

STUDENT HANDBOOK

Didactic Program in Dietetics

Department of Nutritional Sciences

Texas Christian University

Fort Worth, TX 76129

2023-2024



**COLLEGE OF
SCIENCE & ENGINEERING**

DEPARTMENT OF NUTRITIONAL SCIENCES



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Overview

This student handbook is intended to serve as a guide for students enrolled in the TCU Didactic Program in Dietetics (DPD). The contents within this handbook represent official communication of the program policies and procedures such as, but not limited to, admission requirements, graduation requirements, student scheduling, and supervised practice requirements. Students are expected to be familiar with the DPD policies and procedures, as well as policies relating to the University, such as the TCU Student Code of Conduct.

Also presented in this handbook are the DPD mission, program goals and student learning outcomes, administration of the academic program, information about the Academy of Nutrition and Dietetics, and student expectations and responsibilities.

This handbook is revised annually to stay consistent with information in the TCU Code of Student Conduct and the TCU Undergraduate Catalog. Each new edition supersedes all previous editions. Additional website information is included from the [Academy of Nutrition and Dietetics](#) (Academy), the [Accreditation Council for Education in Nutrition and Dietetics](#) (ACEND), the [Commission on Dietetic Registration](#), and the [Texas Academy of Nutrition and Dietetics \(Texas Academy\)](#).

The most recent TCU DPD Student Handbook is available on the Department of Nutritional Sciences website at <https://cse.tcu.edu/nutrition/>. Website information was last updated Spring 2023.

TCU Department of Nutritional Sciences, 2023-2024.

The TCU Didactic Program in Dietetics does not discriminate on the basis of personal status, individual characteristics or group affiliation, including but not limited to, classes protected under federal and state law.

Introduction

A Didactic Program in Dietetics (DPD), designed for those who wish to enter the dietetics profession, is an academic program in a U.S. regionally accredited college or university that culminates in a minimum of a baccalaureate degree. The TCU Didactic Program in Dietetics (DPD) meets the Accreditation Standards for Didactic Programs in Nutrition & Dietetics Leading to Supervised Practice as specified by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), with required coursework in communications, physical and biological sciences, social sciences, research, food, nutrition, management, and health care systems. Coursework is designed for the achievement of learning outcomes based upon the Core Knowledge of the Registered Dietitian Nutritionist (RDN) for Didactic Programs in Dietetics.

TCU has an undergraduate DPD track that culminates in a Bachelor's degree (BS DPD) and a graduate DPD track that culminates in a Master's degree (MS DPD). Admission to TCU is required for all programs; however, admission to the University does not guarantee admission to the DPD. Eligibility for admission to the Didactic Program in Dietetics is detailed in the policies and procedures of this handbook. Students who are accepted begin coursework the subsequent fall semester. Final acceptance/enrollment in the DPD depends on successful completion of work in progress and required prerequisites. Admission is made without regard to race, color, creed, sex, sexual orientation, gender, gender identity, gender expression, age, handicap, ethnic, religion, or national origin. Program policies and procedures shall protect student civil rights, privacy of information, and comply with institutional equal opportunity programs.

A student's continuation in the Didactic Program in Dietetics is contingent upon attainment of a strong academic record and successful completion of the program sequence. Students must complete 500 hours of documented food or nutrition practical experience prior to the completion of their final semester in the Didactic Program in Dietetics. Students who successfully complete the credit hour requirements of the DPD, as specified in the [TCU Undergraduate Course Catalog](#) or the [TCU Graduate Course Catalog](#) will receive verification and are eligible to apply for a post-graduate supervised practice program.

Information regarding costs for tuition and University fees are available through the [Offices of Admission and Financial Aid](#). More detailed costs for students are outlined in the DPD Student Handbook and include approximately \$1000 per year for lab fees, photocopying, school and office supplies, textbooks, and professional dues.

The TCU DPD received initial approval in 1989 and completed its first self-study and site visit to earn initial accreditation in 2002. The TCU DPD was re-accredited in 2011 and 2021.

Program Director and DPD Faculty and Staff

DPD Director

Rebecca Dority, MS, RD, LD, CDCES*
Professor of Professional Practice
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<u>Department of Nutritional Sciences Office</u> Meggan Duncan, Administrative Assistant	Bass 1201	817-257-7309
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DPD Faculty

Full-time:

Samantha Davis, MS, RD, LD	Bass 1201K	817-257-6319
Kelly Fisher, DCN, RD, LD	Bass 1201M	817-257-4128
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Anne VanBeber, PhD, RD, LD, CFCS, FAND	Bass 1201L	817-257-7518
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Lindsey Luna, MBA, RD, LD	Bass 1201	817-257-7309
Katelin Hatcher, MS, RD, LD, CDCES	Bass 1201	817-257-7309
Maria Herr, MS, RD, LD	Bass 1201	817-257-7309
Eve Pearson, MBA, RD, CSSD, LD	Bass 1201	817-257-7309
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*Faculty Advisor. The DPD Director serves as the advisor to each DPD student. In this capacity, the DPD Director will be available to provide advisement regarding course registration, general academic progress, and career planning. Students are required to consult with their advisor on a regular basis, at least once each semester.

Mission Statements

Didactic Program in Dietetics (DPD) Mission Statement

The mission of the Didactic Program in Dietetics (DPD) at Texas Christian University is to support the missions of the University, college and department by fostering a rigorous academic curriculum that prepares students to be scientifically competent, accountable and ethically responsible citizens who are prepared for supervised practice, and thereby advancing as self-educating dietetics professionals who will become Registered Dietitian Nutritionists in the global community.

Department of Nutritional Sciences Mission Statement

The mission of the Department of Nutritional Sciences is aligned with the DPD mission and is congruent with the missions of the college and University. The *mission of the Department of Nutritional Sciences* is aligned with the DPD mission and is congruent with the missions of the college and University. The mission of the TCU Department of Nutritional Sciences is to support the mission of the University, college and programs within the department and to provide a distinctive program of study in all areas of nutrition and dietetics. The faculty of the Department affirm their commitment to offer personalized, rigorous instruction to broadly informed, scientifically competent, self-educating, and ethically responsible citizens who are capable of entering successful careers in food science, nutrition, and dietetics and are also cognizant of the needs of the community and society at large.

College of Science & Engineering Mission Statement

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

TCU Mission Statement

The mission of Texas Christian University, a private comprehensive university, is to educate individuals to think and act as ethical leaders and responsible citizens in the global community through research and creative activities, scholarship, service, and programs of teaching and learning offered through the doctoral level.

**The Texas Christian University Didactic Program in Dietetics
is currently granted accreditation by the
Accreditation Council on Education in Nutrition and Dietetics
120 South Riverside Plaza, Suite 2190
Chicago, Illinois 60606
312/899-0040, ext. 5400**

Student Costs and Requirements for the Program Fall 2023

Texas Christian University Didactic Program in Dietetics (DPD)

- A. Refer to the Finance Section of the TCU Catalog for typical tuition, books and supply costs, living expenses, and other fees and charges.
- B. Students in the Didactic Program in Dietetics should budget for the following expenses:
1. One apron and one white ¾-length lab coat.
 2. One pair leather non-skid athletic shoes. No black soles.
 3. A professional suit – pants or skirt with matching jacket.
 4. Required and recommended books and references.
 5. Student Membership of the Academy of Nutrition and Dietetics (\$58.00/year).
 6. Membership dues for the Northeast Region of the Texas Academy of Nutrition and Dietetics (free).
 7. Membership dues for TCU Student Nutrition and Dietetic Association (\$30.00/year).
 8. Membership dues for the TCU Food Recovery Network (\$10/year)
 9. Student registration fees for professional seminars/annual meetings.
 10. A physical examination that indicates you are in good health.
 11. Up-to-date immunizations, including Tdap booster, varicella, MMR, Hepatitis B, and seasonal flu (see immunization instructions).
 12. Annual tuberculin (TB) skin test.
 13. Annual Drug Screening (approximately \$42.00).
 14. Annual Background/Criminal Check (approximately \$49.00/each). *Students will be required to pay for an initial background check upon program acceptance and then again annually prior to each academic year in the DPD.*
 15. CPR certification (cost varies \$20-\$50). Class should, at a minimum, include airway breathing, choking, and adult CPR techniques.
 16. Texas Food Handler's Training Certificate (\$10/2 years).
 17. General school supplies such as pocket-size notebook, date book, three ring binders, etc.
 18. DPD Name Tag (\$17.00).
 19. Travel to select professional events and local professional meetings (such as Texas Academy Annual Conference & Exhibition and Texas Academy PPW and Nutrition Day at the Capitol (\$200-\$400).
- C. Additional Expenses
- Special projects and research may necessitate photocopying of pertinent resources, handouts, and other materials.
- D. Insurance
- The University provides professional liability insurance for DPD students during participation in program required activities. Liability for safety in travel to and from assigned areas and while participating in Program assignments is assumed by the student.
- E. Transportation
- Each student is responsible for his/her transportation to and from any off-campus facility. It is desirable that each student has a car or access to a car.

BS DPD Program

Program Goals - Didactic Program in Dietetics (BS DPD)

Program Goal #1 - Prepare graduates to achieve competence in Core Knowledge for the Registered Dietitian Nutritionist (RDN).

- Objective Measure 1.a: Program Completion Rate
At least 80% of students complete program requirements within 3 years (150% of the program length).
- Objective Measure 1.b: Graduate Readiness for Supervised Practice
At least 80% of program graduates will indicate their readiness for supervised practice as "good" to "excellent" on the *DPD Exit Evaluation*.
- Objective Measure 1.c: Graduate Perception of Preparation
At least 70% of program graduates who respond to the *DPD Post-Graduate Survey* indicate a "good" or "excellent" perception of his/her preparedness regarding Core Knowledge required for entry-level registered dietitian nutritionists.
- Objective Measure 1.d: Supervised Practice Director Perception of Graduate Preparation
At least 70% of Supervised Practice Directors who respond to the *Supervised Practice Director Survey* indicate DPD graduates are competent in Core Knowledge for the Registered Dietitian Nutritionist within 12 months of graduation.

Program Goal #2 - Provide graduates with adequate knowledge for post-graduate education, including supervised practice programs, to secure employment as Registered Dietitian Nutritionists.

- Objective Measure 2.a: Supervised Practice Application Rate
At least 60% of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation.
- Objective Measure 2.b: Supervised Practice Acceptance Rate
Of program graduates who apply to a supervised practice program, at least 50% of program graduates are admitted within 12 months of graduation.
- Objective Measure 2.c: Supervised Practice Director Perception of Graduate Performance
At least 70% of Supervised Practice Program Directors who respond to the *Supervised Practice Director Survey* indicate a "good" to "excellent" perception of DPD graduates' performance in supervised practice within 12 months of graduation.
- Objective Measure 2.d: Registration Exam Pass Rate
The program's one-year pass rate (graduates who pass the registration exam within one year of the first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.

BS DPD Program Policies and Procedures

Program Application and Admission

1. Students must attain junior status and meet the Program admission requirements outlined in the TCU Catalog, the Department of Nutritional Sciences website at <https://cse.tcu.edu/nutrition/>, and the TCU DPD Student Handbook, to be accepted into the DPD. This includes successful completion of at least 60 semester hours with a cumulative GPA of at least 3.0 for Nutrition (NTDT) classes and an Associated Requirements GPA of at least 2.75, no more than 3 grades below a "B-" in the Associated Requirements, 45 semester hours of required prerequisites and major courses, 200 hours of documented food, nutrition, or dietetics practical experience, and an [application](#) packet. Applications are due by February 1. Admission is made without regard to age, race, color, religion, sex, sexual orientation, gender, gender identity, gender expression, national origin, ethnic origin, disability, predisposing genetic information, covered veteran status, and any other basis protected by law. Program policies and procedures shall protect student civil rights, privacy of information, and comply with institutional equal opportunity programs.
2. Transfer students who are not currently enrolled at TCU may apply to the DPD using the standard application due by February 1. Transfer students who are unable to meet the February 1 deadline may also complete the transfer [application](#) to apply to the TCU DPD. Transfer applications are due September 30 (January start date) or April 30 (August start date). Transfer applicants must also apply to, and be accepted to, TCU prior to beginning the TCU DPD. Information about the TCU transfer application can be found [here](#).
3. Students must meet any unfulfilled requirements/prerequisites as specified in the letter of appointment to the Program to begin the DPD. Students not fulfilling prerequisites outlined in the letter of appointment may choose to major in Nutrition, Food Management or a major outside of the Nutritional Sciences Department.

Additional communication between student and advisor will most often occur via the TCU email system.

4. The costs for tuition, fees, and books change annually and are variable. Information regarding current TCU tuition rates may be found on the TCU website at <https://financialaid.tcu.edu/cost/cost-of-attendance/index.php/>. More detailed costs that students will incur in the TCU DPD are found in the DPD Student Handbook. Students are informed of these costs prior to, and upon admission into, the Program. Information regarding financial aid may be accessed from the TCU Office of Financial Aid: <https://financialaid.tcu.edu>.

Required Drug Screening, Criminal Background Check and Other Program Prerequisites

5. All students must pass a criminal background check and test negative on a random drug screening upon provisional acceptance into the DPD. Further, all students must pass additional background checks and test negative on additional random drug screenings to maintain eligibility for the Program. Costs for background checks and drug screenings are the responsibility of the student.

The TCU DPD Director will notify students of the company designated by the DPD to perform the drug screening and criminal background check and will only accept results from that designated company. The TCU DPD will not accept a drug screen/criminal background check from a student that has independently obtained results from an outside company.

Drug Screen Procedure/Requirements: Urine samples are obtained and tested by the company selected by the TCU DPD upon provisional acceptance into the program, and at multiple times throughout the program. Each student is required to undergo the drug screen and shall cooperate in all aspects of the urine drug screen that is completed in the timeframe and location specified by the TCU DPD. Students who refuse to participate in the drug screen on the specified day will be removed from the Program. Each student is required to sign any and all consents/releases, in the form(s) designated by the TCU DPD, including consent to the drug screen and permission for the results of the drug screen to be provided to TCU and the TCU DPD. It is a violation of this policy for a student to adulterate or attempt to adulterate a specimen, to engage in any deceptive behavior during or in connection with the screening process, or take any other action which would falsify test results or tend to make test results inaccurate.

As part of the drug screening procedure, the student may be contacted by the Medical Review Officer (MRO) affiliated with the screening company. For example, some prescription medications may result in a positive result which the MRO can then rectify. The student should cooperate with and accurately respond to inquiries of the MRO within 48 hours.

A positive drug screen for a student is defined under this policy to be one reported as such by the screening company selected by the TCU DPD. Generally, this refers to the screening company indicating the student tested outside the acceptable range set by the screening company, and with the MRO not determining the test result should be a negative. A negative screen for a student is defined under this policy as a test result which is not a positive test result.

- Reporting of Drug Screen Results to the TCU DPD: The screening company will communicate the drug screen results to the DPD Director. It is the policy of TCU and the TCU DPD to maintain the confidentiality of these criminal background check results to the extent required by law. However, the result will be shared with full-time DPD faculty and necessary support personnel as needed for department and program oversight.

Criminal Background Check Procedure/Requirements: Each student is required to provide the company designated by the TCU DPD with the accurate identifying information requested so that the company can carry out the background check. Each student is required to sign any and all consents/releases, in the form(s) designated by the TCU DPD, including consent to the criminal background check and permission for it to be provided by the company to TCU and the TCU DPD. It is intended that the background check include all cities and counties of known residence for the seven-year period prior to the check.

Under this policy, the term “failing” the criminal background check is defined as the screening company reporting to the TCU DPD that the student had any of the following, during the seven-year period prior to the check:

- A felony conviction.
 - A misdemeanor conviction or felony deferred adjudication involving a crime against a person (physical or sexual abuse).
 - A misdemeanor conviction related to moral turpitude (prostitution, public lewdness/exposure, etc.).
 - A felony deferred adjudication for the sale, possession, distribution, or transfer of narcotics or controlled substances.
 - Registration as a sex offender.
- Reporting of Criminal Background Check to the TCU DPD: The company conducting the criminal background check will communicate the criminal background check results to the DPD Director. It is the policy of TCU and the TCU DPD to maintain the confidentiality of these criminal background check results to the extent required by law. However, the result will be shared with full-time DPD faculty and necessary support personnel as needed for department and program oversight.
 - Reporting of Criminal Offenses by DPD Students: A student who is convicted of, or receives deferred adjudication for, any of the criminal offenses listed above while enrolled in the DPD must report the conviction to the DPD Director within three days of the conviction. The student will be referred to the Dean of Students office and will be removed from the Program if it is deemed that the conviction would cause the student to fail a background check.

