

TEXAS WOMAN'S UNIVERSITY

DEPARTMENT OF NUTRITION AND FOOD SCIENCES

**DIDACTIC PROGRAM
IN
NUTRITION AND DIETETICS (DPD)**

**STUDENT HANDBOOK
2018 - 2019**

Department of Nutrition and Food Sciences
Old Main Building 307
PO Box 425888
Denton, TX 76204-5888
Tel 940-898-2636 – Fax 940-898-2634

www.twu.edu/nutrition-food-sciences



**TEXAS WOMAN'S
UNIVERSITY™**

A hard copy of this handbook is available:

- In the NFS office
- From the DPD Director
- From NFS advisor

This .pdf copy can be downloaded on the NFS website www.twu.edu/nutrition-food-sciences.

Table of Contents

Welcome	3
Disclaimer.....	3
Overview	4
Requirements to Become a Registered Dietitian Nutritionist (RDN).....	4
Application to the B.S. in Nutrition (Dietetics) DPD.....	4
Post-Baccalaureate Students.....	5
Foreign Students.....	5
Verification Statement Requirements.....	6
How to Request a Verification Statement.....	7
Declaration of Intent to Complete.....	7
Supervised Practice (Dietetic Internship and ISPPs).....	7
Registration Examination.....	7
Competitiveness of Internship Programs.....	8
Supply and Demand for Dietetic Internship Programs.....	8
Suggested Degree Plan for BS in Nutrition (Dietetics)	9
Course Sequence.....	10
TWU Graduation Requirements.....	10
Maximum Allowable Time for Completing Graduation/Program Requirements.....	11
Withdrawal and Tuition Refund from TWU.....	11
Medical Withdrawals.....	11
Privacy and Access to Personal Files.....	11
Student Support Services	
Disability Accommodation Statement.....	11
Health Services and Health Insurance.....	12
Immunizations.....	12
Pioneer Center for Student Excellence.....	12
Liability for Safety in Travel	13
Grievance/Complaints Procedure.....	13
Formal Assessment of Student Learning	13
Retention, Progression, and Remediation.....	13
Disciplinary and Termination Procedures.....	13
Professional Development	13
Conduct Responsibilities of Students in the NFS Department	
Attendance.....	14
Personal Conduct.....	14
Academic Integrity and Dishonesty.....	14
Disciplinary Process for Academic Dishonesty	14
Illness or Injury at a Facility.....	15
Absences	15
TWU Attendance Policy	15
Non-Discrimination Policy	15
Estimated Costs of the Program.....	16
Scholarships and Financial Aid	16
Exit Survey.....	16
Dietetic Technician, Registered (DTR)	17
Appendices	
A. Mission, Goals, and Objectives of the DPD at TWU.....	19
B. DPD Course List.....	20
C. Core Knowledge for the Registered Dietitian Nutritionist – 2012	21
D. Code of Ethics	24
E. Request to Take Courses Out of Sequence	27
F. Signature Page.....	28

Welcome to the Undergraduate Program BS in Nutrition (Dietetics)!

Congratulations on being accepted to Texas Woman's University and considering the BS in Nutrition (Dietetics) degree program.

The Nutrition and Food Sciences Department offers the following degree programs:

- BS in Nutrition with emphasis areas in:
 - Dietetics (Didactic Program in Nutrition and Dietetics - DPD)
 - Nutritional Sciences
 - Wellness
- BS in Food and Nutrition in Business and Industry
- BAS in Culinary Science and Food Service Management

This handbook is for students in the BS in Nutrition (Dietetics) program. Students in the other programs in the Department of Nutrition and Food Sciences are encouraged to address questions to their academic advisor. All students are encouraged to review the resources available at Texas Woman's University at the university, college, and department levels. These resources are described in the TWU Student Handbook.

This Didactic Program in Nutrition and Dietetics (DPD) Student Handbook has been developed to provide specific program information. However, it is extremely important that each student seek the advice of her/his academic advisor and not rely solely on the information provided here, as this handbook serves as a guide only.

Upon receipt of this handbook, students must sign the statement in Appendix F to indicate they have read the contents and agree to abide by its policies. Print a copy of the signature page, fill in the required information, and submit to the DPD Program Director. The signed statement will be placed in the student's academic file that is maintained in the Department of Nutrition and Food Sciences.

Thank you for your cooperation.



Dolores Kearney, MPH, RDN, LD
Director Didactic Program in Nutrition and Dietetics
Associate Clinical Professor
E-Mail: DKearney1@twu.edu
Phone: 940-898-2641

Disclaimer

The information contained in this handbook is subject to change by the NFS department without prior notice. Texas Woman's University reserves the right to change any of the information presented in this handbook. These changes will become effective whenever the appropriate authorities so determine and may apply to both current and prospective students. Please note that this handbook is not a contract, expressed or implied, between TWU and any student, applicant, or faculty. For further information, students should consult their academic advisors, the DPD Program Director, the TWU Undergraduate Catalog, and information available on the NFS departmental site.

Overview

The Bachelor of Science in Nutrition (Dietetics) is a Didactic Program in Dietetics (DPD), which is an accredited program for students who are preparing to become Registered Dietitian Nutritionists (RDNs). A Registered Dietitian Nutritionist (RDN) is a food and nutrition expert who has met the minimum academic and professional requirements to qualify for the credential "RDN." The majority of RDNs work as clinical dietitians in the treatment and prevention of diseases using medical nutrition therapy. Clinical dietitians work in hospitals, HMOs, private practice, outpatient clinics, or other healthcare facilities. In addition, a large number of RDNs work in community and public health settings, schools, foodservice administration positions, government agencies, pharmaceutical companies, and in academia and research. A growing number of RDNs work in the food and nutrition industry, in business, journalism, sports nutrition, and corporate wellness programs. The BS in Nutrition (Dietetics) DPD program requires an **application for admission**.

The Didactic Program in Dietetics (DPD) at Texas Woman's University is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, 800-877-1600, extension 5400, www.eatrightacend.org. The TWU DPD Mission, goals, and objectives are in Appendix A of this handbook.

Some RDNs hold additional certifications in specialized areas of practice. These are awarded through the Commission on Dietetic Registration (CDR), the credentialing agency for the Academy of Nutrition and Dietetics, and/or other medical and nutrition organizations. These additional certifications 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 licensing dietitians and nutrition practitioners. Frequently, these state requirements are met through the same education and training required to become an RDN.

Requirements to Become a Registered Dietitian Nutritionist (RDN)

- **Complete a minimum of a bachelor's degree** at a US regionally accredited university or college and coursework accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics and complete the requirements for a Verification Statement.
- **Complete an ACEND-accredited supervised practice program** which includes experience in clinical nutrition, foodservice management, and community nutrition.
- **Pass a national board examination** administered by the Commission on Dietetic Registration (CDR). For more information regarding the examination, refer to www.cdrnet.org.

Completion of the BS in Nutrition (Dietetics) DPD **does not guarantee admission** into a dietetic supervised practice program. The most common supervised practice program is a dietetic internship. Some supervised practice programs are combined with undergraduate or graduate studies. Admission to supervised practice programs is very competitive. Therefore, students are encouraged to apply to a variety of programs to increase their chances of being accepted. Supervised practice programs vary by cost, length, location, specialty, and required application fees. Typically, a supervised practice program will run six to 12 months in length. Currently, acceptance into a supervised practice program is a competitive match process which occurs twice per year in the Spring (main) and in the Fall (limited).

