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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 Student Handbook 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 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.

The most recent TCU DPD Student Handbook is available on the Department of Nutritional Sciences website at www.nutrition.tcu.edu. Website information was last updated on 6/2016.

TCU Department of Nutritional Sciences, 2016-2017.
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 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 TCU Didactic Program in Dietetics is based on successful completion of at least 60 semester hours with a GPA of at least 3.0 for Nutrition (NTDT) classes and an Associated Requirements GPA of 2.75, 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 DPD must be received by February 1, and applicants are notified of provisional acceptance by April 15. 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.

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 their final semester in the Didactic Program in Dietetics. Upon graduation, the student must attain a minimum Nutrition (NTDT) GPA of 3.0, attain a minimum GPA of 2.75 in the Associated Requirements, earn a grade of "C-" or better in all NTDT courses and a grade of "C-" or better in all Associated Requirements. Students who successfully complete the Didactic Program in Dietetics will receive verification and are eligible to apply for a supervised practice program (Dietetic Internship) leading to eligibility to write the registration examination for dietitians and to apply for membership in The Academy of Nutrition and Dietetics.

Costs for tuition ($42,580/year for the 2016-2017 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.

The TCU DPD is currently accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, 312/899-0040 ext 5400.
Program Director and DPD Faculty and Staff

DPD Director

Rebecca Dority, MS, RD, LD, CDE*
Associate Professor of Professional Practice
Department of Nutritional Sciences
r.dority@tcu.edu

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<td>Department of Nutritional Sciences Office</td>
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DPD Faculty

Lyn Dart, PhD, RD, LD  Bass 1201L  817-257-6320
Rebecca Dority, MS, RD, LD, CDE  Bass 1201J  817-257-6322
Gina Jarman Hill, PhD, RD, LD  Bass 1201G  817-257-6320
Samantha Powell, MS, RD, LD  Bass 1201K  817-257-6319
Jada Stevenson, PhD, RDN, LD  Bass 1201H  817-257-6310
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Kelly Fisher, MS, RD, LD  Bass 1201M  817-257-4128
Jennifer Gavia, MS, RD, LD  Bass 1201  817-257-7309
Amy Goodson, MS, RD, 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

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.

College of Science and Engineering Mission Statement

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

Department of Nutritional Sciences Mission Statement

The mission of the Department of Nutritional Sciences is congruent with the missions of the University and College. The overall mission of the Department of Nutritional Sciences is to support the missions of the University, College, and programs within the department, including the Coordinated Program in Dietetics, the Didactic Program in Dietetics, Nutrition, and Food Management, in 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.

Mission Statement of the Didactic Program in Dietetics (DPD)

The mission of the TCU Didactic Program in Dietetics (DPD) is to support the missions of the University, College, and Department by providing a preeminent academic curriculum that prepares students to be scientifically competent, accountable, and ethically responsible citizens who are prepared for supervised practice and/or graduate school and advancing as self-educating dietetics professionals who will become Registered Dietitian Nutritionists in the global community.

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

Program Goal #1 - Prepare graduates to achieve competence in Foundation Knowledge for entry-level dietitians, and to receive DPD Verification as specified by the Accreditation Council on Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics.

- Objective Measure 1.a: Program Completion Rate
  Over a five-year period, at least 80% of students enrolled in the first year of the DPD (or in NTDT 30101) will complete program/degree requirements within 3 years (150% of time planned for completion).

- Objective Measure 1.b: Relevancy of Courses Covered
  Over a five-year period, on the graduate DPD Exit Evaluation, 70% of program graduates will rate the relevancy of course content and materials covered in required nutrition courses as “good” to “excellent”.

- Objective Measure 1.c: Alumni Preparation
  At least 70% of program graduates who respond to the three-year DPD Post-Graduate Survey will indicate a “good” or “excellent” perception of his/her preparedness regarding Foundation Knowledge required for entry-level dietitians.

- Objective Measure 1.d: DI Director Perception of Student Preparation
  At least 70% of Dietetic Internship Directors who respond to the three-year Dietetic Internship Director Survey will indicate a “good” to “excellent” perception of DPD graduates’ preparedness regarding overall knowledge needed to complete a DI.

Program Goal #2 - Provide graduates with adequate knowledge to secure employment and/or post-graduate education, including Dietetic Internships.

- Objective Measure 2.a: Supervised Practice Application Rate
  Over a five-year period, 60% of DPD graduates will apply to supervised practice programs within 12 months of program completion.

- Objective Measure 2.b: Supervised Practice Acceptance Rate
  Over a five-year period, 50% of those applying to supervised practice programs the academic year they complete the program will be accepted.

- Objective Measure 2.c: Post-Graduate Education Rate
  Over a five-year period, 10% of students not applying to or not accepted into supervised practice will be accepted into post-graduate education within three years of DPD completion.

- Objective Measure 2.d: Food, Health and/or Nutrition-Related Employment Rate
  Over a five-year period, within 12 months of DPD completion, 20% of students not applying or not accepted into supervised practice will be working in food, health and/or nutrition-related employment.

- Objective Measure 2.e: Registration Exam Pass Rate
  Over a five-year period, the pass rate for DPD graduates taking the Registration Examination for Dietitians the first time will be at least 80%.

- Objective Measure 2.f: Employer Perception of Alumni Preparation
  At least 70% of employers of DPD alumni who respond to the three-year Employer Survey will indicate that the DPD 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 three-year DPD Post-Graduate Survey will 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 respond to the three-year DPD Post-Graduate Survey will 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 DPD graduates, as determined by the DPD Exit Evaluation, will indicate the program prepared them to participate in professional activities, such as education, service or professional growth.
DPD Program Policies and Procedures

1. The Didactic Program in Dietetics (DPD) followed by successful completion of a Dietetic Internship (DI) is one of two routes of eligibility to write the Academy of Nutrition and Dietetics (Academy) registration exam. The second route involves successful completion of a Coordinated Program in Dietetics (CP). 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 DPD who are verified by the program director may apply for Dietetic Internships.

2. After successful completion of a Dietetic Internship, they may then take the Registration Examination to become Registered Dietitians.

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 four semesters (fall and spring of the junior and senior years).

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 completion of at least 60 semester hours, a cumulative Nutrition GPA of at least 3.0 (on a 4.0 scale), Associated Requirements GPA of at least 2.75, 45 semester hours of required prerequisites and major courses, 200 documented hours of practical experience in food or nutrition, and an application packet. Admission is made without regard to race, color, creed, sex, 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. Students may have access to personal files.

5. TCU is committed to providing a positive learning and working environment free from discrimination and harassment. In support of this commitment, TCU prohibits discrimination and harassment on the basis of age, race, color, religion, sex, sexual orientation, gender, gender identity, gender expression, national origin, ethnic origin, disability, genetic information, covered veteran status, and any other basis protected by law. Inquiries about TCU’s policies and compliance with Title IX, The Age Discrimination Act of 1975, or the aspects of TCU’s equal opportunity or affirmative action programs should be directed to:

   Dr. Darron Turner, Associate Vice Chancellor, Student Affairs
   TCU Box 297090
   Jarvis Hall 228
   Fort Worth, TX 76129
   817/257-5557, d.turner@tcu.edu.

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. Communication between student and advisor will most often occur via the TCU email system. Students are encouraged to check their TCU email on a regular basis.

8. All students must pass a criminal background check and a 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. Students must be in compliance with the TCU Medical History-Immunizations Policy, which is in the TCU Student Handbook: http://www.studenthandbook.tcu.edu/. In addition, specifically for the DPD, all students must pass an annual physical exam given by a medical professional and a tuberculin test (PPD skin test) to be eligible for the Program. Costs for these services 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/testing center.

9. 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 http://www.fam.tcu.edu/cost.asp. 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/.

10. All Program students are required to meet the University, College of Science and 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 and 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 student handbook. The DPD major at TCU requires a minimum of 125 credit hours. Students in the TCU DPD must maintain a Nutrition GPA of 3.0 (on a 4.0 scale) or greater throughout the 2-year program and achieve an overall GPA of 2.75 or greater in the Associated Requirements. 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 20333 – Basic Leadership Skills*, SOCI 20213 – Sociology, ECON 10223 – Microeconomics OR ECON 10233 Macroeconomics, MATH 10043 – Elementary Statistics, MANA 30653 – Survey of Management, MARK 30653 – Principles of Marketing. *Students declaring a major in the NTDT department after spring 2016 are required to take PSYC 20333 – Basic Leadership Skills; students declaring a major in the NTDT department spring 2016 or before are required to take PSYC 10213 – Psychology.

11. Students in the TCU DPD must attain a Nutrition GPA of 3.0 or greater, an Associated Requirements GPA of 2.75 or greater, and 500 hours of documented experience in food or nutrition in order to receive DPD Verification and to graduate from the Didactic Program in Dietetics.

12. 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.

13. Students in the DPD receiving a grade of ‘C’ or ‘C-' 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 of ‘C’ or ‘C-' 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.

14. The DPD Director will review the student’s performance and develop a plan to achieve attainment of the expected knowledge and skills. A GPA lower than 3.0 will be cause for advisement by program faculty.

