

STUDENT HANDBOOK

Didactic Program in Dietetics

Department of Nutritional Sciences

Texas Christian University

Fort Worth, TX 76129

2021-2022



**COLLEGE OF
SCIENCE & ENGINEERING**

DEPARTMENT OF NUTRITIONAL SCIENCES



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Overview

This student handbook is intended to serve as a guide for students enrolled in the TCU Didactic Program in Dietetics (DPD). 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 DPD 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 DPD 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 DPD Student Handbook (updated July 2021) is available on the Department of Nutritional Sciences website at <https://cse.tcu.edu/nutrition/>. Website information was last updated summer 2021.

TCU Department of Nutritional Sciences, 2021-2022.

The TCU Didactic Program in Dietetics 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 Didactic Program in Dietetics (DPD), 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 minimum of a baccalaureate degree. The TCU Didactic Program in Dietetics (DPD) meets the Accreditation Standards for Didactic Programs in Nutrition & Dietetics Leading to Supervised Practice as specified by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), with required coursework in communications, physical and biological sciences, social sciences, research, food, nutrition, management, and health care systems. Coursework is based upon achievement of learning outcomes based upon the Core Knowledge of the Registered Dietitian Nutritionist (RDN) for Didactic Programs in Dietetics.

Admission to TCU is required for all programs; however, admission to the University does not guarantee admission to the DPD. Eligibility for admission to the Didactic Program in Dietetics is based on successful completion of at least 60 semester hours with a cumulative GPA of at least 3.0 for Nutrition (NTDT) classes and an Associated Requirements GPA of at least 2.75, no more than 3 grades below a "B-" in the Associated Requirements, 45 semester hours of required prerequisites and major courses, 200 hours of documented food or nutrition practical experience and an application packet. Application packets for the Didactic Program in Dietetics must be received by Feb. 1, and applicants are notified of provisional acceptance by April 15. Students must earn a grade of "C-" or better in all NTDT and Associated Requirement courses taken prior to admission. Students who are accepted begin coursework the subsequent fall semester. Final acceptance/enrollment in the DPD depends on successful completion of work in progress and required summer school prerequisites. 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 Didactic Program in Dietetics is contingent upon attainment of a strong academic record and successful completion of the program sequence. Students must complete 500 hours of documented food or nutrition practical experience prior to the completion of their final semester in the Didactic Program in Dietetics. Upon graduation, the student must attain a minimum Nutrition (NTDT) GPA of 3.0, earn a grade of "C-" or better in all NTDT and Associated Requirement courses, and no more than 3 grades below a "B-" in the Associated Requirements. In addition, all 30000-, 40000-, and 50000-level NTDT courses, with the exception of NTDT 30123 Nutrition Throughout the Lifecycle and NTDT 30331 Medical Terminology, must be taken at TCU. Students who successfully complete the 125 credit hour requirement of the DPD, will graduate with a Bachelor of Science degree and receive verification and are eligible to apply for a post-graduate Dietetic Internship/supervised practice program.

Information regarding costs for tuition (\$51,570/year for the 2021-2022 academic year) and University fees are available through the Offices of Admission and Financial Services. More detailed costs for students are outlined in the DPD Student Handbook and include approximately \$1000 per year for lab fees, photocopying, school and office supplies, textbooks, and professional dues.

The TCU DPD received initial approval in 1989 and completed its first self-study and site visit to earn initial accreditation in 2002. The TCU DPD was re-accredited in 2011 and 2021.

Program Director and DPD Faculty and Staff

DPD Director

Rebecca Dority, MS, RD, LD, CDE*
Associate Professor of Professional Practice
Department of Nutritional Sciences
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	<u>Room</u>	<u>Telephone</u>
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<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, Lab Coordinator	Bass 1205C	817-257-5132

DPD Faculty

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Kelly Fisher, DCN, RD, CSP, LD	Bass 1201M	817-257-4128
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Adjunct:

Kristen Harms, 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
Judy Sargent, MS, RD, LD	Bass 1201	817-257-7309

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

Mission Statements

Didactic Program in Dietetics (DPD) Mission Statement

The mission of the Didactic Program in Dietetics (DPD) at Texas Christian University is to support the missions of the University, college and department by fostering a rigorous academic curriculum that prepares students to be scientifically competent, accountable and ethically responsible citizens who are prepared for supervised practice and/or graduate school, leading to eligibility for the CDR credentialing exam, and thereby advancing as self-educating dietetics professionals who will become Registered Dietitian Nutritionists in the global community.

Department of Nutritional Sciences Mission Statement

The mission of the Department of Nutritional Sciences is aligned with the DPD 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 within a liberal arts setting. The faculty of the Department affirm their commitment to the education of 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 is to educate individuals to think and act as ethical leaders and responsible citizens in the global community.

<p>The Texas Christian University Didactic Program in Dietetics is currently granted accreditation by the Accreditation Council on Education in Nutrition and Dietetics 120 South Riverside Plaza, Suite 2190 Chicago, Illinois 60606 312/899-0040, ext. 5400</p>
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Program Goals - Didactic Program in Dietetics

Program Goal #1 - Prepare graduates to achieve competence in Core Knowledge for the Registered Dietitian Nutritionist (RDN).

- Objective Measure 1.a: Program Completion Rate
At least 80% of program students complete program/degree requirements within 3 years (150% of the program length).
- Objective Measure 1.b: Relevancy of Course Content
At least 70% of program graduates rate the relevancy of course content and materials covered in required nutrition courses as “good” to “excellent” on the *DPD Exit Evaluation*.
- Objective Measure 1.c: Graduate Perception of Preparation
At least 70% of program graduates who respond to the *DPD Post-Graduate Survey* indicate a “good” or “excellent” perception of his/her preparedness regarding Core Knowledge required for entry-level registered dietitian nutritionists.
- Objective Measure 1.d: Supervised Practice Director Perception of Graduate Preparation
At least 70% of Supervised Practice Directors who respond to the *Supervised Practice Director Survey* indicate a “good” to “excellent” perception of DPD graduates’ preparedness for supervised practice.

Program Goal #2 - Provide graduates with adequate knowledge for post-graduate education, including supervised practice programs, and to secure employment as Registered Dietitian Nutritionists.

- Objective Measure 2.a: Supervised Practice Application Rate
At least 60% of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation.
- Objective Measure 2.b: Supervised Practice Acceptance Rate
At least 50% of program graduates are admitted to a supervised practice program within 12 months of graduation.
- Objective Measure 2.c: Registration Exam Pass Rate
The program’s one-year pass rate (graduates who pass the registration exam within one year of the first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.
- Objective Measure 2.d: Employer Perception of Graduate Preparation
At least 70% of employers of program graduates who respond to the *Employer Survey* indicate that program graduates have a “good” to “excellent” level of knowledge to secure and maintain employment.

Program Goal #3 - Prepare graduates to continually participate in professional activities and education, service, and growth.

- Objective Measure 3.a: Professional/Service Organization Participation
At least 70% of program graduates who are Registered Dietitian Nutritionists, who respond to the *DPD Post-Graduate Survey*, indicate they hold membership in a professional and/or volunteer/service organization.
- Objective Measure 3.b: Professional Growth, Service, and/or Leadership
At least 50% of program graduates who are Registered Dietitian Nutritionists, who respond to the *DPD Post-Graduate Survey*, indicate their employment and/or volunteer/service responsibilities include opportunities for professional growth and/or leadership.
- Objective Measure 3.c: Professional Activities and Education, Service, and Growth
At least 80% of program graduates, as determined by the *DPD Exit Evaluation*, indicate the program prepared them to participate in professional activities, such as education, service or professional growth.

DPD Program Policies and Procedures

Program Overview

1. The Didactic Program in Dietetics (DPD), followed by successful completion of a Dietetic Internship (DI) or Individualized Supervised Practice Program (ISPP), is one of two routes of eligibility to write the **Commission on Dietetic Registration (CDR)** registration exam. Alternative routes include successful completion of a Coordinated Program, Future Graduate Program, or Foreign or International Dietitian Education Program. All of these programs are accredited by the **Accreditation Council for Education in Nutrition and Dietetics (ACEND)**. The TCU DPD provides the required dietetics coursework leading to a Bachelor of Science degree. Graduates of the DPD who are verified by the Program Director may apply for Dietetic Internships or other accredited supervised practice programs.
2. After successful completion of an accredited Dietetic Internship, or supervised practice program, DPD graduates may then take the Registration Examination to become Registered Dietitian Nutritionists.
3. The TCU DPD provides an academic program that focuses on didactic instruction. Coursework is based upon achievement of the Core Knowledge for the Registered Dietitian for Didactic Programs in Dietetics set forth by ACEND. Program length is traditionally four semesters (fall and spring of the junior and senior years).

Program Application and Admission

4. Students must attain junior status and meet the Program admission requirements outlined in the TCU Catalog, the Department of Nutritional Sciences website at www.nutrition.tcu.edu, and the TCU DPD Student Handbook, to be accepted into the DPD. This includes successful completion of at least 60 semester hours with a cumulative GPA of at least 3.0 for Nutrition (NTDT) classes and an Associated Requirements GPA of at least 2.75, no more than 3 grades below a "B-" in the Associated Requirements, 45 semester hours of required prerequisites and major courses, 200 hours of documented food, nutrition, or dietetics practical experience, and an [application](#) packet. 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. Program policies and procedures shall protect student civil rights, privacy of information, and comply with institutional equal opportunity programs.
5. All students must pass a criminal background check upon provisional acceptance into the DPD, and an additional background check and drug screening test prior to the start of the junior and senior years to be eligible for the Program. Costs for the tests are the responsibility of the student, as detailed in the DPD Student Handbook.
6. Students must meet any unfulfilled requirements/prerequisites as specified in the letter of appointment to the Program to begin the DPD. Students not fulfilling prerequisites outlined in the letter of appointment may choose to major in Nutrition, Food Management or a major outside of the Nutritional Sciences Department.
7. Students accepted into, and enrolled in, the TCU DPD will be assigned an advisor. The TCU DPD Director serves as the academic and career advisor for all Program students in their junior and senior years. Students are required to attend at least one advising appointment each semester while enrolled in the Program. Program performance will be discussed during these appointments. Students are encouraged to check their TCU email on a daily basis. Students are responsible for bringing their GPA calculation sheets and their 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 will most often occur via the TCU email system.

8. Students must be in compliance with the [TCU Medical History-Immunizations Policy](#). Proof of all vaccinations, with the exception of the flu vaccine, must be provided by newly accepted DPD students in April following acceptance into the DPD. Thereafter, proof of vaccinations must be provided each August by established DPD students. Seasonal flu vaccinations will be arranged upon availability of the vaccine in the fall semester by the DPD Director.
9. With the exception of newly accepted student vaccinations, proof of completion of the following must be provided by the student to the DPD Director by August 1st each year in the DPD in order to maintain status as a DPD 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 of DPD required (transfer) courses taken from other universities during summer school. A student who is enrolled less than full-time (12 hours) must also provide documentation that he or she has 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 DPD Director. Students are required to comply with all vaccination requirements. Costs for these services and requirements are incurred by the student.

Students have access to health services on campus, through the Brown-Lupton Health Center, which houses a medical clinic, pharmacy, and counseling center.

10. 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 DPD are found in the DPD 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: <http://www.fam.tcu.edu/>.
11. It is mandatory that each student read and become familiar with policies and procedure statements in the DPD Student Handbook. This is acknowledged by signing the Statement of Student Accountability form in the DPD Student Handbook.

