

DIDACTIC PROGRAM IN DIETETICS

TARLETON STATE UNIVERSITY
COLLEGE OF HEALTH SCIENCES



ACEND Consortium
Partnership with Stephen F.
Austin State University

DPD Student Handbook 2023-2024

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INTRODUCTION

History, Description of DPD Program Consortium:

The Didactic Program in Dietetics (DPD) consortium between Tarleton State University and Stephen F. Austin State University was approved September 2020 by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). The Tarleton program is housed in the College of Health Sciences and Human Services in the department of Medical Laboratory Sciences, Public Health, and Nutrition Science on the Stephenville campus.

Faculty/Advisors

The Tarleton program consists of one full-time faculty member and program coordinator, Paula McKeehan, who is a registered dietitian. Department head and faculty and staff members Dr. Myoung Ryou and Hoyeon Kim provide departmental guidance and support for students. Dietetics students receive general course advising from one of the four college academic advisors. Ms. McKeehan and Ms. Sarah Drake, faculty member and DPD consortium director at Stephen F. Austin State University assist students with consortium course registration. Through the DPD consortium, students will complete six courses taught by Stephen F. Austin State University faculty.

Paula McKeehan MS, RD, LD

Assistant Professor
Consortium Coordinator-Didactic Program in Dietetics
pmckeehan@tarleton.edu
(254)968-9195

Area of Expertise

Community Nutrition Education, Culinary Nutrition
and Meal Management

Education

- M.S. Agricultural Education, Tarleton State University
- Dietetic Internship, Stephen F. Austin State University
- BSFCS Dietetics, Baylor University

Sarah Drake, MS, RD

Clinical Instructor
Director – DPD Consortium (SFASU)
drakes@sfasu.edu
(936) 468-5560

Area of Expertise

Nutrition Counseling, Wellness
Communications, Gestational Diabetes

Education

- M.S. Human Sciences, Stephen F. Austin State University
- Dietetic Internship, Loyola University Chicago
- B.S. Dietetics, Michigan State University

Accreditation Status

The Didactic Program in Dietetics Consortium at Tarleton State University is a partnership with Stephen F. Austin State University and is currently granted Accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND)

of the Academy for Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, Illinois 60606-6995, (312) 899-0040 ext. 5400, www.eatright.org/acend.

Accreditation Council for Education in Nutrition and Dietetics

the accrediting agency for the



**Academy of Nutrition
and Dietetics**

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) is the Academy of Nutrition and Dietetics accrediting agency for education programs preparing students for careers as registered dietitians or dietetic technicians, registered.

ACEND exists to serve the public by establishing and enforcing eligibility requirements and accreditation standards that ensure the quality and continued improvement of nutrition and dietetics education programs. Programs meeting those standards are accredited by ACEND.

Program Mission Statement

The mission of the DPD Consortium at Tarleton State University and Stephen F. Austin State University is to prepare high quality graduates for supervised practice leading to eligibility for the CDR credentialing exam to become registered dietitian nutritionists.

Objectives and Goals

The program outcome measures are as follows:

Goal #1 – Program graduates will be prepared for success in graduate studies, supervised practice, or as dietetics professionals.

1. At least 80% of students will complete the DPD program/degree requirements within 6 years (150% of program length).
2. At least 60% percent of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation.
3. Of program graduates who apply to a supervised practice program, at least 80% percent are admitted within 12 months of graduation.
4. The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.
5. When surveyed, the mean rating that supervised practice directors/preceptors and employers will give for "area of practice" competence will meet or exceed the rating of satisfactory (3).
6. 60% of graduates who seek employment will find employment within one year of graduation.

Goal # 2 – Program graduates will demonstrate the confidence and skills necessary for success in supervised practice programs and dietetics-related jobs.

1. When surveyed, the mean rating that DPD Alumni will give for how valuable DPD courses were in preparing them for the internship or a dietetics-related job will meet or exceed the rating of satisfactory (3).
2. When surveyed, the mean rating that senior DPD students will give for how confident they feel that the DPD courses will prepare them for the internship or a dietetics related job will meet or exceed the rating of satisfactory (3).

Student Learning Outcomes (known as KRDNs) are the knowledge, skills, and abilities students should demonstrate upon completion of the program. These KRDNs are required by ACEND and are regularly assessed to determine student learning and to evaluate overall program effectiveness. All ACEND-required KRDNs must be submitted through Livetext (a data management program) in order to receive credit. Specifics of this program are covered in syllabi. KRDNs covered in TSU courses are captured in Canvas Outcomes. These KRDNs are listed in Appendix B.

Admission Requirements

The admission standards of the DPD program are aligned with the admission standards of the university. A student may enter a major or minor in Nutrition Science as a freshman, transfer student or as a change of major (internal transfer) at Tarleton State University. The current general admission requirements are available on the Admissions website:

<https://www.tarleton.edu/admissions/index.html>

Degree Plan

For freshmen or transfer students

Students must file for an unofficial degree plan once they have completed 45 hours of coursework. Students who complete the nutrition science degree with a concentration in dietetics will graduate with at least 120 hours. Major courses include food science, culinary planning and preparation, nutrition, cultural foods, advanced nutrition, medical nutrition therapy, and nutrition through the lifecycle. Please see degree plan in Appendix A. The dietetics concentration is the only degree track that allows a student to receive a verification statement of completion in order to apply for a dietetic internship. The food and nutrition degree plan DOES NOT allow a student to receive a verification statement of completion and DOES NOT enable the student to apply for a dietetic internship.

As part of the DPD Consortium Program, TSU DPD students will take the following 6 courses through Stephen F. Austin State University via distance education (no travel or relocation required):

NUTR 4305 Food Service Management (RSTO 4331)	NUTR 4309 Community Nutrition
NUTR 4325 Nutrition Counseling	NUTR 4339 Advanced Nutrition
NUTR 4349 MNT I	NUTR 4379 MNT II

TSU students will register and pay tuition through TSU and complete a DPD Consortium registration form with program coordinator, Paula McKeehan. The courses will be taught through SFA and appear on the TSU transcript.

Transfer Students:

Students transferring from community colleges or other universities can easily obtain their general education requirement before attending TSU. The TSU-SFASU DPD Consortium follows the university policy related to undergraduate admission and credits. More transfer information can be found at <https://www.tarleton.edu/admissions/transfer/>

For further information about majoring in Dietetics and Nutrition Science at TSU, please contact the Didactic Program Coordinator, Paula McKeehan at pmckeehan@Tarleton.edu or call (254) 968-9195.

