

TCU CDP Policies and Procedures

Program Overview

1. The Combined BS/MS in Dietetics Program (CDP) is a dual undergraduate and graduate level Coordinated Program in Dietetics accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Graduates of the CDP who are verified by the CDP Director are eligible to apply for active membership in the Academy of Nutrition and Dietetics and to write the registration examination for dietitians. Because of the rigorous accreditation process, the program has approved curricula which assure that, upon program completion and verification, students will have achieved the ACEND required knowledge requirements and competencies.
2. The TCU CDP provides an academic program that integrates both Bachelor and Master level didactic instruction with supervised practice experiences. Program length is seven semesters (fall and spring of the junior and senior undergraduate years, and summer, fall and spring to complete the MS degree following acquisition of the BS degree). Semesters will incorporate a combination of lecture-based classes in addition to supervised practice experiences. During the senior fall and spring students complete Supervised Practice at least two days per week (Tuesday, Thursday) in dietetics practice in the areas including, but not limited to, community dietetics, food systems management, school foodservice, and nutrition education. During the three semesters of the fifth year (including the summer), at least four days per week will be spent in dietetics practice in the areas including, but not limited to, medical nutrition therapy, community nutrition, nutrition education, culminating/capstone experience, leadership, and professional development.

Program Application and Admission

3. Students must attain junior status and meet the Program admission requirements outlined in the TCU Catalog, the Department of Nutritional Sciences website at <https://cse.tcu.edu/nutrition/>, and the TCU CDP Student Handbook, to be accepted into the CDP. Eligibility for admission to the CDP is based on successful completion of at least 60 semester hours with a minimum 3.0 GPA (on a 4.0 scale) in required Nutrition (NTDT) classes and an Associated Requirements GPA of 2.75, no more than 3 grades below a 'B-' in the Associated Requirements, 45 semester hours of required prerequisites and major courses, 200 hours of documented food or nutrition practical experience, and an application packet. Students must earn a grade of 'C-' or better in all NTDT and Associated Requirement courses taken prior to program admission. Admission is made without regard to age, race, color, religion, sex, sexual orientation, gender, gender identity, gender expression, national origin, ethnic origin, disability, predisposing genetic information, covered veteran status, and any other basis protected by law.
4. All students must pass a criminal background check upon provisional acceptance into the CDP and an additional background check and drug screening test prior to the start of the junior, senior and fifth years to be eligible for the Program. Costs for the background check and drug screening are the responsibility of the student. Students may be required to take additional drug screens and/or background checks as required at individual supervised practice sites. The costs of such additional screening are the responsibility of the site.
5. Students must meet any unfulfilled requirements/prerequisites as specified in the letter of appointment to the Program to enroll in the first semester of CDP courses or result in removal from the Program. Failure to comply with admission requirements may delay enrollment into or result in dismissal from the CDP.

6. To be formally admitted, students who have been granted provisional acceptance must apply for graduate school admission during the fall semester of their second year of the program, which is typically the senior year. Current graduate application fees apply. Students must comply with all University and College requirements for graduate students to gain admission. Conditional admission to the MS in Dietetics program is granted to applicants who have completed all admission formalities, have a superior undergraduate record but who have not completed undergraduate requirements. Conditional admission will be changed to unconditional admission when the necessary prerequisites and/or admission formalities are fulfilled. Students must abide by all program policies and procedures in order to continue in the MS in Dietetics program.
7. Students accepted into and enrolled in the TCU CDP will be assigned an advisor. The TCU CDP Director and NTDT Departmental Chair serve as the academic and career advisors for all CDP students. Students are required to attend at least one advising appointment each semester while enrolled in the Program, during which the student and advisor will discuss academic progress, degree requirements, and career opportunities.