Program Completion Requirements and Verification Policies

12. Students in the TCU DPD must complete a minimum of two (2) academic semesters in the DPD after admission into the program, must attain a minimum Nutrition (NTDT) GPA of 3.0, earn a grade of 'C-' or better in all NTDT and Associated Requirement courses, have no more than three (3) grades below a 'B-' in the Associated Requirements, and 500 hours of documented experience in food, nutrition, or dietetics in order to receive DPD Verification and to graduate from the Didactic Program in Dietetics. In addition, all 30000-, 40000-, 50000-level NTDT courses, with the exception of NTDT 30123 Nutrition Throughout the Lifecycle and NTDT 30331 Medical Terminology, must be taken at TCU.
13. All Program students are required to meet the University, College of Science & Engineering, and the DPD curriculum requirements to graduate with a Bachelor of Science degree in the DPD. A complete description of the University and the College of Science & Engineering official degree plans is provided in the TCU Catalog. A copy of the Unofficial Degree Plan for the DPD is also found in the DPD Student Handbook. The DPD major at TCU requires a minimum of 125 credit hours. Upon graduation, students in the TCU DPD must attain a minimum Nutrition (NTDT) GPA of 3.0, earn a grade of 'C-' or better in all NTDT and Associated Requirement courses, and have no more than 3 grades below a 'B-' in the Associated Requirements. The Associated Requirements include the following courses or their equivalents: CHEM 10113 – General Chemistry I; CHEM 10123/10122– 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; MARK 30653 – Principles of Marketing.
14. 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. Microbiology and lab
 - e. Principles of Food Prep (for credit as NTDT 10103 Food Prep)
 - 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

- m. Psychology
- n. Statistics

15. Other than coursework transferred from another college or university, credit for prior learning is not offered toward Program requirements. The DPD Director will informally evaluate students' transcripts to determine credit for DPD requirements. The Registrar's office evaluation of transfer credit supersedes that of the DPD Director.
16. The TCU DPD does recognize courses if accepted for transfer credit by the University. However, all 30000, 40000, and 50000 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 DPD Director will informally evaluate students' transcripts to determine credit for DPD requirements. The Registrar's office evaluation of transfer credit supersedes that of the DPD Director.
17. No student will receive DPD verification with a D+, D, D-, F, I, Q, P, or NC in a required DPD or Associated Requirements course. Students may not enroll in any required NTDT course or any required Associated Requirement course on a pass/no credit (P/NC) basis.
18. DPD Program requirements include some experiential learning activities that take place outside of the classroom. It should be understood that the purpose of these activities is for students to gain work experience and competence in a variety of dietetics settings under the direct supervision of food/nutrition/dietetics professionals. Hours earned in experiential learning activities may be counted towards the 500-hour experience requirement for program completion. It is the student's responsibility to track the applicable hours on the log provided on the department's website. An affiliation agreement is required for program-specified experiential learning, with the exception of activities that take place on TCU property. As stated in the TCU "Educational Affiliation Agreement for Student Internships and Clinical Experiences", students should in no case be used to replace regular staff and employees. An affiliation agreement is not required when the student pursues and coordinates with a facility to gain experience, unless the facility requires such an agreement.
19. With the exception of program-specified experiential learning activities, students are responsible for locating their own facilities to conduct documented experience in food, nutrition, or dietetics, such as volunteer work, shadowing, or service learning hours. An affiliation agreement with a facility is not required when the student pursues and coordinates with a facility to gain experience, unless the facility requires such an agreement. If a facility requires an affiliation agreement, it is the student's responsibility to notify the program director prior to commencement of the learning activities. The program director will then determine the feasibility of executing an affiliation agreement in a time frame that is mutually beneficial.
20. It is the student's responsibility to track food, nutrition, or dietetics experience on the log provided on the department's website. Student's progress towards meeting the minimum 500 hours of experience will be assessed at least once a semester during advising. Students must provide a completed log to the DPD Director no later than the last regularly scheduled course day of the semester in which the student is graduating.
21. All DPD students will be required to participate in two initial and two intermediate UNTHSC/TCU Interprofessional (IPE) events. Session dates and times vary by semester.
22. DPD students enrolled in the Program for at least 3 regular semesters will be required to participate in the interprofessional Seniors Assisting in Geriatric Education (SAGE) Program, including all training, planning meetings, and home visits.
23. Students in the DPD are required to join the Student Nutrition and Dietetic Association (SNDA) at TCU, the Academy of Nutrition and Dietetics (Academy), the Texas Academy of Nutrition and Dietetics (TAND), Texas Student Dietetic Association (TSDA), and participate in affiliate-related professional activities on the local level, when available. Academy membership information may be found online at www.eatrightpro.org.
24. Students are encouraged to attend various professional seminars and meetings throughout the Program. A calendar will be provided to students with dates noted for the Academy and TAND annual meetings. Meeting times for other seminars/presentations will be made available to students. It is extremely important for students to become actively involved in professional dietetic organizations and to attend professional meetings. Some meetings/shows/presentations are scheduled in lieu of scheduled class times. Students are required to attend professional activities held in the Fort Worth/Dallas area.

25. 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.
26. Students are required to join the TCU Chapter of the Food Recovery Network (FRN). Students are required to be active members in the organizations and take part in activities as assigned by the DPD Director each semester.
27. A student must complete DPD requirements to graduate within 3 years of beginning the DPD in the junior year. If the student has not graduated at that time, he or she will be subject to Program changes and may be required to retake courses if substantial program changes have occurred within that time.
28. If at any point during the DPD the student requires more than one week away from the program for injury, illness, personal or family matters, the student may request a leave of absence from the program. The DPD 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 TCU Campus Life in order to have a leave of absence approved by the DPD Director. The student should remain in close contact with the Director during this time. 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 Didactic Program requirements must be completed within the allotted time of the Program, and each of the course obligations and competencies must be achieved.
29. Students who complete all established TCU DPD requirements will receive five copies of the DPD Verification Statement. Students will sign a transcript release form prior to graduation that allows the DPD Director to order official transcripts from the TCU Registrar following graduation. It is the student's responsibility to submit official transcripts from other universities in which students earned credit for DPD required courses. The verification statements will be provided to the student either by mail or in person after official transcripts are received by the DPD Director that provide proof of completion of a Bachelor's Degree. Students can expect to receive transcripts within 14 days following graduation. Students may opt to have their Verification Statements mailed to an address that they provide to the DPD Director. Alternatively, students may pick up the verification statements at the Department of Nutritional Sciences after all requirements are met.
30. DPD Verification will not be provided to students who do not earn a Bachelor of Science (BS) degree from the TCU DPD. If the student has already earned a BS degree, he or she may choose to earn a second BS degree from the TCU DPD. The student must then meet all of the DPD and TCU requirements in order to earn a BS degree. Exceptions may be made for students who have earned a BS in Dietetics from TCU. Students who have earned a BS in Dietetics from TCU are eligible to apply to the DPD and earn DPD Verification after satisfying all DPD requirements stated in the Program's policies and procedures.
31. A student who earns a BS degree in Nutrition or Food Management from TCU may not return to TCU to earn an additional BS in the DPD, nor receive DPD verification.

Program Curriculum and Assessment of Academic Performance

32. Students should be familiar with the educational philosophy of the Department of Nutritional Sciences. It is the desire of the faculty in the Department of Nutritional Sciences to help students achieve their fullest potential in acquiring knowledge and developing skills for professional applications in nutrition and dietetics practice. Providing students with access to a wide variety of learning experiences supports different learning styles and creates an opportunity for individual discovery and synthesis of knowledge related to the science of nutrition. The role of the Nutritional Sciences faculty is to provide students with tools that foster self-discovery and professional development, result in the acquisition of knowledge from evidence-based research, and cultivate life-long learning.
33. The TCU DPD degree plan course sequence has been developed to meet the Core Knowledge for the Registered Dietitian developed by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) and is designed to facilitate optimal learning. Faculty will formally assess student learning during, and at the completion of, each semester via student assignments and examinations.

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 junior and senior years. The acquisition of knowledge will be evidenced through achieving class objectives, successfully completing course assignments and exams, and in developing proficiency in dietetic practice.

34. DPD faculty have the responsibility of writing course objectives and 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 ahead of time and attend consistently, participate in discussions, maintain professionalism and confidentiality in class discussions, and demonstrate learning. Learning in dietetics education is sequential. It is difficult for students who fall behind to maintain sequential learning.

35. Computer-based examinations are incorporated into many upper level courses in the TCU DPD curriculum to help students improve their confidence level and preparedness in electronic test taking skills for both the GRE and Registration Examination for Dietitians. Examinations are conducted using TCU's online Learning Management System (LMS). Students must log into the LMS utilizing their dedicated usernames and passwords that are tied to their larger university identity and student records. Examinations which take place in person will be proctored allowing the instructor or designated proctor to visually identify the students, as well as monitor exam conditions. Examinations that are online utilize Lockdown Browser and are recorded for the instructor's review.
36. Ongoing student learning is formally assessed through a variety of methods as described in the *Learning Assessment Summary Matrix*. Students will receive formal assessment of learning and regular reports of performance and progress from advisor no less than once each academic semester.
37. The DPD Director will review the student's performance and develop a plan to achieve attainment of the expected knowledge and skills. Failure to maintain an overall Nutrition GPA of 3.0, earning a D or F in any Associated Requirements or NTDT courses, or earning more than three grades below a 'B-' in the Associated Requirements will result in advisement by the DPD Director. The DPD 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 DPD. 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.
38. Students in the DPD receiving a grade of below a 'B-' in any NTDT 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 an NTDT course or Associated Requirement course (See Didactic Program in Dietetics Unofficial Degree Plan for all NTDT Requirements and Associated Requirements). Students are required to sign a document to acknowledge that the DPD Director spoke with the student about course underperformance.
39. Nutritional Sciences faculty will notify the DPD Director if a student's overall performance in an NTDT course is less than satisfactory. If a student earns a grade on an NTDT course/assignment that is less than satisfactory, the Nutritional Sciences faculty may choose to meet with the student independently or along with the DPD Director. Academic performance, professional and ethical behaviors and academic integrity are elements that will be considered by DPD faculty.
40. Students are encouraged to contact their academic advisor for direction when seeking tutorial support. It is the responsibility of the student to identify the need for additional remedial instruction, if needed.
41. If a DPD student fails to attain expected competencies for a particular semester, the TCU DPD Faculty informs the DPD Director. The DPD Director and Faculty will review the student's performance 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 DPD. Options include suggesting that the student repeat an assignment or coursework immediately to meet the competencies, or recommending that the student withdraw from the program.
42. If applicable, a student must sign a contract agreeing to the remedial work and acknowledging that if he or she is unable to achieve the knowledge requirements and/or competencies through the plan, then the student may be terminated from the program.
43. If at any time a student earns less than a 'C-' in a DPD required course, the student will receive notification from the DPD Director that his or her grade is insufficient to graduate with a BS degree from the DPD. He or she may

choose to retake the course or change his or her major. After a student has changed his or her major from DPD, the student must reapply to become part of the DPD. All application requirements must be met for reinstatement into the DPD. The DPD [application](#) is available on the TCU Department of Nutritional Sciences website.

44. Students who do not meet the TCU DPD grade point requirements or experience requirements, but who have completed DPD course requirements and TCU graduation requirements, will be eligible to graduate with a BS degree in Nutrition. Students who graduate with a BS degree in Nutrition will not earn DPD Verification. If it is determined that a student will not be able to complete the DPD to earn verification, the DPD Director will counsel the student into a career path appropriate to his or her ability.
45. In the event that a student must withdraw from the Program, he/she will meet with the DPD Director to discuss the appropriate course of action. Student will be given the opportunity to reapply to the Program, but acceptance to the Program will not be guaranteed. Information regarding the refund of tuition and fees is explained in the Tuition Refund Plan, which may be found on the TCU Code of Student Conduct website at <https://tcu.codes/policies/tuition-refund-plan/>.

Student Conduct and Grievance Procedures

46. Class attendance is mandatory. It is the faculty member's discretion as to what constitutes an excused absence, with the exception of an Official University Absence, as determined by TCU Campus Life. A written doctor's note does not automatically excuse an absence from class. Depending upon the nature of the infraction, students may be immediately terminated for ethical violations or failing to follow policies and procedures of the DPD. Written notifications will be provided to students for disciplinary and termination purposes.
47. Students are responsible for making up all TCU excused absences. Students should contact the professor involved prior to the TCU excused absence and make arrangements to make up work.
48. The academic conduct expected of students in the Program is consistent with that established by TCU as published in the Code of Student Conduct, which may be accessed at <https://tcu.codes/>. Additionally, students are expected to abide by the University's [Network and Computing Policy](#).

In addition, all DPD students are expected to become familiar with [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. These documents are also available on the NTDT website at <https://cse.tcu.edu/nutrition/>. The first incident of either academic or professional misconduct will be handled between the student and the supervising TCU faculty member and/or TCU DPD Director. Failure to resolve the issue of misconduct may involve consultation with the Program faculty, the departmental chairperson, and/or the Dean, depending upon the nature and severity of the misconduct. A second complaint against the same student will result in counseling by the departmental chairperson and/or the Dean and may result in dismissal from the DPD. A student may then change his or her major if the student remains at the University.

49. 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 DPD Director and/or faculty coordinators. Depending upon the nature of the infraction, students may be immediately terminated for ethical violations or failing to follow policies and procedures of the DPD or the TCU Student Code of Conduct. Written notifications will be provided to students for disciplinary and termination purposes. The DPD Director, DPD faculty, and/or the Department Chair will be included in disciplinary procedures as deemed appropriate. All DPD faculty will be informed regarding student infractions and disciplinary issues.
50. Students in the DPD have the opportunity and responsibility to provide advice regarding the Program to the faculty and Director. Two students will be elected at the beginning of each academic year to serve as student representatives to the Program. The duties of the student representatives shall include:
 - a. spokesperson to provide input regarding curriculum preceptors, and facilities;
 - b. ambassador to represent the DPD at public and community events;
 - c. liaison between the DPD and various TCU College and University departments;
 - d. organizer of DPD post-graduate, supervised practice program director, and employer surveys;
 - e. liaison between DPD and professional organizations/associations.

51. Grievance procedures for students are outlined in the TCU Code of Student Conduct. Further information about filing a program complaint to ACEND is provided in the DPD Student Handbook. Students may file complaints about the DPD Director to the Department Chair without fear of retaliation. A written complaint may be provided in hard copy or via email. Anonymous complaints will not be considered.
52. The TCU DPD 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 DPD, students or faculty. Formal complaints regarding the TCU DPD may be submitted via email or via signed written documentation to the DPD Program Director or to 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 complaints. 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.
53. Anyone may file a complaint about anything involving the DPD. If applicable, initially the complaint should be filed to the faculty involved, then the DPD Director, the Department Chair and lastly to TCU Student Affairs.