15. If a student’s Nutrition GPA falls below a 3.0 at any time after he or she is accepted into the DPD, the student will receive counseling from the DPD Director. The student will be allowed to remain in the DPD for another semester on a probationary period. If the student’s GPA remains below a 3.0 for an additional semester, he or she will no longer be able to proceed in the DPD and must change his or her major. If at any time a student earns less than a “C-” in a DPD required course, he or she 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.

16. No student will receive DPD verification with a D+, D, D-, F, I, Q, W, or NR 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.
17. 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 in the TCU Student Handbook.

18. The academic conduct expected of students in the Program is consistent with that established by TCU as published in the Code of Student Conduct in the TCU Student Handbook, which may be accessed at http://www.studenthandbook.tcu.edu/.

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 www.nutrition.tcu.edu. 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.

19. Grievance procedures for students are outlined in the TCU Catalog for Undergraduate Studies. Grievance Procedure may be found at the following link: http://catalog.tcu.edu. Further information is provided in the DPD student handbook about filing a program complaint to ACEND. 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.

20. 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 Student Affairs.

21. Transportation to and from all facilities required for being a student in the DPD is the responsibility of the student. The student assumes all risks associated with travel to and from a site, as outlined in the “TCU Informed Consent and Assumption of Risk”. The student must read and sign this document prior to each academic year. Lack of transportation is not an excusable absence from a class assignment. More guidelines for student safety, both on-campus and off-campus, may be found in the DPD Student Handbook.

22. 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.

23. 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.

24. 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.

25. 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) of the Academy of Nutrition and Dietetics 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.
26. 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.

27. 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 college and university departments.
   d. organizer of DPD Post-Graduate Survey, if appropriate for year.
   e. liaison between DPD and professional organizations/associations.

28. 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 (Texas Academy), Texas Student Dietetic Association (TSDA), and participate in affiliate-related activities on the local level. Academy membership information may be found on the bulletin board outside the office of the DPD Director and also online at www.eatright.org.

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 these professional activities which will be held in the Fort Worth/Dallas area.

29. Students will have access to their own education records, as specified in the TCU Student Handbook and mandated by the Family Educational Rights and Privacy Act. In addition, these records are protected from disclosure by unauthorized individuals.

30. DPD Verification will not be provided to students who do not earn a Bachelor of Science (BS) degree from the TCU DPD program. 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.

31. 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.

32. A student who earns a BS degree in Nutrition or Food Management from TCU may not return to TCU to receive DPD verification from the TCU DPD.

33. With the exception of an existing articulation agreement with Tarrant County College, all 30000 level and above NTDT courses must be taken at TCU.

34. TCU Department of Nutritional Sciences will accept the following courses from Tarrant County College towards verification when a C or above is earned in the course:
   a. General Chemistry 1 and 2
   b. Physiology
   c. Food Prep and Meal Management (for credit as NTDT 10103 Food Prep)
   d. Microbiology
   e. Nutrition and Diet Therapy (for credit as NTDT 20403 Nutrition)
35. Students must submit an official transcript from the University that shows that the student earned a Bachelor of Science degree in the DPD from TCU and submit official transcripts from other universities in which students earned credit for DPD required courses. After these official transcripts are received by the Department of Nutritional Sciences, students will be provided with six original copies of the Verification Statements. Verification Statements will be held until these official transcripts are received. 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. The Verification Statements will be ready for mail or pick-up within one week of transcript receipt.

36. The DPD recognizes and abides by the University’s policies and procedures regarding:
   a. withdrawal and tuition and fee refund plan Family Education and Privacy Act, which gives students access to their personal records and protects such records from unauthorized disclosures
   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 Student Handbook available at http://www.studenthandbook.tcu.edu/student_handbook.pdf

37. Proof of completion of the following must be provided by the student to the DPD Director by August 1st, 2016 in order to maintain status as a DPD student: required immunizations (Tdap, MMR, Hepatitis A, Hepatitis B, varicella, seasonal flu), physical examination, CPR certification, PPD skin test, background check, drug screen, Academy membership, food handler’s card, and transcripts from universities of DPD required (transfer) courses taken 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.

38. It is mandatory that each student read and become familiar with policies and procedure statements in the DPD Handbook. This is acknowledged by signing the Statement of Student Accountability form in the DPD Handbook.
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 Didactic Program in Dietetics. Eligibility for admission to the TCU Didactic Program in Dietetics is based on successful completion of at least 60 semester hours with a cumulative Nutrition GPA of at least 3.0 (on a 4.0 scale), Associated Requirements GPA of at least 2.75, 45 semester hours of required prerequisites and major courses, 200 documented hours of practical experience in food or nutrition, and an application packet. Application packets for the DPD must be received by February 1, and applicants are notified of provisional acceptance by April 15. 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 10125 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
- PSYC 10213 General Psychology*
- MATH 10043 Elementary Statistics

*Students entering the NTDT Department after spring 2016 will be required to take PSYC 20333- Basic Leadership Skills

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

- ECON 10223 Microeconomics
- ECON 10233 Macroeconomics
- SOCI 20213 Sociology
- MANA 30653 Survey of Management
- MARK 30653 Principles of Marketing

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 earn a minimum of 125 credit hours. Students must earn 42 hours in 30000 level or above courses taken at TCU. Upon graduation, students in the TCU DPD must attain a Nutrition GPA of 3.0 (on a 4.0 scale) or greater, attain a minimum GPA of 2.75 in the associated requirements, earn a grade of "C-" or better in all NTDT courses and all associated requirements, and have a total of 500 hours of documented practical experience in food or nutrition. 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 Nutrition.

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.
Student Costs and Requirements for the Program  
Fall 2016  

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 ($50.00/year).
7. Membership dues for TCU Student Nutrition and Dietetic Association ($20.00/year).
8. Student registration fees for professional seminars/annual meetings.
9. A physical examination that indicates you are in good health.
10. Up-to-date immunizations, including Tdap booster, varicella, MMR, Hepatitis B, and seasonal flu (see immunization instructions).
11. An annual tuberculin (TB) skin test.
12. Drug Screening (approximately $40.00)
13. Background/Criminal Check (approximately $45.00)
14. CPR certification (cost varies $20-$50). Class should, at a minimum, include airway breathing, choking, and adult CPR techniques.
15. A Food Handler's Card from the Fort Worth Department of Health ($16.00/year).
16. General school supplies such as pocket-size notebook, date book, three ring binders, etc.
17. DPD Name Tag ($10.00).

C. Additional Expenses

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

D. 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 RD 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](http://www.eatright.org) July, 2015)
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 Student Handbook. 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 Signature

_________________________________
Date
The Academy of Nutrition and Dietetics

Academy Vision and Mission:

The Academy of Nutrition and Dietetics 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.

Founded as the American Dietetic Association in Cleveland, Ohio, in 1917, a group of women collaborated to aid the government conserve food and improve the public's health and nutrition during World War I. After 95 years, the association changed its name in January 2012 to the Academy of Nutrition and Dietetics — complementing the focus of the organization to improve nutritional well-being, communicating the expertise of its members who are a part of a food- and science-based profession.

Vision — Optimizing health through food and nutrition
Mission — Empowering members to be food and nutrition leaders

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, www.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 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.

- Food & Nutrition Conference & Expo™

  Each fall, the Academy of Nutrition and Dietetics sponsors the world's largest meeting of food and nutrition experts — more than 10,000 registered dietitians, nutrition science researchers, policy makers, health care providers and industry leaders attend the annual meeting — and address key issues affecting the health of all Americans. The annual the Food & Nutrition Conference & Expo™ (FNCE®) features more than 100 research and educational presentations, lectures, debates, panel discussions and culinary demonstrations. More than 400 exhibitors from corporations, government and nonprofit agencies showcase new consumer food products and nutrition education materials.
• **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 nutrition and dietetics professionals throughout the world. Online access the table of contents, research study abstracts and articles is free for all Academy members. Non-Academy members are still able to access the table of contents, research study abstracts and selected articles at [www.andjrnl.org](http://www.andjrnl.org).

• **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 70 percent of the Academy's over 75,000 members are *registered dietitians (RDs)* or *registered dietitian nutritionists (RDNs)* and 2 percent are *dietetic technicians, registered (DTRs)*. 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 2000
Chicago, Illinois 60606
Phone: 800/877-1600

*Information obtained and updated 7/2015 from Academy of Nutrition and Dietetics website [www.eatright.org](http://www.eatright.org).*
American Dietetic Association/Commission on Dietetic Registration Code of Ethics for the Profession of Dietetics and Process for Consideration of Ethics Issues

PREAMBLE
The American Dietetic Association (ADA) and its credentialing agency, the Commission on Dietetic Registration (CDR), believe it is in the best interest of the profession and the public it serves to have a Code of Ethics in place that provides guidance to dietetics practitioners in their professional practice and conduct. Dietetics practitioners have voluntarily adopted this Code of Ethics to reflect the values (Figure) and ethical principles guiding the dietetics profession and to set forth commitments and obligations of the dietetics practitioner to the public, clients, the profession, colleagues, and other professionals. The current Code of Ethics was approved on June 2, 2009, by the ADA Board of Directors, House of Delegates, and the Commission on Dietetic Registration.

