclusions
CRDN 1.4 Conduct projects using appropriate research or quality improvement methods, ethical procedures and data analysis utilizing current and/or new technologies.	NTDT 40313- SP II	Feasibility Study- Section 2 of PDSA Worksheet
CRDN 1.5 Incorporate critical-thinking skills in overall practice.	NTDT 60313- Adv SP II	Clinical Case Study Presentation
<b>Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the nutrition and dietetics practitioner level of practice.</b>		
CRDN 2.1 Practice in compliance with current federal regulations and state statutes and rules, as applicable, and in accordance with accreditation standards and the Scope of Practice for the Registered Dietitian Nutritionist, Standards of Practice, Standards of Professional Performance, and Code of Ethics for the Profession of Nutrition and Dietetics.	NTDT 60313- Adv SP II	Preceptor Summative Evaluation- Clinical/Hospital Rotation
CRDN 2.2 Demonstrate professional writing skills in preparing professional communications.	NTDT 60324- Adv SP III	Clinical Case Report
CRDN 2.3 Demonstrate active participation, teamwork and contributions in group settings.	NTDT 40303- SP I	Group Peer-Evaluation- Culinary Medicine
CRDN 2.4 Function as a member of interprofessional teams.	NTDT 60313- Adv SP II	Preceptor Summative Evaluation- Clinical/Hospital Rotation Interprofessional Activities Reflection
CRDN 2.5 Work collaboratively with NDTRs and/or support personnel in other disciplines.	NTDT 60313- Adv SP II	Preceptor Summative Evaluation- Clinical/Hospital Rotation
CRDN 2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.	NTDT 60313- Adv SP II	Preceptor Summative Evaluation- Clinical/Hospital Rotation
CRDN 2.7 Apply change management strategies to achieve desired outcomes.	NTDT 40313- SP II	Feasibility Study- Section VI. Change Management Strategy
CRDN 2.8 Demonstrate negotiation skills.	NTDT 60324- Adv SP III	Professional Development in Dietetics Assignment-Section 4

CRDN 2.9 Actively contribute to nutrition and dietetics professional and community organizations.	NTDT 40303- SP I	Food Insecurity Assignment- Description of Contributions Section
CRDN 2.10 Demonstrate professional attributes in all areas of practice.	NTDT 40303 – SP I	Preceptor Summative Evaluation-Community Nutrition Rotation
	NTDT 40313 – SP II	Preceptor Summative Evaluation-FSM Rotation
	NTDT 60303 – Adv SP I	Preceptor Summative Evaluations
	NTDT 60313 – Adv SP II	Preceptor Summative Evaluation-Clinical/Hospital Rotation
	NTDT 60324 – Adv SP III	Preceptor Summative Evaluation-Culminating Rotation
CRDN 2.11 Show cultural humility in interactions with colleagues, staff, clients, patients and the public.	NTDT 40303- SP I	Preceptor Summative Evaluation-Community Nutrition Rotation
CRDN 2.12 Implement culturally sensitive strategies to address cultural biases and differences.	NTDT 40303- SP I	Cultural Biases Assignment
CRDN 2.13 Advocate for local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.	NTDT 40303- SP I	Proof of participation in the 2023 Nutrition and Dietetics Advocacy Summit <i>or</i> Completing one Academy Action Alert
<b>Domain 3. Clinical and Client Services: Development and delivery of information, products and services to individuals, groups and populations.</b>		
CRDN 3.1 Perform Medical Nutrition Therapy by utilizing the Nutrition Care Process including use of standardized nutrition terminology as a part of the clinical workflow elements for individuals, groups and populations of differing ages and health status, in a variety of settings.	NTDT 60313- Adv SP II	Preceptor Summative Evaluation-Clinical/Hospital Rotation
CRDN 3.2 Conduct nutrition focused physical exams.	NTDT 60973-Graduate seminar	Nutrition Focused Physical Exam Encounter Rubric
CRDN 3.3 Perform routine health screening assessments including measuring blood pressure, conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol), recommending and/or initiating nutrition-related pharmacotherapy plans (such as modifications to bowel regimens, carbohydrate to insulin ratio, B <sub>12</sub> or iron supplementation).	NTDT-60303 Adv SP I	WIC Preceptor Evaluation
CRDN 3.4 Provide instruction to clients/patients for self-monitoring blood glucose considering diabetes medication and medical nutrition therapy plan.	NTDT 60313- Adv SP II	Preceptor Summative Evaluation
CRDN 3.5 Explain the steps involved and observe the placement of nasogastric or nasoenteric feeding tubes; if available, assist in the process of placing nasogastric or nasoenteric feeding tubes.	NTDT 60313- Adv SP II	NG Placement Simulation
CRDN 3.6 Conduct a swallow screen and refer to the appropriate health care professional for full swallow evaluation when needed.	NTDT 60303- Adv SP I	Dysphagia Collaborative Clinic Rubric
CRDN 3.7 Demonstrate effective communication and documentation skills for clinical and client services in a variety of formats and settings, which include telehealth and other information technologies and digital media.	NTDT 40313- SP II	Preceptor Evaluation of In-Service Teaching
	NTDT 60303- Adv SP I	Preceptor Evaluation of Digital Media Assignment