Application to the B.S. in Nutrition (Dietetics) DPD

Admission to Texas Woman's University **does not** guarantee acceptance into the B.S. in Nutrition (Dietetics) or the Didactic Program in Dietetics (DPD). The B.S. in Nutrition (Dietetics) DPD at TWU requires the submission of an application. All students wishing to graduate with a B.S. in Nutrition (Dietetics) must initially apply to TWU and take coursework as outlined on the B.S. in Nutrition (Dietetics) Program of Study. Students will be eligible to apply to the B.S. in Nutrition (Dietetics) DPD only after:

1. Completing the required 1000 and 2000 level degree courses (See DPD Course List in Appendix B)
2. Meeting the grade requirements for each course (See list below)
3. Overall GPA of 3.25 (last 60 hours for Post-Bachelor students)
4. Completing a mandatory NFS Department New Student Orientation

Required "C" or higher in the following courses:

BIOL 1111 Principles of Biology Laboratory
 BIOL 1113 Principles of Biology
 CHEM 1011 Introductory Chemistry Laboratory
 CHEM 1013 Introductory Chemistry
 CHEM 1021 Introduction to Organic and Physiological Chemistry Laboratory
 CHEM 1023 Introduction to Organic and Physiological Chemistry
 ZOOL 2031 Human Anatomy and Physiology Laboratory
 ZOOL 2033 Human Anatomy and Physiology
 NFS 2031 Food Microbiology Laboratory OR BACT 1001 Microbiology Laboratory
 NFS 2033 Food Microbiology OR BACT 1003 Microbiology
 MATH 1013 Financial and Quantitative Literacy OR MATH 1023 Introduction to Math OR MATH 1303
 Elementary Analysis I
 MATH 1703 Elementary Statistics I
 SPCH 1013 Oral Communication
 PSY 1013 Introduction to General Psychology

Required "B" or higher in the following courses:

NFS 1301 Food Preparation and Principles Laboratory
 NFS 1302 Food Preparation and Principles
 NFS 2011 Introduction to Dietetics*
 NFS 2323 Introduction to Nutrition

*Transfer students should plan on taking NFS 2011 Introduction to Dietetics the first semester they begin classes at TWU.

Students who do not meet these requirements are not permitted to apply to the DPD and must meet with their academic advisor to determine an alternate degree major.

Post-Baccalaureate Students:

Students who already have a bachelor's degree or a more advanced degree may elect to take only the DPD courses required to earn a Verification Statement. Earning a Verification Statement qualifies students to apply to a supervised practice program (internship). However, this does not meet the requirements to earn a BS in Nutrition (Dietetics) degree. Post-Bac students who wish to earn an additional BS degree must meet all the TWU degree requirements.

After admission to TWU, post-baccalaureate students should send an email to the DPD Director and provide their TWU ID number. Their transcripts will be evaluated and a list of required DPD courses will be provided.

Deadline for Transcript Evaluation Requests:

July 15 - Transcript Evaluation Requests for entrance to Fall semesters

Nov 15 - Transcript Evaluation Requests for entrance to Spring semesters

This process does not guarantee availability of classes or acceptance into the DPD.

Foreign University Degree Students:

Students who have received their degree(s) from foreign universities must have their transcripts evaluated from an independent foreign degree evaluation agency. A list of selected agencies is available at the Academy of Nutrition and Dietetics website. Please submit the evaluation along with a copy of all transcripts of your college/university to TWU

Admissions. The DPD Director, will evaluate the documents to determine the courses that must be completed at TWU in order to obtain a DPD Verification Statement of Completion. The following courses must be taken at TWU or another institution accredited by ACEND:

NFS 1302 and NFS 1301 Principles of Food Preparation and Laboratory
NFS 3713 and NFS 3722 Quantity Foods Preparation and Laboratory
NFS 3043 Community Nutrition

The following courses must be taken at TWU:

NFS 2011 Introduction to Dietetics
NFS 3101 Advanced Nutrition Laboratory
NFS 4303 Advanced Nutrition: Macronutrients
NFS 4313 Advanced Nutrition: Micronutrients
NFS 4103 Medical Nutrition Therapy I
NFS 4113 Medical Nutrition Therapy II
NFS 4473 Nutrition Therapy and Education Methods
NFS 4701 Dietetics as a Profession
NFS 4744 Principles of Foodservice Systems

DPD Applications are on the NFS website under B.S. Nutrition, emphasis Dietetics.

Verification Statement Requirements

The Didactic Program in Nutrition and Dietetics (DPD) is a set of courses within the Bachelor of Science in Nutrition (Dietetics) degree. These courses fulfill the academic requirements for a student to apply for supervised practice (dietetic internship or ISPP). The academic requirements are based on the “2017 Core Knowledge for the RDN (KRD)” (Appendix C). Requirements to receive a Verification Statement from the TWU BS in Nutrition (Dietetics) DPD are:

- Earn a grade of “B” or higher in:
 - NFS 1301 Principles of Food Preparation Laboratory
 - NFS 1302 Principles of Food Preparation
 - NFS 2011 Introduction to Dietetics
 - NFS 2323 Introduction to Nutrition
 - NFS 3033 Nutrition Throughout the Life Cycle
 - NFS 3043 Community Nutrition
 - NFS 3083 Bionutrition
 - NFS 3713 Quantity Foods
 - NFS 3722 Quantity Foods Laboratory
- Earn a grade of “C” or higher in all other DPD-required (See DPD Course List in Appendix B)
- Achieve an overall GPA of 3.25.
- BS in Nutrition (Dietetics) DPD students may repeat a DPD-required course only once.
- Complete a minimum of 24 hours of advanced undergraduate nutrition, food science, and foodservice management courses at TWU.

Note: Requirements for a Verification Statement are different than the requirements for earning a degree at TWU.

How to Request a Verification Statement:

Upon successful completion of the dietetics program, a student must submit a Request for Verification Statement Form to the DPD Program Director. The forms are located in OMB 308. The DPD Director confirms posting of the BS degree for graduates and course completion for post-baccalaureate students. The DPD Program Director will prepare the Verification Statement of Completion (VS) and mail three copies to the DPD graduates. Verification Statements are usually sent about six weeks after the end of each semester. These are permanent professional documents and students should store them in a safe place for future use. Only originals of the Verification Statement are valid. No copies are official. Please note that VS can be requested from the DPD Program Director at any time after verification. The DPD Program Director does not mail you Verification Statements to your Internship Director.

Declaration of Intent to Complete

Students who are applying to a supervised practice program (internships or Individualized Supervised Practice Pathways [ISPP]) before they have completed their degree, can receive a Declaration of Intent to Complete. The request forms are located in OMB 308. This document must include all the courses that are required for completion of the BS in Nutrition (Dietetics) or program completion for the post-baccalaureate students and the semester in which they will be completed. Failure to complete the listed courses may result in forfeiting the Dietetic Internship placement if the student is matched prior to graduation.

Supervised Practice (Dietetic Internship and ISPPs):

The student must be admitted to and successfully complete an accredited Supervised Practice (dietetic internship or ISPP) program. These programs are very competitive and usually require the following:

- High Grade Point Average. Some have specific requirements for GPA in the DPD courses and/or science courses.
- Work experience, especially in areas related to dietetics such as a hospital, nursing home, WIC clinic, or foodservice industry
- Community service experience
- Leadership activities
- Recommendation letters that reflect the student's strengths – talents, academic performance, and personal characteristics from at least three people who will give strong recommendations. Some programs specify at least one faculty and one employer
- Note: Some internship programs have additional requirements. Please review the requirements for those programs and submit all the required documents on time. To further assist the students at TWU, we have developed NFS 4701 Dietetics as a Profession, which all students in the DPD must take in the final fall semester at TWU. This course discusses routes to registration and the application process. A major assignment in this course is preparation of materials to apply for a dietetic internship.