Consequences for a Positive Drug Screening or Failed Background Check:

- The student will be immediately suspended from the DPD. Unless the company conducting the drug screen or background check reports to the DPD that the student no longer fails the drug screen or background check (perhaps through clarifying information provided by the student to the company), the student will be removed from the DPD and must change their major to NUTR or a major outside of the Department of Nutritional Sciences.
- The student will be referred to the TCU Dean of Students for further action, including, but not limited to, referral for a drug abuse education program, referral to counseling, and/or referral to a drug treatment program; and other appropriate action, if any. Any DPD student with a positive drug screen is encouraged to seek treatment. The TCU DPD encourages impaired students to seek assistance voluntarily and assume responsibility for their personal and professional conduct.
- The student must drop NTDT 30101 and/or NTDT 40101 courses. Enrollment in NTDT 30101 and NTDT 40101 is restricted to DPD students.

Application for Readmission: A student who has on one occasion had a positive drug screen under this policy may apply for readmission to the TCU DPD during the next application cycle. In order to apply for readmission, the student will, in addition to meeting all other application requirements, be required to consent to and undergo a retest,

at a time and through a testing company selected by the TCU DPD, with this retest resulting in a negative drug screen. This re-testing is at the student's expense. The decision on whether to re-admit the student is not guaranteed, and will be made on a case-by-case basis.

6. With the exception of newly accepted student vaccinations, proof of completion of the following must be provided by the student to the DPD Director by August 1st each year in the DPD in order to maintain status as a DPD student: required immunizations (Tdap, MMR, Hepatitis A, Hepatitis B, and varicella), a passed annual physical examination given by a medical professional, CPR certification, a negative PPD skin test (testing for tuberculosis), background check, drug screen, Academy membership, food handler's card, and transcripts of DPD required (transfer) courses taken from other universities during summer school. A student who is enrolled less than full-time (12 hours) must also provide documentation that he or she has health insurance. A student may be dismissed from the program if all required documentation is not provided by this deadline. Seasonal flu vaccinations will be arranged upon availability of the vaccine in the fall semester by the DPD Director. TCU DPD students may be required to show proof of COVID-19 vaccination in order to complete experience hours at some facilities. Students are required to comply with all vaccination requirements. Costs for these services and requirements are incurred by the student.

In addition, students must be in compliance with the [TCU Medical History-Immunizations Policy](#). More information can be found on the Brown-Lupton Health Center's website: <https://healthcenter.tcu.edu/forms/>.

Program Completion Requirements and Verification Policies

7. Students in the TCU DPD must complete a minimum of two (2) academic semesters in the DPD after admission into the program. All Program students are required to meet the University, College of Science & Engineering, and the DPD curriculum requirements to graduate with a Bachelor of Science degree in the DPD. A complete description of the University and the College of Science & Engineering official degree plans is provided in the TCU Catalog. A copy of the Unofficial Degree Plan for the DPD is also found in the DPD Student Handbook. The DPD major at TCU requires a minimum of 125 credit hours. Upon graduation, students in the TCU DPD must attain a minimum Nutrition (NTDT) GPA of 3.0, earn a grade of 'C-' or better in all NTDT and Associated Requirement courses, have no more than 3 grades below a 'B-' in the Associated Requirements and 500 hours of documented experience in food, nutrition, or dietetics. The Associated Requirements include the following courses or their equivalents: CHEM 10113 – General Chemistry I; CHEM 10123/10122– General Chemistry II; CHEM 30123 – Organic Chemistry; BIOL 20234 – Microbiology; BIOL 20214 – Physiology; PSYC 10213 – General Psychology; SOCI 20213 – Sociology; ECON 10223 – Microeconomics OR ECON 10233 – Macroeconomics; MATH 10043 – Elementary Statistics; MANA 30653 – Survey of Management; MARK 30653 – Principles of Marketing.
8. Subject to University requirements, the TCU Department of Nutritional Sciences will accept the following transfer courses from other colleges/universities towards verification when a C- or above is earned in the course:
 - a. General Chemistry 1 and 2 and lab(s)
 - b. Organic Chemistry
 - c. Physiology and lab
 - d. Microbiology and lab
 - e. Principles of Food Prep (for credit as NTDT 10103 Food Prep)
 - f. Nutrition and Diet Therapy (for credit as NTDT 20403 Nutrition)
 - g. Nutrition Throughout the Life Cycle
 - h. Medical Terminology
 - i. Marketing
 - j. Management
 - k. Micro/Macroeconomics
 - l. Sociology
 - m. Psychology
 - n. Statistics
9. The TCU DPD does recognize courses if accepted for transfer credit by the University. However, all 30000, 40000, and 50000 level Nutritional Sciences courses, with the exception of NTDT 30123 Nutrition Throughout the Lifecycle and NTDT 30331 Medical Terminology, must be taken from the TCU Department of Nutritional Sciences.
10. Other than coursework transferred from another college or university, credit for prior learning is not offered toward Program requirements. The DPD Director will informally evaluate course work and letter grades on students'

transcripts to determine credit for DPD requirements. The Registrar's office evaluation of transfer credit supersedes that of the DPD Director.

11. No student will receive DPD verification with a D+, D, D-, F, I, Q, P, or NC in a required DPD or Associated Requirements course. Students may not enroll in any required NTDT course or any required Associated Requirement course on a pass/no credit (P/NC) basis.
12. It is the student's responsibility to track food, nutrition, or dietetics experience on the log provided on the department's website. Student's progress towards meeting the minimum 500 hours of experience will be assessed at least once a semester during advising. Students must provide a completed log to the DPD Director each semester, no later than the last regularly scheduled course day of the semester.
13. DPD Program requirements include some experiential learning activities that take place outside of the classroom. It should be understood that the purpose of these activities is for students to gain work experience and competence in a variety of dietetics settings under the direct supervision of food/nutrition/dietetics professionals. Hours earned in experiential learning activities may be counted towards the 500-hour experience requirement for program completion. It is the student's responsibility to track the applicable hours on the log provided on the department's website. An affiliation agreement is required for program-specified experiential learning, with the exception of activities that take place on TCU property. An affiliation agreement is not required when the student pursues and coordinates with a facility to gain experience, unless the facility requires such an agreement.
14. With the exception of program-specified experiential learning activities, students are responsible for locating their own facilities to conduct documented experience in food, nutrition, or dietetics, such as volunteer work, shadowing, or service learning hours.
15. A student must complete DPD requirements to graduate within 3 years of beginning the DPD. If the student has not graduated at that time, he or she will be subject to Program changes and may be required to retake courses if substantial program changes have occurred within that time.
16. If at any point during the DPD the student requires more than one week away from the program for injury, illness, personal or family matters, the student may request a leave of absence from the program. The DPD Director will grant a leave of absence on an individual basis. Approval of a leave of absence is not guaranteed. The student should request the leave of absence as far in advance as possible. Students must contact TCU Dean of Students in order to have a leave of absence approved by the DPD Director. The student should remain in close contact with the Director during this time. If a student requires a leave of absence for physical, mental or emotional health needs, the student must have a medical release form to begin or return to full Program activities. There is no penalty for taking an approved leave of absence; however, the Didactic Program requirements must be completed within the allotted time of the Program, and each of the course obligations and knowledge requirements must be achieved.
17. Students will sign a transcript release form prior to graduation that allows the DPD Director to order official transcripts from the TCU Registrar following graduation. It is the student's responsibility to submit official transcripts from other universities in which students earned credit for DPD required courses. Students who complete all established TCU DPD requirements will earn DPD Verification and will receive six paper copies or a copy via email with an authenticated digital signature.

[FAQs for Verification Statements](#)

18. DPD Verification will not be provided to students who do not earn a Bachelor of Science (BS) degree or Master of Science degree (MS) from the TCU DPD. If the student has already earned a BS degree, he or she may choose to earn a second BS degree from the TCU DPD. The student must then meet all of the DPD and TCU requirements in order to earn a BS degree. Exceptions may be made for students who have earned a BS in Dietetics from TCU. Students who have earned a BS in Dietetics from TCU are eligible to apply to the DPD and earn DPD Verification after satisfying all DPD requirements stated in the Program's policies and procedures.
19. A student who earns a BS degree in Nutrition or Food Management from TCU may not return to TCU to earn an additional BS in the DPD, nor receive DPD verification.

Student Performance Monitoring, Retention and Remediation

20. Students accepted into, and enrolled in, the TCU DPD will be assigned an advisor. The TCU DPD Director serves as the academic and career advisor for all Program students in their junior and senior years. Students are required to attend at least one advising appointment each semester while enrolled in the Program. Program performance will be discussed during these appointments. Students are encouraged to check their TCU email on a daily basis. Students are responsible for bringing their GPA calculation sheets and their Degree Progress Reports to their advising sessions. It is the student's responsibility to complete the GPA calculation sheet accurately.
21. The TCU DPD degree plan course sequence has been developed to meet the Core Knowledge for the Registered Dietitian developed by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) and is designed to facilitate optimal learning. Faculty will formally assess student learning during, and at the completion of, each semester via student assignments and examinations.

Because the curriculum is planned to be sequential, it is important for students to recognize that knowledge is systematically acquired through application in practice and builds throughout the junior and senior years. The acquisition of knowledge will be evidenced through achieving class objectives, successfully completing course assignments and exams, and in developing proficiency in dietetic practice.

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

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

23. Computer-based examinations are incorporated into many upper level courses in the TCU DPD curriculum to help students improve their confidence level and preparedness in electronic test taking skills for both the GRE and Registration Examination for Dietitians. Examinations are conducted using TCU's online Learning Management System (LMS). Students must log into the LMS utilizing their dedicated usernames and passwords that are tied to their larger university identity and student records. Examinations which take place in person will be proctored allowing the instructor or designated proctor to visually identify the students, as well as monitor exam conditions. Examinations that are online utilize Lockdown Browser and are recorded for the instructor's review.
24. Ongoing student learning is formally assessed through a variety of methods as described in the *Core Knowledge Assessment Table*. Students will receive formal assessment of learning and regular reports of performance and progress from advisor no less than once each academic semester.
25. The DPD Director will review the student's performance and develop a plan to achieve attainment of the expected knowledge and skills. Failure to attain expected knowledge requirements, maintain an overall Nutrition GPA of 3.0, earning a D or F in any Associated Requirements or NTDT courses, or earning more than three grades below a 'B-' in the Associated Requirements will result in advisement by the DPD Director. DPD Faculty will be consulted if remedial work is warranted to satisfy knowledge requirements. The DPD Director will review the student's degree progress, GPA calculation sheet, course performance, and other available information, as applicable, and determine if a plan can be developed to achieve attainment of the expected knowledge requirements and meet graduation requirements within the allotted time to complete the DPD. If it is determined that a plan is not possible or the student does not agree to the possible plan(s), then the student will be advised to change the major of study.
26. Students in the DPD receiving a grade of below a 'B-' in any NTDT course, or in any of the Associated Requirements courses, must accept and acknowledge that they have demonstrated a less than minimal level of performance, knowledge, or skill and may have difficulty understanding and interpreting content questions pertaining to that subject on the Registration Examination for Dietitians. Students will receive notification that progress is unsatisfactory following the receipt of any grade below a 'B-' in an NTDT course or Associated Requirement course (See Didactic Program in Dietetics Unofficial Degree Plan for all NTDT Requirements and Associated Requirements). Students are required to sign a document to acknowledge that the DPD Director spoke with the student about course underperformance.
27. Nutritional Sciences faculty will notify the DPD Director if a student's overall performance in an NTDT course is less than satisfactory. If a student earns a grade on an NTDT course/assignment that is less than satisfactory, the

Nutritional Sciences faculty may choose to meet with the student independently or along with the DPD Director. Academic performance, professional and ethical behaviors and academic integrity are elements that will be considered by DPD faculty.

28. Students are encouraged to contact their academic advisor for direction when seeking tutorial support. It is the responsibility of the student to identify the need for additional remedial instruction, if needed.
29. If applicable, a student must sign a contract agreeing to the remedial work and acknowledging that if he or she is unable to achieve the knowledge requirements and/or competencies through the plan, then the student may be terminated from the program.
30. If at any time a student earns less than a 'C-' in a DPD required course, the student will receive notification from the DPD Director that his or her grade is insufficient to graduate with a BS degree from the DPD. He or she may choose to retake the course or change his or her major. After a student has changed his or her major from DPD, the student must reapply to become part of the DPD. All application requirements must be met for reinstatement into the DPD. The DPD [application](#) is available on the TCU Department of Nutritional Sciences website.
31. Students who do not meet the TCU DPD grade point requirements or experience requirements, but who have completed DPD course requirements and TCU graduation requirements, will be eligible to graduate with a BS degree in Nutrition. Students who graduate with a BS degree in Nutrition will not earn DPD Verification. If it is determined that a student will not be able to complete the DPD to earn verification, the DPD Director will counsel the student into a career path appropriate to his or her ability.
32. In the event that a student must withdraw from the Program, he/she will meet with the DPD Director to discuss the appropriate course of action. Student will be given the opportunity to reapply to the Program, but acceptance to the Program will not be guaranteed. Information regarding the refund of tuition and fees is explained in the Tuition Refund Plan, which may be found on the TCU Code of Student Conduct website at <https://vcfa.tcu.edu/tuition-refund-plan/>.

Student Conduct and Grievance Procedures

33. Class attendance is mandatory. It is the faculty member's discretion as to what constitutes an excused absence, with the exception of an Official University Absence, as determined by TCU Dean of Students. A written doctor's note does not automatically excuse an absence from class. Depending upon the nature of the infraction, students may be immediately terminated for ethical violations or failing to follow policies and procedures of the DPD. Written notifications will be provided to students for disciplinary and termination purposes.
34. Students are responsible for making up all TCU excused absences. Students should contact the professor involved prior to the TCU excused absence and make arrangements to make up work.
35. The academic conduct expected of students in the Program is consistent with that established by TCU as published in the [Code of Student Conduct](#).
36. In addition, all DPD students are expected to become familiar with [Academy of Nutrition and Dietetics Scope of Practice for the Registered Dietitian](#), the [Academy of Nutrition and Dietetics Standards of Practice in Nutrition Care and Standards of Professional Performance](#), and the [Code of Ethics](#) for the Profession of Dietetics in all professional activities associated with Program. These documents are also available on the NTDT website at <https://cse.tcu.edu/nutrition/>. The first incident of either academic or professional misconduct will be handled between the student and the supervising TCU faculty member and/or TCU DPD Director. Failure to resolve the issue of misconduct may involve consultation with the Program faculty, the departmental chairperson, and/or the Dean, depending upon the nature and severity of the misconduct. A second complaint against the same student will result in counseling by the departmental chairperson and/or the Dean and may result in dismissal from the DPD. A student may then change his or her major if the student remains at the University.
37. Students may be terminated from the program for ongoing infractions (such as tardiness, plagiarism, or unexcused absences) for which they have received at least two written warnings from the DPD Director and/or faculty coordinators. Depending upon the nature of the infraction, students may be immediately terminated for ethical violations or failing to follow policies and procedures of the DPD or the TCU Student Code of Conduct. Written notifications will be provided to students for disciplinary and termination purposes. The DPD Director, DPD faculty,

and/or the Department Chair will be included in disciplinary procedures as deemed appropriate. All DPD faculty will be informed regarding student infractions and disciplinary issues.

38. Grievance procedures for students are outlined in the [TCU Code of Student Conduct](#). Further information about filing a program complaint to ACEND is provided in the DPD Student Handbook. Students may file complaints about the DPD Director to the Department Chair without fear of retaliation. A written complaint may be provided in hard copy or via email. Anonymous complaints will not be considered.
39. The TCU DPD has established a process for reviewing formal complaints about the Program and/or faculty in order to fulfill its responsibilities for assuring Program quality and integrity. Any individual, for example, student, faculty, dietetics practitioner, preceptor and/or member of the public may submit a complaint about the TCU DPD, students or faculty. Formal complaints regarding the TCU DPD may be submitted via email or via signed written documentation to the DPD Program Director or to the Department Chair, or the Dean/Assistant Dean or other representative of the College of Science & Engineering. Anonymous complaints are not considered. Complaints will be investigated and handled by faculty and department administrators, when appropriate, and will involve upper administration when deemed necessary. Investigation of complaints will commence within ten business days of receiving the complaints. The complaint will be acknowledged to the individual filing the complaint within three business days of receiving the complaint. Complaints may be filed without retaliation by involved parties. Record of complaints and resolutions will be maintained for seven years.
40. Anyone may file a complaint about anything involving the DPD. If applicable, initially the complaint should be filed to the faculty involved, then the DPD Director, the Department Chair and lastly to TCU Student Affairs.