	NTDT 60313-Adv SP II	Summative Preceptor Evaluation
CRDN 3.8 Design, implement and evaluate presentations to a target audience.	NTDT 40303- SP I	Community Nutrition Presentation – Preceptor/Instructor Evaluation
CRDN 3.9 Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.	NTDT 40303- SP I	Community Nutrition Presentation- Preceptor/Instructor Evaluation
CRDN 3.10 Use effective education and counseling skills to facilitate behavior change.	NTDT 60303- Adv SP I	Preceptor Summative Evaluation
CRDN 3.11 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.	NTDT 40303 – SP I	Community Nutrition Presentation- Preceptor/Instructor Evaluation
CRDN 3.12 Deliver respectful, science-based answers to client/patient questions concerning emerging trends.	NTDT 40303 – SP I	Preceptor Summative Evaluation-Culinary Medicine
CRDN 3.13 Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.	NTDT 40313- SP II	Preceptor Summative Evaluation- FSM Rotation
CRDN 3.14 Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.	NTDT 40313- SP II	Preceptor Summative Evaluation- FSM Rotation ( <i>menus</i> )
	NTDT 40303 – SP I	Preceptor Summative Evaluation-Culinary Medicine
<b>Domain 4. Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations.</b>		
CRDN 4.1 Participate in management functions of human resources (such as training and scheduling).	NTDT 40313- SP II	Preceptor Summative Evaluation- FSM Rotation
CRDN 4.2 Perform management functions related to safety, security and sanitation that affect employees, clients, patients, facilities and food.	NTDT 40313- SP II	Preceptor Summative Evaluation- FSM Rotation
CRDN 4.3 Conduct clinical and client service quality management activities (such as quality improvement or quality assurance projects).	NTDT 60313- Adv SP II	Quality Improvement Project
CRDN 4.4 Apply current information technologies to develop, manage and disseminate nutrition information and data.	NTDT 60313- Adv SP II	Quality Improvement Project
CRDN 4.5 Analyze quality, financial and productivity data for use in planning.	NTDT 40313- SP II	Feasibility Study
CRDN 4.6 Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.	NTDT 40303- SP I	Food Insecurity Assignment- Sustainability Section
CRDN 4.7 Conduct feasibility studies for products, programs or services with consideration of costs and benefits.	NTDT 40313- SP II	Feasibility Study
CRDN 4.8 Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.	NTDT 40413 – Business Principles in Dietetics	Prospectus and Business Plan
CRDN 4.9 Engage in the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems.	NTDT 60303- Adv SP I	Coding & Billing Assignment

CRDN 4.10 Analyze risk in nutrition and dietetics practice (such as risks to achieving set goals and objectives, risk management plan, or risk due to clinical liability or foodborne illness).	NTDT 60324- Adv SP III	Professional Development in Dietetics Assignment
<b>Domain 5. Leadership and Career Management: Skills, strengths, knowledge and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.</b>		
CRDN 5.1 Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.	NTDT 40303- SP I	Formative Self-Evaluation & Strengths Assessment
CRDN 5.2 Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and career goals.	NTDT 60324- Adv SP III	Professional Development in Dietetics Assignment
CRDN 5.3 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.	NTDT 60324- Adv SP III	Professional Development in Dietetics Assignment
CRDN 5.4 Advocate for opportunities in professional settings (such as asking for additional responsibility, practicing negotiating a salary or wage or asking for a promotion).	NTDT 60324- Adv SP III	Professional Development in Dietetics Assignment
CRDN 5.5 Demonstrate the ability to resolve conflict.	NTDT 40313- SP II	Preceptor Evaluation- Response to the Practice Case Study within the Human Resources Unit
CRDN 5.6 Promote team involvement and recognize the skills of each member.	NTDT 40303- SP I	Culinary Medicine Team Evaluation
CRDN 5.7 Mentor others.	NTDT 60324- Adv SP III	Peer-Evaluation by CDP Mentee
CRDN 5.8 Identify and articulate the value of precepting.	NTDT 60324- Adv SP III	Mentoring/Precepting Assignment- Part B

## Additional Resources

### 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

## 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](#).

*All student membership and Academy information revised and updated 6/2021 from [www.eatright.org](http://www.eatright.org).*

## Registration Examination for Dietitians Test Specifications

January 1, 2022 – December 31, 2026

The Registration Examination for Dietitians is designed to evaluate a dietitian's ability to perform at the entry-level. The examination content domains and topics are outlined below.

I. Principles of Dietetics	21%
A. Food, Nutrition and Supporting Sciences	
B. Education, Communication and Technology	
C. Research Applications	
II. Nutrition Care for Individuals and Groups	45%
A. Screening and Assessment	
B. Diagnosis	
C. Planning and Intervention	
D. Monitoring and Evaluation	
III. Management of Food and Nutrition Programs and Services	21%
A. Functions of Management	
B. Human Resource Management	
C. Financial Management	
D. Marketing and Public Relations	
E. Quality Management and Regulatory Compliance	
IV. Foodservice Systems	13%
A. Menu Development	
B. Procurement, Production, Distribution, and Service	
C. Sanitation and Safety	
D. Equipment and Facility Planning	

*Approved by CDR September 14, 2020*

## Information about Texas State Licensure

Licensed Dietitians have met strict standards to become licensed by this state. Those standards include a minimum of a *Baccalaureate degree from an accredited college or university*, post graduate supervised training of at least 900 hours, and the passing of a national registration examination.

Since Licensed Dietitians are required to complete continuing education classes annually, the public can be assured that Licensed Dietitians are maintaining and upgrading their skills and knowledge in order to provide quality services and products.

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>.