University Related Policies

54. 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.
55. Students may have access to personal files within the Department of Nutritional Sciences upon request. FERPA provides students with the right to inspect and review the information contained in their education record. The Registrar at TCU has been designated by the institution to coordinate the inspection and review procedures for student education records at the University level. Students wishing to review their education records must make written requests to the Registrar listing the item or items of interest per [TCU guidelines](#).
56. 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:

Ms. Andrea Vircks, Title IX Coordinator
TCU Box 297090
The Harrison 1803
Fort Worth, TX 76129
817/257-4969
a.vircks@tcu.edu

57. The DPD recognizes and abides by the University's policies and procedures regarding:
 - a. withdrawal and tuition and fee refund
 - b. access to student support services, including health services, counseling and testing and financial aid resources

For more information about each of these above, see the TCU Code of Student Conduct available at <https://tcu.codes/>.

58. The DPD will follow the University calendar in regard to vacations and holidays. The official TCU academic calendar may be accessed at http://www.reg.tcu.edu/3_acad_cal_tab.asp.
59. In the event of an emergency or disaster situation, follow the University mass notification system. If necessary, classes and required DPD activities may be rescheduled pending severity of situation.
60. Transportation to and from all facilities required for DPD activities is the responsibility of the student. Additionally, the student may be required to transport goods, supplies, or other items related to DPD activities. The student assumes all risks associated with travel and transportation to, from, and during DPD related activities, as outlined in the "TCU Informed Consent and Assumption of Risk". The student must read and sign this document prior to the beginning of each academic year. Lack of transportation is not an excusable absence from class or DPD activities. More guidelines for student safety, both on-campus and off-campus, may be found in the DPD Student Handbook.
61. The University, through the Department of Risk Management, provides professional liability insurance for students enrolled in the TCU DPD, 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.
62. Per the TCU "Education Affiliation Agreement for Student Internships and Clinical Experiences", in the event of injury or illness of a student during required experiential activities, the facility will provide emergency care, at the student's expense. The student and/or facility should contact the DPD Director as soon as possible to report the illness or injury.

Admission into, Continuation in, and Graduation from the

TCU DPD

Admission to TCU is required for all programs; however, admission to the University does not guarantee admission to the DPD. Eligibility for admission to the Didactic Program in Dietetics is based on successful completion of at least 60 semester hours with a cumulative GPA of at least 3.0 for Nutrition (NTDT) classes and an Associated Requirements GPA of at least 2.75, no more than 3 grades below a "B-" in the Associated Requirements, 45 semester hours of required prerequisites and major courses, 200 hours of documented food or nutrition practical experience and an application packet. Application packets for the Didactic Program in Dietetics must be received by Feb. 1, and applicants are notified of provisional acceptance by April 15. Students must earn a grade of "C-" or better in all NTDT and Associated Requirement courses taken prior to admission. Students who are accepted begin coursework the subsequent fall semester. Final acceptance/ enrollment in the DPD depends on successful completion of work in progress and required summer school prerequisites. Costs for tuition and University fees are available through the Office of Admission or Financial Services. More detailed costs for students are outlined in the DPD Student Handbook and include approximately \$1,000 per year for items such as textbooks, lab fees, photocopying, school and office supplies, lab coat and professional dues.

Courses which *must* be completed by the fall of the student's entrance into the DPD include:

CHEM 10113	General Chemistry I
NTDT 10003	Contemporary Issues in Nutrition (Lab)
CHEM 10123/2	General Chemistry II (Lab)
NTDT 10103	Food Preparation (Lab)
CHEM 30123	Organic Chemistry
NTDT 20403	Nutrition
BIOL 20214	Physiology (Lab)
NTDT 21163	Food and Culture
BIOL 20234	Microbiology (Lab)
NTDT 30123	Nutrition Throughout the Life Cycle
NTDT 30331	Medical Terminology

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

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

The TCU DPD [application](#) and recommendation forms may be downloaded from the TCU Department of Nutritional Sciences website.

A student's continuation in the Didactic Program in Dietetics is contingent upon attainment of a strong academic record and successful completion of the program sequence.

1. To graduate with a degree from the DPD (Bachelor of Science in DPDI), students must complete a minimum of 2 semesters after admission into the program and earn a minimum of 125 credit hours. Students must earn 42 hours in 30000 level or above courses taken at TCU. Students must complete 500 hours of documented food or nutrition practical experience prior to the completion of their final semester in the Didactic Program in Dietetics. Upon graduation, students must attain a minimum Nutrition (NTDT) GPA of 3.0, earn a grade of "C-" or better in all NTDT and Associated Requirement courses, and no more than 3 grades below a "B-" in the Associated Requirements. In addition, all 30000-, 40000-, and 50000-level NTDT courses, with the exception of NTDT 30123 Nutrition Throughout the Lifecycle and NTDT 30331 Medical Terminology, must be taken at TCU.
2. Students who successfully complete the requirements of the Didactic Program in Dietetics will receive DPD Verification and are eligible to apply for a post-graduate Dietetic Internship or other supervised practice program. Students who do not meet the TCU DPD grade point or experience requirements, but who have completed DPD course requirements and TCU graduation requirements, will be eligible to graduate with a BS degree in Nutrition.

Student Costs and Requirements for the Program Fall 2021

Texas Christian University Didactic Program in Dietetics (DPD)

- 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 Didactic Program in Dietetics should budget for the following expenses:
1. One apron and one white ¾-length lab coat.
 2. One pair leather non-skid athletic shoes. No black soles.
 3. A professional suit – pants or skirt with matching jacket.
 4. Required and recommended books and references.
 5. 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. Membership dues for TCU Student Nutrition and Dietetic Association (\$30.00/year).
 8. Membership dues for the TCU Food Recovery Network (\$10/year)
 9. Student registration fees for professional seminars/annual meetings.
 10. A physical examination that indicates you are in good health.
 11. Up-to-date immunizations, including Tdap booster, varicella, MMR, Hepatitis B, and seasonal flu (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).
 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. DPD Name Tag (\$10.00).
 19. Travel 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).
- C. Additional Expenses
- Special projects and research may necessitate photocopying of pertinent resources, handouts, and other materials.
- D. Insurance
- The University provides professional liability insurance for DPD 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.

Availability of Dietetic Internship Positions

A review of the data on the demand for dietetic internships in relation to the number of available positions indicates that the supply is not keeping up with demand. The data are being provided, by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), so that students who are currently enrolled in Didactic Programs in Dietetics (DPD) or those who are considering becoming a Registered Dietitian Nutritionist (RDN) are aware of this situation in order to make informed career decisions. To summarize the chart showing the Supply and Demand for Dietetic Internships since 1993, demand for internships rose to a peak in 1997, followed by a downturn that bottomed out in 2001. Since then, the demand has been rising and now exceeds the 1997 high with no significant increase in the number of positions since 2003. As a result, competition for internships is fierce.

[Supply and Demand for Dietetic Internships since 1993](#)

Although ACEND has no authority to mandate an increase in the number of Dietetic Internship programs, it is firmly committed to working with the education community and the dietetics profession to make more positions available as soon as possible and to develop a long-term solution that enables all qualified students to complete their education and sit for the registration exam. In the meantime, current and prospective dietetics students should review the [suggestions to improve their chances at getting a dietetics internship position](#).

(Source: www.eatright.org July 2019)

Signature Page and Statement of Student Accountability
Didactic Program in Dietetics
Texas Christian University

I acknowledge that I have read and understand the policies and procedures described in the Student Handbook for the Didactic Program in Dietetics, the TCU Undergraduate 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 Didactic Program in Dietetics.

Student Name (Printed)

Student Signature

Date

The Academy of Nutrition and Dietetics

The Academy of Nutrition and Dietetics is the world's largest organization of food and nutrition professionals founded in Cleveland, Ohio, in 1917, by a visionary group of women dedicated to helping the government conserve food and improve the public's health and nutrition during World War I. Today, the Academy represents more than 100,000 credentialed practitioners — registered dietitian nutritionists, dietetic technicians, registered, and other dietetics and nutrition professionals holding undergraduate and advanced degrees in nutrition and dietetics, and students — and is committed to improving the nation's health and advancing the profession of dietetics through research, education and advocacy.

Members of the Academy play a key role in shaping the public's food choices, thereby improving its nutritional status, and in treating persons with illnesses or injuries. Members offer preventive and medical nutrition therapy services in a variety of settings.

Nutrition and dietetics practitioners work in health care systems, home health care, foodservice, business, research and educational organizations, as well as in private practice. As vital members of medical teams in hospitals, long-term care facilities and health maintenance organizations, they provide medical nutrition therapy — using specific nutrition services to treat chronic conditions, illnesses or injuries. Community-based dietetics practitioners provide health promotion, disease prevention and wellness services.

As a leader in food and nutrition issues, the Academy provides expert testimony at hearings, lobbies Congress and other governmental bodies, comments on proposed federal and state regulations, and develops position statements on critical food and nutrition issues.

Vision — *A world where all people thrive through the transformative power of food and nutrition*

Mission — *Accelerate improvements in global health and well-being through food and nutrition*

Principles

The Academy of Nutrition and Dietetics and our members:

- *Amplify the contribution of nutrition and dietetics practitioners and expand workforce capacity and capability*
- *Integrate research, professional development, technology and practice to stimulate innovation and discovery*
- *Collaborate to solve the greatest food and nutrition challenges now and in the future*
- *Focus on system-wide impact across the food, well-being and health care sectors*
- *Have a global impact in eliminating all forms of malnutrition.*

What we do:

The Academy of Nutrition and Dietetics strives to improve the nation's health and advance the profession of dietetics through research, education and advocacy. The organization accomplishes this through many dimensions:

• **Providing Reliable and Evidence-based Nutrition Information for the Public**

The Academy's dynamic website, eatright.org, contains a wealth of nutrition information for consumers, featuring content ranging from articles, tips, videos, recipes and online games to app reviews. Consumers seeking the services of a registered dietitian can use the [Find an Expert](#) feature. Members of the media can find access to a range of resources, including [press releases](#).

• **Accrediting Undergraduate and Graduate Programs**

The [Accreditation Council for Education in Nutrition and Dietetics \(ACEND\)](#) of the Academy of Nutrition and Dietetics is recognized by the United States Department of Education as the accrediting agency for education programs that prepare dietetics and nutrition professionals. Through the accreditation of approximately 600 undergraduate and graduate didactic, dietetic technician and supervised practice programs, ACEND ensures that entry-level education meets quality standards.

• **Credentialing Dietetics Professionals**

The [Commission on Dietetic Registration](#) awards credentials to individuals at entry and specialty levels who have met CDR's standards for competency to practice in the dietetics profession, including successful completion of its national certification examination and recertification by continuing professional education or examination.

- **Advocating for Public Policy**

The Academy's government affairs office, based in Washington, D.C., works with state and federal legislators and agencies on public policy issues affecting consumers and the practice of dietetics, including Medicare coverage of medical nutrition therapy; licensure of registered dietitians; child nutrition; obesity; food safety; the *Dietary Guidelines for Americans*; and other health and nutrition priorities.

- **Publishing a Peer-reviewed Periodical: *Journal of the Academy of Nutrition and Dietetics***

The most widely read peer-reviewed periodical in the dietetics field, the monthly [Journal](#) brings original research, critical reviews and reports and authoritative commentary and information to dietetics and nutrition professionals throughout the world. [Online access](#) the table of contents, research study abstracts and articles is free for all Academy members.

- **Giving Back: the Foundation**

The [Academy of Nutrition and Dietetics Foundation](#) was established in 1966 as a 501(C)(3) public charity. Its mission is to fund the future of dietetics through research and education. The Foundation achieves its goals by providing support for research, education and public awareness programs and is the largest grantor of scholarships in nutrition and dietetics.

Who we are:

The Academy of Nutrition and Dietetics (formerly the American Dietetic Association), founded in 1917, and is the world's largest organization of food and nutrition professionals. The Academy is committed to improving the nation's health and advancing the profession of dietetics through research, education and advocacy.

Membership

Approximately 65 percent of the Academy's members are [registered dietitians \(RDs\) or registered dietitian nutritionists \(RDNs\)](#) and 2 percent are [nutrition and dietetic technicians, registered \(NDTRs\)](#). Other Academy members include students, educators, researchers, retired and international members. Nearly half of all the Academy's members hold advanced academic degrees.

Academy members represent a wide range of practice areas and interests. Affiliate, dietetics practice, and member interest groups share the common purpose of serving the profession, the public, and members in such areas as continuing professional education, public information on nutrition and health, government advocacy and relations, membership recruitment, Academy leadership, and public relations. These membership groups reflect the many characteristics of the Academy's membership and the public it serves.

Leadership

The Academy is led by a [Board of Directors](#) comprised of national leaders in food, nutrition and health.

Location

120 South Riverside Plaza, Suite 2190
Chicago, Illinois 60606
Phone: 800/877-1600

Information obtained and updated 7/20 from Academy of Nutrition and Dietetics website www.eatright.org.