University Related Policies

41. The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, is a federal law that states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records. Faculty and staff in the Department of Nutritional Sciences will comply with [University requirements](#) and [best practices to protect students' privacy](#). Student academic files remain in a locked filing cabinet in the Department of Nutritional Sciences.
42. Students may have access to personal files within the Department of Nutritional Sciences upon request. FERPA provides students with the right to inspect and review the information contained in their education record. The Registrar at TCU has been designated by the institution to coordinate the inspection and review procedures for student education records at the University level. Students wishing to review their education records must make written requests to the Registrar listing the item or items of interest per [TCU guidelines](#).
43. Texas Christian University (TCU) is committed to providing a positive learning, living and working environment free from discrimination and harassment. In support of this commitment, TCU prohibits a range of behaviors, including unlawful discrimination and harassment based on age, race, color, religion, sex, sexual orientation, gender, gender identity, gender expression, national origin, ethnic origin, disability, predisposing genetic information, covered veteran status, and any other basis protected by law, except as permitted by law. Inquiries about TCU's policies and compliance with Title IX, The Age Discrimination Act of 1975, or the aspects of TCU's equal opportunity or affirmative action programs should be directed to:

Ms. Andrea McDew, Title IX Coordinator
TCU Box 297090
The Harrison 1803
Fort Worth, TX 76129
817/257-4969
a.vircks@tcu.edu

44. The DPD will follow the University calendar in regard to vacations and holidays. The official TCU academic calendar may be accessed at http://www.reg.tcu.edu/3_acad_cal_tab.asp.
45. In the event of an emergency or disaster situation, follow the University mass notification system. If necessary, classes and required DPD activities may be rescheduled pending severity of situation.

46. Transportation to and from all facilities required for DPD activities is the responsibility of the student. Additionally, the student may be required to transport goods, supplies, or other items related to DPD activities. The student assumes all risks associated with travel and transportation to, from, and during DPD related activities, as outlined in the “TCU Informed Consent and Assumption of Risk”. The student must read and sign this document prior to the beginning of each academic year. Lack of transportation is not an excusable absence from class or DPD activities. More guidelines for student safety, both on-campus and off-campus, may be found in the DPD Student Handbook.
47. Students have access to student support services on campus, including health services, counseling, tutoring and testing and financial aid resources:
 - a. Academic Advising (817-257-7486, Jarvis 104)
 - b. Brown-Lupton Health Center (817-257-7938 or 817-257-7940)
 - c. Center for Digital Expression (CDeX) (cdex@tcu.edu, Scharbauer 2003)
 - d. Center for Writing (817-257-7221, Reed Hall 419)
 - e. Counseling & Mental Health Center (817-257-7863, Jarvis Hall 2nd floor)
 - f. Dean of Students (817-257-7926, the Harrison 1600)
 - g. Mary Coats Burnett Library: Reference Desk (817-257-7117)
 - h. Office of Religious & Spiritual Life (817-257-7830, Jarvis Hall 1st floor)
 - i. Student Access & Accommodations (817-257-6567, The Harrison 1200)
 - j. Student Success (817-257-8345, Samuelson Hall, West Entrance)
 - k. Substance Use and Recovery Services (817-257-7100, Jarvis Hall 2nd floor)
 - l. Transfer Student Center (817-257-8345, Samuelson Hall, West Entrance)
 - m. Veterans Services (817-257-5551, Jarvis Hall 2nd floor)

Other Program Policies

48. Equitable Treatment: In order to support the diverse needs of students, ensure an inclusive environment, and to ensure equitable treatment by program faculty of students from all backgrounds, including race, ethnicity, national origin, gender/gender identity, sexual orientation, religion, disability, size, socioeconomic status, and age, the TCU DPD faculty conduct diversity, equity and inclusion education and/or training annually, as mandated by the University.
49. Interprofessional education (IPE) research, and practice allow DPD students to learn from, about, and with students from healthcare/healthcare-related professions at TCU and other universities. The TCU CDP and DPD Programs have multiple opportunities for IPE involvement such as the Seniors Assisting in Geriatric Education (SAGE) Program, TeamSTEPS Training, Common Reading and centralized IPE events through the UNT Health Sciences Center. DPD students are required to participate in IPE activities throughout the program, beginning in the first year. It is a mandatory program requirement to complete all IPE pre-work, assignments, and evaluations by the specified due dates, and attend and actively participate in IPE activities. Dates and times of such activities will be clearly communicated to students with as much advance notice as possible. It is the students’ responsibility to record these dates, complete assignments, and attend all sessions. Failure to complete pre-work, assignments and/or evaluations, or failure to attend and/or actively participate in any IPE will result in disciplinary action, including but not limited to, removal from the program. For disciplinary procedures, see and policy #35 in the DPD handbook.
50. Students in the DPD are required to join the Student Nutrition and Dietetic Association (SNDA) at TCU, the Academy of Nutrition and Dietetics (Academy), the Texas Academy of Nutrition and Dietetics (TAND), Texas Student Dietetic Association (TSDA), and participate in affiliate-related professional activities on the local level, when available. Academy membership information may be found online at www.eatrightpro.org.
51. Students are encouraged to attend various professional seminars and meetings throughout the Program. A calendar will be provided to students with dates noted for the Academy and TAND annual meetings. Meeting times for other seminars/presentations will be made available to students. It is extremely important for students to become actively involved in professional dietetic organizations and to attend professional meetings. Some meetings/shows/presentations are scheduled in lieu of scheduled class times. Students are required to attend professional activities held in the Fort Worth/Dallas area.

52. Program students are required to travel to the Texas Academy Public Policy Workshop and Nutrition Day at the Capitol when the workshop is scheduled by the Texas Academy of Nutrition and Dietetics. Travel expenses incurred are the responsibility of the student.
53. Students are required to join the TCU Chapter of the Food Recovery Network (FRN). Students are required to be active members in the organizations and take part in activities as assigned by the DPD Director each semester.
54. Students in the DPD have the opportunity and responsibility to provide advice regarding the Program to the faculty and Director. Two students will be elected at the beginning of each academic year to serve as student representatives to the Program. The duties of the student representatives shall include:
 - a. spokesperson to provide input regarding curriculum preceptors, and facilities;
 - b. ambassador to represent the DPD at public and community events;
 - c. liaison between the DPD and various TCU College and University departments;
 - d. organizer of DPD post-graduate, supervised practice program director, and employer surveys;
 - e. liaison between DPD and professional organizations/associations.
55. It is mandatory that each student read and become familiar with policies and procedure statements in the DPD Student Handbook. This is acknowledged by signing the Statement of Student Accountability form in the DPD Student Handbook.

**Sequence of Courses for a Student Majoring in
Didactic Program in Dietetics – (DPDI - Option II)
Department of Nutritional Sciences – Texas Christian University**

First Year (Courses are listed by number, title, and credit hour for each semester)

Fall Semester	Spring Semester	Summer
NTDT 10003 Contemporary Issues in Nutrition (NSC, GA) 3	NTDT 10103 Food Preparation 3	(optional)
CHEM 10113 General Chemistry 3	NTDT 20403 Nutrition 3	
MATH 10043 Elementary Statistics (MTH) 3	CHEM 10123/10122 General Chemistry Lec/Lab 5	
SOCI 20213 Introductory Sociology (SSC, CA) 3	ENGL 10803 Intro Composition (WCO) 3	
HEE or HMOVV 3	HEE or HMOVV 3	

Total Credit Hours 15 (Fall) + 17 (Spring) = 32 Credit Hours for First Year

Second Year (Courses are listed by number, title, and credit hour for each semester)

Fall Semester	Spring Semester	Summer
NTDT 21163 Food and Culture (CA) 3	NTDT 30123 Nutrition Throughout the Life Cycle (WEM) 3	CHEM 30123 Organic Chemistry (if needed) 3
BIOL 20234 Microbiology (GA, NSC) 4	NTDT 30331 Medical Terminology 1	
MARK 30653 Principles of Marketing 3	BIOL 20214 Physiology 4	
ECON 10223 Microeconomics (SSC) or ECON 10233 Macroeconomics (SSC) 3	ENGL 20803 Intermediate Composition (WCO) 3	
HEE or HMOVV or Organic Chemistry 3	PSYC 10213 General Psychology (CA) 3	
	MANA 30653 Survey of Management 3	

Total Credit Hours 16 (Fall) + 17 (Spring) + 0-3 (Summer) = 33-36 Credit Hours for Second Year

Third Year (Courses are listed by number, title, and credit hour for each semester)

Fall Semester	Spring Semester	Summer
NTDT 30101 DPD Seminar I 1	NTDT 30313 Food Systems Management 3	(optional)
NTDT 30133 Meal Management 3	NTDT 30333 Medical Nutrition Therapy I 3	
NTDT 30144 Quantity Foods 4	NTDT 40403 Research Methods in Nutrition (WEM) 3	
NTDT 30233 Essentials of Dietetics Practice 3	NTDT 40603 Nutrition Counseling 3	
NTDT 30303 Communication and Education for Food, Nutrition, and Dietetics (OCO) 3	HEE or HMOVV or elective 3	
HEE or HMOVV 3		

Total Credit Hours 17 (Fall) + 15 (Spring) = 32 Credit Hours for Third Year

Fourth Year (Courses are listed by number, title, and credit hour for each)

Fall Semester	Spring Semester	Summer
NTDT 40333 Medical Nutrition Therapy II 3	NTDT 40413 Business Principles in Dietetics 3	
NTDT 40343 Nutritional Biochemistry 3	NTDT 50363 Community Nutrition and Public Health (CSV) 3	
NTDT 40101 DPD Seminar II 1	HEE or HMOVV or elective 3	
NTDT 50323 Gut Microbiota and Health 3	HEE or HMOVV or elective 3	
HEE or HMOVV or elective 3		

Total Credit Hours 13 (Fall) + 12 (Spring) = 25 Credit Hours for Fourth Year

Minimum Credit Hours for Program 125 Minimum Credit Hours for Graduation 125
Curriculum Equivalent: Number of weeks in semester excluding examination time 14-15
1 credit = 1 didactic hour /week; 2 laboratory hours/week; 3 supervised practice hours/week Rev. 03/23

Didactic Program in Dietetics Unofficial Degree Plan (DPDI) - Option II
Texas Christian University Department of Nutritional Sciences

Name: _____
 Phone #: _____

TCU ID # _____
 Email: _____

		Core		
Essential Competencies		Hrs.	Grade	To Make
WCO	ENGL 10803			
WCO	ENGL 20803			
MTH	MATH 10043			
OCO	NTDT 30303			

Writing Emphasis*		Hrs.	Grade	To Make
WEM	NTDT 30123			
WEM	NTDT 40403			

Human Experiences and Endeavors		Hrs.	Grade	To Make
A. (9) Humanities				
HUM	_____			
HUM	_____			
HUM	_____			

B. (9) Social Sciences		Hrs.	Grade	To Make
SSC	SOCI 20213			
SSC	ECON 10223/10233			
SSC	_____			

C. (6) Natural Sciences		Hrs.	Grade	To Make
NSC	NTDT 10003			
NSC	BIOL 20214			

D. (3) Fine Arts		Hrs.	Grade	To Make
FAR	_____			

Heritage, Mission, Vision & Values		Hrs.	Grade	To Make
RT	_____			
HT	_____			
LT	_____			
CA	SOCI 20213			
GA	NTDT 10003			
CSV	NTDT 50363			

- * Writing Emphasis - 6 hours required (may be satisfied by courses meeting other degree requirements)
 - *CA, GA, CSV must be taken at TCU
 - * Minimum NTDT GPA 3.0 required upon graduation to receive DPD verification.
 - * No more than 3 grades below 'B-' in Associated Requirements required upon graduation to receive DPD verification.
 - * All 30000 and 40000 NTDT courses must be taken at TCU, except NTDT 30123 and 30331.
- Upper division courses: 42 hours must be numbered 30000 or above which must be taken at TCU.

		Major		
Requirements		Hrs.	Grade	To Make
NTDT 10003				
NTDT 10103				
NTDT 20403				
NTDT 21163				
NTDT 30101				
NTDT 30103				
NTDT 30123				
NTDT 30133				
NTDT 30144				
NTDT 30233				
NTDT 30303				
NTDT 30313				
NTDT 30331				
NTDT 30333				
NTDT 40333				
NTDT 40343				
NTDT 40353				
NTDT 40363				
NTDT 40403				
NTDT 40101				
NTDT 40603				
NTDT 40413				
NTDT 50323				
NTDT 50363				

Assoc. Req.		Hrs.	Grade	To Make
CHEM 10113				
CHEM 10123/22				
CHEM 30123				
PSYC 10213				
BIOL 20214				
BIOL 20234				
SOCI 20213				
ECON 10223/33				
MANA 30653				
MARK 30653				
MATH 10043				

Electives		Hrs.	Grade	To Make

Minimum Hours for Major: 125

Signature _____ Date _____

Rev. 3/23

The student is responsible for understanding and fulfilling degree requirements.

Texas Christian University Didactic Program in Dietetics
KRDN Curriculum Map (Required Elements 3.1/3.2)
Didactic Courses Aligned with Core Knowledge for the RDN (DPD)

Background: The KRDN Curriculum Map is used to identify the courses in which students are being taught ACEND Core Knowledge (KRDN).

Directions: List courses in chronological order organized by term, including course number, course title and credit hours. Next, using course syllabi, textbooks and assignments, identify what ACEND Core Knowledge occurs in a course and place an 'X' in the appropriate column. Add additional rows as needed.

X - denotes course that includes assessment method(s) and corresponding measured outcome(s) with knowledge requirement.

