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 https://twu.edu/nutrition-food-sciences/
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, https://www.eatrightpro.org/acend 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 Registration Examination for Dietitians, 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).

*Beginning in 2024, a minimum of a master's degree will be an eligibility requirement in order to take the CDR dietetic registration exam.*
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)

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 2011 Human Anatomy and Physiology Laboratory I
- ZOOL 2013 Human Anatomy and Physiology I
- ZOOL 2021 Human Anatomy and Physiology Laboratory II
- ZOOL 2023 Human Anatomy and Physiology II
- 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:**
If you are investigating a career in nutrition and have a degree in dietetics, but your education and credentials were completed outside the United States and its territories, there are several options to get your credentials validated. The Academy has provided the resources and information you need to pursue these options, including answers to frequently asked questions. Please review the International Students information on the Academy of Nutrition and Dietetics website:
https://www.eatrightpro.org/about-us/become-an-rdn-or-dtr/international-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 ISP). 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 for Dietitians to earn the credential Registered Dietitian Nutritionist (RDN).

Competitiveness of Dietetic Internship Programs:
During the first round of the national matching process, approximately 50% of students who applied for a Dietetic Internship position are 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.

Supply and Demand for Internship Sites

Additional information is available from ACEND at: https://www.eatrightpro.org/acend/students-and-advancing-education/dietetic-internship-match-students

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 suggestions to improve your chances at getting a dietetic internship position: https://www.eatrightpro.org/acend/students-and-advancing-education/dietetic-internship-match-students/suggestions-to-improve-your-chances-at-getting-a-dietetic-internship-position

Application instructions to apply to take the NDTR exam are on page 14.

Bachelor of Science in Nutrition (Dietetics) Degree Requirements and Plan of Study

https://catalog.twu.edu/undergraduate/health-sciences/nutrition-food-sciences/nutrition-bs-emphasis-dietetics/#degreerequirementstext

https://catalog.twu.edu/undergraduate/health-sciences/nutrition-food-sciences/nutrition-bs-emphasis-dietetics/#planofstudytext

This degree plan satisfies the requirements to earn a BS Nutrition (Dietetics) degree. There are additional requirements to earn a Verification Statement to provide eligibility for application to an ACEND accredited internship. Please see additional information in the DPD Student Handbook and the TWU Undergraduate catalog: https://catalog.twu.edu/undergraduate/health-sciences/nutrition-food-sciences/nutrition-bs-emphasis-dietetics/#text
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 2013 & 2011 Human Anatomy and Physiology & Lab I
5. ZOOL 2023 & 2021 Human Anatomy and Physiology & Lab II
6. NFS 2033/2031 Food Microbiology & Lab OR BACT 1003/1001 Microbiology & Lab
7. CHEM 3603 Biological Chemistry or NFS 3083 Bionutrition
8. NFS 4303 & 3101 Advanced Nutrition: Macronutrients & Lab*
9. NFS 4313 Advanced Nutrition: Micronutrients*
10. NFS 4103 Medical Nutrition Therapy I* (Must have grade of “B” or better in NFS 3713/3722)
11. 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, Tuition Refund, and Medical Withdrawal**
Please see the TWU Undergraduate Catalog: [https://catalog.twu.edu/undergraduate/academic-information/standards/withdrawal-from-university/](https://catalog.twu.edu/undergraduate/academic-information/standards/withdrawal-from-university/)

**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: [https://catalog.twu.edu/undergraduate/introduction/family-educational-rights-privacy-act-ferpa/](https://catalog.twu.edu/undergraduate/introduction/family-educational-rights-privacy-act-ferpa/)

**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 [https://catalog.twu.edu/graduate/services-available-students/disability-support-services/](https://catalog.twu.edu/graduate/services-available-students/disability-support-services/) 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, Health Insurance, Tb Screening, and Immunizations**
The Student Health Services (SHS) at TWU is located at 604 Administration Drive, Jones Hall. This link provides information regarding, health services, health insurance, Tb screening, and immunizations. [https://catalog.twu.edu/graduate/services-available-students/student-health-services/](https://catalog.twu.edu/graduate/services-available-students/student-health-services/)

**Pioneer Center for Student Excellence**
The Pioneer Center for Student Excellence is located on the second floor of the Blagg-Huey Library. This link provides information about coordinating internships, connecting to academic advisors, providing study spaces, and providing academic coaching to improve students’ academic skills. [https://catalog.twu.edu/graduate/services-available-students/pioneer-center/](https://catalog.twu.edu/graduate/services-available-students/pioneer-center/)