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

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

8. With the exception of the flu vaccination, proof of all other immunizations must be provided by newly accepted CDP students in April following acceptance into the CDP. Thereafter, proof of up-to-date immunizations must be provided each August by established CDP students. With the exception of newly accepted student immunizations, proof of completion of the following must be provided by the student to the CDP Director by August 1st each year in the CDP in order to maintain status as a CDP student: required immunizations (Tdap, MMR, Hepatitis A, Hepatitis B, and varicella), a passed annual physical examination given by a medical professional, CPR certification, a negative PPD skin test (testing for tuberculosis), background check, drug screen, Academy membership, food handler's card, and transcripts from universities of CDP required (transfer) courses taken during summer school. A student who is enrolled less than full-time (12 hours) must also provide documentation of health insurance. A student may be dismissed from the program if all required documentation is not provided by this deadline. Seasonal flu vaccinations will be arranged upon availability of the vaccine in the fall semester by the CDP Director. Students are required to comply with all vaccination requirements. Costs for these services and requirements are incurred by the student.
9. In addition, students must be in compliance with the [TCU Medical History-Immunizations Policy](#). More information can be found on the Brown-Lupton Health Center's website: <https://healthcenter.tcu.edu/forms/>.
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 financial aid website at <http://financialaid.tcu.edu/what-is-the-cost/>. Information about [costs](#) for tuition and fees at both the undergraduate and graduate level are available through the [TCU Office of Admission or Financial Services](#). Students may have access to [financial aid](#). After completion of the undergraduate degree, students receiving undergraduate financial aid will lose their funding. However, several types of [graduate financial assistance](#) are available to full-time graduate students and [graduate financial aid](#) may be available. More detailed costs for students are outlined

in the Combined BS/MS in Dietetics Student Handbook and include approximately \$1,000-\$1,500 per year for travel to supervised practice sites, vaccinations, lab fees, photocopying, school and office supplies, textbooks, lab coats, malpractice insurance and professional dues.

Students are informed of these costs prior to and upon admission into the Program. Additional information regarding financial aid may be accessed from the TCU Office of Financial Aid: <https://financialaid.tcu.edu/>.

Program Completion Requirements and Verification Policies

11. All Program students are required to meet the University, College of Science & Engineering, and the CDP curriculum requirements to graduate with both the Bachelor of Science and the Master of Science degrees in the CDP. A complete description of the University and the College of Science & Engineering official degree plans for both graduate and undergraduate programs is provided in the TCU Catalog at <http://catalog.tcu.edu>. A copy of the Unofficial Degree Plan for the CDP is also found in the CDP Student Handbook.
12. In order to earn the BS in Dietetics degree, the student must attain a minimum Nutrition (NTDT) GPA of 3.0, earn a grade of 'C-' or better in all NTDT courses and Associated Requirements, earn no more than 3 grades below a 'B-' in the Associated Requirements, and meet all of the requirements of the University and College. The Associated Requirements include the following courses or their equivalents: CHEM 10113 - General Chemistry I, CHEM 10125 - General Chemistry II, CHEM 30123 - Organic Chemistry, BIOL 20234 - Microbiology, BIOL 20214 - Physiology, PSYC 10213 - General Psychology, SOCI 20213 - Sociology, ECON 10223 - Microeconomics OR ECON 10233 - Macroeconomics, MATH 10043 - Elementary Statistics, MANA 30653- Survey of Management, and MARK 30653 - Principles of Marketing.

If a student does not meet all of these requirements for graduation of the BS in Dietetics or the requirements for admission into the graduate program, the student may change the major to Nutrition or another major in order to graduate with a Bachelor's Degree, but cannot continue in the Combined BS/MS in Dietetics.

Students who do not meet all of the requirements to continue in the Combined BS/MS in Dietetics have the option to pursue verification from the TCU Didactic Program in Dietetics (DPD) in order to be eligible to pursue a Dietetic Internship upon graduation and/or graduate with a BS in either Nutrition or Dietetics. Students must formally apply to the DPD and satisfy all DPD requirements for verification. Acceptance into the DPD is not guaranteed. Students are required to abide by all DPD policies and procedures.

13. Subject to University requirements, the TCU Department of Nutritional Sciences will accept the following transfer courses from other colleges/universities towards verification when a C- or above is earned in the course:
 - a. General Chemistry 1 and 2 and lab(s)
 - b. Organic Chemistry
 - c. Physiology and lab
 - d. Principles of Food Prep (for credit as NTDT 10103 Food Prep)
 - e. Microbiology and lab
 - f. Nutrition and Diet Therapy (for credit as NTDT 20403 Nutrition)
 - g. Nutrition Throughout the Life Cycle
 - h. Medical Terminology
 - i. Marketing