Courses & Rotations	KRDN 1.1	KRDN 1.2	KRDN 1.3		KRDN 2.1	KRDN 2.2	KRDN 2.3	KRDN 2.4	KRDN 2.5	KRDN 2.6	KRDN 2.7	KRDN 2.8	KRDN 2.9		KRDN 3.1	KRDN 3.2	KRDN 3.3	KRDN 3.4	KRDN 3.5	KRDN 3.6		KRDN 4.1	KRDN 4.2	KRDN 4.3	KRDN 4.4	KRDN 4.5	KRDN 4.6	KRDN 4.7
Fall – First Year																												
NTDT 10003-Cont. Nutr. (3)																												
MATH 10043-Statistics (3)																												
CHEM 10113-GenChem I (3)																												
SOCI 20213-Sociology (3)																												
Spring – First Year																												
NTDT 10103-Food Prep (3)																												
CHEM 10123/2-GenChem II (5)																												
NTDT 20403 – Nutrition (3)																												
Fall – Sophomore																												
ECON 10223-Microecon (3) - OR ECON 10233-Macroecon (3)																												
NTDT 21163-Food Culture (3)									X						X													
BIOL 20224-Microbiology (4)																												
MARK 30653-Princ Marketing (3)																												
CHEM 30123-Org Chem (3)																												

Texas Christian University
Didactic Program in Dietetics
RDN Core Knowledge Assessment (Required Element 4.1 and 4.2)
DPD

Core Knowledge Statement	List course and course number in which the knowledge is assessed	List specific, required assessment method(s) (exam, rubric, project, etc.) used to measure student achievement of core knowledge
Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.		
KRDN 1.1 Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions.	NTDT 40403 - Research Methods in Nutrition	Comprehensive Research Project
KRDN 1.2 Select and use appropriate current information technologies to locate and apply evidence-based guidelines and protocols.	NTDT 40403 – Research Methods in Nutrition	Comprehensive Research Project
KRDN 1.3 Apply critical thinking skills.	NTDT 40403 – Research Methods in Nutrition	Nutrition Statistics in SPSS Project
Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the nutrition and dietetics practitioner level of practice.		
KRDN 2.1 <i>Demonstrate effective and professional oral and written communication and documentation.</i>	NTDT 30303 – Communication and Education for Food, Nutrition, and Dietetics	Starpoint Nutrition Education Assignment
	NTDT 50363 – Community Nutrition and Public Health	SNAP Debate
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.	NTDT 30233 – Essentials of Dietetics Practice	Anemia Case Study – professional practice dilemma scenario
	NTDT 40101 – DPD Seminar II	Scope of Practice Reflection
KRDN 2.3 <i>Assess the impact of a public policy position on nutrition and dietetics practice.</i>	NTDT 50363 – Community Nutrition and Public Health	Policy Impact Assignment
KRDN 2.4 <i>Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.</i>	NTDT 30333 – Medical Nutrition Therapy I	Health Care Systems Assignment
KRDN 2.5 Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates.	NTDT 30233 – Essentials of Dietetics Practice	Health Care Team Quiz

Core Knowledge Statement	List course and course number in which the knowledge is assessed	List specific, required assessment method(s) (exam, rubric, project, etc.) used to measure student achievement of core knowledge
KRDN 2.6 Demonstrate cultural humility, awareness of personal biases and an understanding of cultural differences as they contribute to diversity, equity and inclusion.	NTDT 21163 - Food and Culture – <i>need to track retroactively after program admission</i>	Cultural Awareness in Clinical Practice Assignment
KRDN 2.7 Describe contributing factors to health inequity in nutrition and dietetics including structural bias, social inequities, health disparities and discrimination.	NTDT 30303 – Communication and Education for Food, Nutrition, and Dietetics	Health Inequity in Nutrition and Dietetics Assignment
KRDN 2.8 Participate in a nutrition and dietetics professional organization and explain the significant role of the organization.	NTDT 40101 – DPD Seminar II	Professional Meeting Reflection Assignment
KRDN 2.9 Defend a position on issues impacting the nutrition and dietetics profession.	NTDT 50363 – Community Nutrition and Public Health	Position Defense Annotated Bibliography
Domain 3. Clinical and Client Services: Development and delivery of information, products and services to individuals, groups and populations.		
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.	NTDT 40333 – Medical Nutrition Therapy II	Pancreatic Case Study - each portion of the ADIME note
KRDN 3.2 <i>Develop an educational session or program/educational strategy for a target population.</i>	NTDT 21163 - Food and Culture – <i>need to track retroactively after program admission</i> NTDT 50363 – Community Nutrition and Public Health	Food and Culture Educational Group Assignment Community Health Fair Project
KRDN 3.3 <i>Demonstrate counseling and education methods to facilitate behavior change and enhance wellness for diverse individuals and groups.</i>	NTDT 30233 – Essentials of Dietetics Practice NTDT 40603 – Nutrition Counseling NTDT 50363 – Community Nutrition and Public Health	Counseling Role Play Assignment Mock Counseling Session Community Health Fair Assignment
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).	NTDT 40403 – Research Methods in Nutrition	Health Screening Lab

Core Knowledge Statement	List course and course number in which the knowledge is assessed	List specific, required assessment method(s) (exam, rubric, project, etc.) used to measure student achievement of core knowledge
KRDN 3.5 Describe concepts of nutritional genomics and how they relate to medical nutrition therapy, health and disease.	NTDT 40343 – Nutritional Biochemistry	Nutritional Genomics Research Article Review
KRDN 3.6 Develop nutritionally sound meals, menus and meal plans that promote health and disease management and meet client's/patient's needs.	NTDT 30133 - Meal Management NTDT 30133 - Meal Management NTDT 40333 – Medical Nutrition Therapy II	Meal Manager Project Culinary Medicine Meal Plan Assignments (4) Renal Case Study – intervention portion
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.		
KRDN 4.1 Apply management theories to the development of programs or services.	NTDT 30144 – Quantity Food Production	Quantity Food Luncheon Project - development of programs portion
KRDN 4.2 Evaluate a budget/financial management plan and interpret financial data.	NTDT 30313 – Food Systems Management	Financial Management Case Study
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.	NTDT 30333 – Medical Nutrition Therapy I	Coding and Billing Quiz
KRDN 4.4 Apply the principles of human resource management to different situations.	NTDT 40413 – Business Principles in Dietetics	Leadership Case Study
KRDN 4.5 Apply safety and sanitation principles related to food, personnel and consumers.	NTDT 30144 – Quantity Food Production	Quantity Foods Luncheon Project – instructor evaluation of safety & sanitation behaviors
KRDN 4.6 Explain the processes involved in delivering quality food and nutrition services.	NTDT 30144 – Quantity Food Production	Quantity Foods Luncheon Project – question on the Individual Luncheon Evaluation
KRDN 4.7 Evaluate data to be used in decision-making for continuous quality improvement.	NTDT 30133 – Meal Management	Culinary Nutrition Recipe Modification Assignment

Core Knowledge Statement	List course and course number in which the knowledge is assessed	List specific, required assessment method(s) (exam, rubric, project, etc.) used to measure student achievement of core knowledge
Domain 5. Leadership and Career Management: Skills, strengths, knowledge and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.		
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.	NTDT 30101 – DPD Seminar I NTDT 40101 – DPD Seminar II	Self-Assessment Assignment IDI Assessment
KRDN 5.2 Identify and articulate one’s skills, strengths, knowledge and experiences relevant to the position desired and career goals.	NTDT 30303- Communication and Education for Food, Nutrition, and Dietetics NTDT 40101 – DPD Seminar II	Professional Development and ePortfolio Assignment - reflective paper Personal Statement
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).	NTDT 40413 - Business Principles NTDT 40413 - Business Principles	Compensation Negotiation Activity Networking Assignment
KRDN 5.4 Practice resolving differences or dealing with conflict.	NTDT 30313 – Food Systems Management	Conflict Resolution Case Study
KRDN 5.5 Promote team involvement and recognize the skills of each member.	NTDT 50363 – Community Nutrition and Public Health	Health Fair Peer Evaluations and Rubric
KRDN 5.6 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.	NTDT 40101 – DPD Seminar II	Mentorship Reflection Assignment

MS Nutrition with DPD Verification Program (MS DPD)

Program Goals - Didactic Program in Dietetics (MS DPD)

Program Goal #1 - Prepare graduates to achieve competence in Core Knowledge for the Registered Dietitian Nutritionist (RDN).

- Objective Measure 1.a: Program Completion Rate

At least 80% of students complete program requirements within 4.5 years (150% of the program length).

- Objective Measure 1.b: Graduate Readiness for Supervised Practice

At least 80% of program graduates will indicate their readiness for supervised practice as "good" to "excellent" on the *DPD Exit Evaluation*.

- Objective Measure 1.c: Graduate Perception of Preparation

At least 70% of program graduates who respond to the *DPD Post-Graduate Survey* indicate a "good" or "excellent" perception of his/her preparedness regarding Core Knowledge required for entry-level registered dietitian nutritionists.

- Objective Measure 1.d: Supervised Practice Director Perception of Graduate Preparation

At least 70% of Supervised Practice Directors who respond to the *Supervised Practice Director Survey* indicate DPD graduates are competent in Core Knowledge for the Registered Dietitian Nutritionist within 12 months of graduation.

Program Goal #2 - Provide graduates with adequate knowledge for post-graduate education, including supervised practice programs, to secure employment as Registered Dietitian Nutritionists.

- Objective Measure 2.a: Supervised Practice Application Rate

At least 60% of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation.

- Objective Measure 2.b: Supervised Practice Acceptance Rate

Of program graduates who apply to a supervised practice program, at least 50% of program graduates are admitted within 12 months of graduation.

- Objective Measure 2.c: Supervised Practice Director Perception of Graduate Performance

At least 70% of Supervised Practice Program Directors who respond to the *Supervised Practice Director Survey* indicate a "good" to "excellent" perception of DPD graduates' performance in supervised practice within 12 months of graduation.

- Objective Measure 2.d: Registration Exam Pass Rate

The program's one-year pass rate (graduates who pass the registration exam within one year of the first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.

MS Nutrition with DPD Verification (MS DPD) Program Policies and Procedures

Program Application and Admission

1. Students must have earned a Bachelor's degree and meet the Program admission requirements outlined in the TCU Catalog, the Department of Nutritional Sciences website at <https://cse.tcu.edu/nutrition/>, and the TCU DPD Student Handbook, to be accepted into the MS Nutrition with DPD Verification program (MS DPD). This includes successful completion of the following Nutrition and Associated Requirements prerequisite courses: General Chemistry I, General Chemistry II with lab, Organic Chemistry, Physiology with lab, Nutrition, Nutrition Throughout the Lifecycle, Medical Terminology, Microbiology, and either Human Behavior, Psychology, Sociology or Anthropology. Students must apply to, and be accepted into, the TCU MS DPD. Students must apply to TCU Graduate Admissions and the Department of Nutritional Sciences. Links to both applications are on the Nutritional Sciences website. Both applications are accepted and reviewed on a rolling basis. Applications are due no later than May 1 in order for candidates to begin coursework in the upcoming academic year (fall start). Eligibility for admission to the MS DPD track is based on completion of prerequisite courses with a cumulative GPA of at least 3.0 for Nutrition classes, an Associated Requirements GPA of at least 2.75, no more than 3 grades below a "B-" in the Associated Requirements, 200 hours of documented food or nutrition practical experience, an application packet, and three letters of recommendation. No GRE is required. Applicants for whom English is a second language must pass the TOEFL at the level set by the University. All candidates who meet the Program requirements will be interviewed by a panel after applications are reviewed. Students accepted to the MS DPD receive conditional acceptance pending completion of post-baccalaureate coursework at TCU. Details of specific program completion requirements, including post-baccalaureate required courses, will be specified in the letter of conditional appointment. Admission is made without regard to age, race, color, religion, sex, sexual orientation, gender, gender identity, gender expression, national origin, ethnic origin, disability, predisposing genetic information, covered veteran status, and any other basis protected by law. Program policies and procedures shall protect student civil rights, privacy of information, and comply with institutional equal opportunity programs.
2. Students currently admitted to or enrolled in the TCU MS in Nutrition who wish to earn DPD verification may apply to the MS DPD. Students must enroll in the post baccalaureate courses required for DPD verification after completion of the MS degree, as applicable.
3. Students must meet any unfulfilled requirements/prerequisites as specified in the letter of appointment to the Program to begin the MS DPD. Students not fulfilling prerequisites outlined in the letter of appointment may choose to reapply to the MS DPD or apply to and pursue the MS in Nutrition.

Additional communication between student and advisor will most often occur via the TCU email system.

4. The costs for tuition, fees, and books change annually and are variable. Information regarding current TCU tuition rates may be found on the TCU website at <https://financialaid.tcu.edu/cost/cost-of-attendance/index.php/>. More detailed costs that students will incur in the TCU MS DPD are found in the DPD Student Handbook. Students are informed of these costs prior to, and upon admission into, the Program. Students may not be eligible for financial aid for the undergraduate post-baccalaureate coursework, but may be eligible to receive aid for graduate level coursework. Information regarding financial aid may be accessed from the TCU Office of Financial Aid: <https://financialaid.tcu.edu>.

Required Drug Screening, Criminal Background Check and Other Program Prerequisites

5. All students must pass a criminal background check and test negative on a random drug screening upon provisional acceptance into the MS DPD. Further, all students must pass additional background checks and test negative on additional random drug screenings to maintain eligibility for the Program. Costs for background checks and drug screenings are the responsibility of the student.

The TCU DPD Director will notify students of the company designated by the DPD to perform the drug screening and criminal background check and will only accept results from that designated company. The TCU DPD will not accept a drug screen/criminal background check from a student that has independently obtained results from an outside company.

Drug Screen Procedure/Requirements: Urine samples are obtained and tested by the company selected by the TCU DPD upon provisional acceptance into the program, and at multiple times throughout the program. Each student is

required to undergo the drug screen and shall cooperate in all aspects of the urine drug screen that is completed in the timeframe and location specified by the TCU DPD. Students who refuse to participate in the drug screen on the specified day will be removed from the Program. Each student is required to sign any and all consents/releases, in the form(s) designated by the TCU DPD, including consent to the drug screen and permission for the results of the drug screen to be provided to TCU and the TCU DPD. It is a violation of this policy for a student to adulterate or attempt to adulterate a specimen, to engage in any deceptive behavior during or in connection with the screening process, or take any other action which would falsify test results or tend to make test results inaccurate.

As part of the drug screening procedure, the student may be contacted by the Medical Review Officer (MRO) affiliated with the screening company. For example, some prescription medications may result in a positive result which the MRO can then rectify. The student should cooperate with, and accurately respond to, inquiries of the MRO within 48 hours.

A positive drug screen for a student is defined under this policy to be one reported as such by the screening company selected by the TCU DPD. Generally, this refers to the screening company indicating the student tested outside the acceptable range set by the screening company, and with the MRO not determining the test result should be a negative. A negative screen for a student is defined under this policy as a test result which is not a positive test result.

- Reporting of Drug Screen Results to the TCU DPD: The screening company will communicate the drug screen results to the DPD Director. It is the policy of TCU and the TCU DPD to maintain the confidentiality of these criminal background check results to the extent required by law. However, the result will be shared with full-time DPD faculty and necessary support personnel as needed for department and program oversight.

Criminal Background Check Procedure/Requirements: Each student is required to provide the company designated by the TCU DPD with the accurate identifying information requested so that the company can carry out the background check. Each student is required to sign any and all consents/releases, in the form(s) designated by the TCU DPD, including consent to the criminal background check and permission for it to be provided by the company to TCU and the TCU DPD. It is intended that the background check include all cities and counties of known residence for the seven-year period prior to the check.

Under this policy, the term “failing” the criminal background check is defined as the screening company reporting to the TCU DPD that the student had any of the following, during the seven-year period prior to the check:

- A felony conviction.
 - A misdemeanor conviction or felony deferred adjudication involving a crime against a person (physical or sexual abuse).
 - A misdemeanor conviction related to moral turpitude (prostitution, public lewdness/exposure, etc.).
 - A felony deferred adjudication for the sale, possession, distribution, or transfer of narcotics or controlled substances.
 - Registration as a sex offender.
- Reporting of Criminal Background Check to the TCU DPD: The company conducting the criminal background check will communicate the criminal background check results to the DPD Director. It is the policy of TCU and the TCU DPD to maintain the confidentiality of these criminal background check results to the extent required by law. However, the result will be shared with full-time DPD faculty and necessary support personnel as needed for department and program oversight.
 - Reporting of Criminal Offenses by DPD Students: A student who is convicted of, or receives deferred adjudication for, any of the criminal offenses listed above while enrolled in the DPD must report the conviction to the DPD Director within three days of the conviction. The student will be referred to the Dean of Students office and will be removed from the Program if it is deemed that the conviction would cause the student to fail a background check.

Consequences for a Positive Drug Screening or Failed Background Check:

- The student will be immediately suspended from the MS DPD. Unless the company conducting the drug screen or background check reports to the DPD that the student no longer fails the drug screen or background check (perhaps through clarifying information provided by the student to the company), the student will be removed from the MS DPD. Students removed from the program will be counseled as to their eligibility to pursue a MS in Nutrition degree without DPD verification.

- The student will be referred to the TCU Dean of Students for further action, including, but not limited to, referral for a drug abuse education program, referral to counseling, and/or referral to a drug treatment program; and other appropriate action, if any. Any DPD student with a positive drug screen is encouraged to seek treatment. The TCU DPD encourages impaired students to seek assistance voluntarily and assume responsibility for their personal and professional conduct.
- The student must drop NTDT 60101. Enrollment in NTDT 60101 is restricted to MS DPD students.

Application for Readmission: A student who has on one occasion had a positive drug screen under this policy may apply for readmission to the TCU MS DPD during the next application cycle. In order to apply for readmission, the student will, in addition to meeting all other application requirements, be required to consent to and undergo a retest at a time and through a testing company selected by the TCU MS DPD, with this retest resulting in a negative drug screen. This re-testing is at the student's expense. The decision on whether to re-admit the student is not guaranteed, and will be made on a case-by-case basis.

6. With the exception of newly accepted student vaccinations, proof of completion of the following must be provided by the student to the DPD Director by August 1st each year in the DPD in order to maintain status as a DPD student: required immunizations (Tdap, MMR, Hepatitis A, Hepatitis B, and varicella), a passed annual physical examination given by a medical professional, CPR certification, a negative PPD skin test (testing for tuberculosis), background check, drug screen, Academy membership, food handler's card, and transcripts of DPD required (transfer) courses taken from other universities during summer school. A student who is enrolled less than full-time (12 hours) must also provide documentation that he or she has health insurance. A student may be dismissed from the program if all required documentation is not provided by this deadline. Seasonal flu vaccinations will be arranged upon availability of the vaccine in the fall semester by the DPD Director. TCU DPD students may be required to show proof of COVID-19 vaccination in order to complete experience hours at some facilities. Students are required to comply with all vaccination requirements. Costs for these services and requirements are incurred by the student.