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: 312-899-0040 Ext. 5500 Fax: 312-899-4772**

Updated 05/2015

**Sequence of Courses for a Student Majoring in
Didactic Program in Dietetics – (DPDI - Option II)
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	(optional)
CHEM 10113 General Chemistry 3	NTDT 20403 Nutrition 3	
MATH 10043 Elementary Statistics (MTH) 3	CHEM 10123/10122 General Chemistry Lec/Lab (NSC) 5	
SOCI 20213 Introductory Sociology (SSC, CA) 3	ENGL 10803 Intro Composition (WCO) 3	
HEE or HMOVV 3	HEE or HMOVV 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	NTDT 30123 Nutrition Throughout the Life Cycle (WEM) 3	CHEM 30123 Organic Chemistry (if needed) 3
BIOL 20234 Microbiology 4	NTDT 30331 Medical Terminology 1	
MARK 30653 Principles of Marketing 3	BIOL 20214 Physiology 4	
ECON 10223 Microeconomics (SSC) or ECON 10233 Macroeconomics (SSC) 3	ENGL 20803 Intermediate Composition (WCO) 3	
HEE or HMOVV or Organic Chemistry 3	PSYC 10213 General Psychology (CA) 3	
	MANA 30653 Survey of Management 3	

Total Credit Hours 16 (Fall) + 17 (Spring) + 0-3 (Summer) = 33-36 Credit Hours for Second Year

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

Fall Semester	Spring Semester	Summer
NTDT 30101 Career and Professional Issues in Nutrition 1	NTDT 30313 Food Systems Management 3	(optional)
NTDT 30133 Meal Management 3	NTDT 30333 Medical Nutrition Therapy I 3	
NTDT 30144 Quantity Foods 4	NTDT 40403 Research Methods in Nutrition (WEM) 3	
NTDT 30233 Essentials of Dietetics Practice 3	NTDT 40603 Nutrition Counseling 3	
NTDT 30303 Communication and Education for Food, Nutrition, and Dietetics (OCO) 3	HEE or HMOVV or elective 3	
HEE or HMOVV 3		

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

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

Fall Semester	Spring Semester	Summer
NTDT 40333 Medical Nutrition Therapy II 3	NTDT 40413 Business Principles in Dietetics 3	
NTDT 40343 Nutritional Biochemistry 3	NTDT 50363 Community Nutrition and Public Health (CSV) 3	
NTDT 40101 DPD Senior Seminar 1	HEE or HMOVV or elective 3	
NTDT 50353 Experimental Food Science 3	HEE or HMOVV or elective 3	
HEE or HMOVV or elective 3		

Total Credit Hours 13 (Fall) + 12 (Spring) = 25 Credit Hours for Fourth Year

Minimum Credit Hours for Program 125 Minimum Credit Hours for Graduation 125
Curriculum Equivalent: Number of weeks in semester excluding examination time 14-15
1 credit = 1 didactic hour /week; 2 laboratory hours/week; 3 supervised practice hours/week Rev. 07/21

Didactic Program in Dietetics Unofficial Degree Plan (DPDI) - Option II
Texas Christian University
Department of Nutritional Sciences

Name: _____
 Phone #: _____

TCU ID # _____
 Email: _____

Essential Competencies		Core		
		Hrs.	Grade	To Make
WCO	ENGL 10803			
WCO	ENGL 20803			
MTH	MATH 10043			
OCO	NTDT 30303			

Writing Emphasis*				
WEM	NTDT 30123			
WEM	NTDT 40403			

Human Experiences and Endeavors				
A. (9) Humanities				
HUM	_____			
HUM	_____			
HUM	_____			

B. (9) Social Sciences				
SSC	SOCI 20213			
SSC	ECON 10223/10233			
SSC	_____			

C. (6) Natural Sciences				
NSC	NTDT 10003			
NSC	BIOL 20214			

D. (3) Fine Arts				
FAR	_____			

Heritage, Mission, Vision & Values				
RT	_____			
HT	_____			
LT	_____			
CA	SOCI 20213			
GA	NTDT 10003			
CSV	NTDT 40363			

* Writing Emphasis - 6 hours required (may be satisfied by courses meeting other degree requirements)

*CA, GA, CSV must be taken at TCU

* Minimum NTDT GPA 3.0 required upon graduation to receive DPD verification.

* No more than 3 grades below 'B-' in Associated Requirements required upon graduation to receive DPD verification.

* All 30000 and 40000 NTDT courses must be taken at TCU, except NTDT 30123 and 30331.

Upper division courses: 42 hours must be numbered 30000 or above which must be taken at TCU.

Requirements		Major		
		Hrs.	Grade	To Make
NTDT 10003				
NTDT 10103				
NTDT 20403				
NTDT 21163				
NTDT 30101				
NTDT 30103				
NTDT 30123				
NTDT 30133				
NTDT 30144				
NTDT 30233				
NTDT 30303				
NTDT 30313				
NTDT 30331				
NTDT 30333				
NTDT 40333				
NTDT 40343				
NTDT 40353				
NTDT 40363				
NTDT 40403				
NTDT 40101				
NTDT 40603				
NTDT 40413				
NTDT 50353				
NTDT 50363				

Assoc. Req.		Hrs.	Grade	To Make
CHEM 10113				
CHEM 10123/22				
CHEM 30123				
PSYC 10213				
BIOL 20214				
BIOL 20234				
SOCI 20213				
ECON 10223/33				
MANA 30653				
MARK 30653				
MATH 10043				

Electives		Hrs.	Grade	To Make

Minimum Hours for Major: 125

Rev. 7/21

The student is responsible for understanding and fulfilling degree requirements. Signature _____ Date _____

Texas Christian University Didactic Program in Dietetics
KRDN Curriculum Map (Required Element 5.1/5.2)
Didactic Courses Aligned with Core Knowledge for the RDN (DPD)

Background: The KRDN Curriculum Map is used to identify the courses in which students are being taught ACEND-Required Core Knowledge (KRDN).

Directions: List courses in chronological order organized by term, including course number, course title and credit hours. Next, using course syllabi, textbooks and assignments, identify what ACEND-Required Core Knowledge occurs in a course and place an 'X' in the appropriate column. Add additional rows as needed.

X - denotes course that includes assessment method(s) and corresponding measured outcome(s) with knowledge requirement.

Y - denotes additional course aligned with knowledge requirement.

Notes: additional course aligned with knowledge requirement:																										
Courses & Rotations	KRDN 1.1	KRDN 1.2	KRDN 1.3		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 3.1	KRDN 3.2	KRDN 3.3	KRDN 3.4	KRDN 3.5		KRDN 4.1	KRDN 4.2	KRDN 4.3	KRDN 4.4	KRDN 4.5	KRDN 4.6	
Fall – First Year																										
NTDT 10003-Cont. Nutr. (3)					Y					Y																
MATH 10043-Statistics (3)																										
CHEM 10113-GenChem I (3)																										
SOCI 20213-Sociology (3)																										
Spring – First Year																										
NTDT 10103-Food Prep (3)																										
CHEM 10123/2-GenChem II (5)																										
NTDT 20403 – Nutrition (3)																										
Fall – Sophomore																										
ECON 10223-Microecon (3) - OR ECON 10233-Macroecon (3)																										
NTDT 21163-Food Culture (3)										X					X											
BIOL 20224-Microbiology (4)																										
MARK 30653-Princ Marketing (3)																										
CHEM 30123-Org Chem (3)																										

Courses & Rotations	KRDN 1.1	KRDN 1.2	KRDN 1.3		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 3.1	KRDN 3.2	KRDN 3.3	KRDN 3.4	KRDN 3.5		KRDN 4.1	KRDN 4.2	KRDN 4.3	KRDN 4.4	KRDN 4.5	KRDN 4.6	
Spring – Sophomore																										
PSYC 10213-Gen Psych (3)																										
NTDT 30123-Life Cycle (3)			Y		Y																					
NTDT 30331-Med. Term. (1)																										
BIOL 20214-Physiology (4)																										
MANA 30653-Survey Man. (3)																										
Fall – Junior																										
NTDT 30101- Career and Prof Issues (1)					Y	Y					X															
NTDT 30133 – Meal Mgt (3)																							Y	X		
NTDT 30303-Communication and Education (3)					X	Y				Y					Y	Y										
NTDT 30144-Quant.Food (4)																	X			X	X		Y	X	X	
NTDT 30233 – Essentials (3)		Y				X			X					Y		X										
Spring – Junior																										
NTDT 30313-Food Sys. (3)					Y				Y								Y			Y	Y		X	Y	Y	
NTDT 30333-MNT I (3)	Y	Y				Y		X						X								X				
NTDT 40403-Res Meth (3)	X	Y	Y		Y																					
NTDT 40603-Nutr Counseling (3)		Y				Y				Y				Y	Y	X										

Courses & Rotations	KRDN 1.1	KRDN 1.2	KRDN 1.3		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 3.1	KRDN 3.2	KRDN 3.3	KRDN 3.4	KRDN 3.5		KRDN 4.1	KRDN 4.2	KRDN 4.3	KRDN 4.4	KRDN 4.5	KRDN 4.6	
Fall – Senior																										
NTDT 40101 – DPD Sr. Sem (1)						Y					Y	X														
NTDT 40333-MNT II (3)		X				Y								Y								Y				
NTDT 40343-Nutr. Biochem (3)																		X								
Spring - Senior																										
NTDT 50353-Exp. Food Science (3)	Y	Y	X																							
NTDT 50363-Comm Nutr (3)					Y		X				X				X	X										
NTDT 40413-Bus Principles (3)					Y	Y		Y	Y								Y			Y	Y	Y	X		Y	

Texas Christian University Didactic Program in Dietetics
KRDN Student Learning Outcomes (SLO) Assessment Plan (Required Elements 6.1 and 6.2)
On-going Assessment of Core Knowledge for the RDN
Date of Last Accreditation Review (PAR or self-study): March 2020

Domain 1: Scientific and Evidence Base of Practice: integration of scientific information and research into practice				
A) RE 6.1.a: ACEND-Required Core Knowledge	B) RE 6.1.b: Learning objectives that state specific activities and qualitative or quantitative target measures that will be used to assess overall student achievement of core knowledge	C) RE 6.1.c: Didactic courses and/or experiential learning in which assessment will occur	D) RE 6.1.d: Individuals responsible for ensuring assessment occurs	E) RE 6.1.e: Timeline for collecting formative and summative data
KRDN 1.1: Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions.	100% of students will earn a letter grade of 'B' or above on the Evidence-Based Practice Project that demonstrates knowledge and application of research methodology and evidence-based guidelines, interpretation of research literature, and integration of research principles into evidence-based practice.	NTDT 40403 - Research Methods in Nutrition	New tenure track faculty (Dr. Jada Willis for Spring 2021)	Spring semester – junior year
KRDN 1.2: Use current information technologies to locate and apply evidence-based guidelines and protocols.	100% of students will use the EAL to apply evidence-based guidelines as evidenced by earning a rating of "competent" or above on the Evidence Analysis Library section on the pancreatic case study exhibiting evidence that they are able to use current information technologies to locate and apply evidence-based guidelines and protocols.	NTDT 40333 - Medical Nutrition Therapy (MNT) II	Mrs. Samantha Davis	Fall semester – senior year

KRDN 1.3: Apply critical thinking skills.	100% of students will earn a letter grade of 'C' or above on the Food Science Research Project that demonstrates application of critical thinking skills.	NTDT 40353/50353 – Experimental Food Science	Dr. Kelly Fisher	Fall semester – senior year
Domain 2: Professional Practice Expectations: beliefs, values, attitudes and behaviors for the professional dietitian level of practice				
A) RE 6.1.a: ACEND-Required Core Knowledge	B) RE 6.1.b: Learning objectives that state specific activities and qualitative or quantitative target measures that will be used to assess overall student achievement of core knowledge	C) RE 6.1.c: Didactic courses and/or experiential learning in which assessment will occur	D) RE 6.1.d: Individuals responsible for ensuring assessment occurs	E) RE 6.1.e: Timeline for collecting formative and summative data
KRDN 2.1: Demonstrate effective and professional oral and written communication and documentation.	100% of students will demonstrate effective and professional oral and written communication and documentation and use of current information technologies when communicating with individuals, groups and the public as evidenced by instructor and class evaluations and earning a grade of 'B' or above in developing a lesson plan, generating printed and electronic communications, creating educational materials, and team-teaching a nutrition education session at TCU Starpoint School.	NTDT 30303 – Communication and Education for Food, Nutrition, and Dietetics	Dr. Jada Willis	Fall semester – junior year