- j. Management
 - k. Micro/Macroeconomics
 - l. Sociology and/or Psychology
 - m. Statistics
14. The TCU CDP does not grant credit or supervised practice hours for prior learning, self-organized volunteer activities, or self-organized professionally-related activities.
 15. The CDP does recognize courses if accepted for transfer credit by the University. However, all 30000, 40000, 50000, and 60000 level Nutritional Sciences courses, with the exception of NTDT 30123 Nutrition Throughout the Lifecycle and NTDT 30331 Medical Terminology, must be taken from the TCU Department of Nutritional Sciences. The CDP Director will informally evaluate students' transcripts to determine credit for CDP requirements. The Registrar's office evaluation of transfer credit supersedes that of the CDP Director.
 16. No student will receive verification with a D, F, I, Q, P, NC in a required CDP or an Associated Requirements course. Students may not enroll in any required CDP course or any required Associated Requirement course on a pass/no credit (P/NC) basis.
 17. Students can graduate with a BS in Dietetics and begin the graduate program, but they will not earn verification to take the Registration Examination for Dietitians if they are unable to complete the graduate degree requirements and do not earn the MS in Dietetics degree. In order to earn the MS degree, the student must attain a minimum graduate NTDT GPA of 3.0 and earn a grade of 'C-' or better in all NTDT graduate courses. In addition, all final 50000- and 60000-level course grades will be included in the computation of the graduate GPA, but no more than two grades below a 'B-' may be used in satisfying the degree requirements.
 18. Students complete 12 hours of dual undergraduate/graduate credit toward the MS in Dietetics during the fourth year of undergraduate study. At the end of the fourth year, assuming that all other undergraduate graduation requirements are met, the student earns the BS degree in Dietetics. Beginning with the summer session of the fourth year and continuing with the fifth year of the Combined BS/MS in Dietetics program, the student completes the remaining 19 graduate credit hours (10 credit hours of coursework, 9 credit hours of supervised practice), toward the MS in Dietetics degree. Students intending to pursue the CDP must earn a BS in Dietetics from TCU.
 19. Students may choose to pursue the thesis option. This option requires that students take an additional 6 credit hours (3 hours of NTDT 70980 and 3 hours of NTDT 70990). Thesis students are required to complete all other coursework necessary for the MS in Dietetics and meet all of the same requirements for graduation and verification. The thesis option must be completed within a four year period in the CDP following enrollment in the program. Students that are unable to complete the thesis within four year of beginning the program must formally request an extension from the CDP Director and the NTDT Graduate Director.
 20. An affiliation agreement between TCU and off-campus learning sites, such as hospitals, school districts, out-patient clinics, etc. utilized for supervised practice education must be executed before students may attend supervised practice experiences at these off-campus sites. The *TCU Educational Affiliation Agreement for Student Internships and Clinical Experience* is the preferred agreement to use. Approval and signature authority of affiliation agreements resides in the Provost's Office and is delegated to the Associate Provost of Academic Affairs Planning and Budgeting. However, if approved by TCU Associate Provost of Academic Affairs Planning and Budgeting, the experiential site's agreement, or an amended version of the *TCU Educational*

Affiliation Agreement for Student Internships and Clinical Experience, may be used. No students may attend an off-campus learning site unless a new agreement has been executed or an expired agreement has been renewed.

21. Each student must accumulate a minimum of 1382 hours of supervised practice during the seven semesters of the program. Supervised practice involves learning experiences in which dietetics knowledge, understanding, and theory are applied to real-life situations under the direct supervision of a registered dietitian and/or other food/nutrition/dietetics/healthcare professionals. No student will receive verification unless the minimum 1382 hours of supervised practice have been accomplished and all Knowledge Requirements and Core Competencies for the RDN have been achieved.

Rotation Focus Area/Course	Semester	MINIMUM number of hours in Setting
Community <ul style="list-style-type: none"> • NTDT 40303 SP I – 14 hrs/week*14 weeks • NTDT 60303 Advanced SP I -- 30 hrs/week*5 weeks • NTDT 60324 – Advanced SP III – 30 hrs/week*1 week 	Semester 3 (NTDT 40303) Semester 5 (NTDT 60303) Semester 7 (NTDT 60324)	376
Food Systems Management/School Nutrition <ul style="list-style-type: none"> • NTDT 40313 SP II -- 14 hrs/week*14 weeks • 60313 Advanced SP II – 30 hrs/week * 1 week 	Semester 4 (NTDT 40313) Semester 6 (NTDT 60313)	226
Clinical/Medical Nutrition Therapy <ul style="list-style-type: none"> • NTDT 60313 Advanced SP II – 30 hrs/week*13 weeks (includes four hours of simulation) • NTDT 60324 Advanced SP III – 30 hrs/week*4 weeks 	Semester 6 (NTDT 60313) Semester 7 (NTDT 60324)	510
Culminating/Capstone/Leadership <ul style="list-style-type: none"> • NTDT 60324 Advanced SP III – 30 hrs/week*9 weeks 	Semester 7	270
TOTAL MINIMUM HOURS		1382