In addition, students must be in compliance with the [TCU Medical History-Immunizations Policy](#). More information can be found on the Brown-Lupton Health Center's website: <https://healthcenter.tcu.edu/forms/>.

Curriculum and Program Completion Requirements

7. All Program students are required to meet the University, College of Science & Engineering, and the MS DPD curriculum requirements to graduate with a Master of Science degree with DPD Verification. A complete description of the University and the College of Science & Engineering official degree plans is provided in the [TCU Graduate Course Catalog](#). A copy of the sequence of courses for the post-baccalaureate and MS DPD required courses are also found in the DPD Student Handbook.
8. The MS DPD requires the following prerequisites:
 - a. General Chemistry I
 - b. General Chemistry II with lab
 - c. Organic Chemistry
 - d. Physiology with lab
 - e. Nutrition
 - f. Nutrition Throughout the Lifecycle
 - g. Medical Terminology
 - h. Microbiology
 - i. Human Behavior, Psychology, Sociology or Anthropology
9. The MS DPD requires a minimum of 22 hours of undergraduate TCU NTDT course credits as a non-degree seeking student ("post-baccalaureate"). These courses do not count towards graduate credit.
 - a. NTDT 30313 Food Systems Management,
 - b. NTDT 30144 Quantity Food Production
 - c. NTDT 30233 Essentials in Dietetics Practice
 - d. NTDT 30333 Medical Nutrition Therapy I
 - e. NTDT 40343 Nutritional Biochemistry
 - f. NTDT 40333 Medical Nutrition Therapy II
 - g. NTDT 40403 Research Methods in Nutrition
9. Post-baccalaureate leveling courses are designed to be completed within one academic year. If a student has not completed the courses within a one-year time frame, the student will meet with the DPD Director to determine

feasibility of completing the courses within a time frame that would still allow the student to complete the entirety of the MS DPD within the required time allotment (4.5 years). Students who do not successfully complete the required post-baccalaureate coursework will be discontinued from the MS DPD. Students may then choose to reapply to the MS DPD or apply to and pursue the MS in Nutrition.

10. After successful completion of required post-baccalaureate courses, the student's status will change from "conditional" to "admitted" graduate student status. The DPD Director will advise student on enrollment in graduate level course work to complete the MS DPD.
11. The MS DPD requires a minimum of 30 semester hours of graduate credit, including six hours of thesis, beyond a Bachelor's degree. Required courses include:
 - a. NTDT 60101 DPD Graduate Seminar
 - b. NTDT 50343 Biochemical, Physiological, and Molecular Aspects of Human Nutrition
 - c. NTDT 50223 Culinary Medicine Seminar
 - d. NTDT 50363 Community Nutrition and Public Health
 - e. NTDT 50973 Nutritional Sciences Seminar
 - f. NTDT 60443 Integrative Functional Nutrition & Nutritional Genomics
 - g. NTDT 60453 Nutrition Ecology, Food, and Sustainability
 - h. NTDT 70980/70990 Thesis
12. Students must choose additional elective courses to meet the minimum 30 hours required for the MS degree. Students may choose from the following courses NTDT 60973 Nutritional Sciences Graduate Seminar, NTDT 50323 Gut Microbiota and Health, CHDV 50433 Trauma and Behavior, CHDV 50533 Case Studies in Child Development, COSD 50323 Interaction Skills for Health Professionals, EDUC 50003 Diversity in American Education, EDUC 60043 Action Research, EDGU 60383 Counseling Theories and Techniques, EDGU 60133 Addictions Counseling, EDGU 60323 Assessment in Counseling, INSC 72470 Healthcare Improvement Science, SOWO 61823 Diversity and Social Justice, SOWO 61843 Human Behavior I, SOWO 61853 Human Behavior II, MANA 72410 Health Care in the US, MANA 72423 US Health Care Policy, MANA 72480 Challenges in Healthcare Leadership, ACCT 60010 Financial Reporting. Students may take up to 15 hours of 50000 level credit towards the MS DPD degree.
13. Subject to University requirements, the TCU MS DPD will accept prerequisite courses from other colleges/universities. However, all 30000 and 40000 level Nutritional Sciences (NTDT) post-baccalaureate courses must be taken at TCU.
14. Per the University's policy for [Master's degree requirements](#), limited graduate credit earned from another accredited college or university will be considered for transfer to the MS DPD. Written request for transfer credit, with appropriate transcripts, should be made at the time of application for admission. Such credit must be applicable to the student's program as determined by his/her advisor; carry at least a "B" grade (3.0 on a 4.0 scale); and be residence credit, not extension or correspondence. Six semester hours of transfer credit usually is all that will be accepted, but under special circumstances additional hours may be considered, subject to approval by the chair of the major department and the dean of the school/college. Transfer credit will not be accepted towards courses in which ACEND required learning objectives are assessed. The DPD Director will evaluate course work and letter grades on students' transcripts to determine credit for MS DPD requirements. The Registrar's office evaluation of credit supersedes that of the DPD Director.
15. Students who have earned a BS in Nutrition or Food Management from TCU may receive credit for required post-baccalaureate courses previously taken at TCU. The DPD Director will evaluate course work and letter grades to assess recency of education as related to required program learning objectives and program grade requirements.
16. No student will receive DPD verification with a D+, D, D-, F, I, Q, P, or NC in a required prerequisite, post-baccalaureate, or graduate level required course. Students may not enroll in any required prerequisite, post-baccalaureate, or graduate level required course on a pass/no credit (P/NC) basis.
17. A student's continuation in the MS DPD is contingent upon attainment of successful completion of the required courses. In order to earn the MS degree, the student must attain a minimum graduate NTDT GPA of 3.0 and earn a grade of 'C-' or better in all graduate courses. All final 50000- and 60000-level course grades will be included in the computation of the graduate GPA, but no more than two grades below a 'B-' may be used in satisfying the degree requirements. In addition to earning the MS degree, students must complete 500 hours of documented food or nutrition practical experience prior to the completion of their final semester at TCU.

18. It is the student's responsibility to track food, nutrition, or dietetics experience on the log provided on the department's website. Student's progress towards meeting the minimum 500 hours of experience will be assessed at least once a semester during advising. Students must provide a completed log to the DPD Director each semester, no later than the last regularly scheduled course day of the semester.
19. MS DPD Program requirements include some experiential learning activities that take place outside of the classroom. It should be understood that the purpose of these activities is for students to gain work experience and competence in a variety of dietetics settings under the direct supervision of food/nutrition/dietetics professionals. Hours earned in experiential learning activities may be counted towards the 500-hour experience requirement for program completion. It is the student's responsibility to track the applicable hours on the log provided on the department's website. An affiliation agreement is required for program-specified experiential learning, with the exception of activities that take place on TCU property. An affiliation agreement is not required when the student pursues and coordinates with a facility to gain experience, unless the facility requires such an agreement.
20. With the exception of program-specified experiential learning activities, students are responsible for locating their own facilities to conduct documented experience in food, nutrition, or dietetics, such as volunteer work, shadowing, or service-learning hours.
21. A student must complete MS DPD requirements to graduate within 4.5 years of beginning the post-baccalaureate courses for the MS DPD. If the student has not graduated at that time, he or she will be subject to Program changes and may be required to retake courses if substantial program changes have occurred within that time.
22. If at any point during the MS DPD the student requires more than one week away from the program for injury, illness, personal or family matters, the student may request a leave of absence from the program. The DPD Director will grant a leave of absence on an individual basis. Approval of a leave of absence is not guaranteed. The student should request the leave of absence as far in advance as possible. Students must contact TCU Dean of Students in order to have a leave of absence approved by the DPD Director. The student should remain in close contact with the Director during this time. If a student requires a leave of absence for physical, mental or emotional health needs, the student must have a medical release form to begin or return to full Program activities. There is no penalty for taking an approved leave of absence; however, the MS DPD requirements must be completed within the allotted time of the Program, and each of the course obligations and knowledge requirements must be achieved.

Verification Policies

23. All Program students are required to meet the University, College of Science & Engineering, and the MS DPD curriculum requirements, listed above, to graduate with a MS in Nutrition and earn DPD verification. The student must attain a minimum graduate NTDT GPA of 3.0 and earn a grade of 'C-' or better in all graduate courses. All final 50000- and 60000-level course grades will be included in the computation of the graduate GPA, but no more than two grades below a 'B-' may be used in satisfying the degree requirements. In addition to earning the MS degree, students must complete 500 hours of documented food or nutrition practical experience prior to the completion of their final semester at TCU. Students who do not meet the requirements for DPD verification, but fulfill MS in Nutrition course requirements and TCU graduation requirements, will be eligible to graduate with a MS in Nutrition, but will not earn DPD Verification.
24. Students will sign a transcript release form prior to graduation that allows the DPD Director to order official transcripts from the TCU Registrar following graduation. It is the student's responsibility to submit official transcripts from other universities in which students earned credit for prerequisite courses for the MS DPD. Students who complete all established TCU MS DPD requirements will earn DPD Verification and will receive six paper copies or a copy via email with an authenticated digital signature.

[FAQs for Verification Statements](#)

Student Performance Monitoring, Retention and Remediation

25. Students accepted into, and enrolled in, the TCU MS DPD will be assigned an advisor. The DPD Director serves as the academic and career advisor for all Program students. Students are required to attend at least one advising appointment each semester while enrolled in the Program. Program performance will be discussed during these appointments. Students are encouraged to check their TCU email on a daily basis. Students are responsible for

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

26. The TCU MS DPD degree plan course sequence, including post-baccalaureate required courses, has been developed to meet the Core Knowledge for the Registered Dietitian developed by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) and is designed to facilitate optimal learning. Faculty will formally assess student learning during, and at the completion of, each semester via student assignments and examinations.

Because the curriculum is planned to be sequential, it is important for students to recognize that knowledge is systematically acquired through application in practice and builds throughout the program. The acquisition of knowledge will be evidenced through achieving class objectives, successfully completing course assignments and exams, and in developing proficiency in dietetic practice.

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

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

28. Computer-based examinations are incorporated into many courses in the TCU MS DPD curriculum to help students improve their confidence level and preparedness in electronic test taking skills for the Registration Examination for Dietitians. Examinations are conducted using TCU's online Learning Management System (LMS). Students must log into the LMS utilizing their dedicated usernames and passwords that are tied to their larger university identity and student records. Examinations which take place in person will be proctored allowing the instructor or designated proctor to visually identify the students, as well as monitor exam conditions. Examinations that are online utilize Lockdown Browser and are recorded for the instructor's review.

29. Ongoing student learning is formally assessed through a variety of methods as described in the *Core Knowledge Assessment Table*. Students will receive formal assessment of learning and regular reports of performance and progress from advisor no less than once each academic semester.

30. The DPD Director will review the student's performance and develop a plan to achieve attainment of the expected knowledge and skills. Failure to attain expected knowledge requirements, maintain an overall Nutrition GPA of 3.0, earning a D or F in any Associated Requirements or NTDT courses, or earning more than three grades below a 'B-' in the Associated Requirements will result in advisement by the DPD Director. DPD faculty will be consulted if remedial work is warranted to satisfy knowledge requirements. The DPD Director will review the student's degree progress, GPA calculation sheet, course performance, and other available information, as applicable, and determine if a plan can be developed to achieve attainment of the expected knowledge requirements and meet graduation requirements within the allotted time to complete the MS DPD. If it is determined that a plan is not possible or the student does not agree to the possible plan(s), then the student will be advised to pursue the MS in Nutrition without DPD verification or withdraw from the University, if minimum requirements cannot be met for that degree.

31. Students in the MS DPD receiving a grade of below a 'B-' in any post-baccalaureate or MS DPD course, must accept and acknowledge that they have demonstrated a less than minimal level of performance, knowledge, or skill and may have difficulty understanding and interpreting content questions pertaining to that subject on the Registration Examination for Dietitians. Students will receive notification that progress is unsatisfactory following the receipt of any grade below a 'B-' in any post-baccalaureate or MS DPD course (See [TCU Course Catalog](#) for all course requirements). Students are required to sign a document to acknowledge that the DPD Director spoke with the student about course underperformance.

32. DPD faculty will notify the DPD Director if a student's overall performance in an NTDT course is less than satisfactory. If a student earns a grade on an NTDT course/assignment that is less than satisfactory, the DPD faculty may choose to meet with the student independently or along with the DPD Director. Academic performance, professional and ethical behaviors and academic integrity are elements that will be considered by DPD faculty.

33. Students are encouraged to contact their academic advisor for direction when seeking tutorial support. It is the responsibility of the student to identify the need for additional remedial instruction, if needed.

34. If applicable, a student must sign a contract agreeing to the remedial work and acknowledging that if he or she is unable to achieve the knowledge requirements and/or competencies through the plan, then the student may be terminated from the program.
35. If at any time a student earns less than a 'C-' in a MS DPD required post-baccalaureate or graduate level course, the student will receive notification from the DPD Director that his or her grade is insufficient to graduate with a MS degree from the DPD. He or she may choose to retake the course or withdraw from the program. If a student chooses to withdraw from the Program, the student must reapply to become part of the MS DPD. All application requirements must be met for reinstatement into the DPD. The DPD [application](#) is available on the TCU Department of Nutritional Sciences website.
36. In the event that a student must withdraw from the Program, the student will meet with the DPD Director to discuss the appropriate course of action. Student will be given the opportunity to reapply to the Program, but acceptance to the Program will not be guaranteed. Information regarding the refund of tuition and fees is explained in the Tuition Refund Plan, which may be found on the TCU Code of Student Conduct website at <https://vcfa.tcu.edu/tuition-refund-plan/>.

Student Conduct and Grievance Procedures

37. Class attendance is mandatory. It is the faculty member's discretion as to what constitutes an excused absence, with the exception of an Official University Absence, as determined by TCU Dean of Students. A written doctor's note does not automatically excuse an absence from class. Depending upon the nature of the infraction, students may be immediately terminated for ethical violations or failing to follow policies and procedures of the MS DPD. Written notifications will be provided to students for disciplinary and termination purposes.
38. Students are responsible for making up all TCU excused absences. Students should contact the professor involved prior to the TCU excused absence and make arrangements to make up work.
39. The academic conduct expected of students in the Program is consistent with that established by TCU as published in the [Code of Student Conduct](#).
40. In addition, all MS DPD students are expected to become familiar with [Academy of Nutrition and Dietetics Scope of Practice for the Registered Dietitian](#), the [Academy of Nutrition and Dietetics Standards of Practice in Nutrition Care and Standards of Professional Performance](#), and the [Code of Ethics](#) for the Profession of Dietetics in all professional activities associated with Program. These documents are also available on the NTDT website at <https://cse.tcu.edu/nutrition/>. The first incident of either academic or professional misconduct will be handled between the student and the supervising TCU faculty member and/or TCU DPD Director. Failure to resolve the issue of misconduct may involve consultation with the Program faculty, the departmental chairperson, and/or the Dean, depending upon the nature and severity of the misconduct. A second complaint against the same student will result in counseling by the departmental chairperson and/or the Dean and may result in dismissal from the MS DPD. A student may then change his or her major if the student remains at the University.
41. Students may be terminated from the program for ongoing infractions (such as tardiness, plagiarism, or unexcused absences) for which they have received at least two written warnings from the DPD Director and/or faculty. Depending upon the nature of the infraction, students may be immediately terminated for ethical violations or failing to follow policies and procedures of the MS DPD or the TCU Student Code of Conduct. Written notifications will be provided to students for disciplinary and termination purposes. The DPD Director, DPD faculty, and/or the Department Chair will be included in disciplinary procedures as deemed appropriate. All DPD faculty will be informed regarding student infractions and disciplinary issues.
42. Grievance procedures for students are outlined in the [TCU Code of Student Conduct](#). Further information about filing a program complaint to ACEND is provided in the DPD Student Handbook. Students may file complaints about the DPD Director to the Department Chair without fear of retaliation. A written complaint may be provided in hard copy or via email. Anonymous complaints will not be considered.
43. The TCU MS DPD has established a process for reviewing formal complaints about the Program and/or faculty in order to fulfill its responsibilities for assuring Program quality and integrity. Any individual, for example, student, faculty, dietetics practitioner, preceptor and/or member of the public may submit a complaint about the TCU MS DPD, students or faculty. Formal complaints regarding the TCU MS DPD may be submitted via email or via signed written documentation to the DPD Director or to the Department Chair, or the Dean/Assistant Dean or other

representative of the College of Science & Engineering. Anonymous complaints are not considered. Complaints will be investigated and handled by faculty and department administrators, when appropriate, and will involve upper administration when deemed necessary. Investigation of complaints will commence within ten business days of receiving the complaints. The complaint will be acknowledged to the individual filing the complaint within three business days of receiving the complaint. Complaints may be filed without retaliation by involved parties. Record of complaints and resolutions will be maintained for seven years.