APPLICATION
The Code of Ethics applies to the following practitioners:

(a) In its entirety to members of ADA who are Registered Dietitians (RDs) or Dietetic Technicians, Registered (DTRs);
(b) Except for sections dealing solely with the credential, to all members of ADA who are not RDs or DTRs; and
(c) Except for aspects dealing solely with membership, to all RDs and DTRs who are not members of ADA.

All individuals to whom the Code applies are referred to as "dietetics practitioners," and all such individuals who are RDs and DTRs shall be known as "credentialed practitioners." By accepting membership in ADA and/or accepting and maintaining CDR credentials, all members of ADA and credentialed dietetics practitioners agree to abide by the Code.

PRINCIPLES
 Fundamental Principles
1. The dietetics practitioner conducts himself/herself with honesty, integrity, and fairness.
2. The dietetics practitioner supports and promotes high standards of professional practice. The dietetics practitioner accepts the obligation to protect clients, the public, and the profession by upholding the Code of Ethics for the Profession of Dietetics and by reporting perceived violations of the Code through the processes established by ADA and its credentialing agency, CDR.

Responsibilities to the Public
3. The dietetics practitioner considers the health, safety, and welfare of the public at all times.
   The dietetics practitioner will report inappropriate behavior or treatment of a client by another dietetics practitioner or other professionals.
4. The dietetics practitioner complies with all laws and regulations applicable or related to the profession or to the practitioner's ethical obligations as described in this Code.
   a. The dietetics practitioner must not be convicted of a crime under the laws of the United States, whether a felony or a misdemeanor, an essential element of which is dishonesty.
   b. The dietetics practitioner must not be disciplined by a state for conduct that would violate one or more of these principles.
   c. The dietetics practitioner must not commit an act of misfeasance or malfeasance that is directly related to the practice of the profession as determined by a court of competent jurisdiction, a licensing board, or an agency of a governmental body.
5. The dietetics practitioner provides professional services with objectivity and with respect for the unique needs and values of individuals.
   a. The dietetics practitioner does not, in professional practice, discriminate against others on the basis of race, ethnicity, creed, religion, disability, gender, age, gender identity, sexual orientation, national origin, economic status, or any other legally protected category.
   b. The dietetics practitioner provides services in a manner that is sensitive to cultural differences.
   c. The dietetics practitioner does not engage in sexual harassment in connection with professional practice.
6. The dietetics practitioner does not engage in false or misleading practices or communications.
   a. The dietetics practitioner does not engage in false or deceptive advertising of his or her services.
   b. The dietetics practitioner promotes or endorses specific goods or products only in a manner that is not false and misleading.
   c. The dietetics practitioner provides accurate and truthful information in communicating with the public.
The dietetics practitioner withdraws from professional practice when unable to fulfill his or her professional duties and responsibilities to clients and others.

- The dietetics practitioner withdraws from practice when he or she has engaged in abuse of a substance such that it could affect his or her practice.
- The dietetics practitioner ceases practice when he or she has been adjudged by a court to be mentally incompetent.
- The dietetics practitioner will not engage in practice when he or she has a condition that substantially impairs his or her ability to provide effective service to others.

Responsibilities to Clients

- The dietetics practitioner recognizes and exercises professional judgment within the limits of his or her qualifications and collaborates with others, seeks counsel, or makes referrals as appropriate.
- The dietetics practitioner treats clients and patients with respect and consideration.
  - The dietetics practitioner provides sufficient information to enable clients and others to make their own informed decisions.
  - The dietetics practitioner respects the client’s right to make decisions regarding the recommended plan of care, including consent, modification, or refusal.
- The dietetics practitioner protects confidential information and makes full disclosure about any limitations on his or her ability to guarantee full confidentiality.

The dietetics practitioner, in seeking, maintaining, and using credentials provided by CDR, provides accurate information and complies with all requirements imposed by CDR.

- The dietetics practitioner uses CDR-awarded credentials ("RDN" or "Registered Dietitian; DTR or "Dietetic Technician, Registered"; "CS" or "Certified Specialist"; and "FADA" or "Fellow of the American Dietetic Association") only when the credential is current and authorized by CDR.
- The dietetics practitioner does not aid any other person in violating any CDR requirements, or in representing himself or herself as CDR-credentialed when he or she is not.

- The dietetics practitioner does not invite, accept, or offer gifts, monetary incentives, or other considerations that affect or reasonably give an appearance of affecting his/her professional judgment.

Clarification of Principle:
- Whether a gift, incentive, or other item of consideration shall be viewed to affect, or give the appearance of affecting, a dietetics practitioner's professional judgment is dependent on all factors relating to the transaction, including the amount or value of the consideration, the likelihood that the practitioner's judgment will or is intended to be affected, the position held by the practitioner, and whether the consideration is offered or generally available to persons other than the practitioner.
- It shall not be a violation of this principle for a dietetics practitioner to take such other action as may be necessary to eliminate the conflict, including recusal from an office, position, or practice situation.
the Ethics Committee will notify the respondent (person against whom the complaint is made) that a complaint has been made.

The notice will be sent from the staff via certified mail, return-receipt requested. The respondent will be sent a copy of the complaint, the Code of Ethics for the Profession of Dietetics, the Review Process, and the Response to Complaint form.

The respondent will have thirty (30) days from receipt of the notification in which to submit a response. The response must be signed and sworn to by the respondent.

If the Ethics Committee does not receive a response, the chair of the Ethics Committee or his or her designee will contact the respondent by telephone. If contact with the respondent is still not made, a written notice will be sent. Failure to reach the respondent will not prevent the Committee from proceeding with the investigation.

The response submitted to the Ethics Committee by the respondent, may, upon request by the complainant, be provided to the complainant following the decision of the Committee.

4. Ethics Committee Review

The chair of the Ethics Committee will add the complaint and response to the Committee's agenda, after consultation with legal counsel and appropriate staff. The complaint and the response will be reviewed by the Ethics Committee.

The Committee has broad discretion to determine how to proceed, including, but not limited to, dismissing the complaint, requesting further information from the parties, resolving the case through educational activities, holding a hearing as specified hereafter, or in any other way deemed advisable. The Committee may use experts to assist it in reviewing the complaint and response and determining further action.

At the appropriate time, the Ethics Committee will notify the complainant and the respondent of its decision, which may include the Committee's preliminary opinion with a request that the respondent take certain actions, including, but not limited to, successful completion of continuing professional education in designated areas, or supervised practice based on the terms to be set forth by the Committee.

The Ethics Committee may also recommend appropriate remedial action to the parties, which if undertaken, would resolve the matter.

The Ethics Committee may recommend, in its discretion, that a hearing be held subject to the other provisions of these procedures.

5. Licensure Board Action or Final Judicial or Administrative Action

When the Ethics Committee is informed by a state licensure body that a person subject to the Code of Ethics for the Profession of Dietetics has had his or her license suspended or revoked for reasons covered by the Code, the Committee may take appropriate disciplinary action without a formal hearing.

When a person has been finally adjudged or has admitted to committing a misdemeanor or felony as specified in Principle 4 of the Code, the Committee may take appropriate disciplinary action without a formal hearing.

6. Hearings

A. General

Hearings shall be held as determined by the Ethics Committee under the following guidelines.

Hearing dates will be established by the chairman of the Ethics Committee. All hearings will be held in Chicago, IL.

The Ethics Committee will notify the respondent and the complainant by certified mail, return-receipt requested, of the date, time, and place of the hearing.

The respondent may request a copy of the file on the case and will be allowed at least one postponement, provided the request for postponement is received by ADA at least fourteen (14) days before the hearing date.

B. Conduct of Hearings

The chair of the Ethics Committee will conduct a hearing with appropriate staff and legal counsel present. Individuals who have no conflict of interest will be appointed.

In the event that any Ethics Committee member cannot serve on the hearing panel for any reason, a replacement will be appointed by the representative of the original body that made the appointment, either the ADA president, the CDR chairperson, or the speaker of the House of Delegates as appropriate.

The parties shall have the right to appear, to present witnesses and evidence, to cross-examine the opposing party and adverse witnesses, and to have legal counsel present. Legal counsel for the parties may advise their clients, but may only participate in the hearings with the permission of the chair.

The hearing is the sole opportunity for the participants to present their positions.

Three members of the Ethics Committee shall constitute a quorum. Affirmative vote of two thirds (2/3) of the members voting will be required to reach a decision.

A transcript will be prepared and will be available to the parties at cost.

C. Costs

ADA will bear the costs for the Ethics Committee, legal counsel, staff, and any other parties called by ADA. ADA will bear the travel costs and one (1) night's hotel expenses for the complainant and respondent and one person that each chooses to bring, provided that such person is necessary to the conduct of the hearing as determined by the chair of the Ethics Committee. The Ethics Committee shall issue regulations to govern the payment of these expenses, which shall be incorporated and made part of these procedures.

The respondent and the complainant will be responsible for all costs and fees incurred in their preparation for and attendance at the hear-
ing, except expenses for travel and hotel as stated above.

