The Texas A&M University Kingsville Didactic Program in Dietetics is currently granted accreditation by the Commission on Accreditation for Dietetics Education of The Academy of Nutrition and Dietetics
120 South Riverside Plaza, Chicago, Illinois 60606
312/899-0040, ext. 5400
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The following pages in the DPD Student Handbook are updated annually to stay consistent with information in the Texas A&M University-Kingsville Student Handbook and the Texas A&M University-Kingsville Undergraduate Bulletin. Additional website information is included from the Academy of Nutrition and Dietetics, the Commission on Accreditation for Dietetics Education, the Commission on Dietetic Registration, and the Texas Dietetic Association.

Texas A&M University-Kingsville Department of Human Sciences, 2017-2018
Introduction

The TAMUK Didactic Program in Dietetics (DPD) meets the eligibility requirements and accreditation standards for entry-level dietetics education programs specified by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). The DPD curriculum is based on the ACEND Eligibility Requirements and Accreditation Standards for dietitians, with required coursework in communications, physical and biological sciences, social sciences, research, food, nutrition, management, and health care systems. Graduates of the Didactic Program in Dietetics are eligible to apply for a supervised practice program (Dietetic Internship) leading to eligibility to write the registration examination for dietitians and to apply for membership in The Academy of Nutrition and Dietetics.
Program Director and DPD Faculty

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Yi Li, PhD
OVERVIEW of the Didactic Program in Dietetics (DPD)

The DPD is the first of the three required components in the education and training of dietetics professionals.

Dietitians are the health professionals who translate the science and art of nutrition and food in the service of people. They can do this best if they are confidently grounded in their foundational knowledge and skill development. The DPD is intended to provide this firm foundation and to prepare the student for the second educational requirement that of the supervised practice experience. The well-designed didactic program will provide courses and educational experiences in the basic sciences of biology, chemistry, biochemistry, anatomy, physiology and microbiology; nutrition sciences, to include basic nutrition, food science, medical nutrition therapy, food service management and advanced nutrition; psychology and management. Students will be encouraged, to the extent possible, to choose elective coursework in areas of interest or potential professional involvements.

Graduates of our Didactic Program in Dietetics will successfully complete the Foundation Knowledge and Skills as delineated in the Standards of Excellence. They will be prepared to competitively seek, receive, and successfully complete an accredited dietetic internship program.

The Didactic Program in Dietetics (DPD) of Texas A&M University-Kingsville

The DPD is housed within the Department of Human Sciences, part of the Dick and Mary Lewis Kleberg College of Agriculture, Natural Resources, and Human Sciences at Texas A&M University-Kingsville. Its focus is on human nutrition and the application of the science of nutrition to health maintenance and health improvement.

The Human Sciences Department has been a part of the Texas A&M University-Kingsville since it was established in 1925. The initial emphasis was vocational home economics. A concentration in General Dietetics was added in 1956. The Didactic Program in Dietetics
received accreditation status in 1992 and was followed by a Dietetic Internship program in 1994 and received full accreditation in 1999. In 1991 a Master’s of Science in Human Sciences began with opportunity for concentration in Human Nutrition. Undergraduate Human Nutrition majors earn their baccalaureate degrees through the University’s Dick and Mary Lewis Kleberg College of Agriculture, Natural Science, and Human Sciences; the graduate students earn their Master of Science in Human Science degree through the School of Graduate Studies at Texas A&M University-Kingsville.

The Didactic Program in Dietetics (DPD) is located in the Department of Human Sciences and may be completed in conjunction with the Department's Bachelor of Science in Human Sciences with the Human Nutrition major or the Master of Science in Human Sciences. Students who have been accepted into the M.S. Degree Program or have a Baccalaureate Degree in a field other than nutrition may complete the DPD requirements along with their graduate coursework in Human Sciences, if they anticipate applying to a supervised practice program (dietetic internship).