22. Students must maintain supervised practice time logs which are signed by their preceptors. It is the responsibility of the student to ensure that adequate hours are completed and recorded on their time logs each semester. Time logs are provided to the CDP Director. At the end of each semester, the CDP Director ensures that supervised practice hours are entered into individual student records with the assistance of the administrative assistant. An ongoing supervised practice record is maintained for each student over the course of the CDP.

23. It should be understood that the purpose of supervised practice is for students to gain work experience and competence in a variety of dietetics settings under the direct supervision of food/nutrition/dietetics professionals. As stated in the TCU "Educational Affiliation Agreement for Student Internships and Clinical Experiences", students should in no case be used to replace regular staff and employees.

24. CDP students are not paid by TCU as part of the program. However, if a student is provided compensation for supervised practice by staff at that facility, the program will not prohibit the student from accepting compensation. The CDP Director will not be involved in the compensation agreement between a student and staff at the supervised practice site.
25. Students in the CDP are required to join the Student Nutrition and Dietetic Association (SNDA) at TCU, the Academy of Nutrition and Dietetics, Texas Student Dietetic Association (TSDA) and participate in affiliate-related professional activities on the local level when available. Academy membership information may be found online at <http://www.eatright.org>.

Students are required to attend various professional seminars and meetings. A calendar will be provided to students with dates noted for the Academy and the Texas Academy of Nutrition and Dietetics (TAND) Annual Conference and Exhibition. Meeting times for other seminars/presentations will be made available to students. It is extremely important for students to become actively involved in professional dietetics organizations and to attend professional meetings. Some meetings/shows/presentations are scheduled in lieu of scheduled class times. Students are required to attend these professional activities some of which will be held in the Fort Worth/Dallas area. Travel expenses incurred are the responsibility of the student.

26. 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.
27. 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 CDP Director each semester.
28. If at any point during the CDP the student requires more than one week away from the Program for injury, illness, personal or family matters, the student may request a written leave of absence from the program. The CDP Director will grant a leave of absence on an individual basis. Approval of a leave of absence is not guaranteed. The student should request the leave of absence as far in advance as possible. Students must contact TCU Campus Life and provide documentation in order to have a leave of absence approved by the CDP Director. The student should remain in close contact with the CDP Director during this time. Before returning, the CDP Director will reschedule the student's rotation; however, the original sites may change. If a student requires a leave of absence for physical, mental or emotional health needs, the student must have a medical release form to begin or return to full program activities. There is no penalty for taking an approved leave of absence; however, the CDP must be completed within the allotted time within three years of program enrollment and each of the course obligations and competencies must be achieved. Students pursuing the thesis option will take an additional 6 credit hours (3 hours of NTDT 70980 and 3 hours of NTDT 70990). Thesis students are required to complete all other coursework necessary for the BS and MS in Dietetics within three years of program enrollment and must complete the six thesis hours within four years of enrollment in the CDP. If a leave of absence is prolonged, the student may be required to withdraw from the Program.
29. Students will sign a transcript release form prior to graduation with their MS degrees that allows the CDP Director to order official transcripts from the TCU registrar following graduation. Students who complete all established TCU CDP requirements will receive six copies of the verification statement. The verification statements will be provided to the student either by mail or in person after official transcripts are received by the CDP Director that provide proof of

completion of a Master's Degree. Students can expect to receive verification statements within approximately 14 days following graduation.

Program Curriculum and Assessment of Academic Performance

30. Students should be familiar with the educational philosophy of the Department of Nutrition 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 NTDT 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.
31. The TCU CDP degree plan course sequence has been developed to meet the Core Knowledge and Competencies for the Registered Dietitian/Nutritionist developed by ACEND and is designed to facilitate optimal learning. Formal assessment of student learning is conducted on a regular basis, within and at the end of each course and supervised practice rotation.