KRDN 2.2: Describe the governance of nutrition and dietetics practice, such as the Scope of Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics; and describe interprofessional relationships in various practice settings.	100% of students will successfully use the Scope of Practice in a professional practice dilemma scenario in the Anemia case study as evidenced by earning a rating of "good" to "excellent" on the Scope of Practice scenario question/s on the case study.	NTDT 30233 – Essentials of Dietetics Practice	Dr. Gina Hill	Fall semester – junior year
KRDN 2.3: Assess the impact of a public policy position on nutrition and dietetics practice.	100% of students will earn a rating of good to excellent” on the indicator that assesses the impact of a public policy position on nutrition and dietetics practice from the Public Policy and Position Statement Analysis Paper.	NTDT 40363 – Community Nutrition/50363 – Community Nutrition and Public Health	Dr. Gina Hill	Spring semester – senior year
KRDN 2.4: Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.	100% of students will earn a letter grade of ‘C’ or above on the health care systems assignment.	NTDT 30333 – Medical Nutrition Therapy I	Mrs. Samantha Davis	Spring semester – junior year
KRDN 2.5: Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates in the delivery of food and nutrition services.	100% of students will earn a grade of 'C' or above on the Health Care Team Quiz.	NTDT 30233 – Essentials of Dietetics Practice	Dr. Gina Hill	Fall semester – junior year
KRDN 2.6: Demonstrate an understanding of cultural competence/sensitivity.	100% of students will demonstrate an understanding of cultural competence/sensitivity as	NTDT 21163 – Food and Culture	Dr. Anne VanBeber	Fall semester – sophomore year

	evidenced by earning a grade of 'B' or above on the Intercultural Communication Book Club assignment.			*Includes NUTR majors who are not on the pre-health track
KRDN 2.7: Demonstrate identification with the nutrition and dietetics profession through activities such as participation in professional organizations and defending a position on issues impacting the nutrition and dietetics profession.	<p>100% of students will attend 1 professional meeting.</p> <p>100% of students will earn a rating of "good" to "excellent" on the portion of the Position Defense Annotated Bibliography requiring the defense of a position impacting the nutrition and dietetics profession.</p>	<p>NTDT 30101 – Career and Professional Issues in Nutrition</p> <p>NTDT 40363 – Community Nutrition/50363 – Community Nutrition and Public Health</p>	<p>Mrs. Rebecca Dority</p> <p>Dr. Gina Hill</p>	<p>Fall semester – junior year</p> <p>Spring semester – senior year</p>
KRDN 2.8: Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.	100% of students will demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others as evidenced by earning a 'B' or above on the Mentorship Reflection Assignment.	NTDT 40101 – DPD Senior Seminar	Mrs. Rebecca Dority	Fall semester – senior year
Domain 3: Clinical and Customer Services: development and delivery of information, products and services to individuals, groups and populations				
A) RE 6.1.a: ACEND-Required Core Knowledge	B) RE 6.1.b: Learning objectives that state specific activities and qualitative or quantitative	C) RE 6.1.c: Didactic courses and/or experiential learning in	D) RE 6.1.d: Individuals responsible for ensuring assessment occurs	E) RE 6.1.e: Timeline for collecting formative and summative data

	target measures that will be used to assess overall student achievement of core knowledge	which assessment will occur		
KRDN 3.1: Use the Nutrition Care Process to make decisions, identify nutrition-related problems and determine and evaluate nutrition interventions.	100% of students will utilize components of the Nutrition Care Process (NCP) through completion of written case studies as evidenced by earning a rating of “beginner” or above on the ADIME note on the GI Case Study.	NTDT 30333 – Medical Nutrition Therapy I	Mrs. Samantha Davis	Spring semester – junior year
KRDN 3.2: Develop an educational session or program/educational strategy for a target population.	100% of students will receive a grade of ‘B’ or above on the Food and Culture Educational Group PowerPoint and Oral assignment about the cuisine and culture of a US or world region. 100% of students will earn a ‘B’ or above on the community health fair project that demonstrates the ability to develop an educational program for a target population.	NTDT 21163 – Food and Culture NTDT 40363 – Community Nutrition/50363 – Community Nutrition and Public Health	Dr. Anne VanBeber Dr. Gina Hill	Fall semester – sophomore year *Includes NUTR majors who are not on the pre-health track) Spring semester – senior year
KRDN 3.3: Demonstrate counseling and education methods to facilitate behavior change for and enhance wellness for diverse individuals and groups.	100% of students will demonstrate counseling techniques to facilitate behavior changes as evidenced by earning a grade of ‘B’ or above on the Counseling Role Play Assignment.	NTDT 30233 – Essentials of Dietetics Practice	Dr. Gina Hill	Fall semester – junior year

	<p>Students will demonstrate effective counseling skills for diverse populations utilizing principles and techniques to facilitate behavior change by earning a 'C' or above on the mock counseling session.</p> <p>100% of students will earn a 'B' or above on the Community Health Fair assignment in which education methods are demonstrated to facilitate behavior change for and enhance wellness.</p>	<p>NTDT 40603 – Nutrition Counseling</p> <p>NTDT 40363 – Community Nutrition/50363 – Community Nutrition and Public Health</p>	<p>Mrs. Samantha Davis</p> <p>Dr. Gina Hill</p>	<p>Spring semester – junior year <i>Offered Spring 2021</i></p> <p>Spring semester – senior year</p>
KRDN 3.4: Explain the processes involved in delivering quality food and nutrition services.	100% of students will earn a rating of "beginner" or above on the question on the Individual Luncheon Evaluations relating to a description of the process of planning to execution.	NTDT 30144 – Quantity Food Production	Mrs. Samantha Davis	Fall semester – junior year
KRDN 3.5: Describe basic concepts of nutritional genomics.	100% of students will describe basic concepts of nutritional genomics as evidenced by earning a 'C' or above on the nutritional genomics research article review.	NTDT 40343 – Nutritional Biochemistry	Mrs. Rebecca Dority	Fall semester – senior year
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				
A) RE 6.1.a: ACEND-Required Core Knowledge	B) RE 6.1.b: Learning objectives that state specific activities and	C) RE 6.1.c: Didactic courses and/or experiential learning in	D) RE 6.1.d: Individuals responsible for ensuring assessment occurs	E) RE 6.1.e: Timeline for collecting formative and summative data

	qualitative or quantitative target measures that will be used to assess overall student achievement of core knowledge	which assessment will occur		
KRDN 4.1: Apply management theories to the development of programs or services.	100% of students will work in a group to apply management and business theories and principles to the development, marketing and delivery of services as evidenced by earning a grade of "beginner" or above on the development of programs portion of the Quantity Food Luncheon Project.	NTDT 30144 – Quantity Food Production	Mrs. Samantha Davis	Fall semester – junior year
KRDN 4.2: Evaluate a budget and interpret financial data.	100% of students will work in a group to determine costs of operations and prepare a budget as evidenced by rating of "beginner" or above on the budget portion of the Quantity Food Production Luncheon Project.	NTDT 30144 – Quantity Food Production	Mrs. Samantha Davis	Fall semester – junior year
KRDN 4.3: Describe the regulation system related to billing and coding, what services are reimbursable by third party payers, and how reimbursement may be obtained.	100% of students will earn a grade of 'C' or above on the Coding and Billing Quiz.	NTDT 30333 – Medical Nutrition Therapy I	Mrs. Samantha Davis	Spring semester – junior year
KRDN 4.4: Apply the principles of human resource management to different situations.	100% of students are able to apply principles of human resource management to different situations as evidenced by earning a 'C' or above on a	NTDT 30313 – Food Systems Management	Mrs. Rebecca Dority	Spring semester – junior year

	<p>conflict resolution case study.</p> <p>100% of students are able to apply principles of human resource management to different situations as evidenced by earning a grade of 'C' or above on the Leadership Case Study.</p>	NTDT 40413 – Business Principles in Dietetics	Mrs. Rebecca Dority	<p>Spring semester – senior year</p> <p><i>Offered Spring 2022</i></p>
KRDN 4.5: Describe safety principles related to food, personnel and consumers.	100% of students will demonstrate quality management of food and nutrition services by passing the ServSafe Food Protection Manager Certification Examination following completion of the ServSafe course content as evidenced by completion certificate.	NTDT 30144 – Quantity Food Production	Mrs. Samantha Davis	Fall semester – junior year
KRDN 4.6: Analyze data for assessment and evaluate data to be used in decision-making for continuous quality improvement.	<p>100% of students will receive a grade of 'B' or above on the Thrifty Food Plan Assignment, which demonstrates the ability to analyze data for assessment and evaluate data to use in decision-making.</p> <p>100% of students will earn a grade of "beginner" or above on the Budget section of the Luncheon Instructor Evaluation</p>	<p>NTDT 30133 – Meal Management</p> <p>NTDT 30144 – Quantity Food Production</p>	<p>Dr. Anne VanBeber</p> <p>Mrs. Samantha Davis</p>	<p>Fall semester – junior year</p> <p>Fall semester – junior year</p>

Student Organizations

Texas Christian University has an active Student Nutrition and Dietetic Association (SNDA). Membership in the student association, the Academy of Nutrition and Dietetics, and the Texas Academy of Nutrition and Dietetics is required. Students in the Program are expected to actively participate at the local and state level and attend professional meetings each semester.

In addition, students are required to join the TCU Chapter of the Food Recovery Network and comply with membership requirements including food deliveries.

Phi Upsilon Omicron, the honorary society for related fields in Family and Consumer Sciences provides opportunities for membership to upper level students. To be eligible for the honor society, the student must have completed at least one semester at TCU and have an overall grade point average of 3.0. Students who are eligible to apply for membership will receive an invitation letter. Any student wishing to join Phi Upsilon Omicron should contact the TCU faculty sponsor regarding current eligibility requirements. An alumnae organization extends this membership beyond collegiate activities.

Joining the Academy

Founded in 1917, the Academy's 100,000 credentialed practitioners in the United States and abroad help shape the public's food choices, positively impacting health and wellness worldwide. The membership includes registered dietitian nutritionists, dietetic technicians, students and others holding baccalaureate and advanced degrees in nutrition and dietetics. To provide members with career strategies that will enable them to prosper in the future, all Academy activities evolve from the Strategic Plan. As the Academy grows, so does the number and variety of benefits we offer to our members. The combination of a diverse and growing membership and the dynamic field of nutrition and dietetics requires a broad and ever-changing array of benefits to meet the needs of members whose interests, skills, backgrounds and experience span the entire profession.

Most dietetics professionals choose to belong to the Academy because of the variety and quality of membership benefits. The Academy provides many professional opportunities and information resources to support its members' careers. Academy members are engaged, passionate professionals who are encouraged to participate in continuing education opportunities that support lifelong learning.

- **Publications**, including access to the *Journal* (\$441 in value), the digital *Food & Nutrition Magazine*® and exclusive access to email newsletters, discounts on Nutrition Care Manual subscriptions (up to \$167 in savings) and electronic Nutrition Care Process Terminology subscriptions (up to \$75 in savings), as well as access to all eatrightPRO.org content.
- **Career and business resources**, including the Find an Expert Listing (\$249 in value), the Compensation Benefits Survey (\$250 in value), and savings on Eatright Careers job postings (\$235 in savings).
- **Educational opportunities**, including free CPE in the *Journal* (\$2,160 in value) and through the Academy's Online Certificate of Training Center for Lifelong Learning programs which include both free and discounted pricing on webinars, Certificates of Training and workshops (up to \$375 in savings).
- **Practice, Science and Quality resources**, such as access to the Evidence Analysis Library (\$250 in value) and access to the Academy's position and practice papers.
- **FNCE**® Early bird registration (\$320 in savings).
- **Scholarships and awards** provided by the Academy as well as its Foundation. Foundation programs and opportunities available to Academy members include scholarships, awards, fellowships, research grants, and disaster relief funding, while the Academy offers its National Honors and Awards program its Fellow (FAND) program.
- **Networking and knowledge sharing opportunities**, including eMentoring and DPG and MIG membership. (Exclusive to Members)
- **Discounts** on products and insurance. (Exclusive to members)
- **eatrightSTORE.org** Online discounts. (Exclusive to members)
- **Nutrition Information Services** access, which includes help from staff RDNs. (Exclusive to members)

Student Advisory Committee Descriptions and Responsibilities

There are many benefits to getting involved in the [Student Advisory Committee](#). This committee not only networks with leaders of the association and in the field of dietetics, but individual members broaden their perspective of the profession, hone their leadership skills, and develop greater business acumen.

Position Descriptions and Responsibilities

Chair

- SAC Chair presides over all SAC meetings.
- Serves as the Academy representative to student members and other affiliated organizations (e.g. American Medical Student Association).
- Assigns tasks as needed and makes the concerns of the SAC known to appropriate Academy staff.
- Coordinates the work of the SAC. This may include, but is not limited to, reviewing conference call documents, proofreading minutes, and collaborating with Academy Staff to prepare committee reports which are submitted to the Academy Board of Directors.
- Represents a region of the country as a Student Representative.
- Serves as the student liaison to the Board of Directors.
- Posts a welcome message to the Student Community upon taking office in June.
- SAC Chair may be asked to participate in additional workgroups or meetings through the Academy or other affiliated organizations throughout the year. These will be handled on a case by case basis as they arise and may require additional travel time.
- Writes a welcome message for the September issue of *Student Scoop*.

Vice-Chair

- Assists the Chair in carrying out his or her duties.
- May be called upon to perform the duties of the Chair if the Chair is absent, or unable to complete his/her term.
- May be called upon to assist the Chair in facilitating student sessions at FNCE.
- Assists in implementing communication among SLs at ACEND-accredited or approved dietetics programs, SAC officers and student members.
- Represents a region of the country as a Student Representative.
- Posts a message to the Student Community after the first meeting of SAC in July.
- Writes a message for the November issue of *Student Scoop*.