Accreditation Status

The Didactic Program in Dietetics at Texas A & M University Kingsville is currently Accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (formerly American Dietetic Association), 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, 312/ 899-0400, ext. 5400.

Mission Statement of the Department of Human Sciences

The Mission of the Department of Human Sciences at Texas A & M University Kingsville is to prepare students to enter professional careers which positively impact the lives of individuals and families. Since the early 1900's, the mission of the profession has had family well-being as its focus. The Human Sciences curriculum places emphasis on communication skills, critical thinking, and problem solving. The roots of the profession are found in the physical and social sciences and the arts. Human sciences professionals integrate the concepts of food, clothing, shelter, relationships, and resource management to assist in solving the perennial problems faced by contemporary families and individuals in our society. Students may earn a Bachelor of Science in Human Sciences degree in one of several majors. Programs are available in Human
Nutrition Science, Fashion and Interiors Merchandising, Family and Consumer Sciences (Teacher Certification Option) and Human Development and Family Studies. The faculty of the department affirms their commitment to the education of broadly informed, scientifically competent, self-educating, and ethically responsible professionals who are capable of entering successful careers in human nutrition, family and consumer sciences, fashion and interior merchandising and are cognizant of the needs of the community and society at large.

**Mission Statement of the Didactic Program in Dietetics (DPD)**

The mission of the DPD program at Texas A&M University-Kingsville is to provide students with the foundation knowledge and skills which prepares and enables students to enter into, and successfully complete an accredited dietetic internship and/or obtain employment in health-care or industry.

Graduates with a concentration in Human Nutrition meet the educational requirements for acceptance into a Commission on Accreditation of Dietetics Education (ACEND) accredited dietetic internship program. After successful completion of this Didactic Program in Dietetics, both completion of a dietetic internship and a passing score on the CDR dietetic registration examination are required to become a Registered Dietitian (RD). Program graduates should be able to work effectively as professionals within their communities to improve the quality of food and nutrition for all people.

To accomplish this mission, the program's curriculum includes broad foundations of knowledge in the fields of biochemistry, microbiology, human anatomy and physiology, education, communication, psychology, and management. In-depth course work is required in the fundamentals of nutrition, life cycle nutrition, nutrition and disease, advanced nutrition, cultural and community nutrition, food science, quantity foods and food service management.

**DPD Program Goals and Outcome Measures**

GOAL 1: Prepare graduates to achieve competence required for the entry-level dietetics professional.
Outcome Measures

- Over a five-year period, 80% of the DPD graduates who take the registration examination for dietitians will successfully complete the examination on the first try.

- Over a five-year period, 60% of DPD graduates will apply to supervised practice programs the year they complete the DPD.

- Over a five-year period, 80% of those applying to supervised practice programs the academic year they complete the DPD will be accepted.

- 75% of DPD graduates will be rated as prepared or well prepared for a dietetic internship or employment in a dietetics-related area by DI Directors and/or employers.

- At least 70% of DI Directors will rate DPD graduates as competent in foundation knowledge such as medical nutrition therapy and food sciences.

GOAL 2: Produce graduates successful in obtaining internship acceptance and/or employment in nutrition, dietetics, food service administration or continue their education in graduate programs.

Outcome Measures

Within six months of graduation, 70% of the graduates who do not continue on to a dietetic internship will be employed in dietetics-related jobs or enrolled in an advanced education program.

- 75% of graduates will rate themselves as prepared or well prepared for a dietetic internship or employment in a dietetics-related area.

- At least 80% of Employers will rate DPD graduates competence as satisfactory or better.

- At least 80% of supervisors and DI Directors will agree DPD graduates demonstrate technical foundation knowledge and communication skills.

- At least 85% of supervisor and DI Directors will agree DPD graduates display professionalism.

- Graduates of the DPD will report their understanding of the need for life-long learning at 3.00 or higher on a scale of 1.00 to 5.00.