If you are transferring in 3000- or 4000-level nutrition courses from another university, you may be asked to provide syllabi from those courses to confirm that student learning outcomes were met and, if not, may be asked to complete additional assignments outside of class to meet all DPD-required student learning outcomes. See the "Assessment of Prior Learning Policy" for more details.

Distance Learning Course Expectations

Undergraduate course modalities are offered in a hybrid (face-to-face/Zoom Livestream) format or are delivered fully online. The courses with Zoom Livestream options are taught in classrooms with Zoom capabilities, equipped with microphones and cameras that track the movement of the instructor and students in the classroom, and the instructor and students can see those attending via Livestream.

Consortium courses are taught by Stephen F. Austin State University faculty as hybrid or fully online courses. All faculty at SFASU must be certified through the Center for Teaching and Learning (CTL) at SFASU before being approved to develop or teach fully-online distance courses. Tarleton State University faculty receive training and instructional design help from the Center for Educational Excellence before teaching a hybrid or online course at TSU.

The dietetics concentration is only offered on the Stephenville campus. The Dick Smith Library offers laptop check out and campus computer labs to help students access online consortium courses. Students who do not live in the Stephenville area and do not have convenient access to the Dick Smith library or campus computer labs will need a computer with internet access (preferably high speed). Students will also need word processing and presentation design software.

Please use the course evaluation tool to provide feedback about the course instructor's online delivery methods to help the faculty continuously improve the format.

Newly approved pathway for DPD Graduates to become credentialed as Dietetic Technicians, Registered

Students receiving Verification Statements are now eligible to sit for the national Dietetic Technician Registration exam (effective spring 2009) authorized by the Commission on Dietetic Registration (CDR) of the Academy of Nutrition and Dietetics. Students seeking this opportunity should notify the Dietetics Program Director who will process group eligibility applications following receipt of final transcripts and processing of Verification Statements. (February, June, September)

Verification of Student Identification

TSU and SFASU verify student identity using two-factor authentication (a secure username and password, plus an additional push-based authentication via mobile app, phone, or token), as well as through proctored examinations. You will be provided a username and instructions to access mySFA (the university's secure web portal) for consortium courses or Canvas for TSU campus courses, where you will establish a password.

In consortium courses students must use login credentials issued to and known only to them to access all computer systems, including mySFA, the student information system, registration system, electronic mail, library systems, learning management system, and associated instructional content systems. SFA and TSU use a single sign-on authentication system for added security.

For exams, the university uses ProctorU (live, remote proctoring service) or Proctorio (automated remote proctoring service) which provides faculty the option to require students to show identification

Post-baccalaureate Students must enroll through Stephen F. Austin State University

Per Tarleton State University's Memorandum of Understanding establishing the DPD consortium with SFASU, any student who has earned a Bachelor's degree cannot enroll in Tarleton's DPD and must apply to SFASU.

Post Baccalaureate Requirements for majors OTHER than Dietetics and Nutritional Sciences or similar.

In order to become a Registered Dietitian you must have completed a specific program of study called the Didactic Program in Dietetics (DPD). If your degree is NOT in Dietetics and Nutritional Sciences or a similar degree and you do NOT have a DPD verification statement, you will have to take some "leveling courses" to get DPD verification BEFORE you can apply for a nation-wide computer matched Dietetic Internship position. The SFASU DPD Director can review your undergraduate transcript from other universities and make recommendations for your specific "leveling" needs. To inquire about the courses you would need to meet the competencies outlined by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), please contact the DPD director. Courses are also listed in Appendix A under Degree Plan.

Once accepted to the University, you are automatically accepted into the DPD program. You would choose Dietetics and Nutritional Sciences as a second degree to complete the required coursework and to obtain financial aid while you are completing the undergraduate coursework. Financial aid will pay up to 180 hours PLUS your undergraduate degree. You can also complete the program as a non-degree seeking undergraduate student to earn a verification statement; however, financial aid will not be an option.

Students with an undergraduate nutrition degree from another university seeking a verification statement.

If you have a degree in Dietetics and Nutritional Sciences or something similar from another university and are seeking a verification statement from SFASU, a further assessment of prior learning will take place to confirm prior learning outcomes were met in the courses already completed. You may be asked to provide syllabi and may be required to complete assignments outside of the courses you are taking at SFASU to meet specific competencies.

The DPD Director will provide you with a copy of the required courses, retain a copy in their records and send a copy to the academic advisor. It typically takes two years for students who do not have a science degree to complete the undergraduate coursework. Once completed, the DPD Director will issue you a verification statement which gives you eligibility to apply for a dietetic internship.

SFASU/TSU DPD Consortium Students

TSU has a consortium agreement with Stephen F. Austin State University (SFASU) whereby TSU students receiving a degree in Nutrition Science with a concentration Dietetics will take 6 courses through SFASU (NUTR 4309, 4335, 4339, 4349, 4379 and RSTO 4331) and meet all ACEND requirements to receive a verification statement and continue their education to become registered dietitian nutritionists, if desired. TSU students in this degree will receive a B.S. degree from TSU (home institution), and a verification statement from SFASU (consortium provider institution). For more information about the SFASU/TSU consortium, please visit the [SFASU website](#), the [TSU website](#), or contact to consortium coordinators:

Tarleton State University Consortium Coordinator
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REGISTERED DIETITIAN & LICENSED DIETITIAN

A registered dietitian nutritionist (RD or RDN) is a food and nutrition expert who has met the minimum academic and professional requirements to qualify for the credential "RD." In addition to RD credentialing, many states have regulatory laws for dietitians and nutrition practitioners. State requirements frequently are met through the same education and training required to become an RD.

To be a Licensed Dietitian, different states have different policies. According to the Texas Department of State Health Services:

“If you hold a current dietitian registration issued by the Commission on Dietetic Registration (CDR), then you have already met the educational, experience, and examination requirements needed to apply for a Texas dietitian license.” - <https://www.tdlr.texas.gov/diet/dietapply.htm>

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

In Texas, the Texas State Board of Examiners of Dietitians licenses and regulates Licensed Dietitians and Provisional Licensed Dietitians. Unless the person holds an appropriate license, a person may not use the title or represent that the person has the title Licensed Dietitian or use a facsimile of that title.