Student Delegate

- Works with the Academy House of Delegates (HOD) to represent student interests and communicate governance issues to the committee.
- Fulfills the responsibilities stated in HOD Policies and Procedures Manual – Student At-Large Delegate.
- Attends all HOD meetings (Fall meeting prior to FNCE and Spring virtual/online meeting).
- Participates in periodic HOD conference calls and webinars (about 6 per year).
- Posts information to the Student Community prior to each session of the HOD to obtain student member ideas.
- Posts results of each HOD session (dialog, voting and motions) to the Student Community.
- Represents a region of the country as a Student Representative.
- Writes *Student Scoop* articles on the outcomes of HOD dialogue sessions.

Accreditation Council for Education in Nutrition and Dietetics (ACEND) Student Representative

ACEND® Board Dietetic Student Representative Application

ACEND® is seeking student members of the Academy of Nutrition and Dietetics with strong leadership skills to apply to be nominated for the Dietetics Student Representative position on the ACEND® board. This volunteer position is an excellent way to gain leadership experience and skills in accreditation, education, communication, collaboration and more. The dietetics student member is elected by the ACEND® board and serves a two-year term, the first year as student rep-elect and the second year as the dietetics student voting member.

General Qualifications

1. Dietetics student is a student enrolled in an ACEND®-accredited program during the first year of the appointed term (2020-2021)
2. Dietetics student must be a member of the Academy of Nutrition and Dietetics. Not a member of the Academy of Nutrition and Dietetics? Visit the [student membership page](#).

Second Career students taking DPD courses to obtain a verification statement from a DPD program during the first year of the two year Student Representative term, qualify to apply to this position.

Responsibilities, Workload and Training

The ACEND® Student Representative will:

- Travel to and participate in two Board meetings a year (6 days annually)
- Participate in teams to review accreditation reports for all program types in preparation for the Board meeting. (about 20-30 annually)
- Participate in monthly Board teleconference call meetings (approximately 10 times per year – 1 1/2 hours per call)
- Receive voting privileges in the term's second term year
- Attend Program Reviewer workshop as part of accreditation training (one time per appointment)
- Serve as a member on one of the ACEND® board's Standing Committees
- Represent ACEND® as an ex-officio member on the Academy of Nutrition and Dietetics Student Council Advisory Committee in the first year of service.
- Participate on an accreditation site visit (3 days)

How to Apply: Check the [ACEND website](#) for the application and deadline.

Applications must be submitted electronically in one PDF document that includes the completed application form, statement of interest, resume, and reference from one faculty member or program director to ACENDNominations@eatright.org.

Selection Process:

The ACEND® Nominating Committee reviews all Student Representative applications, interviews qualified applicants and may contact their references. The applicants are notified of the Board's decision one month after the January ACEND® Board meeting.

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://www.eatrighttexas.org/students/tandf-student-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.

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

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 coordinated program 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 third 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 90-page 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 6/2018 from www.eatright.org.

Registered Dietitian Nutritionist (RDN) - ACEND Fact Sheet

Educational and Professional Requirements

Registered Dietitian Nutritionists (RDNs) are food and nutrition experts who have met the following criteria to earn the RD credential:

- **Completed a minimum of a bachelor's degree** at a US regionally accredited university or college and course work accredited or approved by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics.
- **Completed an ACEND-accredited supervised practice program** at a health-care facility, community agency, or a foodservice corporation or combined with undergraduate or graduate studies. Typically, a practice program will run six to 12 months in length.
- **Passed a national examination** administered by the Commission on Dietetic Registration (CDR). For more information regarding the examination, refer to CDR's website at www.cdrnet.org.
- **Completed continuing professional educational requirements** to maintain registration.

Some RDs hold additional certifications in specialized areas of practice. These are awarded through CDR, the credentialing agency for the Academy, and/or other medical and nutrition organizations and are recognized within the profession, but are not required. Some of the certifications include pediatric or renal nutrition, sports dietetics, nutrition support, and diabetes education.

In addition to RDN credentialing, many states have regulatory laws for dietitians and nutrition practitioners. Frequently these state requirements are met through the same education and training required to become an RDN.

College Coursework

Dietitians study a variety of subjects, ranging from food and nutrition sciences, foodservice systems management, business, economics, computer science, culinary arts, sociology and communication to science courses such as biochemistry, physiology, microbiology, anatomy and chemistry.

International Professionals

Individuals who completed their education and training outside of the US, or received credentials in another country, may be eligible to become credentialed RDs in the US. Individuals who have completed the education and credentialing requirements in one country may be eligible for another country's credentialing examination if the two countries have entered into a "reciprocity" agreement to allow this. If reciprocity does not apply, you must have your academic degree validated as equivalent to the bachelor's or master's degree conferred by a US regionally-accredited college or university **and** complete an ACEND®-accredited supervised practice requirement to establish your eligibility to sit for the exam. It is important to note that all individuals who establish registration eligibility — whether under the provisions of a reciprocity agreement or through the combination of a validated academic degree and supervised practice program — must successfully write the Registration Examination for Dietitians to earn the RD credential.

[More Information for International Students »](#)

Employment Opportunities

Registered dietitians work in a wide variety of employment settings, including health care, business and industry, community/public health, education, research, government agencies and private practice.

Many work environments, particularly those in medical and health-care settings, require that an individual be credentialed as an RDN. RDNs work in:

- **Hospitals, HMO's or other health-care facilities**, educating patients about nutrition and administering medical nutrition therapy as part of the health-care team. They may also manage the foodservice operations in these settings, as well as in schools, day-care centers and correctional facilities, over-seeing everything from food purchasing and preparation to managing staff.
- **Sports nutrition and corporate wellness programs**, educating clients about the connection between food, fitness and health.
- **Food and nutrition-related business and industries**, working in communications, consumer affairs, public relations, marketing, product development or consulting with chefs in restaurants and culinary schools.
- **Private practice**, working under contract with health-care or food companies, or in their own business. RDs may provide services to foodservice or restaurant managers, food vendors and distributors or athletes, nursing home residents or company employees.
- **Community and public health settings**, teaching, monitoring and advising the public and helping improve their quality of life through healthy eating habits.
- **Universities and medical centers**, teaching physician's assistants, nurses, dietetics students, dentists and others the sophisticated science of foods and nutrition.
- **Research areas** in food and pharmaceutical companies, universities and hospitals directing or conducting experiments to answer critical nutrition questions and find alternative foods or nutrition recommendations for the public.

Where to Start if You Already Have a Degree

If you already have a bachelor's degree that is not in dietetics and are interested in becoming a registered dietitian, you should have your college transcript evaluated by a director of a dietetics program accredited by ACEND®. Because the policies, procedures and costs for the transcript evaluation may vary from one institution to another, you may want to contact more than one dietetics program for further information.

The program director will evaluate your previous academic preparation and identify the courses that you will need to complete at that school to meet the educational requirements for dietetic registration. It may be possible to complete the required dietetics coursework while enrolled in a graduate program. The dietetics program director can advise you of your options. Once the required coursework is completed, you are eligible to apply to an ACEND®-accredited supervised practice program.

Salaries and Job Outlook

According to the Academy's 2011 *Compensation and Benefits survey of the Dietetics Profession*, the median annual income of all RDNs in the US who have been working in the field for four years or less was \$52,000. As with any profession, salaries and fees vary by region of the country, employment settings, scope of responsibility and supply of RDs. Salaries increase with years of experience and RDNs, in management and business, earn incomes above \$90,000.

According to the US Bureau of Labor Statistics, employment of dietitians is expected to grow as fast as the average for all occupations through the year 2014 because of the increased emphasis on disease prevention, a growing and aging population and public interest in nutrition. Employment in hospitals is expected to show little change because of anticipated slow growth and reduced lengths of hospital stay. Faster growth, however is anticipated in nursing homes, residential care facilities and physician clinics.

Financial Aid

There are many resources to help students in need pay for college. You may be able to obtain a grant or scholarship from a corporation, community or civic group, philanthropic or religious organization or directly from the school or college you are interested in attending. Federal grants and low-interest loans may also be available.

The Academy of Nutrition and Dietetics Foundation offers scholarships to encourage eligible students to enter the field of dietetics. Student members of the Academy enrolled in their junior year in an ACEND[®]-accredited program may apply for a Foundation scholarship. Scholarships are also available for student members in ACEND[®]-accredited dietetic internships and graduate studies. Contact the Academy's Foundation Team (scholarship@eatright.org) for Foundation scholarship information.

Need More Information?

For other career guidance information, contact Academy's Accreditation and Education Programs Team:

Academy of Nutrition and Dietetics
Accreditation and Education Programs Team
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

Updated from <https://www.eatrightpro.org/acend> 6/16

Dietetic Internships (DI)

Each Dietetic Internship (DI) is listed by the Academy on their website at www.eatright.org is accredited. After each program's address is the accreditation status granted by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) and the date of the next program review. The accreditation status definitions are as follows:

- *Candidacy for Accreditation*—program not previously accredited that has had one site visit and is being implemented according to the ACEND Accreditation Standards.
- *Accredited*—program that has had at least one site visit and is in compliance with the Accreditation Standards.
- *Probationary Accreditation*—program fails to comply with the Accreditation Standards or published policies.
- *Accreditation Withdrawn*—program fails to comply with the Accreditation Standards or published policies within a specified time period.

To apply to a DI, individuals must complete at least a bachelor's degree and ACEND-accredited coursework requirements (Didactic Program in Dietetics). Currently all DIs must provide at least 1200 hours of supervised practice. This is usually completed in 8-24 months depending on the availability of a part-time schedule or requirement of graduate credit. Individuals completing the program who are verified by the program director are eligible to write the CDR registration examination for dietitians.

Appointments to DIs are awarded on a competitive basis and most use a national computer matching process. Programs not participating in computer matching accept applications only from individuals employed by the sponsoring organization. Prospective applicants must contact program directors for current information, including application deadline dates. More information about the application, tuition and financial aid can be obtained from the program.

Currently, 262 dietetic internships are accredited by ACEND. A complete listing of [accredited programs](#) is available on the Academy's and ACEND's websites, with program details and contact information.

Updated from <https://www.eatrightpro.org/acend> 7/2019

Dietetic Internship Centralized Application System (DICAS)

Almost all dietetic internships will be using the [online dietetic internship centralized application process \(DICAS\)](#). Please refer to the dietetic internship's website for any additional instructions regarding the application.

If you have questions about the centralized application, please contact DICAS customer support at 617/612-2855 or dicasinfo@dicas.org.

1. Even though DICAS is a standardized application, each site has its own application instructions and deadlines. It is each applicant's responsibility to be familiar with each site's application procedures, requirements, and deadlines. For example, some sites may request that you provide additional material (e.g., testing reports), and DICAS will permit you to attach this information electronically.
2. The DICAS application will be completed via the internet, using your internet browser, and sent electronically to the internship sites that you designate.
3. DICAS is organized by Portals and includes an Applicant Portal (the portal that you, as an internship applicant will complete), a Selection Portal (the repository of applications that are sent to a specific internship site), a Reference Portal (the portal in which the individuals writing letters of recommendation for you will upload their letter), and a DPD (Didactic Program in Dietetics) Portal (the part of the application in which your DPD director will verify your readiness for internship). In addition to these general instructions, each section of DICAS has its own specific instructions. These specific instructions can be accessed by clicking the "Instructions for this Section" button at the top right corner of each page.

Please view this video from the Academy of Nutrition and Dietetics for more information about the online application system. [DICAS Video](#)

ELEMENTS OF THE STANDARDIZED APPLICATION

General Application:

This is the "meat" of the application and includes questions about your background, education, and experience.

Personal Statement:

The personal statement provides an introduction to your application and, most importantly, an opportunity for you to describe your interest in, and fit with, a particular site. It also gives you the opportunity to address site-specific issues or questions. DICAS permits you to submit an individualized personal statement for each site to which you are applying.

Resume:

The accepted file formats are MSWord (.doc), Rich Text Format (.rtf), Portable Document Format (.pdf), and ASCII Text file (.txt). Macintosh Users: Please be sure that the appropriate extension (e.g., '.doc', '.pdf') is at the end of the file name you select.

U.S. Transcripts:

Includes transcripts from all institutions that you have attended, whether a degree was obtained or not. You are required to submit one official copy of each transcript to the DICAS service, which will be scanned and attached to each application. Most sites do not request foreign transcripts; therefore they are not required by DICAS in order for your application to be considered complete. However, some sites prefer to review them, so if you wish to send a copy of a foreign transcript or an official evaluation to DICAS, they will be scanned on your behalf.

Please note: Unofficial transcripts, photo copies and issued to student transcripts are all considered unofficial, and will not be accepted under any circumstances.

References:

Most sites request three letters of recommendation, although a few have a different requirement. The DICAS service allows you to request letters from your recommenders, who will then upload their letters directly to the service. Once your recommenders have uploaded their letters, you may then choose which letters get sent to which internship sites.