- Eighty percent of graduates will report participation in some form of continuing professional education activities within one year of program completion.

GOAL 3: Attract and retain students of diverse backgrounds in order to contribute to the delivery of nutrition services to the residents of Texas, as well as other areas of the United States or the world.
**Outcome Measures**

80% of the students admitted to the DPD will complete the Program within three years. (Beginning in students entering their Junior year coursework)

80% of Students will rate as "satisfactory" or better scores on advising and counseling provided by faculty.

Enrollment will increase by 10% each year.

Number of diverse students (race, ethnic groups, gender, residence, etc) completing the DPD will increase to 80% by 2015.

**DPD Philosophy**

The philosophy of the DPD at Texas A&M University Kingsville is to educate individuals through quality dietetic courses and didactic course learning experiences, to develop professionals who will translate the science and art of nutrition and food into application through practice of dietetics, and to develop visionary and competent individuals who will be able to understand and to solve complex problems encountered by the professional dietitian.

The DPD’s mission is congruent with that of the University and the Department in seeking to provide the appropriate environment to enable students to become proficient in their major field of study and in entry level dietetics practice and to instill an appreciation for and skills necessary in life-long learning. The DPD’s mission is consistent with academic preparation for supervised practice to become a Registered Dietitian and, as integrated into the Program’s didactic learning experiences, complies with the AND Standards of Professional Performance.

**DPD Program Policies and Procedures**

The Didactic Program in Dietetics (DPD) is located in the Department of Human Sciences and may be completed in conjunction with the Department's Bachelor of Science in Human Sciences with the Human Nutrition major or the Master of Science in Human Sciences. Students who have been accepted into the M.S. Degree Program or have a Baccalaureate Degree in a field other than
nutrition may complete the DPD requirements along with their graduate coursework in Human Sciences, if they anticipate applying to a supervised practice program (dietetic internship). Courses required for the DPD will be integrated within the undergraduate curriculum, for those students desiring to continue on in dietetics (a complete listing of DPD courses is included on page 21).

**Admission Requirements**

No additional requirements for admission to the Department of Human Sciences DPD Program exist beyond the university admission requirements, as stated in the Texas A&M University Kingsville Undergraduate Catalog located in print form on page 5 or online at http://www.tamuk.edu/academics/catalog/2014-2016/index.html.

**Academic Calendar**

See the Texas A&M University-Kingsville Academic Calendar. http://www.tamuk.edu/events/academic_calendar.html.

**Disciplinary/Termination Procedures**

Disciplinary/Termination procedures for students in the DPD Program follow the same procedures found in the TAMUK Student Handbook under Academic Misconduct beginning on page 37. For an electronic version of the Texas A&M University-Kingsville Student Handbook go to: http://www.tamuk.edu/dean/dean_files/studenthandbook.pdf

**Minimum Grade Requirements**

The minimum grade point requirement for students who are considered to be making satisfactory academic progress is a 2.0 overall grade point average and is the GPA required for graduation. All transfer students must have a cumulative 2.0 GPA to transfer into A&M-Kingsville.

**Scholastic Probation**

Students will be placed on scholastic probation any time their overall grade point average at A&M-Kingsville falls below 2.0. Such students are required to participate to the fullest in academic support programs and to seek academic advising. Students who have been placed on scholastic probation will be removed from such probation at the conclusion of the semester or
summer term at this university when they have achieved a 2.0 grade point average.
**Enforced Withdrawal**

Students who have been placed on scholastic probation, and who fail to achieve the minimum cumulative grade point average during the next long semester, will be placed on enforced withdrawal. Students who have been placed on enforced withdrawal may return after an absence of one semester; however, students placed on enforced withdrawal for a third time may return only after an absence of one year. These students must obtain an approval letter from the appropriate college dean and submit a readmission application to the Office of Admission. In any case, the required absence period may be shortened or eliminated upon approval of the college dean.