44. Anyone may file a complaint about anything involving the TCU MS DPD. If applicable, initially the complaint should be filed to the faculty involved, then the DPD Director, the Department Chair and lastly to TCU Student Affairs.

University Related Policies

45. The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, is a federal law that states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records. Faculty and staff in the Department of Nutritional Sciences will comply with [University requirements](#) and [best practices to protect students' privacy](#). Student academic files remain in a locked filing cabinet in the Department of Nutritional Sciences.
46. Students may have access to personal files within the Department of Nutritional Sciences upon request. FERPA provides students with the right to inspect and review the information contained in their education record. The Registrar at TCU has been designated by the institution to coordinate the inspection and review procedures for student education records at the University level. Students wishing to review their education records must make written requests to the Registrar listing the item or items of interest per [TCU guidelines](#).
47. Texas Christian University (TCU) is committed to providing a positive learning, living and working environment free from discrimination and harassment. In support of this commitment, TCU prohibits a range of behaviors, including unlawful discrimination and harassment based on age, race, color, religion, sex, sexual orientation, gender, gender identity, gender expression, national origin, ethnic origin, disability, predisposing genetic information, covered veteran status, and any other basis protected by law, except as permitted by law. Inquiries about TCU's policies and compliance with Title IX, The Age Discrimination Act of 1975, or the aspects of TCU's equal opportunity or affirmative action programs should be directed to:

Ms. Andrea McDew, Title IX Coordinator
TCU Box 297090
The Harrison 1803
Fort Worth, TX 76129
817/257-4969
a.vircks@tcu.edu

48. The MS DPD will follow the University calendar in regard to vacations and holidays. The official TCU academic calendar may be accessed at http://www.reg.tcu.edu/3_acad_cal_tab.asp.
49. In the event of an emergency or disaster situation, follow the University mass notification system. If necessary, classes and required MS DPD activities may be rescheduled pending severity of situation.
50. Transportation to and from all facilities required for MS DPD activities is the responsibility of the student. Additionally, the student may be required to transport goods, supplies, or other items related to MS DPD activities. The student assumes all risks associated with travel and transportation to, from, and during DPD related activities, as outlined in the "TCU Informed Consent and Assumption of Risk". The student must read and sign this document prior to the beginning of each academic year. Lack of transportation is not an excusable absence from class or MS DPD activities. More guidelines for student safety, both on-campus and off-campus, may be found in the DPD Student Handbook.
51. Students have access to student support services on campus, including health services, counseling, tutoring and testing and financial aid resources:
 - a. Academic Advising (817-257-7486, Jarvis 104)
 - b. Brown-Lupton Health Center (817-257-7938 or 817-257-7940)

- c. Center for Digital Expression (CDeX) (cdex@tcu.edu, Scharbauer 2003)
- d. Center for Writing (817-257-7221, Reed Hall 419)
- e. Counseling & Mental Health Center (817-257-7863, Jarvis Hall 2nd floor)
- f. Dean of Students (817-257-7926, the Harrison 1600)
- g. Mary Couets Burnett Library: Reference Desk (817-257-7117)
- h. Office of Religious & Spiritual Life (817-257-7830, Jarvis Hall 1st floor)
- i. Student Access & Accommodations (817-257-6567, The Harrison 1200)
- j. Student Success (817-257-8345, Samuelson Hall, West Entrance)
- k. Substance Use and Recovery Services (817-257-7100, Jarvis Hall 2nd floor)
- l. Transfer Student Center (817-257-8345, Samuelson Hall, West Entrance)
- m. Veterans Services (817-257-5551, Jarvis Hall 2nd floor)

Other Program Policies

- 52. Equitable Treatment: In order to support the diverse needs of students, ensure an inclusive environment, and to ensure equitable treatment by program faculty of students from all backgrounds, including race, ethnicity, national origin, gender/gender identity, sexual orientation, religion, disability, size, socioeconomic status, and age, the TCU DPD faculty conduct diversity, equity and inclusion education and/or training annually, as mandated by the University.
- 53. Interprofessional education (IPE) research, and practice allow MS DPD students to learn from, about, and with students from healthcare/healthcare-related professions at TCU and other universities. MS DPD students are required to participate in IPE activities throughout the program. It is a mandatory program requirement to complete all IPE pre-work, assignments, and evaluations by the specified due dates, and attend and actively participate in IPE activities. Dates and times of such activities will be clearly communicated to students with as much advance notice as possible. It is the students' responsibility to record these dates, complete assignments, and attend all sessions. Failure to complete pre-work, assignments and/or evaluations, or failure to attend and/or actively participate in any IPE will result in disciplinary action, including but not limited to, removal from the program. For disciplinary procedures, see policy #42 in the DPD handbook.
- 54. Students in the MS DPD are required to join the Student Nutrition and Dietetic Association (SNDA) at TCU, the Academy of Nutrition and Dietetics (Academy), the Texas Academy of Nutrition and Dietetics (TAND), Texas Student Dietetic Association (TSDA), and participate in affiliate-related professional activities on the local level, when available. Academy membership information may be found online at www.eatrightpro.org.
- 55. Students are encouraged to attend various professional seminars and meetings throughout the Program. A calendar will be provided to students with dates noted for the Academy and TAND annual meetings. Meeting times for other seminars/presentations will be made available to students. It is extremely important for students to become actively involved in professional dietetic organizations and to attend professional meetings. Some meetings/shows/presentations are scheduled in lieu of scheduled class times. Students are required to attend professional activities held in the Fort Worth/Dallas area.
- 56. Program students are required to travel to the Texas Academy Public Policy Workshop and Nutrition Day at the Capitol when the workshop is scheduled by the Texas Academy of Nutrition and Dietetics. Travel expenses incurred are the responsibility of the student.
- 57. Students are required to join the TCU Chapter of the Food Recovery Network (FRN). Students are required to be active members in the organizations and take part in activities as assigned by the DPD Director each semester.
- 58. Students in the MS DPD have the opportunity and responsibility to provide advice regarding the Program to the faculty and Director. Up to two students will be elected at the beginning of each academic year to serve as student representatives to the Program. The duties of the student representatives shall include:
 - a. spokesperson to provide input regarding curriculum preceptors, and facilities;
 - b. ambassador to represent the DPD at public and community events;
 - c. liaison between the DPD and various TCU College and University departments;
 - d. organizer of DPD post-graduate, supervised practice program director, and employer surveys;

e. liaison between DPD and professional organizations/associations.

59. It is mandatory that each student read and become familiar with policies and procedure statements in the DPD Student Handbook. This is acknowledged by signing the Statement of Student Accountability form in the DPD Student Handbook.

MS Nutrition with DPD Verification

Prerequisites (Nutrition and Associated Requirements)

Bachelor's Degree <i>plus</i>	General Chemistry I
Nutrition	General Chemistry II Lecture and Lab
Nutrition throughout Life Cycle	Organic Chemistry
Medical Terminology	Physiology
Human Behavior, Psychology, Sociology OR Anthropology	Microbiology

Post Bac (Must be taken at TCU; Courses are listed by number, title, and credit hour for each semester)

Fall Semester		Spring Semester	
NTDT 30144 Quantity Foods	4	NTDT 30313 Food Systems Management	3
NTDT 40343 Nutritional Biochemistry	3	NTDT 30333 Medical Nutrition Therapy I	3
NTDT 40333 Medical Nutrition Therapy II	3	NTDT 40403 Research Methods in Nutrition	3
NTDT 30233 Essentials in Dietetics	3	NTDT 50363 Community Nutrition*	3

*Counts toward Master's

Graduate First Year (Courses are listed by number, title, and credit hour for each semester)

Fall Semester		Spring Semester	
NTDT 50973 Nutritional Sciences Seminar	3	NTDT 50343 Aspects of Human Nutrition	3
NTDT 60443 Nutritional Genomics	3	Elective	3
NTDT 60453 Nutrition Ecology	3	Elective	3

Graduate Second Year (Courses are listed by number, title, and credit hour for each semester)

NTDT 60101 Graduate DPD Course	1	NTDT 50223 Culinary Medicine	3
NTDT 70980 Thesis	3	NTDT 70990 Thesis	3

Nutrition Graduate Course Options

NTDT 60973 Nutritional Sciences Seminar (Summer course) 3

NTDT 50323 Gut Microbiota and Health 3

Non-Nutrition Graduate Course Options

CHDV 50433 Trauma & Behavior 3

CHDV 50533 Case Studies in Child Dev 3

COSD 50323 Interact Skills Health Prof: Couns Sp Pop 3

EDUC 50003 Diversity in American Education 3

EDUC 60043 Action Research 3

EDGU 60383 Counseling Theories and Techniques 3

EDGU 60133 Addictions Counseling 3

EDGU 60323 Assessment in Counseling 3

INSC 72470 Healthcare Improvement Science 3

SOWO 61823 Diversity and Social Justice 3

SOWO 61843 Human Behavior I 3

SOWO 61853 Human Behavior II 3

MANA 72410 Health Care in the US 3

MANA 72423 US Health Care Policy 3

MANA 72480 Challenges in Healthcare Leadership 1.5

ACCT 60010 Financial Reporting 1.5

*Students can take up to 15 hours of 50000 level credit towards the MS degree.

Texas Christian University Didactic Program in Dietetics
KRDN Curriculum Map (Required Elements 3.1/3.2)
Didactic Courses Aligned with Core Knowledge for the RDN (POST BAC MS/DPD)

Background: The KRDN Curriculum Map is used to identify the courses in which students are being taught ACEND Core Knowledge (KRDN).

Directions: List courses in chronological order organized by term, including course number, course title and credit hours. Next, using course syllabi, textbooks and assignments, identify what ACEND Core Knowledge occurs in a course and place an 'X' in the appropriate column. Add additional rows as needed.

X - denotes course that includes assessment method(s) and corresponding measured outcome(s) with knowledge requirement.

Courses & Rotations	KRDN 1.1	KRDN 1.2	KRDN 1.3		KRDN 2.1	KRDN 2.2	KRDN 2.3	KRDN 2.4	KRDN 2.5	KRDN 2.6	KRDN 2.7	KRDN 2.8	KRDN 2.9		KRDN 3.1	KRDN 3.2	KRDN 3.3	KRDN 3.4	KRDN 3.5	KRDN 3.6		KRDN 4.1	KRDN 4.2	KRDN 4.3	KRDN 4.4	KRDN 4.5	KRDN 4.6	KRDN 4.7	
Post Bac Fall																													
NTDT 30144 Quantity Foods																							X				X	X	X
NTDT 40343 Nutr Biochem																			X										
NTDT 40333 MNT II					X										X					X									
NTDT 30233 Essentials						X			X								X												
Post Bac Spring																													
NTDT 30313 Food Systems																								X		X			
NTDT 30333 MNT I								X																	X				
NTDT 40403 Res Methods	X	X	X																X										
NTDT 50363 Community					X		X						X			X	X												
MS 1st Year Fall																													
NTDT 50973 Nutr Seminar																													
NTDT 60443 Nutr Genomics																													
NTDT 60453 Nutr Ecology																													
MS 1st Year Spring																													
NTDT 50343 Human Nutr			X																										
MS 2nd Year Fall																													
NTDT 60101 Grad DPD						X				X	X	X																	
NTDT 70980 Thesis																													
MS 2nd Year Spring																													
NTDT 50223 Culinary Medicine																				X									
NTDT 70990 Thesis																													

Texas Christian University
Didactic Program in Dietetics – POST BAC/MS
RDN Core Knowledge Assessment (Required Element 4.1 and 4.2)
DPD

Core Knowledge Statement	List course and course number in which the knowledge is assessed	List specific, required assessment method(s) (exam, rubric, project, etc.) used to measure student achievement of core knowledge
Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.		
KRDN 1.1 Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions.	NTDT 40403 - Research Methods in Nutrition	Comprehensive Research Project
KRDN 1.2 Select and use appropriate current information technologies to locate and apply evidence-based guidelines and protocols.	NTDT 40403 – Research Methods in Nutrition	Comprehensive Research Project
KRDN 1.3 Apply critical thinking skills.	NTDT 40403 – Research Methods in Nutrition	Nutrition Statistics in SPSS Project
	NTDT 50343- Biochemical, Physiological, and Molecular Aspects of Human Nutrition	Journal Article Presentation
Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the nutrition and dietetics practitioner level of practice.		
KRDN 2.1 <i>Demonstrate effective and professional oral and written communication and documentation.</i>	NTDT 40333 – Medical Nutrition Therapy II	Pancreatic Case Study
	NTDT 50363 – Community Nutrition and Public Health	SNAP Debate
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.	NTDT 30233 – Essentials of Dietetics Practice	Anemia Case Study – professional practice dilemma scenario
	NTDT 60101 – DPD Graduate Seminar	Scope of Practice Reflection
KRDN 2.3 <i>Assess the impact of a public policy position on nutrition and dietetics practice.</i>	NTDT 50363 – Community Nutrition and Public Health	Policy Impact Assignment
KRDN 2.4 <i>Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.</i>	NTDT 30333 – Medical Nutrition Therapy I	Health Care Systems Assignment

Core Knowledge Statement	List course and course number in which the knowledge is assessed	List specific, required assessment method(s) (exam, rubric, project, etc.) used to measure student achievement of core knowledge
KRDN 2.5 Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates.	NTDT 30233 – Essentials of Dietetics Practice	Health Care Team Quiz
KRDN 2.6 Demonstrate cultural humility, awareness of personal biases and an understanding of cultural differences as they contribute to diversity, equity and inclusion.	NTDT 60101 – DPD Graduate Seminar	ACEND DEI Training Webinars and Written Reflection
KRDN 2.7 Describe contributing factors to health inequity in nutrition and dietetics including structural bias, social inequities, health disparities and discrimination.	NTDT 60101 – DPD Graduate Seminar	ACEND DEI Training Webinars and Written Reflection
KRDN 2.8 Participate in a nutrition and dietetics professional organization and explain the significant role of the organization.	NTDT 60101 – DPD Graduate Seminar	Professional Meeting Reflection Assignment
KRDN 2.9 Defend a position on issues impacting the nutrition and dietetics profession.	NTDT 50363 – Community Nutrition and Public Health	Position Defense Annotated Bibliography
Domain 3. Clinical and Client Services: Development and delivery of information, products and services to individuals, groups and populations.		
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.	NTDT 40333 – Medical Nutrition Therapy II	Pancreatic Case Study - each portion of the ADIME note
KRDN 3.2 <i>Develop an educational session or program/educational strategy for a target population.</i>	NTDT 50363 – Community Nutrition and Public Health	Community Health Fair Project
KRDN 3.3 <i>Demonstrate counseling and education methods to facilitate behavior change and enhance wellness for diverse individuals and groups.</i>	NTDT 30233 – Essentials of Dietetics Practice NTDT 50363 – Community Nutrition and Public Health	Counseling Role Play Assignment Community Health Fair Assignment
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).	NTDT 40403 – Research Methods in Nutrition	Health Screening Lab
KRDN 3.5 Describe concepts of nutritional genomics and how they relate to medical nutrition therapy, health and disease.	NTDT 40343 – Nutritional Biochemistry	Nutritional Genomics Research Article Review
KRDN 3.6 Develop nutritionally sound meals, menus and meal plans that promote health and disease management and meet client's/patient's needs.	NTDT 50223 – Culinary Medicine NTDT 40333 – Medical Nutrition Therapy II	Final Project – Patient Dietary Intervention Renal Case Study – intervention portion