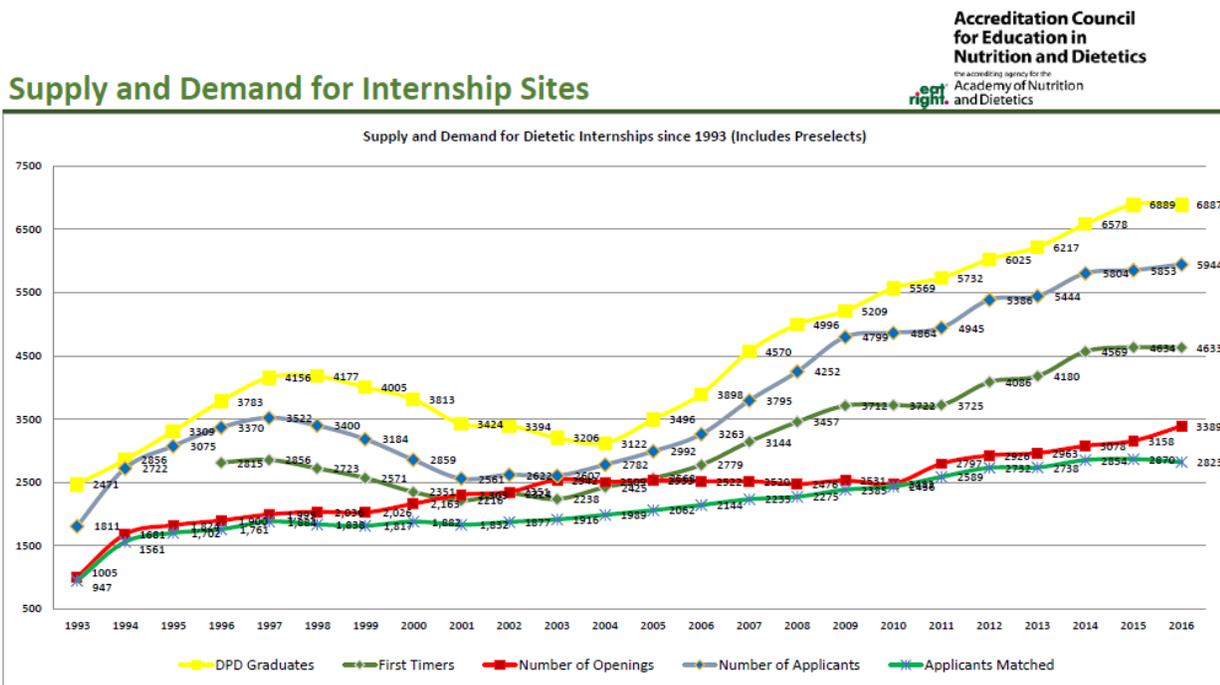
A complete list of nationwide accredited Dietetic Internships may be found at www.eatright.org. The student may also be admitted to the Individualized Supervised Practice Pathway (ISPP). This is a new accredited pathway that is offered by a few institutions. Additional information may be found at the ACEND website. Dietetic Supervised practice programs range in cost from \$6,000.00 to 13,000.00. There are also application fees.

Registration Examination:

Successful completion of the dietetic internship program or ISPP qualifies the student to take the national Registration Examination to become a Registered Dietitian Nutritionist.

Competitiveness of Dietetic Internship Programs:

During the first round of the April 2012 national matching process, approximately 50% of students who applied for a Dietetic Internship position were matched. The graph below gives additional summary information. Faculty advisors and the DPD Director have a wealth of information to guide and assist students with the application process. It is recommended that students apply to five to seven programs to maximize their opportunity for a match. Valuable information is also available through the ACEND website.



Additional information is available from ACEND at:

<https://www.eatrightpro.org/acend/students-and-advancing-education/dietetic-internship-match-students>

<http://www.eatrightacend.org/ACEND/content.aspx?id=6442485432>

Supply and Demand for Dietetic Internship Programs. Students who are not successful in obtaining an internship position should strengthen their applications by working in the dietetics field, seeking certifications and credentials that are work-related, such as the Nutrition and Dietetic Technician, Registered (NDTR), and apply for dietetic internship programs again. In other words, make your application stand out from the others. For additional tips please visit ACEND.

Application instructions to apply to take the NDTR exam are on page 17.

Suggested Degree Plan for Bachelor of Science in Nutrition (Dietetics)

Texas Common Course Numbers (TCCN) noted in italics.

First Year at Texas Woman's University

	Hours		Hours
NFS 1302/1301 (<i>HECO 1315</i>) Food Prep & Prin/ Lab ⁴	3	ENG 1023 (<i>ENGL 1302</i>) Composition II	3
ENG 1013 (<i>ENGL 1301</i>) Composition I	3	HIST 1023 (<i>HIST 1302</i>) History of US, 1865-Present	3
HIST 1013 (<i>HIST 1301</i>) History of US, 1492-1865	3	GOV 2013 (<i>GOVT 2305</i>) US National Government	3
Life/Physical Sciences (BIOL 1113/1111 [<i>BIOL 1306/1106</i>] Prin of Biology + Lab) ⁵	4	MATH 1013 (<i>MATH 1332</i>) Fin and Quan Literacy	3
Core approved math (3 hrs) OR UNIV 1231 (<i>EDUC 1100</i>) + KINS 1902 (<i>PHED 1238</i>) OR KINS 1901 (<i>PHED 1164</i>) + KINS 1902 (<i>PHED 1238</i>)	3	OR MATH 1023 (<i>MATH 1333</i>) Intro to Math OR MATH 1303 (<i>MATH 1314</i>) Elem Analysis ⁵	
		Social/Behavioral Sciences Core (recommend PSY 1013 [<i>PSYC 2301</i>] Introduction to Psychology) ⁵	3
	16		15

Second Year at Texas Woman's University

	Hours		Hours
NFS 2033/2031 Food Microbiology/Lab ⁵ OR BACT 1003/1001 (<i>BIOL 2320/2120</i>) Microbiology/Lab ⁵	4	NFS 2323 (<i>BIOL 1322</i>) Intro to Nutrition ⁴	3
Life/Physical Sciences CHEM 1013/1011 (<i>CHEM 1305/1105</i>) Introductory Chem/Lab ⁵	4	GOV 2023 (<i>GOVT 2306</i>) Texas Government	3
SPCH 1013 (<i>SPCH 1311</i>) Oral Communication ⁵	3	CHEM 1023/1021 (<i>CHEM 1307/1107</i>) Intro to Organic Chem/Lab ⁵	4
Multicultural/Women's Studies CAO Core ²	3	MATH 1703 (<i>MATH 1342</i>) Elementary Statistics I ⁵	3
NFS 2011 Introduction to Dietetics ⁵	1	ZOOL 2033, 2031 Anatomy & Physiology + Lab ⁵	4
	15		17

Third Year at Texas Woman's University

	Hours		Hours
NFS 3033 Nutrition Throughout the Life Cycle ⁴	3	NFS 3173 Culture and Food (GP) ³	3
NFS 3043 Community Nutrition ⁴	3	NFS 3713/3722 Quantity Foods + Lab ⁴	5
NFS 3083 Bionutrition ⁴	3	NFS 3201 Nutrition Assessment ⁵	1
BUS 3003 Principles of Management ⁵	3	NFS 3323/3321 Food Science + Lab ⁵	4
Language, Philosophy, Culture Core ¹	3	Creative Arts Core ¹	3
	15		16

Fourth Year at Texas Woman's University

	Hours		Hours
NFS 4103 Medical Nutrition Therapy I ⁵	3	NFS 4113 Medical Nutrition Therapy II ⁵	3
NFS 4303 Advanced Nutrition: Macronutrients ⁵	3	NFS 4473 Nutrition Therapy & Edu Methods ⁵	3
NFS 3101 Advanced Nutrition Lab ⁵	1	NFS 4601 Literature in NFS Seminar ⁵	1
NFS 4701 Dietetics as a Profession ⁵	1	NFS 4313 Advanced Nutrition: Micronutrients ⁵	3
NFS 4744 Prin of Food Service Systems ⁵	4	Elective	3
NFS 4301 Prin of Nutritional Genomics ⁵	1		
	13		13

1. Approved list of core courses in each component available at <http://www.twu.edu/academic-affairs/core-curriculum.asp> or university catalog.
2. See university catalog for approved list of Multicultural/Women's Studies courses.
3. Approved list of Global Perspective courses available at <http://www.twu.edu/academic-affairs/global-perspectives-courses.asp>.
4. Grade of B or higher required for Verification Statement for Dietetic Internship eligibility.
5. Grade of C or higher required for Verification Statement for Dietetic Internship eligibility.

75 Total hours for major courses

3 Global Perspectives

42 Total hours for Core/Component courses

120 Total all hours for degree

• GPA 3.25 required for Verification Statement

• DPD-required courses may be repeated only once

• Must read DPD Handbook and submit acknowledgement on Signature Page

This degree plan satisfies the requirements for a Verification Statement to provide eligibility for application to an ACEND accredited internship.

Updated 06/2015 Approved list of core courses in each component is available on the Academic Affairs website.