## 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](mailto: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](mailto:education@eatright.org)

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

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## CDP Policies and Procedures

### Program Application and Admission

1. Students must attain junior status and meet the Program admission requirements outlined in the TCU Catalog, the Department of Nutritional Sciences website at <https://cse.tcu.edu/nutrition/>, and the TCU CDP Student Handbook, to be accepted into the CDP. Eligibility for admission to the CDP is based on successful completion of at least 60 semester hours with a minimum 3.0 GPA (on a 4.0 scale) in required Nutrition (NTDT) classes, an Associated Requirements GPA of 2.75, no more than 3 grades below a 'B-' in the Associated Requirements, 45 semester hours of required prerequisites and major courses, 200 hours of documented food, nutrition or dietetics practical experience, an application packet. Students must earn a grade of 'C-' or better in all NTDT and Associated Requirement courses taken prior to program admission. 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.
2. Students must meet any unfulfilled requirements/prerequisites as specified in the letter of appointment to the Program to enroll in the first semester of CDP courses or result in removal from the Program. Failure to comply with admission requirements may delay enrollment into or result in dismissal from the CDP.
3. To be formally admitted to the MS in Dietetics, students who have been granted provisional acceptance must apply for graduate school admission during the fall semester of their second year of the program, which is typically the senior year. Current graduate application fees apply. Students must comply with all University and College requirements for graduate students to gain admission. Conditional admission to the MS in Dietetics program is granted to applicants who have completed all admission formalities, have a superior undergraduate record but who have not completed undergraduate requirements. Conditional admission will be changed to unconditional admission when the necessary prerequisites and/or admission formalities are fulfilled. Students must abide by all program policies and procedures in order to continue in the MS in Dietetics program.
4. 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/>. More detailed costs that students will incur in the TCU CDP are found in the CDP Student Handbook. 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.

More detailed costs for students are outlined in the Combined BS/MS in Dietetics Student Handbook and include approximately \$1,000-\$1,500 per year for travel to supervised practice sites, vaccinations, lab fees, photocopying, school and office supplies, textbooks, lab coats, malpractice insurance and professional dues. Students are informed of these costs prior to and upon admission into the Program.

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

5. All students must pass a criminal background check and test negative on a random drug screening upon provisional acceptance into the CDP. Further, all students must pass additional background checks and test negative on additional random drug screenings 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.

The TCU CDP Director will notify students of the company designated by the CDP to perform the drug screening and criminal background check and will only accept results from that designated company. The TCU CDP will not accept a drug screen/criminal background check from a student that has independently obtained results from an outside company.

Drug Screen Procedure/Requirements: Urine samples are obtained and tested by the company selected by the TCU CDP upon provisional acceptance into the program, and at multiple times throughout the program. 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 by the TCU CDP. Students who refuse to participate in the drug screen on the specified day will be removed from the Program. Each student is required to sign any and all consents/releases, in the form(s) designated by the TCU CDP, including consent to the drug screen and permission for the results of the drug screen to be provided to TCU and the TCU CDP. 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.

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 selected by the TCU CDP. Generally, this refers to the screening company indicating the student tested outside the acceptable range set by the screening company, and with 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.*

Reporting of Drug Screen Results to the TCU CDP: The screening company will communicate the drug screen results to the CDP Director. It is the policy of TCU and the TCU CDP to maintain the confidentiality of these criminal background check results to the extent required by law. However, the result will be shared with full-time CDP faculty and necessary support personnel as needed for department and program oversight.

Criminal Background Check Procedure/Requirements: Each student is required to provide the company designated by the TCU CDP with the accurate identifying information requested so that the company can carry out the background check. Each student is required to sign any and all consents/releases, in the form(s) designated by the TCU CDP, including consent to the criminal background check and permission for it to be provided by the company to TCU and the TCU CDP. 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 to the TCU CDP that the student had any of the following, during the seven-year period prior to the check:

- A felony conviction.
- A misdemeanor conviction or felony deferred adjudication involving a crime against a person (physical or sexual abuse).
- A misdemeanor conviction related to moral turpitude (prostitution, public lewdness/exposure, etc.).
- A felony deferred adjudication for the sale, possession, distribution, or transfer of narcotics or controlled substances.
- Registration as a sex offender.

Reporting of Criminal Background Check to the TCU CDP: The company conducting the criminal background check will communicate the criminal background check results to the CDP Director. It is the policy of TCU and the TCU CDP to maintain the confidentiality of these criminal background check results to the extent required by law. However, the result will be shared with full-time CDP faculty and necessary support personnel as needed for department and program oversight.

Reporting of Criminal Offenses by CDP Students: A student who is convicted of, or receives deferred adjudication for, any of the criminal offenses listed above while enrolled in the CDP must report the conviction to the CDP 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.

### Consequences for a Positive Drug Screening or Failed Background Check:

- The student will be immediately suspended from the CDP. Unless the company conducting the drug screen or background check reports to the CDP 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 CDP and must change their major to NUTR or a major outside of the Department of Nutritional Sciences.
- 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. Any CDP student with a positive drug screen is encouraged to seek treatment. The TCU CDP encourages impaired students to seek assistance voluntarily and assume responsibility for their personal and professional conduct.
- The student must drop any 55,000-level courses. Enrollment in 55,000-level courses (courses which provide dual undergraduate and graduate credit) is restricted to CDP students.

Application for Readmission: A student who has on one occasion had a positive drug screen under this policy may apply for readmission to the TCU CDP 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, at a time and through a testing company selected by the TCU CDP, with this retest resulting in a negative drug screen. 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.