D. Decision
The Ethics Committee will render a written decision specifying the reasons therefore and citing the provision(s) of the Code of Ethics for the Profession of Dietetics that may have been violated. The Committee will decide that:
1) the respondent is acquitted;
2) educational opportunities are pursued;
3) the respondent is censored, placed on probation, suspended, or expelled from ADA; and/or
4) the credential of the respondent is suspended or revoked by the CDR of the ADA.

The decision of the Ethics Committee will be sent to the respondent and the complainant as soon as practicable after the hearing.

7. Request by Complainant for Review of Respondent's Response
The Ethics Committee will, except where the response contains information that the Committee determines for good reasons should not be shared, grant the request of a complainant to review the response received from the respondent in an ethics case, provided the request is made within thirty (30) days of notification of the final action of the Ethics Committee. The complainant will be required to maintain confidentiality of the document and to refrain from sharing it with any other third parties or individuals. The complainant will have twenty (20) days to advise the Ethics Committee as to any comments, concerns, or issues with regard to the respondent's response, but the Committee shall have no obligation to take further action. The respondent will be notified of the Committee's action to release the response to the complainant.

A. The materials describing the ethics complaint process, including those materials provided to the complainants and respondents, shall be amended to disclose the fact that a respondent's response may be made available to the complainant.

B. Any request to review the respondent's response must be submitted in writing (electronic or mail) no later than thirty (30) days after final action by the Committee.

C. ADA staff will notify the Ethics Committee of the request and will provide a timeline for addressing it.

D. Within five (5) business days of the request being received, the Committee will advise the respondent that the complainant has made the request and is being given access to the response. The requested documentation will be sent to the complainant via express mail to ensure delivery.

E. The complainant will be required to commit in writing to maintain the confidentiality of the documentation by signing a statement to this effect.

F. Any comments, concerns, or issues with the respondent's response must be communicated to ADA staff within twenty (20) days in writing (electronic or mail). ADA staff will add the complainant's comments, concerns, or issues onto the agenda of the next Ethics Committee conference call or meeting. The Committee will determine whether further action is necessary and shall communicate its determination to the complainant.

G. The complainant will return the documents after review via UPH at the expense of ADA within twenty-five (25) days.

8. Definitions of Disciplinary Action
Censure: A written reprimand expressing disapproval of conduct. It carries no loss of membership or registration status, but may result in removal from office at the national, state, and district levels and from committee membership.

Time frame: Not applicable to the disciplinary action.

Probation: A directive to allow for correction of behavior specified in Principle 7 of the Code of Ethics for the Profession of Dietetics. It may include mandatory participation in remedial programs (eg, education, professional counseling, and peer assistance). Failure to successfully complete these programs may result in disciplinary action being taken. It carries no loss of membership or registration status, but may result in removal from office at the national, state, and district levels and from committee membership.

Time frame: Specified time to be decided on a case-by-case basis.

Suspension: Temporary loss of membership and all membership benefits and privileges for a specified time with the exception of retention of coverage under health and disability insurance. ADA group malpractice insurance will not be available and will not be renewed during the suspension period.

Time frame: Specified time to be decided on a case-by-case basis.

Suspension of Registration: Temporary loss of credential and all benefits and privileges for a specified period of time. It may include mandatory participation in remedial programs (eg, education, professional counseling, and peer assistance).

At the end of the specified suspension period, membership and registration benefits and privileges are automatically restored.

Time frame: Specified time to be decided on a case-by-case basis.

Expulsion: Removal from membership and a loss of all benefits and privileges.

Time frame: May apply for reinstatement after a five (5)-year period has elapsed or sooner if the basis for the expulsion has been removed, with payment of a reinstatement fee. The individual must meet membership requirements in effect at the time of the application for reinstatement.

Reversal of Credential: Loss of registration status and removal from registry; loss of all benefits and privileges. Upon revocation, the former credentialed practitioner shall return the registration identification card to CDR.

Time frame: Specified time for reaplication to be decided on a case-by-case basis, but, at minimum, current recertification re-
quirements would need to be met. Credential will not be issued until CDR determines that the reasons for revocation have been removed.

9. Appeals

A. General

Only the respondent may appeal an adverse decision to ADA. During the appeals process, the membership and registration status of the respondent remains unchanged.

The ADA president, the chairperson of CDR, and the speaker of the House of Delegates shall each appoint one person to hear the appeal. These individuals shall constitute the Appeals Committee for that particular case. Individuals who have no conflict of interest will be appointed.

B. Recourse to the Appeals Committee

To request a hearing before the Appeals Committee, the respondent/appellant shall notify the appropriate staff at ADA headquarters, by certified mail, return-receipt requested, that the respondent wishes to appeal the decision. This notification must be received within thirty (30) calendar days after receipt of the letter advising the respondent/appellant of the Ethics Committee's decision.

C. Contents

The appeal must be in writing and contain, at a minimum, the following information:

1. The decision being appealed.
2. The date of the decision.
3. Why the individual feels the decision is wrong or was improperly rendered (See E, "Scope of Review").
4. The redress sought by the individual.
5. The appeal will be signed and sworn to.

If the appeal does not contain the information listed above, it will be returned to the individual who will be given ten (10) calendar days to resubmit. Failure to furnish the required information within ten (10) calendar days will result in the appeal being waived.

D. Procedures

Upon receipt of this notification, appropriate staff shall promptly notify the chair of the Appeals Committee that the respondent/appellant is appealing a decision made by the Ethics Committee.

The Appeals Committee chair shall acknowledge the appeal and request a copy of the relevant written information on the case from appropriate staff,

1. Location and participants
a. All appeals hearings will be held in Chicago, IL.
   b. The complainant/appellee, the respondent/appellant, and the chair of the Ethics Committee will have the opportunity to participate in the appeals hearing.
   c. The parties may have legal counsel present, who may advise their clients, but may only participate in the hearings with the permission of the chair.
   d. Attendance at the hearing will be limited to persons determined by the chair to have a direct connection with the appeal and appropriate staff and legal counsel.

2. Conduct of the hearing

The three (3) parties involved in the appeal will be given the opportunity to state why the decision and/or disciplinary action of the Ethics Committee should be upheld, modified, or reversed.

E. Scope of Review

The Appeals Committee will only determine whether the Ethics Committee committed procedural error that affected its decision, whether the Ethics Committee's decision was contrary to the weight of the evidence presented to it, or whether there is new and substantial evidence that would likely have affected the Ethics Committee's decision that was unavailable to the parties at the time of the Ethics Committee's hearing for reasons beyond their control.

In reviewing the decision of the Ethics Committee, the Appeals Committee shall consider only the transcript of the hearing and the evidence presented to the Ethics Committee.

F. Record of Hearing

A transcript will be prepared and will be maintained in the case file.

G. Decision of Appeals Committee

1. The Appeals Committee shall prepare a written decision stating the reasons, therefore, the decision shall be to affirm, modify, or reject the decision and/or disciplinary action of the Ethics Committee or to remand the case to the Ethics Committee with instructions for further proceedings.

2. Decisions of the Appeals Committee will be final.

H. Costs

ADA will bear the costs for the Appeals Committee, staff, and legal counsel, and any parties, by ADA. ADA will bear the travel and one night's hotel expenses for the respondent/appellant, the complainant/appellee, and the chair of the Ethics Committee. The Ethics Committee shall issue regulations to govern the payment of these expenses, which shall be incorporated and made part of this procedure.

The respondent/appellant and the complainant/appellee will be responsible for all costs and fees incurred in their preparation for and attendance at the hearing, except expenses for travel and hotel as stated above.

10. Notification of Adverse Action

If the respondent is disciplined by the Ethics Committee and does not appeal the decision, the chair of the Ethics Committee will notify the appropriate ADA organizational units, CDR, the affiliate dentists association, appropriate licensure boards, and governmental and private bodies within thirty (30) days after notification of the final decision.

In the event the respondent ap-
peals a decision to discipline him or her and the Ethics Committee decision is affirmed or modified, similar notification will be made by the chair of the Ethics Committee.

In response to an inquiry about registration status, the Office on Dietetic Credentialing will state only whether a person is currently registered.

11. Record Keeping
A. Records will be kept for a period of time after the disposition of the case in accordance with ADA’s record retention policy.
B. Information will be provided only upon written request and affirmative response from ADA’s legal counsel.

12. Confidentiality Procedures
The following procedures have been developed to protect the confidentiality of both the complainant and the respondent in the investigation of a complaint of an alleged violation of the Code of Ethics for the Profession of Dietetics:
A. The need for confidentiality will be stressed in initial communications with all parties.
B. Committee members will refrain from discussing the complaint and hearing outside of official committee business pertaining to the complaint and hearing.
C. If the hearing on a complaint carries over to the next Committee, the complaint will be heard by the original Committee to hear the complaint.
D. Communication with ADA witnesses will be the responsibility of the Committee chair or staff liaison.
E. Witnesses who testify on behalf of ADA will be informed of the confidentiality requirements and agree to abide by them.
F. The Committee chair will stress the importance of confidentiality at the time of the hearing.
G. To ensure confidentiality, the only record of the hearing will be the official transcript and accompanying materials, which will be kept at ADA offices. All other materials that were mailed or distributed to committee members should be returned to ADA staff, along with any notes taken by Committee members.
H. The transcript will be available if there is an appeal of the Ethics Committee’s decision and only to the parties, Ethics Committee members, Appeals Committee members, ADA legal counsel, and staff directly involved with the appeal.