Steps to Becoming a Registered Dietitian

1. Complete the baccalaureate degree program including verification from the Commission on Dietetic Registration (ACEND). Students who satisfactorily complete all DPD program requirements receive a verification statement from the DPD Director signifying the completion of the academic qualifications required by ACEND to be eligible to apply for a ACEND accredited dietetic internship.
2. Acquire 1000 hours of supervised dietetic practical experience by competing for, and successfully completing, an Accredited Dietetic Internship (DI). Beginning in 2024, students will be required to also obtain a Masters degree before sitting for the national credentialing exam.
3. Pass the Registration Examination for Dietitian Nutritionists (RDN).

Early Preparation for the Dietetic Internship is Imperative

Prepare for the Dietetic Internship in your freshman year. Dietetic Internships are extremely competitive. According to the Accreditation Council for Education in Nutrition and Dietetics (ACEND), the recent Dietetic Internship match rates have improved. In 2021, the match rate was roughly 74% of all applicants, up from 62% 5 years prior (2018). To view these statistics [here](#).

DI Directors and internship selection committees are looking for well-rounded individuals with a good GPA, evidence of employment, outgoing personality, organizational involvement, and positive reference letters. To see more information on how to improve your chances of securing a dietetic internship, visit the ACEND website at:

<https://www.eatrightpro.org/acend/students-and-advancing-education/application-process-for-students>

There are many DI programs. For more information about the DI at SFASU, please visit this website: <https://www.sfasu.edu/hms/academics/dietetic-internship>

GPA

An overall GPA of at least 3.2 is necessary to be a competitive applicant for the DI, however, acceptance history indicates that a student really needs a 3.3 GPA or higher to be seriously considered. Academic performance is also assessed by the GPA in the science courses and the DPD courses. It is very important to have at least a B average in the DPD courses to show that you have mastered the knowledge and skills to successfully perform in the DI program. Repeating courses if the grade is not adequate can show determination and is encouraged.

Work Experience/Volunteer Activities/Leadership

The field of dietetics requires that an individual be dependable and motivated. Work experience can demonstrate these dispositions. Working and taking courses can also demonstrate the student's ability to multi-task. Work experience in a dietetic related field is extremely valuable. If a student does not have work experience, then volunteer experience should be evident. The Student Dietetic Association helps students obtain volunteer experiences in nutrition related areas. Evidence of leadership is also important when being considered for an internship.

Tarleton State University Student Association of Nutrition and Dietetics

Purpose:

The purpose of the Student Association of Nutrition and Dietetics (SAND) is to provide a framework for meaningful student: involvement, unity, cooperation, stimulation of interests in the profession of dietetics and food and nutrition.

Membership:

Dietetics or Food and Nutrition majors & minors (or anyone who is interested in nutrition) enrolled at Tarleton State University.

Typical Club Activities:

SERVICE:

- Volunteer in the community
- Participate in Health Fairs
- Organize Food Drives
- Participate in Fundraising

PROFESSIONAL GROWTH:

- Academy of Nutrition and Dietetics membership - www.eatright.org
- Texas Academy of Nutrition and Dietetics membership and/or meeting attendance
- Northeast Region of the Texas Academy of Nutrition and Dietetics membership and/or meeting attendance
- National Nutrition Month
- Monthly meetings of the Nutrition Science Student Organization (TSU professional student organization)

Other Supporting Organizations:

- American Diabetes Association - www.diabetes.org
- American School Food Service Association - www.asfsa.org
- American Society for Parenteral and Enteral Nutrition - <https://www.nutritioncare.org/home/>
- Commission on Dietetic Registration - www.cdrnet.org
- American Society for Nutritional Sciences - <https://nutrition.org/>
- Food and Drug Administration - www.fda.gov
- United States Department of Agriculture - www.usda.gov
- Partnership for Food Safety Education - www.fightbac.org
- National Alliance for Nutrition and Activity - <https://nutrition.org/>
- American College of Sports Medicine - www.acsm.org
- International Food Information Council Foundation - www.ific.org

Personality/Disposition

Successfully completing the program and receiving a verification statement does not guarantee acceptance into a dietetic internship. The attributes that internships are looking for in potential candidates include excellent communication skills, leadership abilities, ability to relate well to others, dependability, compassion and empathy. Please see Appendix C (Internship Reference Letter) for more disposition indicators.

Organizational Involvement

DPD students are highly encouraged to participate in the Student Association of Nutrition and Dietetics (SAND). In particular, being an officer in SAND or another organization indicates that the student possesses leadership qualities. The DPD director receives event sign-up sheets and attendance records from the SAND president to ensure that students are accountable for their membership. In addition, students are welcome to get involved in the Texas Academy of Nutrition and Dietetics and take part in the yearly trip to participate in the annual conference. Membership in the Academy of Nutrition and Dietetics is recommended. Visit these links for more information on organizational involvement <https://texansync.tarleton.edu/organization/nssso>

Successful applicants are those that have developed and can show evidence of leadership abilities, communication skills, and the ability to multi-task, to name a few.

References

Three letters of references are necessary for the DI application. A reference letter from the DPD Director is sometimes required for internships. Other professors that know your qualities and can support you are important. Employers can provide a clear picture of a student's qualities. The DI application reference criteria is provided in Appendix C. How would you rate yourself on the reference criteria? It is important to form professional relationships in order to have strong references.

Advising

Students must be advised by their advisor in the College of Health Sciences in order for an advising "hold" to be lifted, allowing for registration. Registering for the courses recommended by your advisor is imperative in order to register for courses. You will need to meet with your advisor every semester while at TSU. When registering for consortium courses, you will also need to meet with the DPD coordinator, Ms. McKeehan, to complete consortium course registration forms.

Verification Statement Requirements and KRDN Assessment Remediation Policy:

Students who have graduated with a B.S. in Nutrition Science with a concentration in Dietetics from Tarleton State University with documentation of completing all DPD courses and KRDN assessments will receive an official Accreditation Council for Education in Nutrition and Dietetics (ACEND) Verification Statement of DPD Program Completion. An official copy of the Verification Statement is required to begin a dietetic internship. It also may be required for applying for state licensure/certification. The verification state will be issued by Stephen F. Austin State University per consortium agreement.