Students whose coursework deviates from the recommended sequence in a way that interferes with progress in the CDP will be advised by Program faculty to delay reenrollment in the Program until the sequence can be established. Reenrollment is contingent upon availability of supervised practice sites. Students must complete all program requirements applicable at time of enrollment within three academic years of beginning the CDP.

Because the curriculum is planned to be sequential, it is important for students to recognize that knowledge is systematically acquired through application in practice and builds throughout the junior, senior and fifth 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.

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

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

33. Computer-based examinations are incorporated into many courses in the TCU CDP curriculum to help students improve their confidence level and preparedness in electronic test taking skills for the 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 is 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.

34. 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 TCU CDP performance and progress from the TCU CDP Director, preceptors, and/or advisor (TCU CPD Director or the NTDT Department Chair) no less than once each academic semester.
35. Students in the Program receiving a grade below a 'B-' in any CDP course, or in any of the Associated Requirements courses, must accept and acknowledge that they have demonstrated a less than minimal level of performance, knowledge, or skill and may have difficulty understanding and interpreting content questions pertaining to that subject on the registration examination for dietitians. Students will receive notification that progress is unsatisfactory following the receipt of any grade below a 'B-' in a CDP course or Associated Requirement course. Students are required to sign a document to acknowledge that the CDP Director spoke or other NTDT faculty member with the student about course underperformance.
36. The TCU CDP Director and Nutritional Sciences faculty will notify the CDP Director if a student's attendance or overall performance in an NTDT course or rating on a student evaluation is less than satisfactory. If a student receives a rating on a preceptor evaluation and/or earns a grade on an NTDT course/assignment that is less than satisfactory, the NTDT faculty may choose to meet with the student independently or along with the CDP Director. Academic performance, professional and ethical behaviors and academic integrity are elements that will be considered by CDP faculty and Director.
37. Students in the TCU CDP must meet the learning objectives for each Core Knowledge Requirement (KRDN) and Core Competency for the RDN (CRDN). If a CDP student fails to attain expected competencies in supervised practice for a particular semester, the CDP Director will review the student's performance, evaluations and other information and determine if a plan can be developed to achieve the competencies and meet graduation requirements with remedial work within the allotted time to complete the CDP. The CDP Director will develop a plan to achieve attainment of the expected competencies through remedial work, if possible. Options include suggesting that the student repeat a portion of the rotation within a short period of time to meet the competencies, repeat the entire supervised practice experience in the culminating rotation or during a time when students would not normally be completing supervised practice, or repeat part of the supervised practice experience during a subsequent semester or academic year (if space in the next class permits repeating the entire semester), or recommending that the student withdraw from the program.

Students who do not meet all of the requirements to graduate with the MS in Dietetics have the option to pursue verification from the TCU Didactic Program in Dietetics (DPD) in order to be eligible to pursue a Dietetic Internship as a graduate with a BS in Dietetics. Students must formally apply to the DPD and satisfy all DPD requirements for verification. Acceptance into the DPD is not guaranteed. Students are required to abide by all DPD policies and procedures.

38. Students are encouraged to contact their academic advisor (either the CDP Director or the NTDT Department Chair) for direction when seeking tutorial support if needed. It is the responsibility of the student to identify the need for additional remedial instruction if needed.
39. Failure to maintain an overall Nutrition GPA of 3.0, earning more than three grades below a 'B-' in the Associated Requirements, earning a D or F in any Associated Requirements or in NTDT courses, or earning more than two grades below a 'B-' for graduate level coursework following admission to the CDP will result in advisement by the CDP Director. The CDP Director will

review the student's degree progress, GPA calculation sheet, course performance, and other available information and determine if a plan can be developed to achieve attainment of the expected knowledge requirements and competencies and meet graduation requirements within the allotted time to complete the CDP. If it is determined that a plan is not possible or the student does not agree to the possible plan(s), then the student will be advised to change the major of study. If at any time a student earns less than a 'C-' in a CDP required course, he or she will receive notification from the CDP Director that his or her grade is insufficient to graduate with a BS and/or MS degree from the CPD.