Recognition is given to the members of the Code of Ethics Task Force for their contributions: Marianne Smith Edge, MS, RD, LD, FADA, Chair; Alice Biehl J. Fornari, EdD, RD; Cheryl A Bittle, PhD, RD, LD; Doris Beredjian, PhD, JD, RD, FADA; Jana Kicklighter, PhD, RD, LD; Leonard Pringle, DTR; Harold Holler, RD, LDN, ADA Staff; Chris Reidy, RD, CDR Staff; J. Craig Busey, JD, former ADA Legal Counsel.
Procedure for Complaints against Accredited Programs

The Accreditation Council for Education in Nutrition and Dietetics (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.

- 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.

Updated May 2015
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 2000
Chicago, Illinois 60606-6995
Phone: 312-899-0040 Ext. 5500
Fax: 312-899-4772
### First Year

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
<th>Summer</th>
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</thead>
<tbody>
<tr>
<td>NTDT 10003 Contemporary Issues in Nutrition (NSC, GA)</td>
<td>NTDT 10103 Food Preparation</td>
<td>(optional)</td>
</tr>
<tr>
<td>CHEM 10113 General Chemistry</td>
<td>NTDT 20403 Nutrition</td>
<td>3</td>
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<tr>
<td>MATH 10043 Elementary Statistics (MTH)</td>
<td>CHEM 10123/10122 General Chemistry</td>
<td>Lec/Lab 5</td>
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<tr>
<td>SOCI 20213 Introductory Sociology (SSC, CA)</td>
<td>ENGL 10803 Freshman Composition (WCO)</td>
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<tr>
<td>HEE or HMVV</td>
<td>HEE or HMVV</td>
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Total Credit Hours: 15 (Fall) + 17 (Spring) = 32 Credit Hours for First Year

### Second Year

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
<th>Summer</th>
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<tr>
<td>NTDT 21163 Food and Culture (CA)</td>
<td>NTDT 30123 Nutrition Throughout the Life Cycle (WEM)</td>
<td>CHEM 30123 Organic Chemistry (if needed)</td>
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<tr>
<td>BIOL 20234 Microbiology (NSC)</td>
<td>NTDT 30331 Medical Terminology</td>
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<tr>
<td>MARK 30653 Principles of Marketing</td>
<td>BIOL 20214 Physiology</td>
<td>4</td>
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<tr>
<td>ECON 10223 Microeconomics (SSC) or ECON 10233 Macroeconomics (SSC)</td>
<td>ENGL 20803 Sophomore Composition (WCO)</td>
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<tr>
<td>CHEM 30123 Organic Chemistry or HEE or HMVV (if needed)</td>
<td>MANA 30653 Survey of Management</td>
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Total Credit Hours: 16 (Fall) + 17 (Spring) + 0-3 (Summer) = 33-36 Credit Hours for Second Year

### Third Year

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
<th>Summer</th>
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<tbody>
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<td>NTDT 30313 Food Systems Management</td>
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<td>NTDT 30133 Meal Management</td>
<td>NTDT 30333 Medical Nutrition Therapy</td>
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<tr>
<td>NTDT 30144 Quantity Foods</td>
<td>NTDT 40411 Supervised Practice in Nutrition Research I</td>
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<tr>
<td>NTDT 30233 Essentials of Dietetics Practice</td>
<td>NTDT 40403 Research Methods in Nutrition (WEM)</td>
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<tr>
<td>NTDT 30303 Communication and Education for Food, Nutrition, and Dietetics (OCO)</td>
<td>HEE or HMVV or elective</td>
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<tr>
<td>HEE or HMVV</td>
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Total Credit Hours: 17 (Fall) + 16 (Spring) = 33 Credit Hours for Third Year

### Fourth Year

<table>
<thead>
<tr>
<th>Fall Semester</th>
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<th>Summer</th>
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<tr>
<td>NTDT 40333 Medical Nutrition Therapy II</td>
<td>NTDT 30103 Gourmet Foods</td>
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<tr>
<td>NTDT 40343 Nutritional Biochemistry</td>
<td>NTDT 40363 Community Nutrition (CSV)</td>
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<tr>
<td>NTDT 40353 Experimental Food Science</td>
<td>NTDT 40431 Supervised Practice in Nutrition Research III</td>
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<tr>
<td>NTDT 40101 DPD Senior Seminar</td>
<td>HEE or HMVV or elective</td>
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<tr>
<td>NTDT 40421 Supervised Practice in Nutrition Research II</td>
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<tr>
<td>HEE or HMVV or elective</td>
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</table>

Total Credit Hours: 14 (Fall) + 13 (Spring) = 27 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. 6/16
# Didactic Program in Dietetics Unofficial Degree Plan (DPDI) - Option II

**Texas Christian University**  
Department of Nutritional Sciences

---

**Name:** ____________________________  
**TCU ID #** ____________________________  
**Phone #:** ____________________________  
**Email:** ____________________________

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### Essential Competencies

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<tr>
<th>Core</th>
<th>Hrs.</th>
<th>Grade</th>
<th>To Make</th>
<th>Requirements</th>
<th>Hrs.</th>
<th>Grade</th>
<th>To Make</th>
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<td>OCO NTDT 30303</td>
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<td>NTDT 21163</td>
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### Writing Emphasis*

| WEM NTDT 30123                      |      |       |         | NTDT 3013                                   |      |       |         |
| WEM NTDT 40403                      |      |       |         | NTDT 30131                                  |      |       |         |

### Human Experiences and Endeavors

#### A. (9) Humanities

| HUM                                |      |       |         | NTDT 30331                                  |      |       |         |
| HUM                                |      |       |         | NTDT 30333                                  |      |       |         |
| HUM                                |      |       |         | NTDT 40333                                  |      |       |         |

#### B. (9) Social Sciences

| SSC SOCI 20213                     |      |       |         | NTDT 40353                                  |      |       |         |
| SSC ECON 10223/10233               |      |       |         | NTDT 40363                                  |      |       |         |
| SSC                                |      |       |         | NTDT 40403                                  |      |       |         |

#### C. (6) Natural Sciences

| NSC NTDT 10003                      |      |       |         | NTDT 40421                                  |      |       |         |
| NSC BIOL 20234                      |      |       |         | NTDT 40431                                  |      |       |         |

#### D. (3) Fine Arts

| FAR                                 |      |       |         | CHEM 10113                                  |      |       |         |
|                                    |      |       |         | CHEM 10123/22                               |      |       |         |
|                                    |      |       |         | CHEM 30123                                  |      |       |         |

### Heritage, Mission, Vision & Values

| RT                                 |      |       |         | PSYC 20333                                  |      |       |         |
| HT                                 |      |       |         | BIOL 20214                                  |      |       |         |
| LT                                 |      |       |         | BIOL 20234                                  |      |       |         |
| CA SOCI 20213                      |      |       |         | BIOL 20234                                  |      |       |         |
| GA NTDT 10003**                    |      |       |         | ECON 10223/33                               |      |       |         |
| CSV NTDT 40363**                   |      |       |         | MANA 30653                                  |      |       |         |
|                                    |      |       |         | MARK 30653                                  |      |       |         |
|                                    |      |       |         | MATH 10043                                  |      |       |         |

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* Writing Emphasis - 6 hours required (may be satisfied by courses meeting other degree requirements)  
**No more than two HMVV courses may be taken through one department.

Minimum NTDT GPA 3.0 required upon graduation to receive DPD verification.  
Minimum GPA 2.75 in Associated Requirements required upon graduation to receive DPD verification.

Minimum Hours for Major: 125

All 30000 and 40000 NTDT courses must be taken at TCU.

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

The student is responsible for understanding and fulfilling degree requirements.

Signature ____________________________  
Date__________________________

Rev. 6/16
## Curriculum Planning Matrix

**Texas Christian University – Didactic Program in Dietetics (DPD)**

**Didactic Courses Aligned with Core Knowledge for the RD**

X - denotes course that includes assessment method(s) and corresponding measured outcome(s) for KRD.
Y - denotes additional course aligned with KRD.