Procedure:

To receive a Verification Statement (VS) from the Stephen F. Austin State University DPD (Didactic Program in Dietetics) Director, students enrolled in the DPD must:

- Successfully complete all DPD degree requirements and demonstrate achievement of the Knowledge for Registered Dietitian Nutritionists (KRDN) requirements within specific courses. Courses are described in the DPD degree plan in the undergraduate catalog and during student advising appointments..
 - (a). All DPD students must earn a score of at least 70% or above on the assessment method associated with the KRDN during the course.
 - (b). If the KRDN is not passed with a 70% or better, the student will have the opportunity for remediation **prior to the end of the semester**. Remediation will require additional work and/or testing, but will not impact the original grade in the course.
 - (c). If a student does not pass the assignment/test even after remediation, the course instructor will notify the DPD Director and a remediation plan will be agreed upon by the DPD Director, student, and instructor of record for the course. A verification statement will not be awarded unless the student provides the DPD Director with evidence that he/she has demonstrated achievement the KRDN.
- Provide accurate permanent physical and email addresses to Stephen F. Austin State University and complete a transcript release form. It is helpful if you complete a survey (link emailed shortly before graduation by DPD Director) verifying contact information.
- The DPD Director will email an electronically-signed Verification Statement to the email address provided. Verification statements are issued after the University Registrar has posted the final grades and indicated the bachelor's degree was issued on the designated graduation day, and the DPD Director verifies all of the KRDN's were met by the student.

All non-degree students must enroll at SFASU and contact SFASU directly. For non-degree students, at least 12-18 credit hours (12 upper level) of nutrition courses must be completed through SFA to earn a verification statement. The DPD Director has the sole right to determine verification statement issuance on an individual basis and to determine which courses will be required.

Intent to graduate:

Students who apply for a dietetic internship prior to graduation will need to request a Declaration of Intent to Complete form from the DPD Director at SFASU. This is done during the application process for Dietetic Internships and can be facilitated by the DPD Coordinator at TSU.

DPD specific policy:

Completing the DPD requirements does not secure a spot in a dietetic internship. The national internship acceptance rate is approximately 70%. To have a competitive application, I understand that I need to follow the recommendations outlined in the student handbook, which is posted on the TSU Dietetics website.

Signed _____

Transfer Students

Students transferring courses work should refer to the TCCNS is included on program advising guide or speak to an academic advisor. For more information on transfer credit or admissions see <https://www.tarleton.edu/admissions/course-credit.html> For further information about majoring or minoring in Nutrition Science at TSU please contact the Didactic Program Coordinator, Paula McKeehan pmckeehan@Tarleton.edu or call (254) 968-9195.

Graduation FAQs

When should I apply for graduation?

Students should apply 1 semester before their anticipated graduation. The registrars office publishes the filing date.

Where do I apply for graduation?

Online <https://www.tarleton.edu/graduation/index.html>.

When is graduation?

Tarleton holds three commencement exercises a year, December, May and August. For actual dates, check the link above.

When and where do I order and pick up my cap and gown?

For dress codes and order options visit

<https://www.tarleton.edu/graduation/graduates/regalia.html> t

For more information or eligibility requirements contact your college or program advisor.

Financial Aid and Program Scholarships

Tarleton State University provides over \$106 million annually in financial aid. Learn how the Office of Financial Aid can help you fund your educational goals. Contact the Office of Financial Aid <https://www.tarleton.edu/finaid/index.html>

Scholarships

Students interested in any scholarships can apply on line at

<https://www.tarleton.edu/scholarships/index.html>

Nutrition Sciences offers Jewell Taylor Dietetics scholarship. Students interested in this scholarship must complete the general scholarships applications found on the link above.

DPD Program Costs:

The following cost figures are offered as approximations only with the intent to give an estimation of expenses:

1. Information relative to campus housing is available from:

Residence Life Department
Tarleton State University
T-Box 0280
Stephenville, Texas 76402
Phone (254) 968-9083
Email: housing@Tarleton.edu
website: <https://www.tarleton.edu/housing/>

Off-campus housing information is provided by the Stephenville Chamber of Commerce at the following address:

Stephenville Chamber of Commerce,
P.O. Drawer 631918
Nacogdoches, Texas 75963.
Phone (254) 965-5313
website <https://www.stephenvilletexas.org/>

2. Tuition/fee estimates with and without housing can be obtained at the following website:
<https://www.tarleton.edu/finaid/cost/undergraduate/>

Residency Requirements: Tarleton supports a live-on campus requirement of one year for new incoming students and transfer students with less than 30 credit hours.

For more on that, please visit this website: [Home | Residence Life \(tarleton.edu\)](#)

Meal plan costs can be found at this website :[Plan Info and Options \(sodexomyway.com\)](#) .

Note, a meal plan is only required if living on-campus.

For financial aid information see [Home | Office of Financial Aid \(tarleton.edu\)](#) or contact the Office of Financial Aid, Tarleton State University, Phone (254) 968-9070, Email: finaid@tarleton.edu,

Distance Learning costs are the same for TSU students in online courses and consortium students. Students taking online exams will be required to use a proctoring service paid for by the university. There are no costs associated with verification of student identity for students taking courses through distance delivery methods.

Tuition, mandatory fees, miscellaneous fees and charges, and other helpful links are provided here:

[Cost of Attendance | Office of Financial Aid \(tarleton.edu\)](#)

For information on dropping/adding a course, withdrawing, and/or tuition rebates/refunds visit the TSU Office the Registrar website [Drop Information | Office of the Registrar \(tarleton.edu\)](#)

3. Other program specific estimated expenses include:

Graduation	\$60.00
Uniforms/Lab coats (optional aprons are provided)	\$50.00
Educational materials (estimate per semester)	\$1,000.00
Academy membership (optional)	\$58.00

Important Websites

Academy of Nutrition and Dietetics

www.eatright.org

Click on Become and RD/DTR, Accredited Programs, Dietetic internships. Provides information about dietetic internship program and links to the program websites and director contact information

Nutrition and Dietetic Educators and Preceptors Dietetic Practice Group

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

DI Application Documents

Provides a link to access the paper application documents used by many DI's

Dietetic Internship Centralized Application System

<https://dicas.liaisoncas.com/applicant-ux/#/login>

You must register as a user.

This is the site for online applications through the DICAS system

D & D Digital

www.dnndigital.com

Website for computer matching application.

All Access Internship

www.allaccessinternships.com

A student developed site about dietetic internships

Career Opportunities

For Registered Dietitians:

Business:

Registered dietitians work in food and nutrition- related industries, including product development and sensory evaluation of food products for industry test kitchens, management, marketing, sales and public relations, consumer liaisons, and food product or ingredient sales to restaurants/industries.