Core Knowledge Statement	List course and course number in which the knowledge is assessed	List specific, required assessment method(s) (exam, rubric, project, etc.) used to measure student achievement of core knowledge
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.		
KRDN 4.1 Apply management theories to the development of programs or services.	NTDT 30144 – Quantity Food Production	Quantity Food Luncheon Project - development of programs portion
KRDN 4.2 Evaluate a budget/financial management plan and interpret financial data.	NTDT 30313 – Food Systems Management	Financial Management Case Study
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.	NTDT 30333 – Medical Nutrition Therapy I	Coding and Billing Quiz
KRDN 4.4 Apply the principles of human resource management to different situations.	NTDT 30313 – Food Systems Management	Theft Opportunity Case Study
KRDN 4.5 Apply safety and sanitation principles related to food, personnel and consumers.	NTDT 30144 – Quantity Food Production	Quantity Foods Luncheon Project – instructor evaluation of safety & sanitation behaviors
KRDN 4.6 Explain the processes involved in delivering quality food and nutrition services.	NTDT 30144 – Quantity Food Production	Quantity Foods Luncheon Project – question on the Individual Luncheon Evaluation
KRDN 4.7 Evaluate data to be used in decision-making for continuous quality improvement.	NTDT 30144 – Quantity Food Production	Quantity Foods Luncheon Project- group analysis
Domain 5. Leadership and Career Management: Skills, strengths, knowledge and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.		
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.	NTDT 60101 – DPD Graduate Seminar	Self-Assessment Assignment
KRDN 5.2 Identify and articulate one’s skills, strengths, knowledge and experiences relevant to the position desired and career goals.	NTDT 60101 – DPD Graduate Seminar	Personal Statement
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).	NTDT 60101 – DPD Graduate Seminar	Compensation Negotiation Activity
	NTDT 60101 – DPD Graduate Seminar	Networking Assignment

Core Knowledge Statement	List course and course number in which the knowledge is assessed	List specific, required assessment method(s) (exam, rubric, project, etc.) used to measure student achievement of core knowledge
KRDN 5.4 Practice resolving differences or dealing with conflict.	NTDT 30313 – Food Systems Management	Conflict Resolution Case Study
KRDN 5.5 Promote team involvement and recognize the skills of each member.	NTDT 50363 – Community Nutrition and Public Health	Health Fair Peer Evaluations and Rubric
KRDN 5.6 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.	NTDT 60101 – DPD Graduate Seminar	Mentorship Reflection Assignment

Additional Resources

Signature Page and Statement of Student Accountability
Didactic Program in Dietetics
Texas Christian University

I acknowledge that I have read and understand the policies and procedures described in the Student Handbook for the Didactic Program in Dietetics, the TCU Catalog, and the TCU Code of Student Conduct. I agree to comply with these policies and procedures and accept the consequences that could result in dismissal at any time from the Didactic Program in Dietetics.

Student Name (Printed)

Student Signature

Date

Tuition and Scholarships*

Students must pay regular [tuition and fees](#) for university services and activities. There is no stipend for Program students. Students requiring financial assistance should contact the [Office of Scholarships and Student Financial Aid](#) on campus.

Some scholarships and loans may be obtained through professional organizations. The Academy of Nutrition and Dietetics Foundation and the Texas Academy of Nutrition and Dietetics Foundation each offer opportunities for scholarship application. These applications are usually accepted between November and February and are reviewed by a special board of the Academy Foundation or the Texas Academy Foundation in accordance with pre-established policies.

Information regarding scholarships available from the Texas Academy of Nutrition and Dietetics Foundation may be found at <https://eatrighttexas.org/scholarships/>.

See the TANDF website for further information and application deadline.

Scholarships are also available from:

- Texas Christian University
- C.J. (Red) Davidson
- Bonne M. Enlow
- Suzanne Elise Yarbro Memorial Scholarship
- Phi Upsilon Omicron
- Tarrant County Medical Society
- Texas Cattle Women Inc.
- Texas Association of Family and Consumer Sciences
- American Association of Family and Consumer Sciences

*Information and amounts awarded vary from year to year.

Academy of Nutrition and Dietetics Scholarships and Financial Aid

The Academy of Nutrition and Dietetics, through its many association groups, offers a variety of scholarships and educational stipends to individuals pursuing undergraduate and advanced degrees in dietetics or food and nutrition related areas. General scholarship and educational stipend information from the Academy of Nutrition and Dietetics Foundation, the dietetic practice groups and affiliate (state) and district dietetic associations can be accessed from the respective group's information listed on this site.

Scholarships Offered Through the Academy of Nutrition and Dietetics Foundation

The Academy of Nutrition and Dietetics, through its many association groups, offers a variety of scholarships and educational stipends to individuals pursuing undergraduate and advanced degrees in dietetics or food and nutrition related areas. General scholarship and educational stipend information from the Academy of Nutrition and Dietetics Foundation, the dietetic practice groups and affiliate (state) and district dietetic associations can be accessed from the respective group's information listed on this site. Scholarships, including funds set up by many of the affiliate (state) dietetic associations and dietetic

practice groups, are available to encourage eligible students and members to enroll in dietetics programs. All Academy Foundation scholarships require Academy membership; some may require specific dietetic practice group membership and residency in a specific state.

While all students are eligible for most Academy Foundation scholarships, some are specifically for dietetics students who are members of underrepresented groups. Find more [information about Foundation scholarships](#) on the Academy Foundation website.

Eligibility and Application Information

Scholarships awarded by the Academy Foundation are generally for Academy members enrolled in the junior or senior year of a baccalaureate or Combined BS/MS in dietetics or the second year of study in a nutrition and dietetic technician program, a dietetic internship program or a graduate program. One application form is used for all Academy Foundation scholarships. The number of scholarships available and their dollar amounts vary from year to year based on total donations. Scholarships are awarded in amounts ranging from \$500 to \$3,000. The majority of the scholarships awarded are for \$1,000.

Scholarships Offered by Other Academy Groups

Scholarships from the dietetic practice groups and the affiliate and district dietetic associations generally require membership in that group or residence in its area. Individuals interested in scholarships offered by the DPGs and affiliate or district dietetic associations should contact these groups directly for more information.

Free International Financial Assistance and Resources Directory

The Academy of Nutrition and Dietetics Foundation has released the fourth edition of the [Academy Foundation Directory of Resources for International Food, Nutrition, and Dietetics Professionals](#). This publication was made possible through the Wimpfheimer-Guggenheim Fund for International Exchange in Nutrition, Dietetics and Management.

The directory is a reference for U.S. and international students and professionals who are seeking funding for professional study, work experience, or research in their home country or abroad. The publication lists more than 100 groups offering financial assistance and features education organizations, loan programs, literature and Internet resources.

Other Sources of Financial Aid

Financial assistance is essential for many students enrolled in dietetics education programs. Information about student aid should be sought from the financial aid office or administrator at individual institutions. Additional sources include the state higher education agency and local civic, professional and community organizations or foundations. Detailed information about federal grants and loans administered by the United States Department of Education is available on its [federal student aid website](#).

All student membership and Academy information revised and updated 6/2021 from www.eatright.org.

Dietetic Internships (DI)

Each Dietetic Internship (DI) that is listed by the Academy on their [website](#) is accredited. After each program's address is the accreditation status granted by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) and the date of the next program review. The accreditation status definitions are as follows:

- *Candidacy for Accreditation*—program not previously accredited that has had one site visit and is being implemented according to the ACEND Accreditation Standards.
- *Accredited*—program that has had at least one site visit and is in compliance with the Accreditation Standards.
- *Probationary Accreditation*—program fails to comply with the Accreditation Standards or published policies.
- *Accreditation Withdrawn*—program fails to comply with the Accreditation Standards or published policies within a specified time period.

Currently all DIs must provide at least 1000 hours of supervised practice. In addition, as of January 2024, individuals must earn a Master's degree in order to be eligible to take the CDR registration examination for dietitians.

Appointments to DIs are awarded on a competitive basis and most use a national computer matching process. Prospective applicants must contact program directors for current information, including application deadline dates. More information about the application, tuition and financial aid can be obtained from the program.

A complete listing of [accredited programs](#) is available on the Academy's and ACEND's websites, with program details and contact information.

[Supply and demand for dietetic internships since 1998.](#)

[Percent change in number of openings, applicants, and applicants matched to DI Programs participating in Computer Matching Process \(April/November\).](#)

[How to be a competitive candidate for an ACEND accredited program.](#)

Dietetic Internship Centralized Application System (DICAS) and Computer Matching through D&D Digital

Almost all supervised practice/dietetic internship programs use the [online dietetic internship centralized application process \(DICAS\)](#). Please refer to the program's website for any additional instructions regarding the application. **NOTE: DICAS will upgrade to the Dietetics Inclusive Centralized Application System in Spring 2023.**

If you have questions about the centralized application, please contact DICAS customer support at 617/612-2855 or dicasinfo@dicas.org.

1. Even though DICAS is a standardized application, each site has its own application instructions and deadlines. It is each applicant's responsibility to be familiar with each site's application procedures, requirements, and deadlines. For example, some sites may request that you provide additional material (e.g., testing reports), and DICAS will permit you to attach this information electronically.
2. The DICAS application will be completed via the internet, using your internet browser, and sent electronically to the internship sites that you designate.
3. DICAS is organized by Portals and includes an Applicant Portal (the portal that you, as an internship applicant will complete), a Selection Portal (the repository of applications that are sent to a specific internship site), a Reference Portal (the portal in which the individuals writing letters of recommendation for you will upload their letter), and a DPD (Didactic Program in Dietetics) Portal (the part of the application in which your DPD director will verify your readiness for internship). In addition to these general instructions, each section of DICAS has its own specific instructions. These specific instructions can be accessed by clicking the "Instructions for this Section" button at the top right corner of each page.

Please view this video from the Academy of Nutrition and Dietetics for more information about the online application system. [DICAS Video](#)

ELEMENTS OF THE STANDARDIZED APPLICATION

General Application: This is the "meat" of the application and includes questions about your background, education, and experience.

Personal Statement: The personal statement provides an introduction to your application and, most importantly, an opportunity for you to describe your interest in, and fit with, a particular site. It also gives you the opportunity to address site-specific issues or questions. DICAS permits you to submit an individualized personal statement for each site to which you are applying.

Resume: The accepted file formats are MSWord (.doc), Rich Text Format (.rtf), Portable Document Format (.pdf), and ASCII Text file (.txt). Macintosh Users: Please be sure that the appropriate extension (e.g., '.doc', '.pdf') is at the end of the file name you select.

U.S. Transcripts: Includes transcripts from all institutions that you have attended, whether a degree was obtained or not. You are required to submit one official copy of each transcript to the DICAS service,

which will be scanned and attached to each application. Most sites do not request foreign transcripts; therefore, they are not required by DICAS in order for your application to be considered complete. However, some sites prefer to review them, so if you wish to send a copy of a foreign transcript or an official evaluation to DICAS, they will be scanned on your behalf. *NOTE:* Unofficial transcripts, photo copies and issued to student transcripts are all considered unofficial, and will not be accepted under any circumstances.

References: Most sites request three letters of recommendation, although a few have a different requirement. The DICAS service allows you to request letters from your recommenders, who will then upload their letters directly to the service. Once your recommenders have uploaded their letters, you may then choose which letters get sent to which internship sites.

Supplemental Materials: These are any additional materials that may be requested by a program, such as testing batteries and/or reports, etc. The DICAS service allows you to upload supplemental materials for each site that requires such materials.

Verification by Your Program Director: Your dietetic program director is required to review one of the following, your declaration of intent, or your verification statement. When you have completed the portions of the application that require verification, you may submit them electronically to your DPD director for review. You will not be permitted to submit any applications to internship sites until this verification process is completed by your DPD director. Please do not send a hard copy of your verification statement or declaration of intent to DICAS as we cannot accept them.

COMPUTER MATCHING

Computer matching is one part of the process necessary to obtain an appointment to most supervised practice programs. The Academy of Nutrition and Dietetics has contracted with D&D Digital Systems to facilitate matching through a computerized process. An applicant is "matched" with the highest ranked program that offers the applicant a position. In this way, computer matching helps applicants to obtain a position in the supervised practice program of their choice and helps supervised practice programs obtain the applicants of their choice. It eliminates premature decisions by programs about applicants and acceptance at multiple programs by applicants. Computer matching occurs using the applicant's prioritized list and the programs' prioritized lists until all possible matches are complete. There is a fee for computer matching that must be submitted at the time you register for the match online with D&D Digital Systems.

Click [here](#) for information regarding computer matching FAQ.

Updated 7/2022

Registration Examination for Dietitians

Test Specifications

January 1, 2022 – December 31, 2026

The Registration Examination for Dietitians is designed to evaluate a dietitian's ability to perform at the entry-level. The examination content domains and topics are outlined below.

I. Principles of Dietetics	21%
A. Food, Nutrition and Supporting Sciences	
B. Education, Communication and Technology	
C. Research Applications	
II. Nutrition Care for Individuals and Groups	45%
A. Screening and Assessment	
B. Diagnosis	
C. Planning and Intervention	
D. Monitoring and Evaluation	
III. Management of Food and Nutrition Programs and Services	21%
A. Functions of Management	
B. Human Resource Management	
C. Financial Management	
D. Marketing and Public Relations	
E. Quality Management and Regulatory Compliance	
IV. Foodservice Systems	13%
A. Menu Development	
B. Procurement, Production, Distribution, and Service	
C. Sanitation and Safety	
D. Equipment and Facility Planning	

Approved by CDR September 14, 2020

Information about Texas State Licensure

Licensed Dietitians have met strict standards to become licensed by this state. Those standards include a minimum of a *Baccalaureate degree from an accredited college or university*, post graduate supervised training of at least 900 hours, and the passing of a national registration examination.

Since Licensed Dietitians are required to complete continuing education classes annually, the public can be assured that Licensed Dietitians are maintaining and upgrading their skills and knowledge in order to provide quality services and products.

In Texas, the Texas Department of Licensing and Regulation regulates Licensed Dietitians. Unless the person holds an appropriate license, a person may not use the title or represent that the person has the title Licensed Dietitian or use a facsimile of that title.

For more information about Texas State Licensure visit <https://www.tdlr.texas.gov/diet/diet.htm>.

What Is a Dietetic Technician, Registered?

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. NDTRs are an integral part of healthcare and food service management teams.

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

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

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

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

NDTRs are nationally credentialed food and nutrition technical practitioners who have met the following criteria to earn and maintain the NDTR credential.

Education

Each of the following education routes leads to eligibility for application to the Registration Examination for NDTRs.

1. Successful completion of a Dietetic Technician Program accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy, that includes 450 hours of supervised practice experience in various community-based programs, health care and foodservice facilities and has completed at least a two year associate's degree at a U.S. regionally accredited college or university. Coursework typically includes fundamentals of nutrition and nutrition across the lifespan, applied food science and techniques of food preparation, foodservice systems management, chemistry, and physiology, microbiology applied to food safety, human resource management, communications, and business. ACEND is the accrediting agency for dietetics education programs and is recognized by the United States Department of Education as the accrediting agency for education programs that prepare dietetics practitioners. For more information regarding the academic requirements and supervised practice for NDTRs, refer to ACEND's website at <https://www.eatrightpro.org/acend>.

2. *Completion of a Baccalaureate degree granted by a U.S. regionally accredited college/university, or foreign equivalent, and completion of a ACEND Didactic Program in Dietetics (DPD), and completion of an ACEND-accredited Dietetic Technician supervised practice program.*
3. Successful completion of coursework in an ACEND-accredited Didactic Program in Dietetics and completion of at least a bachelor's degree at a U.S. regionally accredited college or university.

Credentialing

After completing the degree and dietetics coursework, successful completion of the Registration Examination for Dietetic Technicians, a national credentialing examination, administered by the Commission on Dietetic Registration (CDR) is required. CDR's NDTR certification program is fully accredited by the National Commission for Certifying Agencies (NCCA), the accrediting arm of the Institute for Credentialing Excellence (ICE). Accreditation by the ICE reflects achievement of the highest standards of professional credentialing. For more information regarding NDTR credentialing, refer to CDR's website at www.cdrnet.org.

Compliance with the CDR Professional Development Portfolio (PDP): Requirements to maintain NDTR registration include 50 hours of continuing education every five years.

Updated from www.eatright.org 7/2022

Registration Examination for Dietetic Technicians

Test Specifications

January 1, 2022 – December 31, 2026

The Registration Examination for Dietetic Technicians is designed to evaluate a dietetic technician's ability to perform at the entry-level. The examination content domains and topics are outlined below.