Course Sequence:

Students are required to take the dietetics courses in the correct sequence and to satisfy all pre-requisites prior to enrolling in a course. Pre-requisites are listed in the TWU Undergraduate Catalog.

Required sequence for the science-related courses:

1. BIOL 1113/1111 Principles of Biology & Lab
2. CHEM 1013 & 1011 Intro Chemistry & Lab
3. CHEM 1023 & 1021 Intro Org and Physio Chemistry & Lab
4. ZOOL 2033 & 2031 Human Anatomy and Physiology & Lab*
5. NFS 2033/2031 Food Microbiology & Lab OR BACT 1003/1001 Microbiology & Lab
6. CHEM 3603 Biological Chemistry or NFS 3083 Bionutrition
7. NFS 4303 & 3101 Advanced Nutrition: Macronutrients & Lab*
8. NFS 4313 Advanced Nutrition: Micronutrients*
9. NFS 4103 Medical Nutrition Therapy I* (Must have grade of "B" or better in NFS 3713/3722)
10. NFS 4113 Medical Nutrition Therapy II* (Must have grade of "B" or better in NFS 3713/3722)

** Anatomy & Physiology must be taken before NFS 4103/4113 Medical Nutrition Therapy I & II and Advanced Nutrition and Medical Nutrition Therapy may be taken concurrently.*

Required sequence for the food-related courses:

1. NFS 1301 & 1302 Principles Food Preparation & Lab
2. NFS 3713, 3722 Quantity Food Prod & Lab
3. NFS 4744 Principles of Foodservice Systems

Students must complete a "REQUEST TO TAKE A COURSE OUT OF SEQUENCE" form to be permitted to take courses out of sequence (see Appendix E)

Students must take a minimum of 24 credit hours at TWU in order to obtain a DPD Verification Statement of Completion from TWU. In addition, the following courses must be taken at TWU:

- NFS 2011 Introduction to Dietetics
- NFS 4303 Advanced Nutrition: Macronutrients
- NFS 4313 Advanced Nutrition: Micronutrients
- NFS 3101 Advanced Nutrition Laboratory
- NFS 4103 Medical Nutrition Therapy I
- NFS 4113 Medical Nutrition Therapy II
- NFS 4473 Nutrition Therapy and Education Methods
- NFS 4701 Dietetics as a Profession
- NFS 4744 Principles of Foodservice Systems

TWU Graduation Requirements

In order to receive a BS in Nutrition (Dietetics), students must complete the degree requirements listed in the "Suggested Academic Program Schedule" and:

- a. Apply for graduation by the graduation deadline.
- b. Review the Student Graduation Checklist to make sure all requirements are met.
- c. Undergraduate students or post-baccalaureate students earning an undergraduate degree need to submit their Degree Plan Verification Form to the Registrar's Office one year prior to expected date of graduation. (This is different than the Dietetic Verification Statement.)
- d. Apply for graduation by the deadline defined in the Academic Calendar (If you encounter difficulties, please review the application trouble shooting guide.)
- e. Review honors requirements to determine if you are eligible for honors recognition.

- f. Purchase commencement regalia (cap, gown, etc.) through the TWU Bookstore. The TWU Bookstore will be open on the day of commencement to pick up regalia. Please check their website for the exact hours. If possible, attend the Commencement Extravaganza in the Bookstore to review information and make purchases related to commencement.
- g. Contact the Office of Marketing and Communication for information about hometown press releases.

Maximum Allowable Time for Completing Graduation/Program Requirements: Undergraduate students must complete the program within six years of enrollment. Post-baccalaureate students must complete the DPD requirements within three years of enrollment in the program. Students who do not complete degree/program requirements in the maximum allowable time, may continue in the dietetics program. However, they must comply with the current degree and Verification Statement requirements.

Withdrawal and Tuition Refund from TWU

A student may withdraw from all credit classes by making a formal withdrawal through the Office of Student Life and complete a Withdrawal Form. This form is also available in the Student Life Office. The effective date of withdrawal is the day upon which the student submits the completed request for withdrawal form to the Student Life Office. Forms may be faxed to 940-898-3629 Denton campus, 214-689-6688 Dallas campus, or 713-794-2169 Houston campus.

Please visit the Office of the Bursar for specific refund dates and information. A student who withdraws on or up to the 12th class day or the 4th day of summer school will have no record of coursework on the transcript. A student who withdraws after the 12th class day or 4th day of summer school and before the last day to drop without penalty will receive a grade of "W". After the last date to withdraw without penalty, the grade of "WF" is assigned, unless the student withdraws for medical reasons and a "W" is recommended by the instructor.

Medical Withdrawals

A student whose medical or psychological health condition precludes class attendance may be withdrawn from Texas Woman's University effective the day and under the conditions specified at the time of the withdrawal. A student who requests a medical withdrawal must submit written documentation from their treating physician along with an official [TWU Withdrawal Form](#) to the Associate Vice President for Student Life. Please note that a medical withdrawal does not qualify a student for a refund.

Privacy and Access to Personal Files

All students at TWU, including DPD students, are protected under the provisions of the Family Educational Rights and Privacy Act (FERPA). TWU has established policies relating to the accessibility of student information. For specific information, refer to the Academic Records Policy.

- Student Education Records
- Student Directory Information
- Limitations on Right to Review Education Records
- Request to Amend Education Records

Student Support Services

Disability Accommodation Statement

If you anticipate the need for reasonable accommodations to meet the requirements of the courses in your program, you must register with the Office of Disability Support Services 940-898-3835 in order to obtain the required official notification of accommodation needs. Please plan to meet your instructors by appointment or during office hours to discuss approved accommodations and how the course requirements and activities may impact your ability to fully participate.

Health Services and Health Insurance

The Student Health Services (SHS) at TWU is located in the southeast corner of Hubbard Hall (305 Administration Drive). (During the 2018-2019 academic year, SHS will be re-located to Jones Hall.) SHS provides basic medical services to currently enrolled students. All students are encouraged to have health insurance, as medical bills can be very costly. Texas Woman's University sponsors an Injury & Sickness Insurance Plan underwritten by Blue Cross Blue Shield of Texas Insurance Company and arranged by *Academic Health Plans, Inc.* Complete Information available on the TWU website or (855)AHP-CARE or (855) 247-2273. Online Access allows you to:

- view and download complete plan description
- enroll in coverage and download temporary ID Card
- find a doctor or hospital

Undergraduate students taking 6 or more credit hours (3 hours in summer) are eligible to enroll in the Student Insurance Plan. International students must show proof of health insurance. All F-1 or J-1 Visa students are automatically enrolled in the Student Insurance Plan. For additional Information, contact insurance@twu.edu or call 940-898-3826.

Immunizations

Beginning January 1, 2012, all Texas college students (new or transfer, public or private) must receive a vaccination or booster against bacterial meningitis. See SHS website for details.

- Students who are enrolled in online courses only or who are 30 years of age or older are exempt.
- Students wishing to utilize the exception for 100% online courses will be able to register for those courses that have no face-to-face component.

The student, or parent or guardian of the student, will be required to provide a certificate signed by a health practitioner or an official immunization record showing the student has received the bacterial meningitis vaccination or booster during the five-year period prior to enrollment, and not less than 10 days before the first day of classes to:

Office of the Registrar: Admissions Building, Suite 128
PO Box 425559
Denton, Texas 76204
Fax: 940-898-3097
registrar@twu.edu

Office of Student Records: Admissions Building, Suite 130
PO Box 425649
Denton, Texas 76204
Fax: 940-898-3079
sr@twu.edu

Pioneer Center for Student Excellence

The Pioneer Center for Student Excellence provides and coordinates services that promote engagement within and outside the classroom. Services include coordinating internships, connecting to academic advisors, providing study spaces, and providing academic coaching to improve students' academic skills. In addition, the Pioneer Center is home to TWU's Quality Enhancement Plan on experiential learning, education abroad programs, and living-learning communities. The Pioneer Center complements the other TWU Learning Resources including Write Site, Science Learning Resource Center, Mathematics and Technology Success Center, Counseling Center, and Career Services. The Pioneer Center for Student Excellence is located on the Denton Campus in Blagg-Huey Library, Room 234.

