
Texas Woman's University
Department of Nutrition and Food Sciences

DPD STUDENT HANDBOOK

2024-2025

Revised January, 2025

Didactic Program in Nutrition and Dietetics (DPD)

NFS SRC 204, 1000 Old Main Circle, Denton, TX 76204

Tel 940-898-2636 – Fax 940-898-2634

[Department of Nutrition and Food Sciences website](#)



Figure 1 TWU logo with a picture of a variety of foods.

Welcome to the Undergraduate Program B.S. in Nutrition (Dietetics)

Congratulations on your acceptance to Texas Woman’s University and considering the B.S. in Nutrition (Dietetics) degree.

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

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

This handbook is for students in the B.S. 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 kept on file.

A hard copy of this handbook is available in the NFS office, DPD Director’s office, and the NFS undergraduate Advisors’ office. A PDF copy can be downloaded on the Nutrition and Food Sciences website: [DPD Student Handbook](#) and the NFS Canvas Collaborative Space

Thank you for your cooperation.

Angela Griffin, MS, RDN, LD
Director, Didactic Program in Nutrition and Dietetics and Associate Clinical Professor
E-Mail: Agriffin3@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.

Table of Contents

Welcome	2
Disclaimer.....	2
Overview	4
Requirements to Become a Registered Dietitian Nutritionist (RDN)	4

Licensure	5
Application to the B.S. in Nutrition (Dietetics) DPD.....	5
Post-Baccalaureate Students.....	6
Foreign Students.....	6
Verification Statement Requirements.....	7
How to Request a Verification Statement.....	7
Declaration of Intent to Complete.....	7
Supervised Practice (Dietetic Internship and ISPPs).....	8
Registration Examination.....	8
Competitiveness of Internship Programs.....	8
Supply and Demand for Dietetic Internship Programs.....	8
Dietetic Internship Computerized Matching	9
BS in Nutrition (Dietetics) Plan of Study.....	9
Course Sequence.....	9
Academic Calendar.....	10
TWU Graduation Requirements.....	10
Maximum Allowable Time for Completing Graduation/Program Requirements.....	10
Withdrawal, Tuition Refund, and Medical Withdrawal	10
Privacy and Access to Personal Files.....	11
Student Support Services	
Disability Accommodation Statement.....	11
Health Services, Health Insurance, Tb Screening, and Immunizations	11
Pioneer Center for Student Excellence.....	11
Liability for Safety in Travel	11
Grievance/Complaints Procedure.....	11
Formal Assessment of Student Learning and Student Performance Monitoring	12
Retention, Progression, Remediation, and Tutorial Support	12
Disciplinary and Termination Procedures.....	12
Professional Development	12
Conduct Responsibilities of Students in the NFS Department	13
Attendance.....	13
Personal Conduct.....	13
Academic Integrity and Dishonesty.....	14
Disciplinary Process for Academic Dishonesty	14
Illness or Injury at a Facility.....	14
Absences	14
TWU Attendance Policy	14
Non-Discrimination Policy	15
Estimated Costs of the Program.....	15
Scholarships and Financial Aid	16
Exit Survey	16
Nutrition and Dietetic Technician, Registered (NDTR) Applications.....	16
Verification of Identity.....	17
Appendices	
A. Mission, Goals, and Objectives of the DPD at TWU.....	18
B. DPD Course List.....	19
C. Core Knowledge for the Registered Dietitian Nutritionist – 2022	20
D. Code of Ethics	23
E. Request to Take Courses Out of Sequence	26
F. Signature Page.....	27
G. DPD Application Form.....	28

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, [Accreditation Council for Education in Nutrition and Dietetics](#) 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 U.S. 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.
- **Complete** a graduate degree.
- **Pass a national board examination** administered by the Commission on Dietetic Registration (CDR). For more information regarding the Registration Examination for Dietitians, refer to [Commission on Dietetic Registration](#)

Completion of the B.S. 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 6 to 12 months in length. Currently, acceptance into a supervised practice program is a competitive process which occurs twice per year in the Spring (main) and in the Fall (limited).