40. If it is determined that a student will not be able to complete the CDP to earn verification, the CDP Director will counsel the student into a career path appropriate to his or her ability.
41. The conduct expected of students in the Program is consistent with that established by TCU as published in the TCU Code of Student Conduct, which may be accessed at <https://codes.tcu.edu/>. Additionally, students are expected to abide by the University's [Network and Computing Policy](#). In most cases, the first incident of either academic or professional misconduct will be handled between the student, and other involved parties which might include faculty members, the TCU CDP Director and/or preceptor(s). Failure to resolve the issue of misconduct may involve consultation with the faculty, the CDP Director, the Departmental Chair, and/or the Dean, depending upon the nature and severity of the misconduct.
42. All CDP students are expected to become familiar with and follow the [Academy of Nutrition and Dietetics Scope of Practice for the Registered Dietitian](#), the [Academy of Nutrition and Dietetics Standards of Practice in Nutrition Care and Standards of Professional Performance](#), and the [Code of Ethics](#) for the Profession of Dietetics in all professional activities associated with Program.
43. Per the TCU "Educational Affiliation Agreement for Student Internships and Clinical Experiences", each facility has the right to immediately dismiss a student whose conduct is not in accordance with existing institutional policies, rules, and regulations. It is the responsibility of each student to be informed of the institutional policies, results, and regulations.

Depending upon the nature of the infraction, students who have been dismissed from a facility may be reassigned to a different facility, receive an incomplete or 'I' for that semester's supervised practice, receive no credit for the particular rotation, and/or may be immediately dismissed from the Program.
44. Students may be terminated from the program for ongoing infractions (such as tardiness or unexcused absences) for which they have received at least two written warnings from the CDP Director. Depending upon the nature of the infraction, students may be immediately terminated for ethical violations or failing to follow policies and procedures of the CDP, the supervised practice facilities, or the TCU Student Code of Conduct. Written notifications will be provided to students for disciplinary and termination purposes. The TCU CDP Director and preceptor(s) will be included in disciplinary procedures as deemed appropriate. All CDP faculty will be informed regarding student infractions and disciplinary issues.
45. In the event that a student must withdraw from the Program, the student will meet with the CDP Director to discuss the appropriate course of action. The student will be given the opportunity to reapply to the Program, but acceptance to the Program is not guaranteed. Information regarding the refund of tuition and fees is explained in the Tuition Refund Plan, which may be found in the TCU Refund Plan: <https://codes.tcu.edu/policies/tuition-refund-plan/>.

Student Conduct and Grievance Procedure

46. Class attendance is mandatory. Students may be terminated from the Program for ongoing infractions (such as tardiness or unexcused absences from class). It is the faculty member's discretion as to what constitutes an excused absence. A written doctor's note does not automatically excuse an absence 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 CDP. Written notifications will be provided to students for disciplinary and termination purposes.
47. The first time a student is tardy to supervised practice site, function or course meeting (regardless of the reason), the student will be issued a verbal warning. The second and third time a student is tardy in a semester (regardless of the reason), the student will be issued a written warning. If a student is tardy a fourth time in a semester, the student may face possible expulsion from the program. A student is allowed only one verbal warning each semester before written warnings are instituted. The TCU CDP Director is responsible for providing verbal and written notices for tardiness.
48. Students in the CDP have the opportunity and responsibility to provide advice regarding the Program to the faculty and Director. Two students from the junior class, two students from the senior class, and two students from the graduate class will be elected at the beginning of each academic year to serve as student representatives to the Program. The duties of the student representatives may include:
 - a. spokesperson to provide input regarding curriculum, preceptors, and facilities;
 - b. ambassador to represent the TCU CDP at public and community events;
 - c. liaison between the TCU CDP and various TCU College and University departments;
 - d. liaison between the TCU CDP and the local affiliate of the Academy of Nutrition and Dietetics; and
 - e. assistant with organization and dissemination of the CDP Post-Graduate Survey and Employer Survey of Graduates.
49. Grievance procedures for students are described in the TCU Code of Conduct <https://codes.tcu.edu/>.
50. The TCU CDP has established a process for reviewing formal complaints about the program and or faculty in order to fulfill its responsibilities for assuring program quality and integrity. Any individual, for example, student, faculty, dietetics practitioner, preceptor and/or member of the public may submit a complaint about the TCU CDP, students or faculty. Formal complaints regarding the TCU CDP may be submitted via email or via signed written documentation to the CDP Director, the Department Chair, or the Dean/Assistant Dean or other representative of the College of Science & Engineering. Anonymous complaints are not considered. Complaints will be investigated and handled by faculty and department administrators when appropriate and will involve upper administration when deemed necessary. Investigation of complaints will commence within ten business days of receiving the complaint. The complaint will be acknowledged to the individual filing the complaint within three business days of receiving the complaint. Complaints may be filed without retaliation by involved parties. Record of complaints and resolutions will be maintained for seven years.
51. A written complaint related to Program noncompliance with ACEND accreditation standards may be submitted to ACEND after all other options with the Program and the University have been