<table>
<thead>
<tr>
<th>Courses &amp; Rotations</th>
<th>KRD 1.1</th>
<th>KRD 2.1</th>
<th>KRD 2.2</th>
<th>KRD 2.3</th>
<th>KRD 3.1</th>
<th>KRD 3.2</th>
<th>KRD 3.3</th>
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<tr>
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## Domain 1: Scientific and Evidence Base of Practice: integration of scientific information and research into practice

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<tr>
<th>KRD 1.1: The curriculum must reflect the scientific basis of the dietetics profession and must include research methodology, interpretation of research literature and integration of research principles into evidence-based practice. (Tip: a. Students must be able to demonstrate how to locate, interpret, evaluate and use professional literature to make ethical evidence-based practice decisions. B. Students must be able to use current information technologies to locate and apply evidence-based guidelines and protocols.</th>
<th>80% of students will earn a letter grade of ‘B’ or above on the Journal Article Critique Assignment 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.</th>
<th>NTDT 40403 - Research Methods</th>
<th>Dr. Jada Stevenson</th>
<th>Spring semester – junior year</th>
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<tr>
<td>80% of students will use the EAL to apply evidence-based guidelines as evidenced by earning a rating of “competent” to “proficient” on the Evidence Analysis Library section on the Renal case study exhibiting evidence that they are able to use current information technologies to locate and apply evidence-based guidelines and protocols.</td>
<td>NTDT 40333 - Medical Nutrition Therapy (MNT) II</td>
<td>Ms. Samantha Powell</td>
<td>Fall semester – senior year</td>
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</table>
**Domain 2: Professional Practice Expectations: beliefs, values, attitudes and behaviors for the professional dietitian level of practice.**

<table>
<thead>
<tr>
<th>KRD 2.1: The curriculum must include opportunities to develop a variety of communication skills sufficient for entry into pre-professional practice. (<em>Tip: Students must be able to demonstrate effective and professional oral and written communication and documentation.</em>)</th>
<th>80% 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.</th>
<th>NTDT 30303 – Communication for Education in Food, Nutrition, and Dietetics</th>
<th>Dr. Jada Stevenson</th>
<th>Fall semester – junior year</th>
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<tr>
<td>KRD 2.2: The curriculum must provide principles and techniques of effective counseling methods. (<em>Tip: Students must be able to demonstrate counseling techniques to facilitate behavior change.</em>)</td>
<td>80% 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.</td>
<td>NTDT 30233 – Essentials of Dietetics Practice</td>
<td>Dr. Gina Hill</td>
<td>Fall semester - junior year</td>
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<tr>
<td>KRD 2.3: The curriculum must include opportunities to understand governance of dietetics practice, such as the Scope of Dietetics Practice and the Code of Ethics for the Profession of Dietetics; and interdisciplinary relationships in various practice settings. (Tip: a. Students must be able to apply professional guidelines to a practice scenario. b. Students must be able to identify and describe the roles of others with whom the registered dietitian collaborates in the delivery of food and nutrition services.)</td>
<td>80% 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 &quot;good&quot; to &quot;excellent&quot; on the Scope of Practice scenario question/s on the case study.</td>
<td>80% of students will earn a grade of 'B' or above on the Health Care Team Quiz.</td>
<td>NTDT 30233 – Essentials of Dietetics Practice</td>
<td>Dr. Gina Hill</td>
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<tr>
<td>Domain 3: Clinical and Customer Services: development and delivery of information, products and services to individuals, groups and populations</td>
<td>KRD 3.1: The curriculum must reflect the principles of Medical Nutrition Therapy and the practice of the nutrition care process, including principles and methods of assessment, diagnosis, identification and implementation of interventions and strategies for monitoring and evaluation.</td>
<td>80% of students will utilize components of the Nutrition Care Process (NCP) through completion of written case studies as evidenced by earning a rating of “competent” to “proficient” on the ADIME note on the Diabetes/Obesity Case Study.</td>
<td>NTDT 30333 – Medical Nutrition Therapy I</td>
<td>Ms. Samantha Powell</td>
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<td>KRD 3.2: The curriculum must include the role of environment, food, nutrition and lifestyle choices in health promotion and disease prevention. <em>(Tip: Students must be able to develop interventions to affect change and enhance wellness in diverse individuals and groups.)</em></td>
<td>80% of students will receive a grade of ‘B’ or above on the group display assignment that demonstrates an understanding of various factors that impact health promotion and disease prevention.</td>
<td>NTDT 21163 – Food and Culture</td>
<td>Dr. Anne VanBeber</td>
<td>Fall semester – sophomore year</td>
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<td>KRD 3.3: The curriculum must include education and behavior change theories and techniques. <em>(Tip: Students must be able to develop an educational session or program/educational strategy for a target population.)</em></td>
<td>80% of students will earn a letter grade of ‘B’ or above on the community health fair project that demonstrates the ability to develop an educational program for a target population.</td>
<td>NTDT 40363 – Community Nutrition</td>
<td>Dr. Gina Hill</td>
<td>Spring semester – senior year</td>
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<tr>
<td>80% of students will earn a ‘B’ or above on the behavior change theories quiz.</td>
<td>NTDT 30233 – Essentials of Dietetics Practice</td>
<td>Dr. Gina Hill</td>
<td>Fall semester - junior year</td>
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| KRD 4.1: The curriculum must include management and business theories and principles required to deliver programs and services. (Tip: 
a. Students must be able to apply management theories to the development of programs or services.
b. Students must be able to evaluate a budget and interpret financial data.
c. Students must be able to apply the principles of human resource management to different situations.)

*As part of their Support Knowledge, students are required to successfully complete MANA 30653 - Survey of Management and MARK 30653 – Principles of Marketing with a grade of ‘C’ or above.

| 80% 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 ‘B’ or above on the Quantity Food Luncheon Project. |
| NTDT 30144 – Quantity Food Production |
| Ms. Samantha Powell |
| Fall semester – junior year |

| 80% of students will work in a group to determine costs of operations and prepare a budget as evidenced by rating of “beginner” to “proficient” on the budget portion of the Quantity Food Production Luncheon Project. |
| NTDT 30144 – Quantity Food Production |
| Ms. Samantha Powell 2013-2015 |
| Fall semester - junior year |

<p>| 80% of students are able to apply principles of human resource management to different situations as evidenced by earning a ‘B’ or above on a conflict resolution case study. |
| NTDT 30313 – Food Systems Management |
| Mrs. Rebecca Dority |
| Spring semester – junior year |</p>
<table>
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<tr>
<th>KRD 4.2: The curriculum must include content related to quality management of food and nutrition services. (Tip: a. Students must be able to apply safety principles related to food, personnel and consumers. b. Students must be able to analyze data for assessment and evaluate data to use in decision-making.)</th>
<th>80% 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.</th>
<th>80% of students will receive a grade of ‘B’ or above on the 3-Day Diet Recall Assignment, which demonstrates the ability to analyze data for assessment and evaluate data to use in decision-making.</th>
<th>NTD 30144 – Quantity Food Production</th>
<th>Ms. Samantha Powell</th>
<th>Fall semester – junior year</th>
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<td>KRD 4.3: The curriculum must include the fundamentals of public policy, including the legislative and regulatory basis of dietetics practice. (Tip: Students must be able to explain the impact of a public policy position on dietetics practice.)</td>
<td>80% of students will earn a letter grade of ‘B’ or above on the proposed public policy assignment that explains the impact of a public policy position on dietetics practice.</td>
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<td>NTD 40363 – Community Nutrition</td>
<td>Dr. Gina Hill</td>
<td>Spring semester – senior year</td>
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<td>KRD 4.4: The curriculum must include content related to health care systems. (Note: Students must be able to explain the impact of health care policy and different health care delivery systems on food and nutrition services.)</td>
<td>80% of students will earn a letter grade of ‘B’ or above on the health care systems assignment.</td>
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<td>NTD 30333 – Medical Nutrition Therapy I</td>
<td>Ms. Samantha Powell</td>
<td>Spring semester – junior year</td>
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<td>KRD 4.5: The curriculum must include content related to coding and billing of dietetics/nutrition services to obtain reimbursement for services from public or private insurers</td>
<td>80% of students will earn a grade of ‘B’ or above on the Coding and Billing Quiz.</td>
<td>NTDT 30333 – Medical Nutrition Therapy I</td>
<td>Ms. Samantha Powell</td>
<td>Spring semester – junior year</td>
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**Domain 5: Support Knowledge: knowledge underlying the requirements specified above.**

KRD 5.1: The food and food systems foundation of the dietetics profession must be evident in the curriculum. Course content must include the principles of food science and food systems, techniques of food preparation and application to the development, modification and evaluation of recipes, menus and food products acceptable to diverse groups.

KRD 5.2: The physical and biological science foundation of the dietetics profession must be evident in the curriculum. Course content must include organic chemistry, biochemistry, physiology, genetics, microbiology, pharmacology, statistics, nutrient metabolism and nutrition across the lifespan.

KRD 5.3: The behavioral and social science foundation of the dietetics profession must be evident in the curriculum. Course content must include concepts of human behavior and diversity, such as psychology, sociology or anthropology.
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.

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

Student members are integral to the Academy of Nutrition and Dietetics as they represent the future of the dietetics profession. The Academy offers a number of unique benefits to over 20,000 student members, including opportunities to get involved. Student membership in the Academy means you have access to a network of benefits — exclusively available to Academy members — that you can begin using right now!