6. With the exception of the flu vaccination, proof of all other immunizations must be provided by newly accepted CDP students in April following acceptance into the CDP. Thereafter, proof of up-to-date immunizations must be provided each August by established CDP students. With the exception of newly accepted student immunizations, proof of completion of the following must be provided by the student to the CDP Director by August 1<sup>st</sup> each year in the CDP in order to maintain status as a CDP 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 CDP 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 CDP Director. TCU CDP students may be required to show proof of COVID-19 vaccination in order to complete supervised practice at supervised practice sites. *As a result, failure to obtain the COVID-19 vaccination may result in inability to complete the TCU CDP.* Students are required to comply with all vaccination requirements. 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**

7. All Program students are required to meet the University, College of Science & Engineering, and the CDP curriculum requirements to graduate with both the Bachelor of Science and the Master of Science degrees in the CDP. A complete description of the University and the College of Science & Engineering official degree plans for both graduate and undergraduate programs is provided in the TCU Catalog at <http://catalog.tcu.edu>. A copy of the Unofficial Degree Plan for the CDP is also found in the CDP Student Handbook.
8. In order to earn the BS in Dietetics degree, 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, earn no more than 3 grades below a 'B-' in the Associated Requirements, and meet all of the requirements of the University and College. The Associated Requirements include the following courses or their equivalents: 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, MANA 30653 - Survey of Management, and MARK 30653 - Principles of Marketing.

9. If a student 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.

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.

10. 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. Marketing
  - j. Management
  - k. Micro/Macroeconomics
  - l. Sociology and/or Psychology
  - m. Statistics
11. The CDP 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 CDP Director will informally evaluate course work and letter grades on students' transcripts to determine credit for CDP requirements. The Registrar's office evaluation of transfer credit supersedes that of the CDP Director.
12. The TCU CDP does not grant credit or supervised practice hours for prior learning, self-organized volunteer activities, or self-organized professionally-related activities.
13. No student will receive verification with a D, F, I, Q, P, NC in a required CDP or an Associated Requirements course. Students may not enroll in any required CDP course or any required Associated Requirement course on a pass/no credit (P/NC) basis.
14. 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 19 graduate credit hours (10 credit hours of coursework, 9 credit hours of supervised practice), toward the MS in Dietetics degree.
15. 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.
16. Each student must accumulate more than 1,000 hours of supervised practice during the seven semesters of 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 in Dietetics but will not receive verification to take the Registration Examination for Dietitians.

17. 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 in Dietetics and meet all of the same requirements for graduation and verification. The thesis option must be completed within a four-year period in the CDP 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 CDP Director and the NTDT Graduate Director.
18. If at any point during the CDP 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 CDP 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 CDP Director. The student should remain in close contact with the CDP Director during this time. Before returning, the CDP 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 CDP 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 CDP.) If a leave of absence is prolonged, the student may be required to withdraw from the Program.
19. Students will sign a transcript release form prior to graduation with their MS degrees that allows the CDP Director to order official transcripts from the TCU registrar following graduation. Students who complete all established TCU CDP 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](#)

## **Supervised Practice Documentation and Requirements**

20. 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 CDP Director. At the end of each semester, the CDP 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 CDP.

## **Supervised Practice Sites: Evaluation & Selection**

21. 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.

22. 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.
23. CDP 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 CDP Director will not be involved in the compensation agreement between a student and staff at the supervised practice site.

## **Student Performance Monitoring, Remediation & Retention**

24. Students accepted into and enrolled in the TCU CDP will be assigned an advisor. The TCU CDP Director serves as the academic and career advisor for all CDP 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.

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.

25. The TCU CDP 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 CDP 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. Students must complete all program requirements applicable at the time of enrollment within three academic years of beginning the CDP.

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.

26. CDP 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.

27. 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 TCU CDP performance and progress from the TCU CDP Director, TCU faculty, and/or preceptors no less than once each academic semester.
28. Students in the Program receiving a grade below a 'B-' in any CDP 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 CDP course or Associated Requirement course. Students are required to sign a document to acknowledge that the CDP Director spoke or other NTDT faculty member with the student about course underperformance.

29. The TCU Nutritional Sciences faculty will notify the CDP 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 CDP Director. Academic performance, professional and ethical behaviors and academic integrity are elements that will be considered by CDP faculty and Director.
30. Students in the TCU CDP must meet the learning objectives for each Core Knowledge Requirement (KRDN) and Core Competencies for the RDN (CRDN). If a CDP student fails to attain expected competencies in supervised practice for a particular semester, the CDP 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 CDP. The CDP 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.
31. Students are encouraged to contact their academic advisor (the CDP 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.
32. 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 CDP will result in advisement by the CDP Director. The CDP 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 CDP. 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 CDP required course, he or she will receive notification from the CDP Director that his or her grade is insufficient to graduate with a BS and/or MS degree from the CPD.
33. If it is determined that a student will not be able to complete the CDP to earn verification, the CDP Director will counsel the student into a career path appropriate to his or her ability.
34. In the event that a student must withdraw from the Program, the student will meet with the CDP 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

35. In-person and synchronous learning is the primary model for the CDP 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.

36. TCU does not institute distance education fees or additional costs for online coursework or curriculum.
37. Computer-based examinations are incorporated into many courses in the TCU CDP 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.
38. 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

39. The academic conduct expected of students in the Program is consistent with that established by TCU as published in the Code of Student Conduct. Additionally, students are expected to abide by the University's Network and Computing Policy. In most cases, the first incident of either academic or professional misconduct will be handled between the student, and other involved parties which might include faculty members, the TCU CDP Director and/or preceptor(s). Failure to resolve the issue of misconduct may involve consultation with the faculty, the CDP Director, the Departmental Chair, and/or the Dean, depending upon the nature and severity of the misconduct. Grievance procedures for TCU students are described in the TCU Code of Student Conduct.
40. All CDP students are expected to become familiar with and follow the [Academy of Nutrition and Dietetics Scope of Practice for the Registered Dietitian](#), the [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 in all professional activities associated with Program.
41. Per the TCU "Educational Affiliation Agreement for Student Internships and Clinical Experiences", each facility has the right to immediately dismiss a student whose conduct is not in accordance with existing institutional policies, rules, and regulations. It is the responsibility of each student to be informed of the institutional policies, results, and regulations.