Clinical:

Registered Dietitians are vital members of the medical team in hospitals, clinics, rehabilitation and extended care facilities. Opportunities for advancement are enhanced with specialization in a particular area of nutrition such as cardiovascular, diabetes, pediatric or renal nutrition.

Community:

Registered Dietitians are employed by government and public health agencies, including State Health Services, day care centers, home health agencies, health and fitness clubs and federally funded programs that feed and counsel pregnant women, children, families, elderly and underprivileged individuals.

Consulting/Private Practice:

Registered Dietitians are entrepreneurs who contract nutrition services to health care facilities, industries, sports teams and health clubs. Other opportunities include feature writing for newspapers and magazines, television appearances and consulting on the design of health programs for athletes, industry employees or people with unique needs. Dietitians provide expertise on food safety and sanitation procedures, portion control and budgeting.

Education/Research:

Registered Dietitians work in major universities, colleges, professional and technical schools as well as in government agencies, pharmaceutical and food companies. They teach the sophisticated science of nutrition to college students preparing to be dietitians, doctors, nurses, coaches, trainers, health specialists and a broad spectrum of other careers. Research seeks answers to critical and pertinent questions about foods, nutrients, nutritional needs and dietary recommendations for the public.

Management:

Registered Dietitians work in the management of food services for health care (long-term and critical care) facilities, institutions, schools, restaurants, cafeterias, prisons and private industry. Responsibilities may include personnel management, menu planning and pricing, budgeting, purchasing and merchandising to provide nutritional food that is palatable, appealing and cost-effective.

IMPORTANT POLICIES AND PROCEDURES

Excessive Hours Policy

If you initially enrolled in a Texas Public Institution Fall 2006 or after, you will be required to pay non-resident tuition if you exceed your degree program by 30 attempted hours. Excessive hours include withdrawn courses, failed courses, repeated courses, and courses taken that do not satisfy degree requirements. If you initially enrolled in a Texas Public Institution Fall 2007 or after, you are only allowed to drop 6 courses after the 12th class day for your entire undergraduate career.

Student Performance Monitoring

You must maintain an overall GPA of 2.0, a GPA of 2.0 in your content field courses (only TSU courses), and a GPA of 2.0 in your minor in order to graduate. You must complete a minimum of 45 advanced upper level semester credit hours and 30 of the upper level hours must be taken at Tarleton.

Information on grades from terminology, calculation of semester grade point average and can be found at <https://www.tarleton.edu/registrar/students/grades/>

TSU and SFASU Consortium DPD faculty may reach out regarding grades, and may issue an early alert via the University's iCare system (absences) or the Early Alert system in Navigate if there are concerns over grades, missing assignments, etc. and the faculty are unable to reach you to discuss.

DPD faculty keep track of KRDN assessments, and ensure that all DPD students receive a 70% or better on all KRDN assessments, which is the TSU/SFASU DPD policy for issuance of verification statements. That policy is found here.

You are responsible for following your degree plan to ensure that you complete all requirements for graduation, and that it is your responsibility to know what courses you need to graduate. The SFASU faculty posts mid-term grades for all consortium nutrition courses and keep all grades updated in the gradebook in Brightspace. TSU faculty post midterm grades for all 1000 and 2000 level courses and keep all grades updated for all food and nutrition courses in Canvas. Degree maps can be found here and in Appendix A in this handbook.

Academic Calendar

The DPD Program follows the academic calendar for Tarleton State University and consortium courses follow the academic calendar for Stephen F. Austin State University, which includes information about holiday breaks. Students who are taking vacations or celebrate holidays that are not indicated on the academic calendar must reach out to the instructor of record for guidance. Please see page 25 with information about withheld grades and withdrawing from the university, and page 26 of the handbook for information about probation, suspension, and readmission to the university.

The academic calendars can be found at : <https://calendar.tarleton.edu/> and <https://www.sfasu.edu/acadaffairs/calendars/academic-calendars>

Ethics Policies TSU & SFASU

Academic integrity is a responsibility of all university faculty and students. Faculty promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism. Please reference SFASU university [policy 10.4](#) for the Student Code of Conduct policy. TSU Academic Code of Conduct can be found at <https://www.tarleton.edu/deanofstudents/academicconduct/>

Definition of Academic Dishonesty (continued)

Student Academic Dishonesty :<https://www.tarleton.edu/studentrules/code-of-student-conduct/> and [Policy 4.1](#): Abiding by university policy on academic integrity is a responsibility of all university faculty and students.

Definition of Academic Dishonesty Academic dishonesty includes both cheating and plagiarism. Cheating includes, but is not limited to:

- using or attempting to use unauthorized materials on any class assignment or exam;
- falsifying or inventing of any information, including citations, on an assignment; and/or;
- helping or attempting to help another in an act of cheating or plagiarism.

Plagiarism is presenting the words or ideas of another person as if they were one's own. Examples of plagiarism include, but are not limited to:

submitting an assignment as one's own work when it is at least partly the work of another person;

submitting a work that has been purchased or otherwise obtained from the Internet or another source; and/or, incorporating the words or ideas of an author into one's paper or presentation without giving the author credit.

Penalties for Academic Dishonesty: Penalties may include, but are not limited to reprimand, no credit for the assignment or exam, re-submission of the work, make-up exam, failure of the course, or expulsion from the university.

Student Discipline and Grievance Procedures

Students who have a complaint related to a faculty member should address directly with the faculty member first. The complaint may then be escalated to the Department Head, School Dean, and so forth. If necessary, a formal complaint may be filed with the university. Information on grievances/complaints and the procedure for filing them can be found at <https://www.tarleton.edu/studentrules/student-grievance/> and [here](#)

Students who have a grievance with the DPD program should address it with the DPD Director and/ or DPD Coordinator. If your concern is not resolved, then it should be brought to the School Director at SFASU or Department Head at TSU. Complaints related to the DPD can be submitted directly to the accrediting agency, ACEND. Procedures for filing a formal complaint against the DPD to ACEND can be found [here](#).

The procedure for reporting Title IX violations to the university can be found [here](#) and at <https://www.tarleton.edu/titleix/>.

The procedure for reporting incidents of bias/hate to the university can be found [here](#) and at <https://www.tarleton.edu/compliance/wp-content/uploads/sites/143/2022/06/CrimeStatisticForm.pdf>

A student who wishes to appeal decisions related to academic dishonesty should follow procedures outlined in Final Course Grade Appeals by Students ([policy 6.3](#)) at and at <https://www.tarleton.edu/studentrules/student-grievance/> TSU.