Liability for Safety in Travel

Liability for safety in travel to and from assigned areas/facilities is the responsibility of the student and is not the responsibility of the university or the assigned facility.

Grievance/Complaints Procedure

Students with concerns about the program related to ACEND accreditation standards should first attempt to discuss the concern with their academic advisor, the DPD Director, or the Department Chair. If the student wishes to file an official grievance, she/he should refer to the procedures outlined in the TWU policy regarding Academic/Administrative Complaints and Appeals and follow the procedures listed. After all options within TWU are exhausted and the matter is unresolved, the student may submit a complaint about ACEND accreditation standards directly to ACEND. There will be no retaliation toward any student who files a complaint. The same process used for filing a complaint can be followed if the student suspects that retaliation has occurred.

Formal Assessment of Student Learning

Formal assessment of student learning is made during each course of the DPD program. Grades on assignments, quizzes, exams, presentations, and other learning activities result in an end of course letter grade that provides an assessment of the student learning outcomes in each course.

Retention, Progression, and Remediation

Upon admission to TWU, students may be required to take remedial course work by the university. Students may repeat up to two times for grade forgiveness or for the purpose of grade point average calculations, but only once for DPD-required courses.

Students are encouraged to review their transcripts (by accessing Degree Evaluation Plan) each semester to make sure they have the required grades (see below) to continue in the program. Those who do not have the required grade(s) will be given one semester, or the next time the course is offered, to repeat the course in order to improve the grade(s). Students who do not improve the grade(s) will be asked to change their program from BS in Nutrition (Dietetics) to one of the department's other undergraduate programs – BS in Food and Nutrition in Business and Industry or BS in Nutrition (Wellness).

Disciplinary and Termination Procedures

Students may face disciplinary or termination actions for violating policies as described in section IV of the TWU Student Handbook.

Professional Development

Organizations and Activities: TWU encourages every student to participate in university and community activities. Active participation in a variety of activities and a clear, identified leadership role in one or more groups is essential in preparing students to be professionals. It will enhance opportunities for scholarships and awards, placement in an internship program, and in future employment. Please see below for a partial list of opportunities:

1. **Food and Nutrition Network (FNN)** – A professional development organization that is open to all NFS undergraduate students. The group meets at least once a month and hosts invited speakers from a variety of food and nutrition backgrounds. *All dietetics majors are strongly encouraged to participate in this organization.*
2. **Local Regions of the Texas Academy of Nutrition and Dietetics** – Information for these organizations can be obtained on the TAND website.
3. **Texas Student Dietetic Association (TSDA)** – The mission of this professional organization is to empower Texas nutrition students to become future food and nutrition leaders, and to inspire involvement in dietetics at the local, state, and national levels. Through the AND and TAND students become members of TSDA. Students receive a periodic newsletter and are strongly encouraged to be knowledgeable about association issues and concerns. TSDA has an annual statewide spring conference as part of the TAND conference. Students are strongly encouraged to attend the spring meeting while they are undergraduates.

4. **Texas Academy of Nutrition and Dietetics (TAND)** – Membership in the national association (Academy) results in automatic membership in TAND. Students will receive a periodic newsletter and are strongly encouraged to be knowledgeable about association issues and concerns. TAND has an annual statewide spring conference at selected sites around the state. Students are strongly encouraged to attend one or more spring meetings while they are undergraduates. <http://www.eatrighttexas.org>
5. **Academy of Nutrition and Dietetics (Academy)** – Dietetics students are strongly encouraged to become student members because NFS 2011, NFS 4103, and 4113 Medical Nutrition Therapy I and II require the use of the Evidence Analysis Library (EAL) and other members-only sites. Application forms and membership information are available on the website. The Academy of Nutrition and Dietetics Foundation (ANDF) awards scholarships to students enrolled in undergraduate and graduate nutrition programs who are student members of the Academy. Eligibility information and scholarship application form are available on the Academy's website, or by contacting the Education Team by phone at 800-877-1600 x5400 or email. Applications are available each year between mid-September and mid-January. The annual deadline for submitting applications is around mid-February. These scholarships are available only to student members of the Academy. Scholarships are awarded for the following academic or program year. <http://www.eatright.org>
6. **Other local professional organizations**
Dallas Dietetic Alliance (DDA) <https://www.dallasdieteticalliance.org/>
7. **Research Opportunities** – Students are encouraged to contact members of the NFS faculty for information on research opportunities. Students learn various research techniques and get the opportunity to take part in current research projects and/or plan future projects.

Conduct and Responsibilities of Students in the NFS Department

Attendance

It is the responsibility of students to attend all classes including laboratories at the scheduled times. Many lab activities may not qualify for make-up work to be submitted. Some of the NFS 3722 Quantity Foods Labs are scheduled off-campus at local hospitals, schools, and nursing homes. It is the student's responsibility to request accommodations prior to scheduling. If unable to appear at the scheduled time, the student must call the supervisor of the lab assignment and call the instructor/graduate assistant to report the absence.

Personal Conduct

Students are expected to assume responsibility for their own behavior at all times. Refer to TWU Student Handbook Student Code of Conduct and Disciplinary Procedures.

Academic Integrity and Dishonesty

Honesty in completing assignments is essential to the mission of the university and to the development of the personal integrity of the student. Cheating, plagiarism, or other kinds of academic dishonesty will not be tolerated and will result in appropriate sanctions that may include failing an assignment, failing the class, being suspended or expelled or denial of a Verification Statement. Suspected cases in courses may be reported to Student Life. The specific disciplinary process for academic dishonesty is found in the TWU Student Handbook. Tools to help you avoid plagiarism are available through the TWU Libraries' "Quick Links" under "Research Help". The DPD considers both professional behavior and academic integrity to be very important to the dietetics profession.

Disciplinary Process for Academic Dishonesty

Each student has the primary responsibility for being academically honest. Students who violate university rules on academic dishonesty are subject to disciplinary penalties, including the possibility of failure or removal from a course, disciplinary probation, and/or dismissal from the university, or denial of a Verification Statement. Academic dishonesty includes but is not limited to cheating, plagiarism, collusion, fabrication, falsification, falsifying academic records, or other acts intentionally designed to provide an unfair advantage to the student and/or the attempt to commit such acts.

The specific disciplinary process for academic dishonesty is found in the TWU Student Handbook. Tools to help students avoid plagiarism are available through the TWU library's "Quick Links" under "Research Help."

Illness or Injury at the Facility

If the student suffers an injury, illness, or other adverse event while participating in class activities at a facility, neither the university nor the facility is responsible or liable to provide compensation or medical treatment for the student. The student is responsible for all costs incurred.

Absences

Classes or laboratory experiences that are missed due to injury, illness, or family emergency must be reported to the instructor. If the student is scheduled for laboratory, she/he must call or email the instructor/graduate assistant and the supervisor of the facility before the schedule time of the laboratory. If the instructor/graduate assistant cannot be contacted prior to laboratory, the student must leave a message on her/his voicemail/email.

TWU Attendance Policy

Consistent and attentive attendance is vital to academic success and is expected of all students. Grades are determined by academic performance, and instructors may give students written notice that attendance related to specific classroom activities is required and will constitute a specific percentage of students' grades.

Instructors are strongly encouraged to keep a record of student attendance. They should note absences due to documented student illness, serious illness or death in the student's immediate family, pregnancy or related conditions, official school activity, state-recognized religious holiday, active military service that is of a reasonable brief duration, or other verified absences deemed appropriate by the instructor. Students must consult with instructors regarding the completion of make-up work.

Absences do not exempt students from academic requirements. Excessive absences, even if documented, may result in a student failing the course. An incomplete may be granted if the student has a passing grade, but only if the instructor determines that it is feasible for the student to successfully complete remaining assignments after the semester. Pursuant to university policy, such determinations are within the discretion of the instructor.

Non-Discrimination Policy

Texas Woman's University does not discriminate against any person on the basis of race, age, color, religion, sex, sexual orientation, gender identity or expression, national or ethnic origin, veteran's status, or against qualified individuals with disabilities. The TWU policy may be found online.