Depending upon the nature of the infraction, students who have been dismissed from a facility may be reassigned to a different facility, receive an incomplete or 'I' for that semester's supervised practice, receive no credit for the particular rotation, and/or may be immediately dismissed from the Program.

42. Attendance for class, conference, supervised practice and other program activities is mandatory. Students may be terminated from the program for ongoing infractions (such as tardiness or unexcused absences) for which they have received at least two written warnings from the CDP Director. It is the faculty member's discretion as to what constitutes an excused absence. A written doctor's note does not automatically excuse an absence. Depending upon the nature of the infraction, students may be immediately terminated for ethical violations or failing to follow policies and procedures of the CDP, the supervised practice facilities, or the TCU Student Code of Conduct. Written notifications will be provided to students for disciplinary and termination purposes. The TCU CDP Director and preceptor(s) will be included in disciplinary procedures as deemed appropriate. All CDP faculty will be informed regarding student infractions and disciplinary issues.

Conference 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.



43. Supervised practice hours each semester are determined with the assumption that the student will not be absent or tardy. There are no absences worked into the schedule. Each unexcused absence will result in a 10% deduction from the final course average. Two tardies are equivalent to an unexcused absence and therefore result in a 10% deduction from the final course average. Therefore, if a student becomes ill or is unable to report to the assigned facility as scheduled, the student must notify both the facility preceptor and the TCU CDP Director as soon as possible but before 8:00 AM on the day of the scheduled experience. Absences without notification are a breach of professional conduct and will not be tolerated. Absences from the supervised practice experience will be excused only for reasons outlined in the TCU Code of Conduct. Students are responsible for making up all official University absences and associated activities prior to the last class meeting of the semester or receive an 'I' for the course. Even if the University closes because of bad weather, the student is still responsible for any hours of supervised practice assigned for those day(s). If the student cannot get to the assigned facility because of bad weather, the hours of supervised practice must be made up prior to the end of the semester.
44. The first time a student is tardy to supervised practice site, function or course meeting (regardless of the reason), the student will be issued a verbal warning. The second and third time a student is tardy in a semester (regardless of the reason), the student will be issued a written warning. If a student is tardy a fourth time in a semester, the student may face possible expulsion from the program. A student is allowed only one verbal warning each semester before written warnings are instituted. The TCU CDP Director is responsible for providing verbal and written notices for tardiness.
45. The TCU CDP 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 CDP, students or faculty. Formal complaints regarding the TCU CDP may be submitted via email or via signed written documentation to the CDP 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.
46. 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](#). Additional information is provided in the CDP Student Handbook about filing a program complaint to ACEND.

## University Related Policies

47. 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:

Andrea McDew, Title IX Coordinator  
TCU Box 297090

48. 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.
49. 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](#).
50. 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](http://www.reg.tcu.edu/3_acad_cal_tab.asp).
51. 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.
52. Transportation to and from all facilities required for activities in the CDP is the responsibility of the student. Additionally, the student may be required to transport goods, supplies, or other items related to CDP activities. The student assumes all risks associated with travel and transportation to, from, and during CDP related activities, as outlined in the "TCU Informed Consent and Assumption of Risk". The student must read and sign this document prior to beginning supervised practice each academic year. Lack of transportation is not an excusable absence from class or supervised practice.
53. Students have access to student support services on campus, including health services, counseling, tutoring and testing and financial aid resources:
  - a. 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](mailto: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 2<sup>nd</sup> floor)
  - f. Dean of Students (817-257-7926, the Harrison 1600)
  - g. Mary Coats Burnett Library: Reference Desk (817-257-7117)
  - h. Office of Religious & Spiritual Life (817-257-7830, Jarvis Hall 1<sup>st</sup> 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 2<sup>nd</sup> floor)
  - l. Transfer Student Center (817-257-8345, Samuelson Hall, West Entrance)
  - m. Veterans Services (817-257-5551, Jarvis Hall 2<sup>nd</sup> floor)
54. The University, through the Department of Risk Management, provides professional liability insurance for students enrolled in the TCU CDP, as detailed in the TCU "Educational Affiliation Agreement for Student Internships and Clinical Experiences". This policy provides liability coverage for all assigned experiential activities that are required for Program completion. The policy does not provide coverage for any non-assigned event outside of the requirements of the Program where the student may work or volunteer.

55. Per the TCU "Education Affiliation Agreement for Student Internships and Clinical Experiences", in the event of injury or illness of a student during supervised practice, the facility will provide emergency care, at the student's expense. The student and/or preceptor must contact the CDP Director as soon as possible to report the illness or injury.

## Equitable Treatment

56. In order to support the diverse needs of students, ensure an inclusive environment, and ensure equitable treatment by program faculty and preceptors of students from all backgrounds, including race, ethnicity, national origin, gender/gender identity, sexual orientation, religion, disability, size, socioeconomic status, and age, the TCU CDP faculty conduct diversity, equity and inclusion (DEI) education and/or training annually, as mandated by the University. The TCU CDP provides DEI education and/or training opportunities to preceptors.

## Interprofessional Education

57. Interprofessional education (IPE) research, and practice allow CDP students to learn from, about, and with students from healthcare/healthcare-related professions at TCU and other universities. The TCU CDP 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 Sciences Center. CDP students are required to participate in IPE activities throughout the programs, beginning in the first year. 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. For disciplinary procedures, see and policy #39 in the CDP handbook.