Licensure

The BS in Nutrition: Emphasis in Dietetics along with the dietetic internship and graduate degree, prepares graduates to take the national Registration Examination for Dietitians and apply for a license to practice through the Texas State Board of Examiners of Dietitians. Licensure of dietitians in Texas is voluntary. If you are a resident of another state, contact the Commission on Dietetic Registration to determine their licensure requirements: sure in your home state. [Commission on Dietetic Registration State Licensure](#)

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 1703 Elementary Statistics I
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.

Students who have attended other colleges prior to enrolling at TWU may transfer courses to the Dietetics program at TWU. These courses are part of the Texas Common Courses that are direct transfers to TWU: [TWU Texas Common Course Equivalents 2023-2024](#) Courses that are not Texas Common Courses may be considered for transfer equivalency to the DPD program by submitting transcripts and course syllabi. Prior learning experiences, such as supervised practice hours or direct assessment, and work experience are not accepted for substitutions for DPD courses.

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 B.S. in Nutrition (Dietetics) degree. Post-Bac students who wish to earn an additional B.S. 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:

June 15 - Transcript Evaluation Requests for entrance to Fall semesters

Oct. 15 - Transcript Evaluation Requests for entrance to Spring semesters

April 15 - Transcript Evaluation Requests for entrance to Summer 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: [International Student Resources at the Academy of Nutrition and Dietetics](#). 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 Foodservice Systems

DPD Applications are on the NFS website under B.S. Nutrition, emphasis Dietetics and on the NFS Canvas Forum under Resources for Dietetic Majors.

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 “2022 Core Knowledge for the RDN (KRDN) Requirements to receive a Verification Statement from the TWU B.S. 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 Nutritional Biochemistry
 - NFS 3713 Quantity Foods
 - NFS 3722 Quantity Foods Laboratory
- Earn a grade of “C” or higher in all other DPD-required courses (See DPD Course List in Appendix B)
- Achieve an overall GPA of 3.25.
- Demonstrate competence in all the required KRDNs (2022 ACEND Standards)
- B.S. 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 on the NFS Canvas Collaborative Space. The DPD Director confirms posting of the B.S. degree for graduates and course completion for post-baccalaureate students. The DPD Program Director will prepare the Verification Statement of Completion (VS) and email a digital copy 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 or digitally signed copies 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 send your Verification Statements to your Internship Director.

Declaration of Intent to Complete

Students who are applying to a supervised practice program (Dietetic 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 on the NFS Canvas Collaborative Space. This document must include all the courses that are required for completion of the B.S. 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 [Accredited Program Directory](#)

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.

Information about the application to supervised practice, the Dietetic Internship Centralized Application Services (DICAS) will be reviewed in NFS 4710 Dietetics as a Profession course.

Registration Examination:

Successful completion of the dietetic internship program or ISPP and a graduate degree qualifies the student to take the national Registration Examination for Dietitians to earn the credential Registered Dietitian Nutritionist (RDN).

Competitiveness of Dietetic Internship Programs:

Not all students who apply to a Dietetic Internship position are accepted into an Internship. The graph below summarizes the first round of the national matching process. TWU 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.

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.

Application instructions to apply to take the NDTR exam are on page 16.

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

Degree Requirements: [Bachelor of Science in Nutrition Dietetics Degree Requirements](#)

Plan of Study: [Bachelor of Science Nutrition Dietetics Degree Plan of Study](#)

This degree plan satisfies the requirements to earn a B.S. 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:

[Dietetics Program Verification Statement Requirements](#)

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 Nutritional Biochemistry
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 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 in DPD courses 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 Foodservice Systems

Academic Calendar

[TWU Academic Calendar](#)

TWU Graduation Requirements

In order to receive a B.S. 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.