**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.
https://catalog.twu.edu/graduate/services-available-students/pioneer-center/
If 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.
https://catalog.twu.edu/graduate/services-available-students/pioneer-center/
https://catalog.twu.edu/graduate/student-life/

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.
https://www.eatrighttexas.org/eat-right-texas-pro/
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 Academy of Nutrition and Dietetics and Texas Academy of Nutrition and Dietetics, 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 fall meeting at the A&M Dietetic Internship Workshop and in spring as part of the TAND conference. Students are strongly encouraged to attend these meetings while they are undergraduates. 
https://texasdieteticstudents.com/

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 meeting while they are undergraduates.  
https://www.eatrighttexas.org/eat-right-texas-pro/

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. 
https://www.eatrightpro.org/about-us

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 for 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.
https://servicecenter.twu.edu/TDClient/KB/Default?CategoryID=4491

**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 class 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. Absences do not exempt students from academic requirements. Excessive absences, even if documented, may result in a student's failing the course. Excused absences are within the purview of the instructor. Students must consult with instructors regarding make-up work.
An Incomplete (I) grade is appropriate only when a student has passing grades in 2/3 of assigned work, but, because of extenuating circumstances, cannot complete all of the course work by the end of the semester/term. [https://twu.edu/registrar/grades/](https://twu.edu/registrar/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.

**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, genetic information 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
Estimated Cost of the Program
Annual cost and fees to attend TWU are described in the current Undergraduate Catalog under the sections on financial information.
https://catalog.twu.edu/undergraduate/financial-information/
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 $100.00

Scholarships and Financial Aid
Information about scholarships and financial aid is available at:
https://catalog.twu.edu/undergraduate/financial-aid/scholarships/
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, students must take the Registration Examination for Dietetic Technicians. This is a national credentialing examination administered by the Commission on Dietetic Registration (CDR). Instructions to apply to take the Registration Examination for Dietetic Technicians, are available at:  https://www.cdrnet.org/three
How to Apply for Eligibility

1. **Contact the program director** of your DPD program to inform him/her that you would like to be submitted for registration eligibility for the examination for dietetic technicians.

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. 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. [https://www.cdrnet.org/dtr-exam-preparation](https://www.cdrnet.org/dtr-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 such 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