Inquiries concerning university complaint procedures related to discrimination may be directed to the following designated officials:

EEO/Affirmative Action Officer:
Associate Vice President of Human Resources
Texas Woman's University
PO Box 425739
Denton, TX 76204

Title VI and Title IX Officer:
Vice President for Student Life
Texas Woman's University
PO Box 425379
Denton, TX 76204

Americans with Disabilities Act Compliance Officer:
 Associate Vice President of Human Resources
 Texas Woman's University
 PO Box 425739
 Denton, TX 76204

Estimated Cost of the Program

Annual cost and fees to attend TWU are described in the current General Catalog under the sections on financial information. The following is an estimation of program cost to the individual student for the 2018-2019 academic year. These estimates are based on full-time attendance (15 semester hours).

Estimated Nine-Month Student Budget

Item	Off-Campus	On-Campus	At-Home
Tuition (15 sem hrs)	\$6,584	\$6,584	\$6,584
Fees	\$2,992	\$2,992	\$2,992
Books and Supplies	\$1,050	\$1,050	\$1,050
Room and Board	\$6,993	\$8,181	\$2,500
Personal Expenses	\$2,439	\$2,124	\$1,206
Transportation	\$1,269	\$882	\$1,269
TOTAL*	\$21,327	\$21,813	\$15,601

*Add \$13,740 for out-of-state tuition charges.

Additional variable fees may include:

• Laboratory course fees (per course)	\$ 30.00
• Laboratory coats	\$ 30.00
• Personal transportation to laboratory sites for NFS 3722	\$ 30.00
• Professional organization (e.g. Academy, FNN) membership	<u>\$100.00</u>
TOTAL	<u>\$190.00</u>

Scholarships and Financial Aid

TWU offers a variety of general scholarships to students. Please see the list of available scholarships under the heading Scholarships and Financial Aid, respectively. Additionally, the Department of Nutrition and Food Sciences offers scholarships due to the generous contributions of individuals. Applications for these scholarships (TWU and NFS) must be submitted by the application deadline, prior to the academic year for which they are applying for scholarships. All university and departmental scholarships are awarded through the link on the Financial Aid home page.

The Academy of Nutrition and Dietetics Foundation (ANDF) and the Texas Academy of Nutrition and Dietetics Foundation (TANDF) offer scholarships that are open to students who are members of these associations. ANDF scholarship information is available within the ANDF website and information for TANDF scholarships is available at the TANDF website.

Exit Survey Shortly after graduation, an anonymous survey will be sent to each student to assess the student's evaluation of her/his preparation for internship, graduate school, or employment. The results of this survey provide valuable information to assist the DPD with program assessment and curriculum planning.

Nutrition and Dietetic Technician, Registered (NDTR)

What is an NDTR?

Nutrition and Dietetic Technicians, Registered (NDTRs) are educated and trained at the technical level of nutrition and dietetics practice for the delivery of safe, culturally competent, quality food and nutrition services. They are nationally credentialed and are an integral part of health care and foodservice management teams. They work under the supervision of a registered dietitian nutritionist when in direct patient/client nutrition care; and they may work independently in providing general nutrition education to healthy populations.

How to Become a DTR

All DPD graduates from an ACEND accredited program who have earned a Verification Statement may apply to become a NDTR through the Pathway III route. After completing the degree and dietetics coursework, successful completion of the Registration Examination for Dietetic Technicians, a national credentialing examination, administered by the Commission on Dietetic Registration (CDR) is required. Instructions and forms to apply to take the Registration Examination for Dietetic Technicians, are available at: <https://www.cdrnet.org/three>

How to Apply for Eligibility

1. Print and **complete the DTRE and NDTRE Misuse Form**. The form must be signed in **BLUE** ink. The original form must be mailed to the DPD Program Director. No scanned or electronic copies are acceptable.
2. Contact TWU and have an original copy of your TWU transcript mailed to the DPD Program Director. Be sure to add the Program Director's name to the mailing address.
3. When your program director has submitted you into CDR's Registration Eligibility Processing System (REPS), you will receive an email requesting that you **complete your personal demographic information and a DTR survey**. In order to avoid delays in the processing of your application, it is imperative that you complete these requirements as soon as possible.
4. Complete the DTR Survey.
5. After your application has been approved by CDR, your information will be sent to our testing vendor Pearson VUE. Within 48 hours of approval, **Pearson VUE will send you an Authorization to Test email allowing you to schedule your exam**. Candidates approved for registration eligibility are authorized to test for one year at a time, or until they attempt the examination.

Applications for the DTR exam are processed by the DPD Program Director three times per year after the end of each semester (June 30, January 30, and September, 30). All application materials must be received before these dates.

How do I prepare for the Registration Examination for Dietetic Technicians?

The Commission on Dietetic Registration (CDR) has developed the *Study Guide for the Registration Examination for Dietetic Technicians*. It is available for purchase on the CDR website. There are also other NDTR exam prep resources to use for exam preparation.

Where do DTRs work?

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

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

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

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

APPENDIX A

Mission of the DPD at TWU: The mission of the DPD is to prepare students with advanced knowledge and skills that will enable graduates to become Registered Dietitian Nutritionists; to lay the foundation for lifelong learning, service, and leadership; and to be ethically responsible professionals who will lead personally and professionally fulfilling lives.

The program at TWU is offered in the broader framework of a BS in Nutrition (Dietetics) degree.

The following goals are based on the “2017 Core Knowledge for the RDN” (Appendix C). These are the criteria that programs which prepare graduates to be Registered Dietitian Nutritionists (RDN) and Dietetic Technician, Registered (DTR) must meet to be accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

Goals and Objectives of the DPD at TWU

GOAL 1: To provide a challenging academic program that prepares DPD graduates for success in a dietetic internship program in order to become Registered Dietitian Nutritionists.

Objective 6.1: Over a five-year period, the first time pass rate on the Registration Examination for Dietitians for DPD graduates who have completed a dietetic internship program will be at least 80%.

Objective 6.2: Over a five-year period, at least 80% of graduating baccalaureate and post-baccalaureate students will have completed the degree and DPD requirements within 150% of the time planned for completion.

Program length (transfer students, post-baccalaureate students) = 2 years; 150% = 3 years

Program length (students entering as first time in college students) = 4 years; 150% = 6 years

Objective 6.3 a: Over a five-year period, at least 70% of students who receive a DPD Verification Statement of Completion will apply to a dietetic internship program within 12 months of graduation/completion.

Objective 6.3.b: Over a five-year period, at least 70% of DPD graduates who apply to a dietetic internship program will be accepted.

Objective 6.4 a: Over a five-year period 80% of the DPD graduates will be rated with an average score of ≥ 4.0 on a 5 point scale when evaluating their preparation for their dietetic internship by their Dietetic Internship Director.

GOAL 2: To prepare DPD students to lead personally and professionally fulfilling lives as evidenced by participation in lifelong learning, service, and leadership.

Objective 6.4 b: Over a five year period, at least 20% of students who complete the degree/program requirements will be accepted into graduate programs within twelve months of completion. (Lifelong learning)

Objective 6.4.c: Over a five-year period, at least 50% of alumni who respond to the DPD Alumni Survey will indicate they have assumed leadership positions and/or are involved in professional community service. (Leadership and service)

Outcome Data A summary of the outcome data is available on request from the current DPD Director.