## Professional Participation

58. Students in the CDP 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.
59. 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.
60. 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.
61. Students are required to join the TCU Chapter of the Food Recovery Network (FRN). Student are required to be active members in the organizations and take part in activities as assigned by the CDP Director each semester.
62. Students in the CDP 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 CDP at public and community events;
  - c. liaison between the TCU CDP and various TCU College and University departments;
  - d. liaison between the TCU CDP and the local affiliate of the Academy of Nutrition and Dietetics; and

- e. assist with organization and dissemination of the CDP *Post-Graduate Survey* and *Employers of Post-Graduates Survey*.

### **Policy Attestation**

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

## Policy for Preceptor Orientation

The TCU CDP 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 CDP 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 CDP 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. TCU CDP Mission, goals, objectives, and educational philosophy
8. TCU CDP Policies and Procedures
9. Midterm and Final Evaluations of Student Performance (*as applicable*)
10. Contact Information: CDP 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
13. Complementary Diversity, Equity and Inclusion (DEI) Training: **Combating Unconscious Bias and Preventing Microaggressions: A Professional Duty FNCE 2019 Presentation** (1.5 CEUs)
  - Other ACEND DEI Trainings are available at:  
<https://www.eatrightpro.org/acend/about-acend/diversity-equity-and-inclusion>.  
(All webinars are free and provide 1.5 CPEUs each.)

Revised July 2022

## Procedure for Complaints against Accredited Programs

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**

*Updated 06/2024*

**Department of Nutritional Sciences  
Student Policies and Procedures**

**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.

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Student Name (Printed)

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Student Signature

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Date

## 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)

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# 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.

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**Student Signature**

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**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

## TEXAS CHRISTIAN UNIVERSITY

### Educational Affiliation Agreement for Student Internships and Clinical Experiences

Version 2012.7

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THIS AGREEMENT is made between Texas Christian University ("TCU") and **Name of Facility** ("Facility").

#### RECITALS

- A. TCU has established an approved program of professional education entitled the Coordinated Program in Dietetics, Didactic Program in Dietetics, and Food Management Program which includes programs in the Department of Nutritional Sciences (the "Program");
- B. The Program requires relationships with facilities where students can obtain the clinical learning experience required in the curriculum;
- C. Facility has the clinical setting and equipment needed by TCU students participating in the Program ("Program Participants") as part of their practical learning experience; and
- D. TCU and Facility agree that it will be to their mutual interest and advantage for students and faculty of TCU to be given the opportunity to utilize Facility for educational purposes as part of the Program.

In consideration of the mutual promises and conditions in this Agreement and for good and valuable consideration, TCU and Facility agree as follows:

#### 1.0 Obligations of Facility.

- 1.1 Facility will make available its facilities and personnel in order to provide a quality and suitable clinical learning experience and supervision consistent with the Program's curriculum and objectives for Program Participants in accordance with TCU's academic calendar.
- 1.2 Facility will make available appropriate Facility personnel to work with TCU faculty for direction and coordination of the Program. This will involve working with TCU faculty and staff to assign Program Participants to specific clinical experiences, provide opportunities for Program Participants to participate in selected conferences, clinics, courses and programs conducted by or under the direction of Facility, and provide evaluations of Program Participant performance at the Facility. Facility shall provide to TCU all necessary conference and classroom areas for Program Participants as well as locker space and lounge areas, all on an as available basis, while Program Participants are assigned to the Facility.
- 1.3 It is understood that in no case shall Program Participants replace regular staff and that Facility retains full responsibility, authority and accountability for the services it provides and will not rely on the Program Participant's training activities for staffing purposes.
- 1.4 Facility will permit, on reasonable request, the inspection of clinical and related facilities by agencies charged with responsibility for accreditation of TCU.
- 1.5 Facility may take immediate temporary action, including temporary removal of a Program Participant from the Facility, to correct a situation where a Program Participant's actions endanger the care of Facility's patients. Facility may make written request to TCU for the permanent withdrawal of a Program Participant from participation at the Facility if: (1) the achievement, progress, adjustment or health of the Program Participant does not warrant continuation at Facility, (2) the behavior of the Program Participant fails to conform to the applicable regulations of Facility, (3) the Program Participant's clinical performance is unsatisfactory to Facility, or (4) the Program Participant's behavior, in the Facility's discretion, is disruptive or detrimental to Facility and/or its patients. In any such event, the Program Participant's participation in the Program at the Facility shall immediately cease; however, in such situations, all final resolutions of the Program Participant's academic status and/or continuing participation in the Program will be made solely by TCU. Only TCU may remove or dismiss a Program Participant from the Program.
- 1.6 Facility shall provide all equipment and supplies needed for clinical instruction at Facility, including, but not limited to all necessary safety equipment and supplies.
- 1.7 Facility shall provide emergency care, at Program Participant's expense, in case of illness or accident to any Program Participant.
- 1.8 Facility will provide an orientation and training to familiarize Program Participants and faculty of TCU with Facility's procedures, policies, standards, code of ethics and to meet HIPAA (Health Insurance Portability

and Accountability Act of 1996), OSHA (Occupational Safety Health Administration) and JCAHO (Joint Commission on the Accreditation of Health Care Organization) requirements. TCU will instruct Program Participants that they must attend such orientation and comply with the regulations of Facility.

1.9 It is understood that in no case shall there be any direct expense to Facility or the State of Texas under this agreement beyond the normal operating costs of Facility

1.10 Facility shall not charge any Program Participants or employees of TCU any fee or other amount for the use of its facilities, equipment, library or supplies under this agreement.