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Grade Requirements for Verification Statement</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 1113/1111</td>
<td>Principles of Biology + Lab</td>
<td>C</td>
</tr>
<tr>
<td>CHEM 1013/1011</td>
<td>General Chemistry + Lab</td>
<td>C</td>
</tr>
<tr>
<td>CHEM 1023/1021</td>
<td>Organic Chemistry + Lab</td>
<td>C</td>
</tr>
<tr>
<td>BACT 1003/1001 OR</td>
<td>General Microbiology + Lab OR</td>
<td>C</td>
</tr>
<tr>
<td>NFS 2033/2031</td>
<td>Food Microbiology + Lab</td>
<td></td>
</tr>
<tr>
<td>ZOOL 2013/2011</td>
<td>Anatomy and Physiology + Lab I</td>
<td>C</td>
</tr>
<tr>
<td>BIOL 2401</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ZOOL 2023/2021</td>
<td>Anatomy and Physiology + Lab II</td>
<td>C</td>
</tr>
<tr>
<td>BIOL 2402</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHEM 3603 OR</td>
<td>Biochemistry OR</td>
<td></td>
</tr>
<tr>
<td>NFS 3083</td>
<td>Bionutrition</td>
<td></td>
</tr>
<tr>
<td>NFS 1302/1301 +</td>
<td>Principles of Food Preparation + Lab</td>
<td></td>
</tr>
<tr>
<td>HECO 1315</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NFS 2011</td>
<td>Introduction to Dietetics</td>
<td></td>
</tr>
<tr>
<td>NFS 2323</td>
<td>Introduction to Nutrition</td>
<td>B</td>
</tr>
<tr>
<td>HECO 1322</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL 1322</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NFS 3033</td>
<td>Nutrition Throughout the Life Cycle</td>
<td>B</td>
</tr>
<tr>
<td>NFS 3043</td>
<td>Community Nutrition</td>
<td>B</td>
</tr>
<tr>
<td>NFS 3083</td>
<td>Bionutrition</td>
<td></td>
</tr>
<tr>
<td>NFS 3101</td>
<td>Advanced Nutrition Lab</td>
<td></td>
</tr>
<tr>
<td>NFS 3173</td>
<td>Culture and Food</td>
<td></td>
</tr>
<tr>
<td>NFS 3201</td>
<td>Nutrition Assessment</td>
<td></td>
</tr>
<tr>
<td>NFS 3323/3321</td>
<td>Food Science + Lab</td>
<td></td>
</tr>
<tr>
<td>NFS 3713/3722</td>
<td>Quantity Food Production and Service + Lab</td>
<td></td>
</tr>
<tr>
<td>NFS 4103</td>
<td>Medical Nutrition Therapy I</td>
<td></td>
</tr>
<tr>
<td>NFS 4113</td>
<td>Medical Nutrition Therapy II</td>
<td></td>
</tr>
<tr>
<td>NFS 4301</td>
<td>Principles of Nutritional Genomics</td>
<td></td>
</tr>
<tr>
<td>NFS 4302</td>
<td>Advanced Nutrition: Micronutrients</td>
<td></td>
</tr>
<tr>
<td>NFS 4303</td>
<td>Advanced Nutrition: Macronutrients</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Recommended to be taken before Micronutrients</td>
<td></td>
</tr>
<tr>
<td>NFS 4473</td>
<td>Nutrition Therapy and Educational Methods</td>
<td></td>
</tr>
<tr>
<td>NFS 4601</td>
<td>Literature in NFS Seminar</td>
<td></td>
</tr>
<tr>
<td>NFS 4701</td>
<td>Dietetics as a Profession</td>
<td></td>
</tr>
<tr>
<td>NFS 4744</td>
<td>Principles of Foodservice Systems</td>
<td></td>
</tr>
<tr>
<td>MATH 1013/1023/1303</td>
<td>Fin and Quan Literacy</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Intro to Math/Elem Analysis</td>
<td></td>
</tr>
<tr>
<td>MATH 1703</td>
<td>Elementary Statistics</td>
<td></td>
</tr>
<tr>
<td>SPCH 1013</td>
<td>Oral Communication</td>
<td></td>
</tr>
<tr>
<td>PSY 1013</td>
<td>Introduction to General Psychology</td>
<td></td>
</tr>
<tr>
<td>BUS 3003</td>
<td>Principles of Management</td>
<td></td>
</tr>
</tbody>
</table>
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.


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. 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.
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 serves. 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 individuals and fair allocation of resources. Non-Maleficence: is the intent to not inflict harm.

References:
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 __________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

<table>
<thead>
<tr>
<th>Course prefix &amp; number</th>
<th>Course title</th>
<th>Semester (when plan to take)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eg. NFS 3173</td>
<td>Culture and Food</td>
<td>Summer 2011</td>
</tr>
</tbody>
</table>

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 enroll in NFS 2011 Introduction to Dietetics 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
Didactic Program in Dietetics Application for Admission

Last Name: ________________________________    First Name: ______________________________________

TWU Student ID #: __________________________   Daytime Phone Number: ___________________________

TWU Email: ________________________________ Non-TWU Email: ________________________________

Mailing Address: ____________________________________________________________________________

City: _______________________________________  State: _________________ Zip Code: ________________

Term Began at TWU Semester: ____________   Year: _____________

☐ I have completed all the 1000 and 2000 level DPD courses.

☐ My overall GPA is: ________. (GPA for Post-Bac students will be calculated using all the DPD prerequisites courses and the previous undergraduate courses in reverse chronological order to total 60 semester credit hours.)

☐ I have accessed and read the DPD Student Handbook on the Dietetics page of the NFS website.

☐ My signature denotes my responsibility to read and abide by the policies and procedures outlined in the DPD Student Handbook.

☐ I agree that if I do not maintain the GPA and grade requirements of the DPD, I will meet with my academic advisor to determine an alternative degree major.

Complete this application form. Save it for your records. Print and sign original. Submit this application to the DPD Director’s Faculty mailbox in OMB 308.

Next Steps:
• Submit a signed copy of the Signature Page (Appendix F) in the DPD Student Handbook to the DPD Director.

Transfer Students: If you completed any DPD courses at another college you must send all your college transcripts to the TWU Registrar. Make sure it is the most current transcript.

I certify that all the information given on this application is complete and correct. I understand that misrepresentation or omission of information on this application is cause for denial of admission to the program.

Student’s Signature: ____________________________________________________________

Academic Advisor’s Signature: ____________________________________________________

Date: __________________________