APPENDIX B

DPD Course List

Course Number	Course Title	Grade Requirements for Verification Statement
BIOL 1113/1111	Principles of Biology + Lab	C
CHEM 1013/1011	General Chemistry + Lab	C
CHEM 1023/1021	Organic Chemistry + Lab	C
BACT 1003/1001 OR NFS 2033/2031	General Microbiology + Lab OR Food Microbiology + Lab	C
ZOOL 2033/2031 BIOL 2301/2102	Anatomy and Physiology + Lab	C
CHEM 3603 OR NFS 3083	Biochemistry OR Bionutrition	B
NFS 1302/1301 HECO 1315	Principles of Food Preparation + Lab	B
NFS 2011	Introduction to Dietetics	B
NFS 2323 HECO 1322 BIOL 1322	Introduction to Nutrition	B
NFS 3033	Nutrition Throughout the Life Cycle	B
NFS 3043	Community Nutrition	B
NFS 3083	Bionutrition	B
NFS 3101	Advanced Nutrition Lab	C
NFS 3173	Culture and Food	C
NFS 3201	Nutrition Assessment	C
NFS 3323/3321	Food Science + Lab	C
NFS 3713/3722	Quantity Food Production and Service + Lab	B
NFS 4103	Medical Nutrition Therapy I	C
NFS 4113	Medical Nutrition Therapy II	C
NFS 4301	Principles of Nutritional Genomics	C
NFS 4302	Advanced Nutrition: Micronutrients	C
NFS 4303	Advanced Nutrition: Macronutrients Recommended to be taken before Micronutrients	C
NFS 4473	Nutrition Therapy and Educational Methods	C
NFS 4601	Literature in NFS Seminar	C
NFS 4701	Dietetics as a Profession	C
NFS 4744	Principles of Foodservice Systems	C
MATH 1013/1023/1303	Fin and Quan Literacy Intro to Math/Elem Analysis	C
MATH 1703	Elementary Statistics	C
SPCH 1013	Oral Communication	C
PSY 1013	Introduction to General Psychology	C
BUS 3003	Principles of Management	C

APPENDIX C

CORE KNOWLEDGE FOR THE REGISTERED DIETITIAN NUTRITIONIST – 2017

Standard 5: Curriculum and Learning Activities

The Core Knowledge must be the basis on which the program curriculum and learning activities are built within the context of the mission and goals of the program.

REQUIRED ELEMENTS:

5.1 A curriculum map must be developed that:

- a. Identifies didactic courses and experiential learning experiences, if used, which occur in various settings or practice areas that students will complete to meet the required curriculum components and core knowledge and
- b. Sequentially and logically organizes the progression of didactic courses from introductory to more advanced learning activities and builds on previous knowledge or experience to achieve the expected depth and breadth of knowledge by completion of the program.

5.2 The program's curriculum must be designed to ensure the breadth and depth of requisite knowledge needed for entry to supervised practice to become a registered dietitian nutritionist.

a. The program's curriculum must include the following required components, including prerequisites:

1. Research methodology, interpretation of research literature and integration of research principles into evidence-based practice
2. Communication skills sufficient for entry into professional practice
3. Principles and techniques of effective education, counseling and behavior change theories and techniques
4. Governance of nutrition and dietetics practice, such as the Scope of Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics; and interprofessional relationships in various practice settings
5. Principles of medical nutrition therapy and the Nutrition Care Process
6. Role of environment, food, nutrition and lifestyle choices in health promotion and disease prevention
7. Management theories and business principles required to deliver programs and services
8. Continuous quality management of food and nutrition services
9. Fundamentals of public policy, including the legislative and regulatory basis of nutrition and dietetics practice
10. Health care delivery systems (such as accountable care organizations, managed care, medical homes)
11. Coding and billing of nutrition and dietetics services to obtain reimbursement for services from public or private payers, fee-for-service and value-based payment systems
12. Food science and food systems, environmental sustainability, techniques of food preparation and development and modification and evaluation of recipes, menus and food products acceptable to diverse populations
13. Organic chemistry, biochemistry, anatomy, physiology, genetics, microbiology, pharmacology, statistics, logic, nutrient metabolism, integrative and functional nutrition and nutrition across the lifespan
14. Cultural competence and human diversity; human behavior, psychology, sociology or anthropology

b. The program's curriculum must prepare students with the following core knowledge:

1. Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.

Knowledge

Upon completion of the program, graduates are able to:

KRDN 1.1 Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions.

KRDN 1.2 Use current information technologies to locate and apply evidence-based guidelines and protocols.

KRDN 1.3 Apply critical thinking skills.

2. Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian nutritionist level of practice.

Knowledge

Upon completion of the program, graduates are able to:

KRDN 2.1 Demonstrate effective and professional oral and written communication and documentation.

KRDN 2.2 Describe the governance of nutrition and dietetics practice, such as the Scope of Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics; and describe interprofessional relationships in various practice settings.

KRDN 2.3 Assess the impact of a public policy position on nutrition and dietetics practice.

KRDN 2.4 Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.

KRDN 2.5 Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates in the delivery of food and nutrition services.

KRDN 2.6 Demonstrate an understanding of cultural competence/sensitivity.

KRDN 2.7 Demonstrate identification with the nutrition and dietetics profession through activities such as participation in professional organizations and defending a position on issues impacting the nutrition and dietetics profession.

KRDN 2.8 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.

3. Domain 3. Clinical and Customer Services: Development and delivery of information, products and services to individuals, groups and populations.

Knowledge

Upon completion of the program, graduates are able to:

KRDN 3.1 Use the Nutrition Care Process to make decisions, identify nutrition-related problems and determine and evaluate nutrition interventions.

KRDN 3.2 Develop an educational session or program/educational strategy for a target population.

KRDN 3.3 Demonstrate counseling and education methods to facilitate behavior change and enhance wellness for diverse individuals and groups.

KRDN 3.4 Explain the processes involved in delivering quality food and nutrition services.

KRDN 3.5 Describe basic concepts of nutritional genomics.

4. Domain 4. Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations.

Knowledge

Upon completion of the program, graduates are able to:

KRDN 4.1 Apply management theories to the development of programs or services.

KRDN 4.2 Evaluate a budget and interpret financial data.

KRDN 4.3 Describe the regulation system related to billing and coding, what services are reimbursable by third party payers, and how reimbursement may be obtained.

KRDN 4.4 Apply the principles of human resource management to different situations.

KRDN 4.5 Describe safety principles related to food, personnel and consumers.

KRDN 4.6 Analyze data for assessment and evaluate data to be used in decision-making for continuous quality improvement.

5.3 The program's curriculum must provide learning activities to attain the breadth and depth of the required curriculum components and core knowledge. Syllabi for courses taught within the academic unit must include these learning activities with the associated KRDNs.

a. Learning activities must prepare students for professional practice with patients/clients with various conditions, including, but not limited to overweight and obesity; endocrine disorders; cancer; malnutrition and cardiovascular, gastrointestinal and renal diseases.

- b. Learning activities must prepare students to implement the Nutrition Care Process with various populations and diverse cultures, including infants, children, adolescents, adults, pregnant/lactating females and older adults.
- c. Learning activities must use a variety of educational approaches necessary for delivery of curriculum content, to meet learner needs and to facilitate learning objectives.

Taken from 2017 Standards for Didactic Programs in Nutrition and Dietetics www.eatright.org/ACEND.

APPENDIX D CODE OF ETHICS



Code of Ethics for the Nutrition and Dietetics Profession

Effective Date: June 1, 2018



Preamble:

When providing services the nutrition and dietetics practitioner adheres to the core values of customer focus, integrity, innovation, social responsibility, and diversity. Science-based decisions, derived from the best available research and evidence, are the underpinnings of ethical conduct and practice.

This Code applies to nutrition and dietetics practitioners who act in a wide variety of capacities, provides general principles and specific ethical standards for situations frequently encountered in daily practice. The primary goal is the protection of the individuals, groups, organizations, communities, or populations with whom the practitioner works and interacts.

The nutrition and dietetics practitioner supports and promotes high standards of professional practice, accepting the obligation to protect clients, the public and the profession; upholds the Academy of Nutrition and Dietetics (Academy) and its credentialing agency the Commission on Dietetic Registration (CDR) Code of Ethics for the Nutrition and Dietetics Profession; and shall report perceived violations of the Code through established processes.

The Academy/CDR Code of Ethics for the Nutrition and Dietetics Profession establishes the principles and ethical standards that underlie the nutrition and dietetics practitioner's roles and conduct. All individuals to whom the Code applies are referred to as "nutrition and dietetics practitioners". By accepting membership in the Academy and/or accepting and maintaining CDR credentials, all nutrition and dietetics practitioners agree to abide by the Code.