The Office of Student Conduct and Outreach, a unit of the Dean of Students Office, coordinates the University's student disciplinary, grievance, and conflict resolution processes. Student disciplinary matters are reviewed both by administrative staff and by the University Hearing Panel, while student grievances against faculty and staff are reviewed by the Student Grievance Committee. Appeals of both processes are reviewed by the Student Code Enforcement and Review Board. For more information, visit their [website](#).

Student Appeals

Students may appeal action taken by a faculty member as a result of suspected academic dishonesty according to the procedure for academic appeals as described in the Faculty Handbook and the Student Rules.

<https://www.tarleton.edu/deanofstudents/academicconduct/>

Leave of Absence and Incomplete Grades

There may be an unexpected circumstance that requires a leave of absence from the university. The TSU/SFASU DPD Consortium follows the university withdrawal and readmission procedures.

Information about withdrawal from the university is found below. Readmission to the university is discussed on [page 26](#) of the handbook. There are no specific admission requirements into the DPD, therefore students must only be re-admitted to the university following a leave of absence/withdrawal.

Related to course grades, at the discretion of the instructor of record and with the approval of the academic unit head, the grade K shall be recorded for a student only in the case of extraordinary circumstances. This entry is used only in such cases after the instructor and his/her department head have approved that the incomplete entry is justified. A grade of K must be made up by the last day that course grades are due to the Registrar's Office during the next long semester and in all cases before registering for the next course in the sequence. Should this grade not be reported to the Registrar's Office within the prescribed time limit, it automatically becomes an F.

Withdrawal from the University and Tuition Refunds

Procedures for withdrawing from the university can be found here:

<https://www.tarleton.edu/registrar/registration/withdraw-information/>. There are deadlines for withdrawing and the student may have additional consequences related to loss of financial aid, insurance coverage and academic status. Transcripts will not be released until there are no outstanding balances on the account.

<https://www.tarleton.edu/business/students/refund-information/>.

Students with Disabilities

Tarleton State University is committed to complying with the Americans with Disabilities Act (www.ada.gov) and other applicable laws. If you are a student with a disability seeking accommodation for any course, please contact the Office of Disability Resources at 254.968.9400, disability@tarleton.edu, or visit <https://www.tarleton.edu/drt/>.

Student E-mail

To enhance student services, the University and DPD Coordinator will use your TSU email address – for communications. Instructions on first time log in and finding your account can be found at <https://www.tarleton.edu/technology/email/> If students have problems accessing their email account, they may contact Information Technology Services at <https://www.tarleton.edu/technology/> or visit the Tech Spot in the Library Commons <https://www.tarleton.edu/technology/tech-spot/>

Access to Personal Files and Protection of Privacy

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Read more at: <https://www.tarleton.edu/registrar/students/privacy-information/>

Student Support Services

The University College is a network of programs and services available to assist Tarleton students as they work toward degree completion. Departments in the University College include Academic Advising, Student Development and Mentoring, Student Retention, the Testing, Tutoring and Learning Center, Texan SMART, and the Title III Program. For more information on these programs visit <https://www.tarleton.edu/universitycollege/>

The Health Services strives to maintain or restore the health of students. For more information or to make an appointment visit <https://www.tarleton.edu/healthservices/>

Student Counseling Services provides short-term, solution focused counseling and support to Tarleton Students. For a complete list of services and tools available visit <https://www.tarleton.edu/counseling/>

Probation, Suspension, Suspension Appeals and Readmission

To remain in good standing, an undergraduate student must maintain a minimum cumulative grade point average of 2.0. An undergraduate student is placed on academic probation after the first regular semester in which the cumulative GPA falls below 2.0 Academic probation will continue until the student achieves good standing or is placed on academic suspension. A suspended student may be readmitted if granted an appeal. Instructions on the appeal process can be found at <https://catalog.tarleton.edu/academicaffairs/>

Equitable Treatment Policy

Equitable Treatment Policy

Tarleton State University provide equal opportunity to all employees, students, applicants for employment, and the public regardless of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Tarleton State University will promptly and thoroughly investigate all complaints of discrimination, sexual harassment, and related retaliation in accordance with applicable federal and state laws, *A&M System Policy 08.01* and *Regulation 08.01.01*, and university rules and/or procedures.

Sexual harassment is a form of discrimination based on sex. It is defined as unwelcome conduct of a sexual nature, which includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual violence, which includes rape, sexual assault, sexual battery, and sexual coercion, is a form of sexual harassment.

Any member of the campus community or public who witness, are subjected to, or are informed about of incidents of discrimination, sexual harassment, and/or related retaliation involving faculty, staff, or students should contact Ms. Eva Lopez, Director of [Employee Services](#) and Affirmative Action Officer at [254-968-9128](tel:254-968-9128), elopez@tarleton.edu, Box T-0510, Stephenville, Texas 76402.

The Office of Student Diversity, Inclusion, & Belonging:

The Office of Student Diversity, Inclusion, and Belonging is committed to celebrating diversity, promoting inclusion, and pursuing equity for the whole Tarleton community. We proudly support under represented populations on campus and provide services to our international students from over 28 countries. <https://www.tarleton.edu/diversity/>

Procedures

The DPD program shall practice Tarleton's inclusion and diversity policies. Incidents should be reported to a university official (DPD Coordinator, faculty, School Dean, or Dean of Student Affairs) as soon as the incidence occurred. Any allegations of sex-based discrimination may also be directed to the attention of the Title IX Coordinator. Under Texas law, all University employees must promptly report the incident to the University's Title IX Coordinator, within 48 hours. <https://www.tarleton.edu/titleix/>

Paid Compensation Policy

Policy

Paid compensation is not available for DPD student credit at this time.

Assessment of Prior Learning Policy

Per Tarleton's DPD consortium agreement with Stephen F. Austin State University, post-baccalaureate students seeking a verification statement must apply through SFASU and will have prior learning evaluated by the DPD Director at SFASU. Please see [page 9](#) of this handbook for more information.

For students new to TSU who are transferring in credit, the DPD at TSU follows the university policy related to transfer credits. <https://www.tarleton.edu/admissions/transfer/>

Policy:

In addition to course credit, the DPD required to track completion of specific knowledge assessments, known as KRDNs. Each DPD student must receive a 70% or better on all KRDN assessments to receive a verification statement (See ["Verification Statement Requirements and KRDN Remediation Policy"](#)). The verification statement, along with a B.S. degree from our accredited program, is what enables you to go on to apply for a dietetic internship, the next step in becoming a registered dietitian.