Supplemental Materials:

These are any additional materials that may be requested by a program, such as testing batteries and/or reports, etc. The DICAS service allows you to upload supplemental materials for each site that requires such materials.

Verification by Your Program Director:

Your dietetic program director is required to review one of the following, your declaration of intent, or your verification statement. When you have completed the portions of the application that require verification, you may submit them electronically to your DPD director for review. You will not be permitted to submit any applications to internship sites until this verification process is completed by your DPD director. Please do not send a hard copy of your verification statement or declaration of intent to DICAS as we cannot accept them.

Updated 7/2017

Top 10 Questions about Computer Matching for Dietetic Internships (DIs)

10. What is computer matching?

Computer matching is one part of the process necessary to obtain an appointment to most DIs. The Academy of Nutrition and Dietetics has contracted with D&D Digital Systems to facilitate matching through a computerized process. An applicant is "matched" with the highest ranked program that offers the applicant a position. In this way, computer matching helps applicants to obtain a position in the DI of their choice and helps DI programs obtain the applicants of their choice. It eliminates premature decisions by programs about applicants and acceptance at multiple programs by applicants.

Computer matching occurs using the applicant's prioritized list and the programs' prioritized lists until all possible matches are complete. There is a fee for computer matching that must be submitted at the time you register for the match online with D&D Digital Systems. The process is explained in detail in the "Instructions to Applicants" booklet provided by D&D Digital Systems.

9. If computer matching is one part of the process, what else do I need to do to apply to DIs?

To begin the application process, you must request and complete the application materials from the DI programs of your choice. Most DIs participate in computer matching for their admission process. Those that are exempt accept applications only from individuals employed by the sponsoring organization. These are noted on the Academy's website in the [DI list](#).

Each DI reviews its own applications and submits a priority listing of acceptable applicants to D&D Digital Systems, along with the number of positions to be filled. Computer matching does **not** change the applicants' or programs' selection process.

8. Is there a limit to the number of programs that one can apply to and rank for computer matching?

No. Just remember that an application must be submitted to each program you rank on the preference list that you submit to D&D. If you do not rank a program with D&D Digital, the program cannot consider your application.

7. Is it possible to receive a match to more than one DI?

No. Only one match is made, the highest priority choice for which a program match occurs.

6. If a program offers both a full and part-time option, can I apply to both?

Yes. Be sure to check the computer matching codes for each option. Many programs have one code number for the full-time option and one code number for the part-time option. If you wish to be considered for both options, you need to rank the full and part-time options according to your preference and include both options on the list submitted to D&D Digital Systems.

5. When does computer matching occur?

Computer matching occurs in April and November of each year. The [DI list](#) includes information about when each DI appoints its students. Programs may participate in either one or both computer matching periods.

4. Are there deadlines for the computer matching/internship application process?

Yes, there are two deadlines that you must be aware of when applying to DIs. First, each program

should have a deadline date in their materials that tells you when all application materials must be submitted to the program. It is very important that you adhere to this deadline; otherwise your application may be invalid if it is not received by the deadline date.

Second, there is a deadline established by the Academy and D&D Digital Systems, Inc. for registering for the computer match with D&D Digital Systems and submitting your prioritized list of DI programs and your computer matching fee payment. The deadline for the February match is generally during the 2nd week of February and for the November match approximately September 25th. However, you should check with your DPD program director, Academy Accreditation staff or D&D Digital Systems for the exact deadline date. If you do not register for the match by the established deadline date to D&D Digital Systems, you will not be in the match and the DI Programs cannot consider your application.

Please be sure to allow sufficient preparation time so that you will have your materials ready to be submitted online on or before the deadline date.

3. If I don't receive a match the first time I apply, can I apply again?

Yes. You may continue to apply as often as you wish and in both April and November. You must register for the match with D&D Digital Systems and submit new DI application materials for every matching period.

2. How can I increase my chances of receiving a DI appointment?

Appointments to these programs are very competitive. Program Directors are looking for students with high academic ability (GPA), work experience, strong letters of recommendation, and professional potential. An application package that follows directions explicitly, and is neat is very important. If required, a well-written application letter may be a good reflection of your maturity and communication skills. Be flexible about your Program choices. The ability to relocate from densely populated urban sites also may be helpful.

1. Where can I get more information about this whole process?

If you are still in school, your Didactic Program Director and/or faculty advisor should be your resource person for information and guidance with the appointment process. The Accreditation staff at the Academy is also available to answer questions. Call 1-800-877-1600 ext. 5400 or e-mail education@eatright.org. D&D Digital Systems can provide information about the computer matching process. Visit their Web site at <http://www.dnddigital.com/>, call 515-292-0490, or e-mail dnd@sigler.com.

March 2013

Registration Examination for Dietitians

Registered Dietitian Examination Test Specifications
January 1, 2017 – December 31, 2021

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	25%
A. Food Science and Nutrient Composition of Foods	
B. Nutrition and Supporting Sciences	
C. Education, Communication and Technology	
D. Research Applications	
II. Nutrition Care for Individuals and Groups	40%
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 Resources	
C. Financial Management	
D. Marketing and Public Relations	
E. Quality Management and Improvement	
IV. Foodservice Systems	14%
A. Menu Development	
B. Procurement, Production, Distribution, and Service	
C. Sanitation and Safety	
D. Equipment and Facility Planning	

Approved February 2016

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 1200 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>.

What Is a Dietetic Technician, Registered?

Nutrition and dietetic technicians, registered (NDTRs) are educated and trained at the technical level of nutrition and dietetics practice for the delivery of safe, culturally competent, quality food and nutrition services. NDTRs are an integral part of healthcare and food service management teams.

NDTRs work under the supervision of a registered dietitian nutritionists (RDNs) when in direct patient/client nutrition care in practice areas as:

- **Hospitals, clinics, nursing homes, retirement centers, hospices, home health-care programs and research facilities** conducting patient/client screens, gathering data and performing assigned tasks to assist RDNs in providing medical nutrition therapy.

NDTRs may work independently in providing general nutrition education to healthy populations in a variety of settings as:

- **Schools, day-care centers, correctional facilities, restaurants, health-care facilities, corporations and hospitals**, managing employees, purchasing and food preparation and maintaining budgets within foodservice operations.
- **Women, Infants, Children (WIC) programs, public health agencies, Meals on Wheels and community health programs**, assisting registered dietitians with the implementation of programs and presentation of classes for the public.
- **Health clubs, weight management clinics and community wellness centers**, helping to educate clients about the connection between food, fitness and health.
- **Food companies, contract food management companies or food vending and distributing operations** developing menus, conducting nutrient analysis and data collection, and overseeing foodservice sanitation and food safety.

NDTRs are nationally credentialed food and nutrition technical practitioners who have met the following criteria to earn and maintain the NDTR credential.

Education

Each of the following education routes leads to eligibility for application to the Registration Examination for NDTRs.

1. Successful completion of a Dietetic Technician Program accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy, that includes 450 hours of supervised practice experience in various community-based programs, health care and foodservice facilities and has completed at least a two year associate's degree at a U.S. regionally accredited college or university. Coursework typically includes fundamentals of nutrition and nutrition across the lifespan, applied food science and techniques of food preparation, foodservice systems management, chemistry, and physiology, microbiology applied to food safety, human resource management, communications, and business. ACEND is the accrediting agency for dietetics education programs and is recognized by the United States Department of Education as the accrediting agency for education programs that prepare dietetics practitioners. For more information regarding the academic requirements and supervised practice for NDTRs, refer to ACEND's website at <https://www.eatrightpro.org/acend>.

2. Completion of a Baccalaureate degree granted by a U.S. regionally accredited college/university, or foreign equivalent, and completion of a ACEND Didactic Program in Dietetics (DPD), and completion of an ACEND-accredited Dietetic Technician supervised practice program.
3. Successful completion of coursework in an ACEND-accredited Didactic Program in Dietetics and completion of at least a bachelor's degree at a U.S. regionally accredited college or university.

Credentialing

After completing the degree and dietetics coursework, successful completion of the Registration Examination for Dietetic Technicians, a national credentialing examination, administered by the Commission on Dietetic Registration (CDR) is required. CDR's NDTR certification program is fully accredited by the National Commission for Certifying Agencies (NCCA), the accrediting arm of the Institute for Credentialing Excellence (ICE). Accreditation by the ICE reflects achievement of the highest standards of professional credentialing. For more information regarding NDTR credentialing, refer to CDR's website at www.cdrnet.org.

Compliance with the CDR Professional Development Portfolio (PDP): Requirements to maintain NDTR registration include 50 hours of continuing education every five years.

Updated from www.eatright.org 7/2017

Registration Examination for Dietetic Technicians

Test Specifications

January 1, 2017 - December 31, 2021

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

I. Nutrition Science and Care for Individuals and Groups - 44%

- A. Principles of Basic and Normal Nutrition
- B. Screening and Assessment
- C. Planning and Intervention
- D. Monitoring and Evaluation

II. Food Science and Food Service - 24%

- A. Menu Development
- B. Procurement and Supply Management
- C. Food Production, Distribution, and Service
- D. Sanitation, Safety, Facility and Equipment

III. Management of Food and Nutrition Services - 32%

- A. Human Resources
- B. Finance and Materials
- C. Marketing Products and Services
- D. Management Principles and Functions
- E. Quality Processes and Research

Approved February 2016

FAQs About Verification Statements

What Is the Purpose of the Verification Statement?

The signed verification statement documents that an individual has completed the **requirements** of a dietetics education program accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND®). The verification statement allows an individual:

- To establish eligibility for a Dietetic Internship program: The completion of ACEND® Didactic Program requirements and at least a bachelor's degree from a U.S. regionally accredited college/university or foreign equivalent are necessary for eligibility to enter an ACEND®-accredited Dietetic Internship program. When the Director of a Didactic Program in Dietetics signs a verification statement, she/he also is verifying that the individual has completed at least a baccalaureate degree from a U.S. regionally accredited college/university or foreign equivalent.
- To establish eligibility to write the registration examination for dietitians and dietetic technicians: A verification statement is required by the Commission on Dietetic Registration upon completion of the Coordinated Program, Dietetic Internship, Dietetic Technician Program or Didactic Program in Dietetics with an Individualized Supervised Practice Pathway (ISPP) to indicate completion of academic or supervised practice requirements for eligibility to write the registration examination.
- To establish eligibility for Academy membership: A verification statement is required when applying for Academy Active membership.

Who Can Sign Verification Statements?

Verification statements can be signed only by current program directors of ACEND®-accredited dietetics education programs in an ink color other than black.

When are Verification Statements Signed and Disseminated?

Program Directors must issue the verification statement as soon as possible after students complete the program. Any student who successfully completes an ACEND®-accredited nutrition and dietetics education program must automatically be given the specified number of completed, signed verification statements; students should not have to ask for a verification statement. Each graduate should keep an original signed verification statement in a secure place as a permanent record.

Program directors must keep a paper or electronic file with an original signed verification statement for each individual issued one. This is necessary to protect both the program and the program director from a possible grievance and the student from being denied access to credentialing if additional verification statements are needed by a student at a future date.

DPD — Baccalaureate Degree Level

For students earning their baccalaureate degree, verification statements must be issued when the student has completed DPD requirements and the registrar has cleared the student for graduation, which indicates that all degree requirements also have been completed.

For students who have previously completed a baccalaureate degree at a U.S. regionally-accredited college/university or foreign equivalent, a verification statement can be given upon completion of DPD requirements.

For a DPD offering an ISPP, a verification statement must be given after the student has completed ISPP requirements. "DPD with an Individualized Supervised Practice (ISPP)" must be checked on the verification statement.

DPD — Master's Degree Level

For students earning their master's degree, verification statements must be issued when the student has completed the DPD requirements and the registrar has cleared the student for graduation, which indicates that all graduate degree requirements have also been completed.

For students who have previously completed a master's degree at a U.S. regionally-accredited college/university or foreign equivalent, a verification statement can be given upon completion of DPD requirements.

For a DPD offering an ISPP, a verification statement must be given after the student has completed ISPP requirements. "DPD with an Individualized Supervised Practice (ISPP)" must be checked on the verification statement.

DI Programs

The verification statement is given at the completion of the DI when all program requirements (supervised practice and graduate degree, if required) have been met.

CP — Baccalaureate Degree Level

For students earning their baccalaureate degree, verification statements must be issued when the student has completed the CP requirements (didactic and supervised practice) and the registrar has cleared the student for graduation, which indicates that all degree requirements have also been completed.

For students who have previously completed a baccalaureate degree at a U.S. regionally-accredited college/university or foreign equivalent, a verification statement can be given upon completion of CP requirements (didactic and supervised practice).

CP — Master's Degree Level

For students earning their master's degree, verification statements must be issued when the student has completed CP requirements (didactic and supervised practice) and the registrar has cleared the student for graduation, which indicates that all graduate degree requirements have also been completed.

For students who have previously completed a master's degree at a U.S. regionally-accredited college/university or foreign equivalent, a verification statement can be given upon completion of CP requirements (didactic and supervised practice).