Principles and Standards:

1. Competence and professional development in practice (Non-maleficence)

Nutrition and dietetics practitioners shall:

- a. Practice using an evidence-based approach within areas of competence, continuously develop and enhance expertise, and recognize limitations.
- b. Demonstrate in depth scientific knowledge of food, human nutrition and behavior.
- c. Assess the validity and applicability of scientific evidence without personal bias.
- d. Interpret, apply, participate in and/or generate research to enhance practice, innovation, and discovery.
- e. Make evidence-based practice decisions, taking into account the unique values and circumstances of the patient/client and community, in combination with the practitioner's expertise and judgment.
- f. Recognize and exercise professional judgment within the limits of individual qualifications and collaborate with others, seek counsel, and make referrals as appropriate.
- g. Act in a caring and respectful manner, mindful of individual differences, cultural, and ethnic diversity.
- h. Practice within the limits of their scope and collaborate with the inter-professional team.

2. Integrity in personal and organizational behaviors and practices (Autonomy)

Nutrition and dietetics practitioners shall:

- a. Disclose any conflicts of interest, including any financial interests in products or services that are recommended. Refrain from accepting gifts or services which potentially influence or which may give the appearance of influencing professional judgment.
- b. Comply with all applicable laws and regulations, including obtaining/maintaining a state license or certification if engaged in practice governed by nutrition and dietetics statutes.
- c. Maintain and appropriately use credentials.
- d. Respect intellectual property rights, including citation and recognition of the ideas and work of others, regardless of the medium (e.g. written, oral, electronic).
- e. Provide accurate and truthful information in all communications.

- f. Report inappropriate behavior or treatment of a patient/client by another nutrition and dietetics practitioner or other professionals.
- g. Document, code and bill to most accurately reflect the character and extent of delivered services.
- h. Respect patient/client's autonomy. Safeguard patient/client confidentiality according to current regulations and laws.
- i. Implement appropriate measures to protect personal health information using appropriate techniques (e.g., encryption).

3. Professionalism (Beneficence)

Nutrition and dietetics practitioners shall:

- a. Participate in and contribute to decisions that affect the well-being of patients/clients.
- b. Respect the values, rights, knowledge, and skills of colleagues and other professionals.
- c. Demonstrate respect, constructive dialogue, civility and professionalism in all communications, including social media.
- d. Refrain from communicating false, fraudulent, deceptive, misleading, disparaging or unfair statements or claims.
- e. Uphold professional boundaries and refrain from romantic relationships with any patients/clients, surrogates, supervisees, or students.
- f. Refrain from verbal/physical/emotional/sexual harassment.
- g. Provide objective evaluations of performance for employees, coworkers, and students and candidates for employment, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.
- h. Communicate at an appropriate level to promote health literacy.
- i. Contribute to the advancement and competence of others, including colleagues, students, and the public.

4. Social responsibility for local, regional, national, global nutrition and well-being (Justice)

Nutrition and dietetics practitioners shall:

- a. Collaborate with others to reduce health disparities and protect human rights.
- b. Promote fairness and objectivity with fair and equitable treatment.
- c. Contribute time and expertise to activities that promote respect, integrity, and competence of the profession.
- d. Promote the unique role of nutrition and dietetics practitioners.
- e. Engage in service that benefits the community and to enhance the public's trust in the profession.
- f. Seek leadership opportunities in professional, community, and service organizations to enhance health and nutritional status while protecting the public.

Glossary of Terms:

Autonomy: ensures a patient, client, or professional has the capacity and self-determination to engage in individual decision-making specific to personal health or practice.¹

Beneficence: encompasses taking positive steps to benefit others, which includes balancing benefit and risk.¹

Competence: a principle of professional practice, identifying the ability of the provider to administer safe and reliable services on a consistent basis.²

Conflict(s) of Interest(s): defined as a personal or financial interest or a duty to another party which may prevent a person from acting in the best interests of the intended beneficiary, including simultaneous membership on boards with potentially conflicting interests related to the profession, members or the public.²

Customer: any client, patient, resident, participant, student, consumer, individual/person, group, population, or organization to which the nutrition and dietetics practitioner provides service.³

Diversity: "The Academy values and respects the diverse viewpoints and individual differences of all people. The Academy's mission and vision are most effectively realized through the promotion of a diverse membership that reflects cultural, ethnic, gender, racial, religious, sexual orientation, socioeconomic, geographical, political, educational, experiential and philosophical characteristics of the public it services. The Academy actively identifies and offers opportunities to individuals with varied skills, talents, abilities, ideas, disabilities, backgrounds and practice expertise."⁴

Evidence-based Practice: Evidence-based practice is an approach to health care wherein health practitioners use the best evidence possible, i.e., the most appropriate information available, to make decisions for individuals, groups and populations. Evidence-based practice values, enhances and builds on clinical expertise, knowledge of disease mechanisms, and pathophysiology. It involves complex and conscientious decision-making based not only on the available evidence but also on client characteristics, situations, and preferences. It recognizes that health care is individualized and ever changing and involves uncertainties and probabilities. Evidence-based practice incorporates successful strategies that improve client outcomes and are derived from various sources of evidence including research, national guidelines, policies, consensus statements, systematic analysis of clinical experience, quality improvement data, specialized knowledge and skills of experts.²

Justice (social justice): supports fair, equitable, and appropriate treatment for individuals¹ and fair allocation of resources.
Non-Maleficence: is the intent to not inflict harm.¹

References:

1. Fornari A. Approaches to ethical decision-making. *J Acad Nutr Diet*. 2015;115(1):119-121.
2. Academy of Nutrition and Dietetics Definition of Terms List. June, 2017 (Approved by Definition of Terms Workgroup Quality Management Committee May 16, 2017). Accessed October 11, 2017.
<http://www.eatrightpro.org/~media/eatrightpro%20files/practice/scope%20standards%20of%20practice/academydefinitionoftermslist.ashx>
3. Academy of Nutrition and Dietetics: Revised 2017 Standards of Practice in Nutrition Care and Standards of Professional Performance for Registered Dietitian Nutritionists. *J Acad Nutr Diet*. 2018; 118: 132-140.
4. Academy of Nutrition and Dietetics “Diversity Philosophy Statement” (adopted by the House of Delegates and Board of Directors in 1995).

APPENDIX E

REQUEST TO TAKE A COURSE OUT OF SEQUENCE

I, _____ (name), would like to request to take the courses listed below during

_____ semester (Fall, Spring, or Summer and year).

_____ Student ID #

I am making this request because _____

Course prefix & number

Eg. NFS 3173

Course title

Culture and Food

Semester (when plan to take)

Summer 2011

Signatures: Student _____ Date _____

Advisor _____ Date _____

DPD Director _____ Date _____

A copy of this form will be put in the student's file in the NFS department office.

Last Name: _____

**APPENDIX F
SIGNATURE PAGE**

My signature denotes my responsibility to read and abide by the policies and procedures outlined in this DPD Student Handbook. Please turn in this initialed and signed page to the DPD Director.

Please signify your agreement to abide by the DPD policies by *initialing* each statement.

_____ I agree to abide by the Academy of Nutrition and Dietetics Code of Professional Ethics and to comply with the TWU Student Code of Conduct.

_____ I acknowledge that I cannot apply for admission to the Dietetics program until after I have completed all the 1000 and 2000 BS in Nutrition (Dietetics) courses and meet the minimum grade requirements.

_____ I agree to attend the NFS Department New Student Orientation at the beginning of my first semester at TWU.

_____ I agree to enroll in NFS 2011 Introduction to Dietetics Fall semester of my sophomore year or the first semester that I attend TWU if I am a transfer student.

_____ I agree to complete the B.S. Nutrition (Dietetics) degree in the proper course sequence.

_____ I have reviewed the Suggested Degree Plan for Bachelor of Science in Nutrition (Dietetics)

_____ I agree to satisfy all prerequisites before enrolling in a course (see Catalog).

_____ I acknowledge that I must have a grade of "B" or better in NFS 3713/3722 Quantity Foods and Lab, before I enroll in NFS 4103 Medical Nutrition Therapy I and NFS 4113 Medical Nutrition Therapy II.

_____ I agree that if I do not maintain the required DPD grade requirements, that I will change my major.

_____ I acknowledge that completion of the BS in Nutrition (Dietetics) DPD does not guarantee admission into a dietetic supervised practice (internship) program and I understand the competitive nature of applications to Dietetic Internships.

DPD Student (Print Name)

Student ID

DPD Student (Signature)

Date

Received by (Print Name)

Received by (Signature)

Date