- **Get Involved:** Student members are integral to the Academy — they represent the future of the dietetics profession.
- **Scholarships and Financial Aid:** Find scholarships and educational stipends for individuals pursuing undergraduate and advanced degrees in dietetics.
- **EatRight Careers:** Accelerate your career search by posting your resume, viewing openings and receiving job alerts.
- **Career Toolbox:** Get access to the resources, tips and information to make your job or internship search easier.
- **Mentoring Opportunities:** Academy student members are supported by a wide range of mentoring or career guidance programs.
- **Student Community:** The Student Community is a networking resource that connects student members nationwide. Exchange ideas and learn more about the profession.
Student membership category carries a six-year limit. Available to any person who meets one or more of the following qualifications:

- Is a student currently enrolled in an ACEND-accredited or approved dietetics program who does not meet requirements for Active membership.
  - Statement of Student Status
- Is a student enrolled in a regionally accredited, post-secondary education program that ACEND has not accredited or approved. This classification is available to students who state their intent to enter an ACEND-accredited or approved program.
  - Statement of Student Status
- Is a current Active member returning to school on a full-time basis for a baccalaureate or advanced degree or to complete an ACEND-accredited or approved dietetics program. Annual verification required.
  - Statement of Student Status
  - Returning Student Application Form required annually

**Privileges of Student Membership**

Student members whose dues are not in arrears shall have a right to vote in national or affiliate elections and be eligible to hold appointed positions at the national and affiliate levels if a resident of the United States or US Territories. Student members shall not have a right to hold elected positions on the national or affiliate levels.

**Student Advisory Committee**

Academy of Nutrition and Dietetics student members are represented by the Student Advisory Committee (SAC), which is elected annually by student members and governed by the Academy's Board of Directors. The committee consists of eight student members who help drive the Academy and the profession forward, while voicing the needs, concerns and thoughts of dietetics students.

Through an annually revised program of work, the SAC promotes the value and benefits of Academy membership, encourages student member participation in Academy initiatives and events, helps plan the Food & Nutrition Conference & Expo™ (FNCE®) Student and New Professionals Track, networks with organizational leaders and provides insight on student related issues to various organizational units. During their one-year term (June 1 – May 31), the SAC meets frequently via teleconference and participates in two face-to-face meetings with Academy leaders at Academy Headquarters in Chicago, Ill., and at FNCE®.
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

• Voices the concerns of students regarding accreditation, dietetic education and supervised practice to ACEND.
• Represents a region of the country as a Student Representative.
• Attends ACEND meetings and fulfills responsibilities designated in the ACEND Policies and Procedures Manual.
• Posts items of interest to the Student Community on items as needed.
• Writes an article for the Student Scoop.

ACEND Student Rep Application

Student Representatives (Three Positions)

• Bring the perspective of students from different types of dietetics education programs and/or diverse geographic areas to the SAC and the Academy.
• Represents a region of the country as a Student Representative.
• Communicate student member concerns and interest to the SAC and Academy staff liaisons.
• Help to develop the Student Community.
• Complete other duties as assigned.

Academy of Nutrition and Dietetics Political Action Committee (ANDPAC) Student Representative

• Voices the concerns of students regarding political action in nutrition and dietetics and advances the visibility of ANDPAC to a broader audience.
• Represents a region of the country as a Student Representative.
• Attends ANDPAC meetings and fulfills responsibilities designated by the ANDPAC Board.
• Posts items of interest to the Student Community as needed.
• Writes an article for Student Scoop.

Additional Responsibilities of all Committee Members

Meeting Participation Requirements

Travel and daily expenses are reimbursed by the Academy. For out of town meetings, members may be required to share a room with one other committee member of the same gender. SAC members must participate in the following meetings:

• Summer Meeting: This two-day orientation will be the first SAC meeting each program year in July or August at Academy headquarters. Plan to spend approximately 8-9 hours per day in orientation. Committee members will arrive the night prior to orientation for a group social activity TBD. Total travel time: 3 days and 2 nights. (Chicago, Illinois)
• Fall Meeting: The Academy's Food & Nutrition Conference & Expo (FNCE): In addition to this committee meeting, you may also have other assignments (e.g. Volunteer at the Student booth for a minimum of 2 hours throughout the conference, assist in facilitating student sessions). Attend opening dance, Academy Foundation Gala and other networking events as scheduled.
• Monthly conference calls and other meetings as scheduled.

Student Community

• Sign on to the Student Community at least once each week.
• Respond to student communications.
• Start discussion threads and monitor/respond.

Region Coordinator

• Serve as Region Coordinator for Student Liaisons (SLs). Regions will be assigned at first SAC meeting.
• Recruit SLs at unrepresented schools within your region.
• Compile feedback from monthly SL surveys to be used in the Student Scoop.
• Write articles for Student Scoop newsletter per SAC position and Student Scoop schedule.
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 and the Texas Academy of Nutrition and Dietetics each offer opportunities for scholarship application. These applications are usually accepted between November and February and are reviewed by a special board of Academy or Texas Academy in accordance with pre-established policies. Scholarships are also available from:

- Texas Christian University
  - C.J. (Red) Davidson
  - Bonne M. Enlow
  - Suzanne Elise Yarbro 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.
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.

**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 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 via the Internet at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

*All student membership and Academy information revised and updated 7/2015 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](http://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](mailto: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 2000
Chicago, Illinois 60606-6995

Phone: 800/877-1600, ext. 5400
Fax: 312/899-4817
E-mail: education@eatright.org

Updated from [www.eatrightacend.org](http://www.eatrightacend.org) 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. Programs will provide application forms and detailed information on program requirements, tuition, and financial aid upon request.

Currently, 247 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 www.eatrightacend.org 7/2015
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.

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 from portal.dicas.org 7/2015*
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

Test Specifications - Effective January 1, 2012

<table>
<thead>
<tr>
<th>Category</th>
<th>Percent of Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Food and Nutrition Sciences</td>
<td>12%</td>
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<tr>
<td>A. Food Science and Nutrient Composition of Foods</td>
<td></td>
</tr>
<tr>
<td>B. Nutrition and Supporting Sciences</td>
<td></td>
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<tr>
<td>C. Education and Communication</td>
<td></td>
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<tr>
<td>D. Research</td>
<td></td>
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<tr>
<td>E. Management Concepts</td>
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<tr>
<td>II. Nutrition Care for Individuals and Groups</td>
<td>50%</td>
</tr>
<tr>
<td>A. Screening and Assessment</td>
<td></td>
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<tr>
<td>B. Diagnosis</td>
<td></td>
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<tr>
<td>C. Planning and Intervention</td>
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<tr>
<td>D. Monitoring and Evaluation</td>
<td></td>
</tr>
<tr>
<td>III. Management of Food and Nutrition Programs and Services</td>
<td>21%</td>
</tr>
<tr>
<td>A. Functions of Management</td>
<td></td>
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<tr>
<td>B. Human Resources</td>
<td></td>
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<tr>
<td>C. Financial Management</td>
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<tr>
<td>D. Marketing and Public Relations</td>
<td></td>
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<tr>
<td>E. Quality Improvement</td>
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<tr>
<td>IV. Foodservice Systems</td>
<td>17%</td>
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<tr>
<td>A. Menu Development</td>
<td></td>
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<tr>
<td>B. Procurement, Production, Distribution, and Service</td>
<td></td>
</tr>
<tr>
<td>C. Sanitation and Safety</td>
<td></td>
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<tr>
<td>D. Equipment and Facility Planning</td>
<td></td>
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<tr>
<td>E. Sustainability</td>
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</tbody>
</table>
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 State Board of Examiners of Dietitians licenses and regulates Licensed Dietitians and Provisional 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 [www.dshs.state.tx.us/dietitian/](http://www.dshs.state.tx.us/dietitian/).
What Is a Dietetic Technician, Registered?

Dietetic technicians, registered (DTRs) 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. DTRs are an integral part of healthcare and food service management teams.

**Educational and Professional Requirements**

Dietetic technicians, registered (DTRs), are trained in food and nutrition and are an integral part of the health-care and foodservice management teams. DTRs have met the following criteria to earn the DTR credential:

- Completed a dietetic technician program by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, that includes 450 hours of supervised practice experience in various community 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.

**OR**

- Completed coursework in an ACEND-accredited didactic program or coordinated program in dietetics and has completed at least a bachelor's degree at a U.S. regionally accredited college or university.
- After completing the degree and dietetics coursework, pass a national examination administered by the Commission on Dietetic Registration (CDR). For more information regarding the examination, refer to the [CDR website](#).
- Completed continuing professional educational requirements to maintain registration.

Download a fact sheet on becoming a DTRs

**College Course Work**

The course work for dietetic technicians includes a variety of classes in food and nutrition sciences, foodservice systems management and a range of general science courses.

**If You Already Have a Degree**

If you already completed college course work or have a degree that is not in dietetics and are interested in becoming a dietetic technician, registered, you should have your college transcript evaluated by the director of a dietetics technician program ACEND-accredited. 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 you would need to complete at that school to meet the requirements for taking the registration exam for dietetic technicians.

**Employment Opportunities**

Dietetic technicians, registered work independently or as a team member under the supervision of registered dietitians in a variety of employment settings, including health care, business and industry, community/public health, foodservice and research.

Many work environments require that an individual be credentialed as a DTR. DTRs work in:

- **Hospitals, HMOs, clinics, nursing homes, retirement centers, hospices, home health-care programs and research facilities** helping to treat and prevent disease by conducting screens, gathering data and performing other tasks to assist the registered dietitian in providing medical nutrition therapy as an important part of health-care teams.
- **Schools, day-care centers, correctional facilities, restaurants, health-care facilities, corporations and hospitals**, managing employees, purchasing and food preparation and preparing budgets within foodservice operations.
- **Women, infant, children (WIC) programs, public health agencies, Meals on Wheels and community health programs**, developing and teaching nutrition 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, overseeing foodservice sanitation and food safety and preparing food labeling information and nutrient analysis.