**Maximum time to Complete Program**

In compliance with ACEND program requirements, students enrolled in the third year (junior status) of a bachelor level DPD are expected to complete program/degree requirements within 150% of the time planned for completion, or three years.

**Withdrawal from the University**

If a student finds it necessary to withdraw from the university, the student must notify the Office of the Registrar and process a withdrawal form. A student exempt from Senate Bill 1231 who is withdrawing (dropping all active courses) from the university after the late registration date and on or before the 10th week of the semester or the mid-point of the summer session will receive an automatic grade of Q in each course being dropped at the time of the withdrawal. If the student is not passing a course at the time of the withdrawal, a grade of F will be awarded. In the case of a student subject to Senate Bill 1231, a grade of QE will be awarded in each course after the late registration regardless of the student’s academic standing in the class. For additional information consult the undergraduate catalog.

**Access to Personal Files**

**PRIVACY OF STUDENT RECORDS: FERPA POLICY**
The Family Educational Rights and Privacy Act of 1974 is a Federal Law 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.

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the university receives a request for access. A student should submit to the registrar, dean, head of the academic department or other appropriate official, written requests that identify the records(s) the student wishes to inspect. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the university to amend a record should write the university official responsible for the record, clearly identify the part of the record they want changed, and specify why it should be changed.

If the university decides not to amend the record as requested, the university will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic or research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill her/his professional responsibilities for the University. Upon request, the university discloses education records without consent to officials of another school in which a student seeks or intends to enroll. [NOTE: FERPA requires an institution to make a reasonable attempt to notify the student of the records request unless the institution states in its annual notification that it intends to forward records on request.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is::Family Policy Compliance Office, U.S. Department of Education 400 Maryland Avenue, SW, Washington, DC 20202-5901

Access to Student Support Services

Texas A&M University-Kingsville offers a number of student support services free of charge or for minimal fee including Life Services and Wellness, Disability Services for Students, Testing Services, Wellness Program, Women's Enrichment Program, International Student Services, Veterans Services, the Marc Cisneros Center for Young Children, and Career Services. For more information on the services available at Texas A&M University-Kingsville, consult the undergraduate handbook at http://www.tamuk.edu/dean/dean_files/studenthandbook.pdf

Grievance Procedure

Complaints or concerns about the program should be discussed with the program director. If a student has a grievance with another student, faculty or program director, the policy as outlined
in the University handbook should be followed. Grievances will be discussed with the Chair of
the Human Sciences Department and not the program director.

Assessment of Prior Learning

All students, including transfer students, are required to meet both University and major degree
requirements to graduate. To also complete the DPD Program requirements, students —with
assistance from the DPD Director and their Department advisor— integrate DPD course
requirements into their major plan of study.

The University's Office of Admissions conducts transcript evaluations for prospective and
incoming transfer students. Transfer student requests for course substitutions or petitions are
handled by the DPD Director, with the DPD Director compares the transfer student's prior
coursework to DPD Program's course requirements to determine if there are any DPD course
equivalencies and thus, the students remaining DPD course requirements. For courses outside the
Department, decisions are made by the corresponding department through the University petition
process.

Formal Assessment of Student Learning

Student progress towards learning goals and outcomes occurs throughout the student's academic
program. Each semester, the DPD Director will review student performance (grades) — overall
performance in the course and on specific assignments - to make this assessment.

DPD Retention and Remediation Procedures

Students failing to maintain a cumulative GPA of 2.5 and a DPD GPA of at least 2.75 will be
asked to meet with the DPD Director to receive additional instruction and guidance regarding
improvement of performance and review the students’ long-term plans.