KRDN assessments are embedded into upper-level nutrition and food service management courses. **If you are transferring in any upper-level (-3000 or -4000) nutrition (NUTR) or food service management (RSTO) courses, the DPD director is required to confirm completion of KRDN assessments before issuing a verification statement.**

Procedure:

You will need to provide the following to the DPD Director in order for the assessment of prior learning to be completed:

- (1) Transcript(s) verifying the completion of the course(s). If the course is finished, the expectation is that you provide an official transcript. If you are currently enrolled in the transfer course, an unofficial transcript is fine (to verify enrollment), but note that you will need to provide an official transcript before receiving a verification statement.
- (2) A syllabus for each upper-level NUTR or RSTO course you are transferring. This should be done the semester following completion of the course, or at least 6 weeks prior to graduation.

The DPD director will review both the transcripts and syllabus, and complete a form known as the "Knowledge (KRDN) Assessment for Transfer Credits." If it is determined that you did not meet the KRDNs with the transfer credits, you will be asked complete KRDN assessments outside of your coursework at SFASU. You must complete all KRDN assessments with a 70% or better prior to graduation and, if you do not, you will not be issued a verification statement of completion.

Graduation and Program Completion

In addition to the [Graduation FAQs](#) shared in this handbook, the following should be noted about graduation and program completion requirements for SFASU DPD students:

Students have completed the TSU/SFASU DPD Consortium when:

1. They have completed the 120-hour BS Degree Curriculum in Nutrition Science with a concentration in Dietetics.
2. Students have completed all KRDN assessments with a grade of 70% or greater (see: [Verification Statement Requirements and KRDN Remediation Assessment Policy](#))
3. Students have received a verification statement of completion.

Note: Students should plan to complete the DPD requirements within 150% of the program length.

APPENDIX A

Degree Plan Fall 2022

College of Health Sciences & Human Services

B.S. Nutrition Science- Dietetics Concentration

2022-2023

Texas Common Course Numbering System Transfer Guide

YEAR	FIRST SEMESTER			SECOND SEMESTER		
	TSU Requirement	TCCNS Option	Credit Hours	TSU Requirement	TCCNS Option	Credit Hours
F I R S T	ENGL 1301 TSU Core: Composition I	ENGL 1301	3	ENGL 1302 TSU Core: Composition II	ENGL 1302	3
	MATH 1314 TSU Core: Mathematics	MATH 1314	3	TSU Core: Communication#	See list of approved courses	3
	NUTR 1316: Principles of Food Preparation	None	3	NUTR 1307 Concepts in Food and Nutrition	None	3
	CHEM 1411	CHEM 1411	4	CHEM 1412	CHEM 1412	4
	HSHS 1100 TSU Core	None	1	HECO 1322: Nutrition and Diet Therapy	HECO 1322 or BIOL 1322	3
	Total Hours		14	Total Hours		16
YEAR	FIRST SEMESTER			SECOND SEMESTER		
	TSU Requirement	TCCNS Option	Credit Hours	TSU Requirement	TCCNS Option	Credit Hours
S E C O N D	TSU Core: Language, Philosophy & Culture	See list of approved courses	3	GOVT 2305 TSU Core: Government/ Political Science	GOVT 2305	3
	HIST 1301 TSU Core: American History	HIST 1301	3	HIST 1302 TSU Core: American History	HIST 1302	3
	CHEM 2323 and CHEM 2123	CHEM 2423	4	TSU Core: Creative Arts	See list of approved courses	3
	BIOL 2401 TSU Core: Life & Physical	BIOL 2401	4	BIOL 2402 TSU Core: Life & Physical	BIOL 2402	4
	PBHL 3310	None	3			
	Total Hours		17	Total Hours		13
YEAR	FIRST SEMESTER			SECOND SEMESTER		
	TSU Requirement	TCCNS Option	Credit Hours	TSU Requirement	TCCNS Option	Credit Hours
T H I R D	GOVT 2306 TSU Core: Government/ Political Science	GOVT 2306	3	PBHL 2320: Medical Ethics	None; see list of approved courses	3
	PSYC 2301 TSU Core: Social/Behavioral Science	PSYC 2301	3	NUTR:3339: Introduction to Clinical Nutrition or Medical Nutrition Therapy (WI)		3
	CHEM 4374: Biochemistry I	None	3	FDSC 3304: Food Processing		3
	MATH 1342: Elementary Statistical Methods	MATH 1342	3	NUTR 3325: Advanced Meal Management		3
	BIOL 3407 or BIOL 2420	BIOL 2420	4	NUTR 4305: Food Service Management		3
	Total Hours		16	Total Hours		15
YEAR	FIRST SEMESTER			SECOND SEMESTER		
	TSU Requirement	TCCNS Option	Credit Hours	TSU Requirement	TCCNS Option	Credit Hours
F O U R T H	FDSC 4335: Food and Culture	None	3	NUTR 4080: Seminar in Nutrition Science	None	2
	NUTR 4309: Community Nutrition		3	NUTR 4379: Medical Nutrition Therapy II		3
	NUTR 4325: Nutrition Counseling		3	NUTR 4339: Advanced Nutrition		3
	NUTR 4349: Medical Nutrition Therapy I		3	ANSC 4314: Food Quality Assurance		3
	NUTR 3321: Life Cycle Nutrition		3	PBHL 4305: Issues and Trends in Health Care (WI)		3
	Total Hours			15		Total Hours