## 2.0 Obligations of TCU.

2.1 TCU will send to Facility for clinical experience Program Participants who have completed a substantial segment of their academic curriculum.

2.2 TCU will provide and maintain the academic records and reports necessary for conducting the Program Participants' clinical learning experience.

2.3 TCU will assign a specific number of faculty to work directly with Facility staff in furthering of the Program Participants' clinical learning experience and in resolving any problems which may arise.

2.4 TCU will maintain confidentiality of any material relative to the clinical learning experience.

2.5 TCU, through the College of Science and Engineering, after consultation with Facility, shall plan and oversee the educational program for Program Participants' clinical experiences.

2.6 TCU will provide Facility with a description of the program, curriculum and objectives to be achieved at Facility, and the academic calendar of TCU.

2.7 TCU will provide to Facility, upon request, verification of current State of Texas licensure for faculty who are licensed.

2.8 TCU will provide, upon request, written verification of immunizations required by applicable regulatory agencies and Facility's policies, including Hepatitis B (or waiver) and current PPD and provide evidence of immunity to chicken pox, measles and rubella.

2.9 If required by Facility, TCU will assign to Facility only those Program Participants that have: (1) been instructed in Standard Precautions recommended by the Centers for Disease Control and Prevention (CDC); and (2) completed a cardiopulmonary resuscitation and first aid course.

2.10 Upon Facility's written request, TCU will, with the Program Participant's consent, prescreen Program Participants in compliance with the Dallas-Fort Worth Hospital Council Community Standard for Drug Screening and Background Checks adopted September, 2013, subject to restrictions of HIPAA and FERPA. If such prescreening is required by the Facility, the Facility shall notify the TCU faculty coordinator of such requirements prior to accepting Program Participants.

## 3.0 Joint Obligations.

3.1 The specific areas of Program Participant assignment and the number and distribution of Program Participants between units of the Facility will be mutually agreed upon each academic semester by TCU and Facility.

3.2 TCU and Facility shall adhere to all requirements of local, state and federal laws.

3.3 TCU and Facility shall provide a safe working environment in compliance with applicable safety laws, policies and procedures governing the Facility.

## 4.0 Term.

4.1 This Agreement shall be for a term beginning on [REDACTED] and ending without further notice on [REDACTED].

4.2 Notwithstanding anything to the contrary herein, either party may terminate this Agreement at any time upon at least sixty (60) days written notice, provided that such termination shall not become effective for the Program Participants then enrolled in the Program at the Facility if such termination prevents completion of their requirements for completion of the Program.

4.3 Notwithstanding anything to the contrary herein, either party may terminate the Agreement upon ten (10) days' notice for lack of funding, effective upon the conclusion of the then current semester of TCU.

## 5.0 Application of Facility's Rules.

Program Participants, during clinical experience at Facility, are required to follow Facility rules to the extent that such rules directly relate to clinical training. Program Participants will be expected to conduct themselves in a professional manner such that their attire and their appearance conform to the accepted standards of Facility.



#### 6.0 Reservation of Rights; Placement.

TCU and Facility each reserve the right to withhold placement of Program Participants depending upon the availability of facilities and personnel to adequately provide a satisfactory clinical experience.

#### 7.0 Insurance; Hold Harmless.

7.1 TCU agrees to tender certificates of liability insurance to Facility indicating coverage of TCU and its agents, employees and Program Participants training in a clinical setting for their acts, failure to act or negligence arising out of or caused by the activity which is the subject of this Agreement. TCU will not list Facility as additional insured. TCU will provide "claims made" professional liability insurance for Program Participants training in a clinical setting in the amount of \$1,000,000 per occurrence and \$1,000,000 aggregate.

7.2 TCU will not list Facility as additional insured. TCU will not purchase tail insurance, but agrees to keep its insurance coverage in effect for two years following the termination of this agreement. In the event it does not maintain coverage for that time period, TCU will purchase tail insurance for the remaining portion of the two-year commitment.

7.3 Facility agrees that, to the extent permissible under Texas law and within and up to the limits of the Texas Tort Claims Act, if applicable, it will indemnify and hold harmless TCU, its servants, agents and employees, and any Program Participants training at the Facility, from any and all liability, damage, expense, causes of action, suits, claims or judgments arising from injury to person(s) or personal property or otherwise which arises out of the act, failure to act or negligence of Facility, its servants, agents or employees, in connection with or arising out of the activity which is the subject of this Agreement.

7.4 TCU agrees that, within and to the limits of its comprehensive liability insurance coverage, it will indemnify and hold harmless Facility, its agents and employees, from any and all liability, damage, expense, causes of action, suits, claims or judgments arising from injury to person(s) or personal property or otherwise which arises out of the act, failure to act, or negligence of TCU, its agents, employees and Program Participants in connection with or arising out of the activity which is the subject of this Agreement.

7.5 TCU will permit Facility to require Program Participants to sign separate release of liability agreements. If such releases are required, a sample is made a part of this Agreement and attached as Exhibit "B".

#### 8.0 Laws, Rules and Regulations; Non-Discrimination.

8.1 Facility and TCU agree that neither will discriminate against any individual on the basis of age, sex, race, creed, color, religious belief, national origin, disability, status as a disabled veteran, or veteran of the Vietnam era, and that Facility agrees to comply with all non-discriminatory laws and policies that TCU promulgates and to which TCU is subject.

8.2 Facility agrees that it will abide by all applicable executive orders, federal, state and local laws, rules and regulations in effect as of the date of this Agreement, and as they may change or be amended from time to time, including compliance with the Americans with Disabilities Act.