Students have access to their degree progress through TWU's Degree Evaluation system and their academic files that are stored in the TWU advisement portal.

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: [Withdrawal from the 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:

[Family Educational Rights and 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 [Disability Support Services for Students](#) 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.

[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.

[Pioneer Center for Student Excellence](#)

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.

[Academic / Administrative Complaints & Appeals](#)

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 and Student Performance Monitoring

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. ACEND 2022 Standards requires each DPD student to demonstrate competence in every KRDN. Students' performance of each KRDN will be monitored in a Canvas Assessment forum. If any KRDN requirement is not met, the student will be provided remediation and will need to

repeat the assessment until the KRDN is met. Students will have access to the assessment forum so they are able to track their progress.

Retention, Progression, Remediation and Tutorial Support

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 their 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 B.S. in Nutrition (Dietetics) to one of the department's other undergraduate programs – B.S. in Food and Nutrition in Business and Industry or B.S. in Nutrition (Wellness).

The students have access to the following tutorial support services:

Pioneer Center for Student Excellence [Pioneer Center for Student Success](#)

Write Site [Write Site](#)

Science Resource Learning Center [Science Resource Learning Center](#)

Supplemental Instruction and Tutoring [Supplemental Instruction and Tutoring](#)

Individual faculty and graduate assistants assigned to each course.

Disciplinary and Termination Procedures

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

[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.
[Texas Academy of Nutrition and Dietetics](#)
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.
[Texas Student Dietetic Association](#)
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 or virtually. Students are strongly encouraged to attend one or more spring meeting while they are undergraduates. [Texas Academy of Nutrition and Dietetics](#)

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 forms 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. [Academy of Nutrition and Dietetics Foundation](#)
6. **Other local professional organizations**
Dallas Dietetic Alliance (DDA) [Dallas Dietetic Alliance](#)
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 allow make-up work to be submitted. Some of the NFS 3722 Quantity Foods Labs are scheduled at off-campus locations, such as hospitals, schools, long-term care, campus foodservice operations, and others as needed to meet course requirements. 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. Policies and procedures at these off campus locations may be

different from TWU policies and procedures. Students enrolled in these courses must agree to comply with the policies and procedures of the off-campus locations. These may include but not limited to background checks, immunization, vaccinations, mask wearing, etc.

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.

[Student Life Handbook](#)

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.

[TWU 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 strives to create and actively promote a welcoming and supportive environment in order to recruit, hire, retain and support a culturally diverse faculty, staff, and student body. TWU provides an environment of nondiscrimination and affirmative action for everyone. The TWU policy may be found online:

[TWU Nondiscrimination Statement](#)

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

Title VI Officer:

Director of Civility & Community Standards
Jones Hall 101
1202 Old Main Circle
Texas Woman's University
Denton, TX 76204

Title IX Officer:

Director of Civility & Community Standards
Jones Hall 101
1202 Old Main Circle
Texas Woman's University
Denton, TX 76204

Americans with Disabilities Act Officer - Students:

Director of Civility & Community Standards
Jones Hall 101
1202 Old Main Circle
Texas Woman's University
Denton, TX 76204

For information on accommodations, students should contact:

Director of Disability Support Services
1315 North Bell Avenue
Texas Woman's University
Denton, TX 76204

Equal Employment Opportunity/Affirmative Action Officer/Americans with Disabilities Act Officer - Faculty and Staff

Executive Director of Human Resources
Office of Human Resources
Texas Woman's University – Oakland Complex
1201 Oakland Street, Suite 200
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.

[Financial Information- Cost of Attendance](#)

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:

[TU 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.

[Academy Foundation Scholarships](#)

[Texas Academy Foundation Scholarships](#)

Exit Survey

Towards the end of your degree completion, 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 NDTR

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: [CDR NDTR Credential Option](#)

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 a digital official copy of your TWU transcript emailed to the DPD Program Director.
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 when completed documents are received.