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

52. The supervised practice hours each semester are determined with the assumption that the student will not be absent or tardy. There are no absences worked into the schedule. Each unexcused absence will result in a 10% deduction from the final course average. Two tardies are equivalent to an unexcused absence and therefore result in a 10% deduction from the final course average. Therefore, if a student becomes ill or is unable to report to the assigned facility as scheduled, the student must notify both the facility preceptor and the TCU CDP Director as soon as possible but before 8:00 AM on the day of the scheduled experience. Absences without notification are a breach of professional conduct and will not be tolerated. Absences from the supervised practice experience will be excused only for reasons outlined in the TCU Code of Conduct. Students are responsible for making up all official University absences and associated activities prior to the last class meeting of the semester or receive an 'I' for the course. Even if the University closes because of bad weather, the student is still responsible for any hours of supervised practice assigned for those day(s). If the student cannot get to the assigned facility because of bad weather, the hours of supervised practice must be made up prior to the end of the semester.

University Related Policies

55. 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.

56. 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.

57. Students may have access to personal files within the Department of Nutritional Sciences upon request. FERPA provides students 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](#).
53. Students will have access to their own education records, as specified on the [TCU Registrar's Office](#) and mandated by the Family Educational Rights and Privacy Act. In addition, these records are protected from disclosure by unauthorized individuals. Within the Texas Christian University community, only those members, individually or collectively, acting in a student's educational interest are allowed access to student education records. These members include all Texas Christian University personnel including University Police, faculty, advisors, administrative staff, clerical staff and student employees within the limitations of their need to know.
54. The CDP 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 mental health center, behavioral assessment/testing, additional resources

For more information about each of these above, see the TCU [Code of Student Conduct](#), [Dean of Students Office](#), the [Brown-Lupton Health Center](#), and the [Center for Academic Services](#).
55. The Program will follow the University calendar in regard to vacations and holidays with the exception of supervised practice hours that may need to be made up prior to the end of the semester. The official TCU academic calendar may be accessed at <http://www.reg.tcu.edu/>.
56. In the event of an emergency or disaster situation, follow the TCU mass notification system. If necessary, classes and/or supervised practice rotations may be rescheduled pending severity of situation.
57. Transportation to and from all facilities required for activities in the CDP is the responsibility of the student. Additionally, the student may be required to transport goods, supplies, or other items related to CDP activities. The student assumes all risks associated with travel and transportation to, from, and during CDP related activities, as outlined in the "TCU Informed Consent and Assumption of Risk". The student must read and sign this document prior to beginning supervised practice each academic year. Lack of transportation is not an excusable absence from class or supervised practice.
58. Students have access to health services on campus, through the Brown-Lupton Health Center, which houses a medical clinic, pharmacy, and counseling center.
59. The University, through the Department of Risk Management, provides professional liability insurance for students enrolled in the TCU CDP, as detailed in the TCU "Educational Affiliation Agreement for Student Internships and Clinical Experiences". This policy provides liability coverage for all assigned experiential activities that are required for Program completion. The

policy does not provide coverage for any non-assigned event outside of the requirements of the Program where the student may work or volunteer.

60. Per the TCU "Education Affiliation Agreement for Student Internships and Clinical Experiences", in the event of injury or illness of a student during supervised practice, the facility will provide emergency care, at the student's expense. The student and/or preceptor must contact the CDP Director as soon as possible to report the illness or injury.
61. It is mandatory that each student read and become familiar with policies and procedure statements in the CDP Handbook. By signing the Signature Page and Statement of Accountability, the student affirms familiarity with all policies and procedures in this document.