NUTR Course Descriptions

Course*	Description
NUTR 1307	Concepts in Food and Nutrition: Principles of food studies and exploration of the role food narratives and exposés play in the consumer's perception of the current food supply. Foundation for understanding the connections among food production, ecology, ethics, cuisine, nutrition and health within the framework of sustainability.
NUTR 1316	Principles of Food Science - (Lecture: 2 Hours, Lab: 3 Hours): Study of food, food composition, and scientific principles involved in food preparation
HECO 1322	Nutrition and Diet Therapy –A study of the essential nutrients, including nutrient functions, food sources, deficiency symptoms, and toxicity symptoms; the nutritional requirements of individuals throughout the life cycle; the effects of nutrition on health and fitness; nutrition fads and controversies; and evaluation of personal eating habits. Prerequisite Course(s): One semester of chemistry is recommended.
NUTR 3304	Food Processing- (Lecture: 2 Hours, Lab: 3 Hours): The world food supply, trends and traditions in diet and food sanitation, safety, security, and biotechnology, and impact of processing on diet quality.
NUTR 3321	Life Cycle Nutrition – Explores in depth the contribution that diet and nutrition make to support growth and the development process throughout the life cycle. Examines the distinct set of nutritional priorities for each stage of the life cycle with a focus on health promotion and disease prevention as underlying lifetime goals. Prerequisite: HECO 1322..
NUTR 3325	Advanced Meal Management - Lecture: 2 Hours, Lab: 3 Hours Fundamentals of nutrition and food preparation in all types of meal service. Special emphasis is on time and money management.
NUTR 3339	Introduction to Medical Nutrition Therapy -Physiological basis and application of medical nutrition therapy using the nutrition care process as related to specific health conditions. Medical terminology, nutrition assessment techniques and case studies. Prerequisite- HECO 1322
NUTR 4335	Food and Culture -(Lecture: 2 Hours, Lab: 3 Hours): A study of the food beliefs and practices of the major ethnic and religious groups in the U. S. and the nutritional implications of these food practices, a cultural analysis of American food trends; ethnic issues and dietary changes; and research methods in food habits.
NUTR 4305	Food Service Organization and Management - Principles of Management applied to Food Service systems including restaurants and institutions.
NUTR 4309	Community Nutrition - Overview of techniques and procedures for collecting, recording, analyzing and interpreting data for nutritional assessment; program development and presentation techniques for application to individuals and community groups. Prerequisite: HMS 339 or 349.
NUTR 4325	Nutrition counseling - Nutrition counseling and interventions in the Nutrition Care Process; communication skills and application for prevention and treatment of nutrition-related disease states. Prerequisite: HMS 339
NUTR 4339	Advanced Nutrition - Metabolic processes which involve essential dietary components, methods of evaluating nutritional status. Prerequisite: HMS 339 and biochemistry or consent of instructor.
NUTR 4349	Medical Nutrition Therapy I- Study and application of the nutrition care process, nutrition assessment and nutrition support as well as the study and application of the physiology and biological anomalies in energy balance, cardiovascular disease and upper and lower gastrointestinal disease in the clinical setting. Prerequisite: HMS 339, BIO 238 and 239 or BIO 327
NUTR 4379	Medical Nutrition Therapy II - Study and application of the physiology and biological anomalies in metabolic stress, diabetes, renal disease, liver disease, cancer and HIV as related to nutrition in the clinical setting. Prerequisite: HMS 449

ACEND Student Learning Outcomes 2022

1. Scientific and Evidence Base of Practice: integration of scientific information and research into practice

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

KRDN 1.2 Select and use appropriate current information technologies to locate and apply evidence-based guidelines and protocols

KRDN 1.3 Apply critical thinking skills.

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

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

KRDN 2.2 Describe the governance of nutrition and dietetics practice, such as the Scope of Practice for the Registered Dietitian Nutritionist and the Code of Ethics for the Profession of Nutrition and Dietetics.

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

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

KRDN 2.5 Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates.

KRDN 2.6 Demonstrated cultural humility, awareness of personal biases and an understanding of cultural differences as they contribute to diversity, equity and inclusion.

KRDN 2.7 Describe contributing factors to health inequity in nutrition and dietetics including structural bias, social inequities, health disparities and discrimination.

KRDN 2.8 Participate in nutrition and dietetics professional organization and explain the significant role of the organization.

KRDN 2.9 Defend a position on issues impacting the nutrition and dietetics profession.

3. Clinical and Customer 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.

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

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

KRDN 3.4 Practice routine health screening assessments, including measuring blood pressure and conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol)

KRDN 3.5 Describe concepts of nutritional genomics and how they relate to medical nutrition therapy, health and disease.

KRDN 3.6 Develop nutritionally sound meals, menus, and meal plans that promote health and disease management and meet client's/patient's needs.

4. 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.

KRDN 4.2 Evaluate a budget/financial management plan and interpret financial data.

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

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

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

KRDN 4.6 Explain the processes involved in delivering quality food and nutrition services.

KRDN 4.7 Evaluation data to be used in decision-making for continuous quality improvement.

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.

KRDN 5.2 Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and career goals.

KRDN 5.3 Practice how to self-advocate for opportunities in a variety of settings (such as asking for needed support, presenting an elevator pitch).

KRDN 5.4 Practice resolving difference or dealing with conflict.

KRDN 5.5 Promote team involvement and recognize the skills of each member.

KRDN 5.6 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.

APPENDIX C

Internship Reference Letter

Please rate the applicant on the qualities you feel you can judge on the grid below. Indicate your perception of the student's readiness to function in a dietetic internship program at this time. Provide comments of ratings and your signature on next page. O – Outstanding; MS - More than Satisfactory; SAT – Satisfactory; NI - Needs Improvement, U - unsatisfactory

Actual or Expected

Student's Name _____ Date of Graduation _____

	O	MS	SAT	NI	U	Unable to Evaluate
Application of Knowledge						
Nutrition Content						
Medical Nutrition Therapy						
Foodservice Management						
Analytical Skills/Problem Solving						
Conceptual Skills						
Communication Skills						
Oral						
Written						
Interpersonal Skills						
Peers/Co-Workers						
Teachers/Supervisors						
Leadership Potential						
Initiative/Motivation						
Punctuality						
Adaptability						
Reaction to Stress						
Perseverance						
Creativity						
Organizational Skills						
Works Independently						
Responsibility/Maturity						
Overall Potential as a Dietitian						

Relationship to Applicant: Advisor: Teacher: Work Supervisor: Other:

If Other, please indicate relationship: _____

How long have you known applicant? _____

How well do you know applicant? _____

Do You:	Highly Recommend	4	Recommend	2	Not Recommend
(Check appropriate box.)	5	3	1		

Additional Information: Use to amplify or add to characteristics rated on previous page. Indicate applicant's strengths and those qualities that require further development. (May use a separate sheet or letter.)

Strengths:

Qualities that Require Further Development

APPENDIX D

Students who have already obtained a degree can complete the DPD requirements at the post-baccalaureate and or graduate level and receive a ACEND verification statement. Successful completion of the courses listed below is required. The DPD director at Stephen F. Austin State University will review transcripts to determine whether previous course work is equivalent to the courses required to obtain a ACEND verification statement. **Post baccalaureate students cannot be advised through Tarleton.**