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.

[NDTR Exam Preparation](#)

Where do NDTRs 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.

Verification of Identity

The verification of students' identity is ensured by using a secure login and password. TWU demonstrates that the student who registers in a distance education course or program is the same student who participates in and completes the course or program and receives the credit. By logging into and entering the Canvas site, students are acknowledging their agreement to applicable TWU policies and guidelines. A link to these guidelines is provided to students on the *My Courses Website* as well as through the *Student Life Handbook*, which includes the *Student Code of Conduct*, and *URP 04.700 Computer and Software Acceptable Use Policy*. These policies also address falsification or misuse of identity and technology. In addition to unique logins, distance education faculty are encouraged to employ a variety of assessment methodologies such as collaborative writing assignments, portfolios, and projects with frequent assessments, which are likely to prevent falsification or misuse of identity. The university has software such as Respondus Monitor or HonorBlock for faculty to use to monitor students during testing.

APPENDIX A

Mission of the DPD at TWU:

The mission of the Didactic Program in Dietetics is to prepare students for careers in nutrition and dietetics; to develop **critical thinking skills** necessary for **evidence based practice**, and to promote **service and leadership**. (Revised to meet 2022 ACEND Standards, June 2022)

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

The following goals are based on the “2022 Core Knowledge for the RDN” (Appendix C). These are the criteria that programs which prepare graduates to be Registered Dietitian Nutritionists (RDN) and Nutrition and Dietetic Technician, Registered (NDTR) 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.

- At least 80% of program students complete program/degree requirements within 6 years (150% of the program length).
- At least 70% of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation.
- Of program graduates who apply to a supervised practice program, at least 80% are admitted within 12 months of graduation.
- The program’s one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.
- At least 80 % of the graduates will score ≥ 4.0 on a 5-point scale for evaluation of their preparation for their dietetic internship by their Dietetic Internship Director.
- At least 80% of program graduates will earn a verification statement.

GOAL 2: To prepare DPD graduates to embrace participation in leadership and service. (Revised: 2022 Standards)

- 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 or community service.

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

APPENDIX B

DPD Course List

Table 1 Appendix B Table Listing all required DPD courses with course numbers, course titles and required course grades

Course Number	Course Title	Grade Requirements for Verification Statement
BIOL 1113/1111	Principles of Biology + Lab	C
CHEM 1013/1011	General Chemistry + Lab	C

Course Number	Course Title	Grade Requirements for Verification Statement
CHEM 1023/1021	Organic Chemistry + Lab	C
BACT 1003/1001 OR NFS 2033/2031	General Microbiology + Lab OR Food Microbiology + Lab	C
ZOOL 2013/2011 BIOL 2401	Anatomy and Physiology + Lab I	C
ZOOL 2023/2021 BIOL 2402	Anatomy and Physiology + Lab II	C
CHEM 3603 OR NFS 3083	Biochemistry OR Nutritional Biochemistry	B
NFS 1302/1301 OR HECO 1315	Principles of Food Preparation + Lab	B/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 3101	Advanced Nutrition Lab	C
NFS 3173	Culture and Food	C
NFS 3202	Nutrition Care Process	C
NFS 3323/3321	Food Science + Lab or NFS Elective	C
NFS 3713/3722	Quantity Food Production and Service + Lab	B/B
NFS 4103	Medical Nutrition Therapy I	C
NFS 4113	Medical Nutrition Therapy II	C
NFS 4313	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	Foodservice Systems	C
MATH 1703	Elementary Statistics	C
NFS 3000- 4000	NFS Elective	C
PSY 1013	Introduction to General Psychology	C
NFS 3000-4000	NFS Elective	C

APPENDIX C

CORE KNOWLEDGE FOR THE REGISTERED DIETITIAN NUTRITIONIST – 2022

Standard 3: 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:

3.1 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 and documentation 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 Practice for the Registered Dietitian Nutritionist 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, the Nutrition Care Process and clinical workflow elements
 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. Licensure and certification in the practice of nutrition and dietetics
 11. Individual National Provider Identifier (NPI)
 12. Health care delivery systems (such as accountable care organizations, managed care, medical homes, local health care agencies)
 13. 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
 14. Food science and food systems, food safety and sanitation, environmental sustainability, global nutrition, principles and techniques of food preparation, and development, modification and evaluation of recipes, menus and food products acceptable to diverse populations
 15. Organic chemistry, biochemistry, anatomy, physiology, genetics, microbiology, pharmacology, statistics, logic, nutrient metabolism, integrative and functional nutrition and nutrition across the lifespan
 16. Cultural humility, self-reflection, and diversity, equity and inclusion
 17. 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.
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 Select and use appropriate 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 nutrition and dietetics practitioner level of practice.
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 Practice for the Registered Dietitian Nutritionist and the Code of Ethics for the Profession of Nutrition and Dietetics.
 - KRDN 2.3 Assess the impact of a public policy position on the nutrition and dietetics profession.
 - 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.
 - KRDN 2.6 Demonstrate cultural humility, awareness of personal biases and an understanding of cultural differences as they contribute to diversity, equity and inclusion.
 - KRDN 2.7 Describe contributing factors to health inequity in nutrition and dietetics including structural bias, social inequities, health disparities and discrimination.
 - KRDN 2.8 Participate in a nutrition and dietetics professional organization and explain the significant role of the organization.
 - KRDN 2.9 Defend a position on issues impacting the nutrition and dietetics profession.
3. Domain 3. Clinical and Client Services: Development and delivery of information, products and services to individuals, groups and populations.
- Upon completion of the program, graduates are able to:
- KRDN 3.1 Use the Nutrition Care Process and clinical workflow elements to assess nutritional parameters, diagnose nutrition related problems, determine appropriate nutrition interventions and develop plans to monitor the effectiveness of these interventions.
 - KRDN 3.2 Develop an educational session or program/educational strategy for a target population. KRON 3.3 Demonstrate counseling and education methods to facilitate behavior change and enhance wellness for diverse individuals and groups.
 - KRDN 3.4 Practice routine health screening assessments, including measuring blood pressure and conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol).
 - KRDN 3.5 Describe concepts of nutritional genomics and how they relate to medical nutrition therapy, health and disease.
 - KRDN 3.6 Develop nutritionally sound meals, menus and meal plans that promote health and disease management and meet client's/patient's needs.
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.
- 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/financial management plan and interpret financial data.
 - KRDN 4.3 Demonstrate an understanding of 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 Apply safety and sanitation principles related to food, personnel and consumers.
 - KRON 4.6 Explain the processes involved in delivering quality food and nutrition services.
 - KRON 4.7 Evaluate data to be used in decision-making for continuous quality improvement.

5. Domain 5. Leadership and Career Management: Skills, strengths, knowledge and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.

Upon completion of the program, graduates are able to:

- KRDN 5.1 Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.
- KRDN 5.2 Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and career goals.
- KRDN 5.3 Practice how to self-advocate for opportunities in a variety of settings (such as asking for needed support, presenting an elevator pitch).
- KRDN 5.4 Practice resolving differences or dealing with conflict.
- KRDN 5.5 Promote team involvement and recognize the skills of each member.
- KRDN 5.6 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.

APPENDIX D

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 support 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.
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 kept on file.

Last Name: _____

APPENDIX F
DPD Student Handbook SIGNATURE PAGE

Please turn in this initialed and signed page to the DPD Director.

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

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

_____ 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.

_____ I agree to abide by the policies and procedures of off-site locations to meet course requirements.

DPD Student (Print Name)

Student ID

DPD Student (Signature)

Date

Advisor's Name (Print Name)

Advisor's Signature

Date

TEXAS WOMAN'S UNIVERSITY

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 313.

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: _____