8.3 Facility agrees that all records governed by The Family Educational Rights and Privacy Act (FERPA) regulations shall be treated as confidential and secured in a locked receptacle.

#### 9.0 Remuneration.

9.1 Facility shall not pay Program Participants for the services they render.

9.2 Facility will not provide remuneration either in the form of pay or in kind to any employees of TCU for any services performed or activity required in connection with matters associated with this Agreement.

9.3 If Facility chooses to make payments to Program Participants in violation of this Section 9, Facility must notify TCU of the compensation and Facility agrees that those individuals receiving such compensation shall be deemed employees of the Facility with all liabilities thereunto and TCU's obligations of release and indemnification set forth in Section 7 shall not apply with respect to the acts of such individuals receiving unauthorized compensation from the Facility.

#### 10.0 Use of Name; Advertising.

Neither party shall use the other's name or any corporate or business name which is reasonably likely to suggest that the two parties are related, without first obtaining the written consent of the other party.

#### 11.0 Non-Assignment and Subcontracting.

Facility shall not assign, transfer or contract for the furnishing of services to be performed under this Agreement without the written approval of TCU.

12.0 Entire Agreement; Modification.

This Agreement (and its attachments, if any) constitutes the entire understanding between the parties with respect to the subject matter hereof, supersedes any prior agreements between TCU and Facility on the subject matter hereof, and may be modified only by a writing signed by both parties. Any such requests for changes or written notice to terminate must be sent to the following:

Texas Christian University  
Megan Soyer, Associate Provost  
TCU Box 297042  
Fort Worth, TX 76129

**Facility Contact Information**

13.0 Governing Law/Venue.

This Agreement shall be governed by and construed under the laws of the State of Texas. Tarrant County, Texas shall be the exclusive forum for any lawsuit arising from or incident to this Agreement.

14.0 Consideration.

Under the terms of this Agreement, neither TCU nor Facility are obligated to make any payments of any kind to the other party.

15.0 Severability.

In the event one or more clauses of this Agreement are declared illegal, void or unenforceable, that shall not affect the validity of the remaining portions of this Agreement.

16.0 Waiver.

The failure of either party to exercise any of its rights under this Agreement for a breach thereof shall not be deemed to be a waiver of such rights, and no waiver by either party, whether written or oral, express or implied, of any rights under or arising from the Agreement shall be binding on any subsequent occasion; and no concession by either party shall be treated as an implied modification of the Agreement unless specifically agreed in writing.

17.0 Relationship between the Parties.

Nothing herein shall be construed to create an employer/employee, partnership, joint venture or principal/agent relationship between TCU and Facility or between the Facility's employees and TCU's employees and Program Participants. Neither party has any express or implied authority to assume any obligation or responsibility on behalf of or in the name of the other party. With independent management of each, they will maintain an effective liaison incorporation. If a dispute arises related to the obligation or performance of either party in this Agreement, representatives of the parties will meet in good faith in attempt to resolve the dispute.

18.0 CONFIDENTIALITY and HIPAA.

18.1 TCU and its agents, Program Participants, faculty representatives and employees agree to keep strictly confidential all confidential information of Facility and/or its patients and not disclose or reveal any confidential information to any third party, except where permitted or required by law or where the Facility gives approval by prior written consent. Facility may ask Program Participants to sign an additional Confidentiality Statement which if required is made a part of this agreement and an example is so attached as "Exhibit A."

18.2 TCU shall direct Program Participants to comply with the policies and procedures of the Facility, including those governing the use and disclosure of protected health information under Federal law, specifically 45 CFR parts 160 and 164. Facility agrees to provide any training necessary to orient Program Participants to the Facility's specific policies and procedures governing use and disclosure of protected health information. Solely for the purpose of defining the Program Participants' role in relation to the use and disclosure of facility's protected health information, such Program Participants are defined as members of the Facility's work force, as that term is defined by 45 CFR 160, 103, when engaged in activities pursuant to this Agreement. However, such Program Participants are not, and shall not be considered to be employees of the Facility.

19.0 Healthcare Facilities.

If Facility is a healthcare provider then the following special provisions shall apply:

(a) The Facility will establish a protocol related to post-exposure of bloodborne pathogens and shall train Program Participants in the use and practice of such protocols;

Program Participants and faculty assigned to the Facility will meet all reasonable health standards imposed by applicable laws and regulations or reasonably imposed by the Facility. A copy of the Facility's standards will be provided to TCU for dissemination to Program Participants and faculty involved in the Program. TCU and its agents will abide by, and instruct the Program Participants to abide by, the written administrative, clinical and all other policies or procedures of the Facility while using its facilities including but not limited to the consistent performance of patient care processes according to the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) standards, as well as other regulatory agencies that oversee hospital operations.

IN WITNESS WHEREOF, the authorized representatives of the parties have executed this Agreement on this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

TEXAS CHRISTIAN UNIVERSITY:

FACILITY:

By: \_\_\_\_\_  
Megan Soyer  
Associate Provost

By: \_\_\_\_\_  
Name  
Title

By: \_\_\_\_\_  
Michael Kruger PhD  
Dean, College of Science and Engineering

By: \_\_\_\_\_  
Name  
Title

BY: \_\_\_\_\_  
Gina Hill PhD, RD, LD  
Chair, Nutritional Sciences

Exhibit A \_\_\_\_\_ Yes \_\_\_\_\_ No  
Exhibit B \_\_\_\_\_ Yes \_\_\_\_\_ No

Approved January 30, 2014