I. Nutrition Science and Care for Individuals and Groups	41%
A. Principles of Basic and Normal Nutrition	
B. Screening and Assessment	
C. Planning and Intervention	
D. Monitoring and Evaluation	
II. Food Science and Food Service	21%
A. Menu Development	
B. Procurement and Supply Management	
C. Food Production, Distribution, and Service	
D. Sanitation, Safety, Facility and Equipment	
III. Management of Food and Nutrition Services	38%
A. Human Resources	
B. Finance and Materials	
C. Marketing Products and Services	
D. Management Principles and Functions	
E. Quality Management, Regulatory Compliance, and Research	

Approved by CDR September 14, 2020

Contact Information

Academy of Nutrition and Dietetics <http://www.eatright.org>

Headquarters

Academy of Nutrition and Dietetics
120 South Riverside Plaza, Suite 2190
Chicago, Illinois 60606-6995
Phone: 800/877-1600
Phone: 312/899-0040

Washington, D.C. Office

Academy of Nutrition and Dietetics
1120 Connecticut Avenue NW, Suite 480
Washington, D.C. 20036
Phone: 800/877-0877
Phone: 202/775-8277

For Career Guidance Information Contact:

AND Student Operations
120 South Riverside Plaza, Suite 2190
Chicago, Illinois 60606-6995
Phone: 800/877-1600, ext. 5400
Fax: 312/899-4817
E-mail: education@eatright.org

Accreditation Council on Education for Nutrition and Dietetics (ACEND)

<https://www.eatrightpro.org/acend>

Accreditation Staff

120 South Riverside Plaza, Suite 2190
Chicago, Illinois 60606-6995
Phone: 800/877-1600, ext. 5400
Fax: 312/899-4817
E-mail: education@eatright.org

Commission on Dietetic Registration <http://www.cdrnet.org/>

120 South Riverside Plaza, Suite 2190
Chicago, Illinois 60606-6995
Phone: 312-899-0040 Ext. 5500
Fax: 312-899-4772
E-mail: cdr@eatright.org

Texas Academy of Nutrition and Dietetics <http://www.eatrighttexas.org>

Texas Academy of Nutrition and Dietetics
700 N Colorado Blvd, #637
Denver, CO 80206
Phone: (469) 213-8651
E-mail: info.texas.and@gmail.com

DICAS <http://portal.dicas.org>

PO Box 9118
Watertown, MA 02471
Phone: 617-612-2855
E-mail: dicasinfo@dicas.org

D&D Digital Systems (computer matching process) <http://www.dnndigital.com/>

304 Main St
Ames, IA 50010
Phone: 515-292-0490
E-mail dnd@netins.net

Procedure for Complaints against Accredited Programs

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

[Download the Complaint Investigation Form](#)

1. ACEND staff forwards all written complaints to the ACEND® chair within three weeks of receipt of the complaint. If the complainant, requests to remain anonymous to the program, the complainant must also provide a written copy of the complaint where identifying information is blocked out.
2. If the ACEND® chair determines that the complaint does not relate to the accreditation standards or policies, the complainant is notified in writing within two weeks of the Chair's review that no further action will be taken.
3. If the ACEND® chair determines that the complaint may relate to the accreditation standards or policies, the complaint is acknowledged in writing within two weeks of the chair's review and the complainant is provided a copy of the process for handling the complaint.
4. At the same time as the complainant is notified, the complaint is forwarded to the program director by express mail second day delivery for tracking purposes. The administrative officers of the institution or organization sponsoring the program, currently on file with ACEND®, receive copies of the correspondence by first class mail.
5. The ACEND® chair requests the program to conduct a preliminary investigation and submit a report addressing the relevant accreditation standards or policies postmarked no more than 30 calendar days from receipt of the notification, as documented by the record of second day delivery.
6. The ACEND® chair may also request further information or materials relating to the complaint from the complainant, the institution or other sources.
7. The ACEND® chair appoints a review committee to consider the complaint, along with all relevant information. The review committee recommends appropriate action to the ACEND® board at its next scheduled meeting.
8. In determining the appropriate action, the ACEND® board considers the complaint, materials relating to the complaint, the review committee's recommendation, if any, and additional evidence provided by the program, if any.
9. The ACEND® board or the ACEND® chair may determine that legal counsel is needed to address the complaint. Staff works with the ACEND® board and legal counsel to identify a plan to address the complaint.
10. If the complaint is determined to be unsubstantiated or not related to the accreditation standards or policies, no action is taken.
11. If the complaint is substantiated and indicates that the program may not be in compliance with the accreditation standards or policies, appropriate action is taken, which may include, but is not limited to, scheduling an on-site visit of the program. If the complaint is substantiated and the ACEND® board determines that the program is not in compliance with the accreditation standards or policies, the ACEND® board may place the program on probation or withdraw accreditation.
12. The program director and administration of the sponsoring institution are notified of the ACEND® board's decision and action in writing within two weeks of the decision. The complainant is notified of the final decision and action when the reconsideration and appeals process expires.
13. The program has the right to request the ACEND® board to reconsider a decision to withdraw accreditation or probationary accreditation.

A copy of the accreditation standards may be obtained by contacting the ACEND staff at the Academy of Nutrition and Dietetics. Written complaints should be mailed to the Chair, Accreditation Council on Education for Nutrition and Dietetics at the following address:

Accreditation Council on Education for Nutrition and Dietetics
120 South Riverside Plaza, Suite 2190
Chicago, Illinois 60606-6995
Phone: 312-899-0040 Ext. 5500 Fax: 312-899-4772

Updated 05/2015

Texas Christian University Informed Consent and Assumption of Risk

Texas Christian University is a non-profit educational institution. References to Texas Christian University include "TCU", its trustees, officers, officials, employees, volunteers, students, agents, and assigns.

I (print your name)_____ understand I am to

participate in the_____ (henceforth referred to as the Program).

- I fully understand and appreciate the dangers, hazards and risks inherent in participating in the Program, in the transportation to and from the Program, and in any independent research or activities I undertake as an adjunct to the Program.
- I agree that participating in any activity is an acceptance of some risk of injury and/or loss or damage of property.
- I agree that my safety is primarily dependent upon my taking proper care of myself. I understand that is my responsibility to know what I will need for the Program and to provide what I will need.
- I agree to make sure that I know how to safely participate in any activities, and I agree to observe any rules and practices, which may be employed to minimize the risk of injury.
- I agree to stop and seek assistance if I do not believe I can safely continue any activity.
- I will not wear or use or do anything that would pose a hazard to myself, or others, including using or ingesting any substance which could pose a hazard to myself or others.
- I agree that if I do not act in accordance with this agreement, I may not be permitted to continue to participate in the Program.

In consideration of my participation in this Program, I agree as follows:

SPECIFIC HAZARDS OF TRAVEL OR PROGRAM: Despite precautions, accidents and injuries can occur. I understand that traveling, doing fieldwork or being in a large city may be potentially dangerous, and that I may be injured and/or lose or damage personal property as a result of participation in the Program. Therefore, I ASSUME ALL RISKS RELATED TO THE ACTIVITIES including, but not limited to:

- Death, injury or illness from accidents of any nature whatsoever, including, but not limited to, bodily injury of any nature, whether severe or not, which may occur as a result of participating in an activity or contact with physical surroundings or other persons; arising from travel by car, bus or any other means; death injury or illness including food poisoning arising from the provision of food or beverage by restaurants or other service providers.
- Theft, loss or damage of my personal property while in transit or participating in the Program.
- Natural disaster or other disturbances, and alteration or cancellation of the Program due to such causes.
- Most trips to hospitals, schools and community service centers require travel through or parking in high crime areas. Please review the attached safety guidelines.
- Listed below are specific dangers endemic in this Program's area of travel or endemic to the Program.

INSTITUTIONAL ARRANGEMENTS: I understand that TCU is not an agent of, and has no responsibility for, any third party which may provide any services including food, lodging, travel, or other goods or services associated with the Program. I understand that TCU may provide these services only as a convenience to participants and that accordingly, TCU accepts no responsibility, in whole or in part, for delays, loss, damage or injury to persons or property whatsoever, caused to me or others prior to departure, while traveling or while staying in designated lodging. I further understand that TCU is not responsible for matters that are beyond its control. I acknowledge that TCU reserves the right to cancel the trip without penalty or to make any modifications to the itinerary and/or academic program as deemed necessary by TCU.

INDEPENDENT ACTIVITY: I understand that TCU is not responsible for any loss or damage I may suffer when I am traveling independently or I am otherwise separated or absent from any TCU activity. In addition,

Health Insurance Portability and Accountability Act (HIPAA)

Why is the HIPAA Privacy Rule needed?

In enacting HIPAA, Congress mandated the establishment of Federal standards for the privacy of individually identifiable health information. When it comes to personal information that moves across hospitals, doctors' offices, insurers or third party payers, and State lines, our country has relied on a patchwork of Federal and State laws. Under the patchwork of laws existing prior to adoption of HIPAA and the Privacy Rule, personal health information could be distributed—without either notice or authorization—for reasons that had nothing to do with a patient's medical treatment or health care reimbursement. For example, unless otherwise forbidden by State or local law, without the Privacy Rule patient information held by a health plan could, without the patient's permission, be passed on to a lender who could then deny the patient's application for a home mortgage or a credit card, or to an employer who could use it in personnel decisions. The Privacy Rule establishes a Federal floor of safeguards to protect the confidentiality of medical information. State laws which provide stronger privacy protections will continue to apply over and above the new Federal privacy standards.

Health care providers have a strong tradition of safeguarding private health information. However, in today's world, the old system of paper records in locked filing cabinets is not enough. With information broadly held and transmitted electronically, the Rule provides clear standards for the protection of personal health information. For more detailed information about health privacy, visit <http://www.hhs.gov/ocr/hipaa/>.

HIPAA Regulations and the TCU Department of Nutritional Sciences

Policies: Access, Use, and Protection of Health Information obtained during the course of Clinical or Community Education, or Research.

1. All students must sign a Department of Nutritional Sciences *Student Confidentiality Agreement* prior to accessing patient/client/participant files in any agency used for clinical or community education, or research.
2. All student documents related to patient/client/participant assignments (journals, care plans, papers, assignment sheets, etc) must be protected to assure privacy of the patient(s) information by de-identifying the health information. Your course faculty will tell you the de-identification method to be used.
3. Students should maintain the de-identification of health information when communicating with faculty, one another, or any other entity through any means including electronic means.
4. Any documents submitted to faculty should contain no protected health information (PHI) or the information should be de-identified. For example: course papers, care plans, interview information, etc.
5. If protected health information is re-identified for any reason, it is deemed to be protected health information and is subject to the applicable privacy protections. The student is responsible for maintaining the security of the re-identified information.
6. Only students wearing the approved Departmental identification badge will be granted access to patient/client/participants information by the clinical/community agency.

7. Student ID's are to be worn in a visible location on the lab jacket or street clothing when representing self as a TCU student in the Department of Nutritional Sciences.

8. There should be no disclosure of PHI of patients/clients/participants by Department of Nutritional Sciences students. A student should consult the course faculty if a student has a question about PHI related to disclosures required by law, disclosures for public health activities, disclosures about victims of abuse, neglect or domestic violence; law enforcement purposes, disclosures about decedents, disclosures for cadaver organ, eye, tissue donation, disclosures to avert a serious threat to health or safety, disclosures for specialized government functions, disclosures for workers' compensation.

9. If documents containing PHI are in use by students (for example, in the hospital unit, community sites, computer lab, etc.) the document(s) must be shielded so others may not see the information. If the person using the documents leaves the room, the documents must not be left on top of the desk for others to see. Locking the documents in a secure file is recommended.

10. If faxing, copying or printing documents containing PHI it is the user's responsibility to assure protection of the PHI.

11. Documents containing PHI should only be shredded by the person authorized to have the PHI.

Policy: HIPAA Regulations and Department of Nutritional Sciences Research and/or Professional Projects.

1. All human research projects that involve the use of personal health information must secure a signed *TCU IRB Protected Health Information Authorization* form from each subject.

2. Any student research or professional projects should maintain the protection of health information collected during the duration of the project by including no identifying patient/client/participant information on project instruments. If a code is used to re-identify the participant information, the codebook must be maintained in a locked, secured file. If an informed consent document is signed, the documents should be maintained in a locked, secured file apart from any patient/subject information. Informed consent documents should be submitted prior to initiating project and follow research policy and procedures for TCU and Department of Nutritional Sciences. The documents will be stored according to the Department of Nutritional Sciences Research Review Board guidelines.

3. In the event protected health information collected during a research project was disclosed, the student and the student's faculty advisor should report the disclosure to the Chair, Department of Nutritional Sciences Research Review Board. The Chair will determine if a disclosure of PHI was made for 50 or more individuals involved in a research project. If so, an accounting of the disclosure should include the following: a) name of research activity b) a description of the project in plain language including the purpose for the research and selection of criteria for the records c) a description of the type of PHI disclosed d) the date or period of time of the disclosure e) name, address and phone number of the sponsor of the research f) the name of the researcher to whom the PHI was disclosed g) a statement that the PHI of the individual may or may not have been disclosed during the research activity.

If there were fewer than 50 individuals involved in the research, the Chair must provide an accounting for every disclosure of PHI for each individual whose PHI was disclosed.

In addition, if an individual involved in a research study of 50 or more individuals requests an accounting for the disclosure of PHI pertaining to the individual, the Chair must make a reasonable attempt to satisfy this request.

Policy: Required Training Regarding HIPAA Regulations and Policies for All Department of Nutritional Sciences Students

1. All Department of Nutritional Sciences students will complete the online *NIH Protecting Human Research Participants* course prior to initiating their research project. This training program includes information about HIPAA regulations and policies. Additionally, during the first week of the academic semester, each student will be informed about Departmental policies and HIPAA regulations and asked to sign the Department of Nutritional Sciences *Student Confidentiality Agreement* indicating understanding of the policies and procedures related to HIPAA.

2. If a breach in confidentiality occurs, the student will complete a retraining program as soon as possible following the incident.

3. All students will complete retraining within 1 month following a significant change in privacy practices.

Policy: Sanctions for Violating Department of Nutritional Sciences Policies and Procedures related to HIPAA

1. A complaint regarding a breach in patient privacy may be brought to the Chair, Department of Nutritional Sciences Research Review Board with the assurance that no retaliatory measures will be taken against the person bringing the complaint.

2. The Chair will document the complaints received and their disposition and maintain the document in a locked, secured file.

3. Students who violate the protection of health information are subject to sanctions, which may include, but are not limited to: unit or course grade reduction; failure of course; suspension from program.

TCU Department of Nutritional Sciences

Student Completion of Required Reading and Review of Information
Department of Nutritional Sciences Policies and Procedures Regarding HIPAA Regulations

<http://www.hhs.gov/ocr/hipaa/>

I have completed the required reading and review of information included in the Department of Nutritional Sciences policies and procedures regarding HIPAA Regulations. I understand that if I have questions I should ask my faculty advisor for clarification or additional information.

Student Signature

Date

Completed form to be placed in student's file in Administrative office.

TEXAS CHRISTIAN UNIVERSITY
DEPARTMENT OF NUTRITIONAL SCIENCES
STUDENT CONFIDENTIALITY AGREEMENT

Patient/client/participant confidentiality at the facilities used by Texas Christian University Department of Nutritional Sciences is of primary importance. In addition to each facility policy, a federal law called the Health Insurance Portability and Accountability Act (HIPAA) requires patient/client/participant health information to be kept confidential. Additionally, patients/clients/participants and their families have a right to deal with their issues in a private and secure manner, trusting that their privacy will be maintained. In order to protect this right to confidentiality and to comply with federal and state laws, students must agree to hold all information (including, but not limited to, patient names, their health information, and relevant agency information) gained through their clinical assignments or professional/research projects at any facility used by Texas Christian University Department of Nutritional Sciences in strictest confidence. Confidentiality includes but is not limited to discussing patients/clients/participants or their health conditions with persons who do not have a need to know and not removing any documents with individually identifiable patient data from the facility.

I also understand the terms of this Student Confidentiality Agreement, and I agree to abide by the above confidentiality requirements. I further understand that any breach of a patient's/client's/participant's confidentiality may result in disciplinary action against me as described in the Department of Nutritional Sciences policies relating to HIPAA Regulations.

Printed Student Name

Printed Faculty Name

Student Signature

Faculty Signature

Date

Date