FG Programs — Master's or Doctoral Degree Level

For students earning their master's or doctoral degree under a FG Program, verification statements must be issued when the student has completed the FG Program requirements (didactic and experiential learning) and the registrar has cleared the student for graduation, which indicates that all graduate degree requirements have also been completed.

DT Programs

For students earning their associate degree, verification statements must be issued when the student has completed the DT Program requirements (didactic and supervised practice) and the registrar has cleared the student for graduation, which indicates that all degree requirements have also been completed.

For students who have previously completed an associate or higher degree at a U.S. regionally accredited college/university or foreign equivalent, a verification statement can be given upon completion of the DT Program requirements (didactic and supervised practice).

FB Programs

For students earning their bachelor's degree, verification statements must be issued when the student has completed the FB Program requirements (didactic and experiential learning) and the registrar has cleared the student for graduation, which indicates that all degree requirements have also been completed.

FA Programs

For students earning their associate degree, verification statements should be issued when the student has completed the FA Program requirements (didactic and experiential learning) and the registrar has cleared the student for graduation, which indicates that all degree requirements have also been completed.

Are There Additional Steps for Issuing Verification Statements to Individuals Who Have Been Educated Outside the United States and Its Territories?

Yes. Individuals who have earned college and/or university degrees outside the United States and its territories also must have their transcripts evaluated by a foreign transcript evaluation service to determine if their degree is equivalent to a degree granted by a regionally accredited college or university in the United States (refer to [Nonprofit Validation Agencies](#) that perform this services).

In addition to providing evidence that the individual has attained at least the equivalent of a baccalaureate degree, the foreign transcript evaluation may provide information for the program director concerning courses that will fulfill program requirements. Validation of a foreign degree does not eliminate the need for verification of completion of Didactic Program, Dietetic Internship, Coordinated Program or Dietetic Technician Program requirements.

Who Determines the Requirements for Program Completion?

Program directors are responsible for evaluating transcripts or prior experience and determining coursework and/or supervised experiences/experiential learning experiences that students must complete to fulfill current curriculum requirements for their program. Because coursework and/or supervised practice experiences/experiential learning experiences needed to complete program requirements may vary from program to program, students must complete the current requirements of the program from which they will receive the verification statement.

Note that CDR uses the highest degree earned to establish eligibility to take the credentialing exam. If an individual does not have evidence of completing a bachelor's degree but provides transcripts showing completion of a master's degree from a regionally accredited college or university, CDR would accept this to meet degree completion requirements. However, if the program or institution has its own

policies that require verification of completion of a bachelor's degree prior to issuing a verification statement then the program would need to abide by those policies.

Can Verification Statements be Pre-Dated?

No. Verification statements that are signed and dated prior to program completion will be considered invalid. The date on which the verification statement is signed must correspond to, or follow, the date all program requirements were completed.

How Can Fraudulent Use of Verification Statements Be Prevented?

To prevent the fraudulent use of the verification statements, please pay careful attention to the following:

- Retain all verification statements in a secure, locked location.
- Sign all verification statements in an ink color other than black.
- Use an institutional stamp or school seal, when available.
- Do not provide blank verification statements to students.
- Do not post blank verification statements on a website or in a student handbook.

Is There an Expiration Date for Verification Statements and How Long Must They Be Kept on File?

Verification statements do not expire; however, individual programs, such as Dietetic Internship or Future Graduate Programs may have different admission requirements related to recency of education for particular courses.

Verification statements must be kept indefinitely either as a hard copy and/or an electronic copy. If the verification statement is scanned, it must be scanned as a color copy.

Source: ACEND/September 2018

About ACEND

The Accreditation Council for Education in Nutrition and Dietetics is an autonomous accrediting agency for education programs preparing students to begin careers as registered dietitians or dietetic technicians, registered. Programs meeting the ACEND® Accreditation Standards are accredited by ACEND®.

Mission

ACEND® ensures the quality of nutrition and dietetics education to advance the practice of the profession.

Vision

ACEND® is valued for advancing excellence in nutrition and dietetics education.

Values

- Objectivity
- Integrity
- Accountability
- Respect

Goals

To achieve its mission and vision, the ACEND® board has established strategic goals.

- Assures the quality of nutrition and dietetics education through a peer review process.
- Effectively communicates the accreditation process and expectations.
- Fosters innovation in nutrition and dietetics education.

Strategic Plan

The ACEND® Board reviews and revises its strategic plan each year. [View the current strategic plan.](#)

Updated 6/18

About the Commission on Dietetic Registration (CDR)

The Commission on Dietetic Registration administers valid, reliable, and rigorous credentialing processes to protect the public and meet the needs of CDR credentialed practitioners, employers and consumers.

Vision Statement

The Commission on Dietetic Registration protects and promotes the health of the public by supporting practitioner competence, quality practice, lifelong learning and career advancement.

Values

Meet the needs and exceed the expectations of all stakeholders through:

Inclusivity — Make decisions with consideration for all

Innovation — Embrace change with creativity and strategic thinking

Integrity — Act ethically with accountability for credentialing, life-long learning and commitment to excellence

Bylaws - Academy of Nutrition and Dietetics

Policies of the Academy of Nutrition and Dietetics cover a variety of topics related to the operation of the Academy and are determined by the Board of Directors. [Learn More](#)

Governance

Credential practitioners—RDs or RDNs* and DTRs or NDTRs**—elect Commission members for three-year terms. [Learn more](#)

CDR's Role

The purpose of the Commission, as the credentialing agency and organization unit of the Academy, is to serve the public by establishing and enforcing standards for certification, recertification and the Code of Ethics and by issuing credentials to individuals who meet these standards. [Learn more](#)

Accreditation

The Commission's certification programs—the RD or RDN, DTR or NDTR, [CSR](#), [CSP](#), [CSG](#), [CSO](#) and [CSSD](#)—are fully accredited by the National Commission for Certifying Agencies (NCCA), the accrediting arm of the [Institute for Credentialing Excellence](#) based in Washington, D.C. This accreditation reflects achievement of the highest standards of professional credentialing.

[Strategic Plan](#)

[Setting the Standard Since 1969](#)

CDR Funding Initiatives

CDR has a long history of funding initiatives that promote its public protection mission and CDR credentialed practitioners. Recent CDR funded initiatives.... [Learn more](#) here.

Certifications

More than 100,000 dietitians and dietetic technicians across the country and the world have taken CDR exams over the past several decades. CDR currently awards eight separate and distinct credentials:

[Registered Dietitian \(RD™\) or Registered Dietitian Nutritionist \(RDN™\)](#)

[Dietetics Technician, Registered \(DTR™\) or Nutrition and Dietetic Technician, Registered \(NDTR™\)](#)

[Board Certified Specialist in Renal Nutrition \(CSR\)](#)

[Board Certified Specialist in Pediatric Nutrition \(CSP\)](#)

[Board Certified Specialist in Sports Dietetics \(CSSD\)](#)

[Board Certified Specialist in Gerontological Nutrition \(CSG\)](#)

[Board Certified Specialist in Oncology Nutrition \(CSO\)](#)

[Board Certified Specialist in Obesity and Weight Management \(CSOWM\)](#)

[Advanced Practitioner Certification in Clinical Nutrition \(RDN-AP or RD-AP\)***.](#)

[Registry Statistics](#)

Registry statistics for RDs, DTRs, Specialist Certification and Advanced Practice Certification

Academy of Nutrition and Dietetics: Scope of Practice

The Academy Quality Management Committee and Scope of Practice Subcommittee of the Quality Management Committee

The following Scope of Practice and Standards of Practice documents are available at links below.

Registered Dietitian

This article has been approved for Continuing Professional Education credit.

[http://jandonline.org/article/S2212-2672\(17\)31625-8/fulltext](http://jandonline.org/article/S2212-2672(17)31625-8/fulltext)

Dietetic Technician, Registered

This article has been approved for Continuing Professional Education credit.

[http://jandonline.org/article/S2212-2672\(17\)31628-3/fulltext](http://jandonline.org/article/S2212-2672(17)31628-3/fulltext)

Focus Area Standards for CDR Specialist Credentials

Pediatric Nutrition

[http://jandonline.org/article/S2212-2672\(14\)01831-0/fulltext](http://jandonline.org/article/S2212-2672(14)01831-0/fulltext)

Renal Nutrition (Nephrology Nutrition)

[http://jandonline.org/article/S2212-2672\(14\)00547-4/fulltext](http://jandonline.org/article/S2212-2672(14)00547-4/fulltext)

Sports Nutrition and Dietetics

[http://jandonline.org/article/S2212-2672\(13\)01893-5/fulltext](http://jandonline.org/article/S2212-2672(13)01893-5/fulltext)

Gerontological Nutrition (Extended Care)

[http://jandonline.org/article/S0002-8223\(11\)00004-6/fulltext](http://jandonline.org/article/S0002-8223(11)00004-6/fulltext)

Oncology Nutrition

[http://jandonline.org/article/S0002-8223\(09\)01820-3/fulltext](http://jandonline.org/article/S0002-8223(09)01820-3/fulltext)

The Commission on Dietetic Registration, the credentialing agency for the Academy of Nutrition and Dietetics, does not discriminate because of race, creed, religion color, sex, marital status, national origin, or ancestry.

You can [contact CDR](#) at 312-899-0040 Ext. 5500 or e-mail cdr@eatright.org

*Please note the RD and RDN are two credential designation options for one certification program. Practitioners may choose to use one or the other. For more information, click [here](#).

**Please note the DTR and NDTR are two credential designation options for one certification program. Practitioners may choose to use one or the other. For more information, click [here](#).

***Please note the RD-AP and RDN-AP are two credential designation options for one certification program. Practitioners may choose to use one or the other. For more information, click [here](#).

Updated 7/2019

Commission on Dietetic Registration (CDR)

Computer-Based Testing

Q&A/Fact Sheet

The Commission on Dietetic Registration implemented computer-based testing in September 1999 for the entry-level registration examinations for dietitians and dietetic technicians. The following steps describe the examination administration steps ranging from eligibility to testing.

Visit [here](#) to read about the Registration Examination for Computer Based Testing Frequently Asked Questions.

Visit [here](#) for the Registration Examination for Dietitians Handbook for Candidates.

Visit [here](#) for the Registration Examination for Dietetic Technicians Handbook for Candidates.

Updated 6/2018

Contact Information

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

Headquarters

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

Washington, D.C. Office

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

For Career Guidance Information Contact:

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

Accreditation Council on Education for Nutrition and Dietetics (ACEND)

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

Accreditation Staff

800/877-1600, ext. 5400
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E-mail: education@eatright.org

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

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Phone: 312-899-0040 Ext. 5500
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E-mail: cdr@eatright.org

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

Texas Academy of Nutrition and Dietetics
6060 N. Central Expressway, Ste 500
Dallas, Texas 75206
tel: 972-755-2530
fax: 972-351-8783
Email: tand@eatrighttexas.org

DICAS <http://portal.dicas.org>

PO Box 9118
Watertown, MA 02471
Phone: 617-612-2855
E-mail: dicasinfo@dicas.org

D&D Digital Systems (computer matching process) <http://www.dnndigital.com/>

304 Main St
Ames, IA 50010
Phone: 515-292-0490
E-mail dnd@netins.net

Student Safety Guidelines

Suggestions for Your Safety On- and Off-Campus...

Walking to and from your car...

- Have entry/ignition keys in hand before starting for your car so you're not trying to find them while you walk to the car or standing at the car door.
- Stay alert when crossing the parking lot and watch for suspicious persons.
- If you have a cell phone, have it within easy reach
- Even if your car was locked when you left it, check the interior prior to entry for uninvited guests.
- If a stranger approaches you, continue walking to your car, politely decline requests for money or information. Don't stop walking toward your car.
- If asked for help, offer to call the police or suggest they return to the business. **DO NOT** offer assistance yourself or allow a stranger to use your cell phone.
- If a situation seems suspicious, look for someone to help you or dial 9-1-1.

While driving...

- Follow established roadways. Use familiar streets, not back roads or "shortcuts".
- Make sure all doors are locked while driving.
- Put purses and/or other valuables out of sight, if possible, or cover item(s) with a towel.
- Stay alert at stop signs and traffic lights. If a stranger approaches your car at a traffic light, drive away.
- Don't leave your car's engine running while you're out of or away from the car.
- If your car breaks down or you have a flat, call for assistance from within your (locked) car and remain inside until help arrives.
- Don't travel to remote areas by yourself.
- Be sure you have plenty of gas before you start a trip.
- Plan your route. Get driving directions from the Internet if necessary.

If you should become involved in an accident....

- At night, drive (if possible) to a lighted area.
- If the occupants of the other car make you uncomfortable, call the police from within your (locked) car and remain inside until the police arrive.
- Jot down the description and license number of the other car while you wait for the police.

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
(If student is a minor)

Date

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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.

Student Signature

Date

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

TEXAS CHRISTIAN UNIVERSITY
DEPARTMENT OF NUTRITIONAL SCIENCES

STUDENT CONFIDENTIALITY AGREEMENT

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

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

Printed Student Name

Printed Faculty Name

Student Signature

Faculty Signature

Date

Date