**Salaries and Job Outlook**

According to Academy's 2009 *Dietetic Compensation and Benefits Survey*, half of all DTRs in the US who have been working in the field full-time less than five years earn between $33,800 and $37,700 per year. Salary levels vary with region, employment setting, geographical location, scope of responsibility and supply of DTRs.

The job market for dietetic technicians, registered is assumed to be similar to that for dietitians and nutritionists. According to the US Bureau of Labor Statistics, employment of dietetic technicians is expected to grow faster than average for all occupations through the year 2016 because of increasing 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;
however, faster growth 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 the first year of study in an ACEND-accredited dietetic technician program may apply for a Foundation scholarship for use in the second year of study. Contact the Academy's Accreditation and Education Programs Team (800/877-1600, ext. 5400 or education@eatright.org) for Foundation scholarship information.

**Need More Information?**

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

**Academy of Nutrition and Dietetics**
Accreditation and Education Programs Team
120 South Riverside Plaza, Suite 2000
Chicago, Illinois 60606-6995

Phone: 800/877-1600, ext. 5400
Fax: 312/899-4817
E-mail: education@eatright.org

*Updated from www.eatright.org 7/2015*
Registration Examination for Dietetic Technicians
Test Specifications - Effective January 1, 2012

I. Food and Nutrition Sciences
   A. Principles of Food Preparation
   B. Food Composition
   C. Principles of Basic and Normal Nutrition
   Percent of Exam 10%

II. Nutrition Care for Individuals and Groups
   A. Screening and Assessment
   B. Diagnosis
   C. Planning and Intervention
   D. Monitoring and Evaluation
   Percent of Exam 34%

III. Principles of Education and Training
   A. Assessment and Planning
   B. Implementation and Evaluation
   Percent of Exam 7%

IV. Foodservice Systems
   A. Menu Development
   B. Procurement and Supply Management
   C. Food Production, Distribution, and Service
   D. Sanitation, Safety, and Equipment
   Percent of Exam 22%

V. Management of Food and Nutrition Services
   A. Human Resources
   B. Finance and Materials
   C. Marketing Products and Services
   D. Management Principles and Functions
   E. Quality Processes and Research
   Percent of Exam 27%

Several of the Domain categories for both the Registration Examination for Dietitians and Dietetic Technicians are identical or similar in wording. The coordinating study outline/syllabus delineates the level of practice for each category listed in the Test Specification Outlines. They can be found in the Study Guide for the Registration Examination for Dietitians and the Study Guide for the Registration Examination for Dietetic Technicians.
Frequently Asked Questions: 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). It is essential to the ACEND dietetics education, CDR registration eligibility and Academy of Nutrition and Dietetics membership processes as follows:

- 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.

When are Verification Statements Signed and Disseminated?

Didactic Programs — Baccalaureate Degree Level
For students earning their baccalaureate degree, verification statements should be issued when the student has completed ACEND-accredited Didactic Program 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 US regionally-accredited college/university or foreign equivalent, a verification statement can be given upon completion of Didactic Program requirements.
For Didactic Programs offering an ISPP track, after the student has completed Didactic Program and ISPP requirements.

**Didactic Programs — Master's Degree Level**
For students earning their master's degree, verification statements should be issued when the student has completed ACEND-accredited Didactic Program requirements and the registrar has cleared the student for graduation, which indicates that all graduate degree requirements also have been completed.

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

For Didactic Programs offering an ISPP track, after the student has completed Didactic Program and ISPP requirements.

**Dietetic Internship Programs**
The verification statement is given at the completion of the Dietetic Internship when all ACEND-accredited program requirements have been met.

**Coordinated Programs — Baccalaureate Degree Level**
For students earning their baccalaureate degree, verification statements should be issued when the student has completed ACEND-accredited Coordinated Program requirements (didactic and supervised practice) 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 US regionally-accredited college/university or foreign equivalent, a verification statement can be given upon completion of Coordinated Program requirements (didactic and supervised practice).

**Coordinated Programs — Master's Degree Level**
For students earning their master's degree, verification statements should be issued when the student has completed ACEND-accredited Coordinated Program requirements (didactic and supervised practice) and the registrar has cleared the student for graduation, which indicates that all graduate degree requirements also have been completed.

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

**Dietetic Technician Programs**
For students earning their associate degree, verification statements should be issued when the student has completed ACEND-accredited Dietetic Technician Program requirements...
(didactic and supervised practice) 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 an associate or higher degree at a US regionally-accredited college/university or foreign equivalent, a verification statement can be given upon completion of Dietetic Technician Program requirements (didactic and supervised practice).

**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 students must complete to fulfill current curriculum requirements for their program. Because coursework and/or supervised practice 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.

**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 should correspond to, or follow, the date all program requirements were completed.

**How Many Verification Statements Should Be Given to Each Graduate?**

Didactic Program directors are asked to furnish at least six verification statements to each graduate. Individuals may need these statements when applying to:
Dietetic Internship programs
Academy of Nutrition and Dietetics for membership
States for licensure
Potential employers

Dietetic Internship, Coordinated Program and Dietetic Technician Program directors should furnish at least five verification statements to each graduate. Statements are needed when applying to:

- Academy of Nutrition and Dietetics for membership
- States for licensure
- Potential employers

In addition to the above, each individual should keep an original signed verification statement in a secure place as a permanent record.

Program directors should keep a 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. In addition, verification statements are needed as documentation of program completion of graduates if the program is audited by CDR.

**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 a color ink 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 Web site.

*Source: ACEND/November 2014*
About ACEND

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

Mission

ACEND® serves the public by establishing and enforcing eligibility requirements and accreditation standards that ensure the quality and continued improvement of nutrition and dietetics education programs that reflect the evolving practice of dietetics. ACEND® defines educational quality as the ability to prepare graduates with the foundation knowledge, skills and/or competencies for current dietetics practice and lifelong learning.

Vision

ACEND®-accredited programs will be valued and respected for preparing competent professionals for entry-level and beyond.

Goals

To achieve its mission and vision, ACEND® established strategic goals. ACEND® will:

- Demonstrate accountability to the public through the establishment and application of market responsive, rigorous standards that require programs to document academic quality and student achievement.
- Communicate clear ACEND® expectations to assist programs in meeting quality accreditation standards.
- Enhance preparation for entry-level practice by requiring program self-examination to ensure quality improvement and planning for purposeful change.
- Encourage educational innovation and diversity in order to address evolving dietetics practice.
- Continually evaluate accreditation practices in order to maintain appropriate policies and procedures that ensure fair and consistent accreditation decisions.
- Provide opportunities for professional development and educational leadership.

Strategic Plan

The ACEND® Board reviews and revises its strategic plan each year. View the current strategic plan.
About the Commission on Dietetic Registration (CDR)

Mission Statement

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

Vision Statement

Nutrition and dietetics credentialing protects and improves the health of the public and supports practitioner competence, quality practice, lifelong learning and career advancement.

Purpose

The Commission on Dietetic Registration (CDR) has sole and independent authority in all matters pertaining to certification, including but not limited to standard setting, establishment of fees, finances and administration.

The Commission on Dietetic Registration offers Board Certification as a Specialist in Pediatric Nutrition, Renal Nutrition, Gerontological Nutrition, Oncology Nutrition and Sports Dietetics. Board Certification is granted in recognition of an applicant's documented practice experience and successful completion of an examination in the specialty area.

For more information, view CDR's Web site. Contact CDR at 312/899-0040 ext. 5500 or via e-mail at cdr@eatright.org.
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.

Contact Information

Academy of Nutrition and Dietetics (AND) [http://www.eatright.org]

**Headquarters**
Academy of Nutrition and Dietetics
120 South Riverside Plaza, Suite 2000
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 2000
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)**
[http://www.eatrightacend.org]

**Accreditation Staff**
800/877-1600, ext. 5400
312/899-0040
Fax: 312/899-4817
E-mail: education@eatright.org

**Commission on Dietetic Registration** [http://www.cdrnet.org/]
120 South Riverside Plaza, Suite 2000
Chicago, Illinois 60606-6995
Phone: 312-899-0040 Ext. 5500
Fax: 312-899-4772
E-mail: cdr@eatright.org

**Texas Academy of Nutrition and Dietetics** [http://www.eatrighttexas.org]
13490 T I Blvd, Ste 102
Dallas, TX 75243
Phone: 972-755-2530
Fax: 972-351-8783
E-mail: tand@eatrighttexas.org

**DICAS** [http://portal.dicas.org]
PO Box 9118
Watertown, MA 02471
Phone: 617–612–2855
E-mail: dicasinfo@dicas.org

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 __________
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/](http://www.hhs.gov/ocr/hipaa/).

**HIPPA 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.
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 (HIPPA) 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 HIPPA Regulations.

Printed Student Name

Student Signature

Date

Printed Faculty Name

Faculty Signature

Date