Didactic Program in Dietetics Verification Statement Policy

A verification statement is required in order to apply to dietetic internship programs. Completion
of a Commission on Accreditation of Dietetic Education (ACEND) approved Dietetic Internship
or Coordinated Program. To be eligible to receive a verification statement, students in the
Didactic Program in Dietetics (DPD) at Texas A&M University-Kingsville must have a minimum GPA of 3.0 overall in required DPD courses and hold a baccalaureate degree. Receipt of a verification statement, alone, does not guarantee acceptance into a ACEND accredited dietetic internship as programs are highly competitive. Students who do not meet the grade point requirement for a verification statement, but satisfy graduation requirements, will graduate with a Bachelor of Science in Human Sciences.

**Dietetic Internship Applications**

In the spring of their senior year, DPD students will submit applications to the Dietetic Internships of their choice. The application process is clearly specified by the Academy of Nutrition and Dietetics and the various internship programs; advisors are readily available to lend guidance. The actual assignment of applicants to internship slots, however, is done through a computer match system (D&D Digital Inc., Ames, IA).

The application process will therefore require the following:

- Completion and submission of all required forms and any additional internship-specific requirements.
- “Declaration of Intent to Complete” form or "Verification [of completion of DPD] Statement", signed by the DPD Director. The “Declaration of Intent to Complete” form lists all DPD courses in which the student is enrolled at time of internship application. These courses must be completed prior to starting an internship.
- Also, submission of the online - DI ranking - form to D&D Digital Systems for computer matching.

**Computer Matching Overview**

Most Dietetic Internship Programs select applicants for appointments through a computer matching process. This process occurs twice a year, 1) in the Spring (appointments are made in April for internships starting in Fall) and 2) in the Fall (appointments are made in November for internships starting in January). DI programs participate in either the April or November match. Some participate in both.
To register and enter dietetic internship preferences online, go to the D&D Digital registration page at https://www.dnddigital.com/ada/register.php.

**Matching Calendar**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Computer Matching Period</td>
<td>April, 2018</td>
</tr>
<tr>
<td>Deadline for Submitting Computer Matching Information Online</td>
<td>February 15, 2018</td>
</tr>
<tr>
<td>Applicant Notification Day</td>
<td>Sunday, April 8, 2018</td>
</tr>
<tr>
<td>Applicant Appointment Day</td>
<td>April 9, 2017</td>
</tr>
<tr>
<td>Posting Date of Programs with Open Positions</td>
<td>April 10, 2017</td>
</tr>
</tbody>
</table>

**Completing the DPD Program**

Internship programs vary in duration, depending on the particular program and associated graduate study (if any). Completion of both a Bachelor’s degree and the required DPD coursework is mandatory before an internship experience can be started. All students, not only those planning to apply to dietetic internships (DI), will receive official verification of DPD completion, provided by the DPD Director in the form of the Academy of Nutrition and Dietetics's (AND) "Verification Statement." Students applying to a DI prior to completing all of the DPD coursework will be supplied with a form entitled, "Declaration of Intent to Complete DPD", which lists any remaining DPD coursework - during the time between sending the DI application and entering the internship - and is signed by the DPD Director and the student. Upon completion of an accredited Dietetic Internship, a national registration examination is taken. Successful completion of the examination is necessary in order to receive credentialing as a Registered Dietitian (RD).
Texas Dietetic Licensure (LD)

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. Education and experience required for licensure in Texas includes:

- Bachelor's or graduate degree with major in human nutrition, food and nutrition, nutrition education, dietetics, or food systems management, or equivalent internship and preplanned professional experience approved by the Board
- Successful completion of an examination administered by the Commission on Dietetic Registration of the Academy of Nutrition and Dietetics.

Licensed Dietitians have met strict standards to become licensed by the state of Texas. 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. Source: Texas State Board of Examiners of Dietitians (http://www.dshs.state.tx.us/dietitian).
Exit Evaluation

DPD students are requested to evaluate the overall program upon completion of the requirements for the degree by completing an exit survey. Survey information is kept confidential. Compiled data are shared with faculty as part of the program evaluation.

Non-Discrimination Policy

In compliance with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and Executive Order 11246, Texas A&M University-Kingsville is open to all persons regardless of race, color, religion, sex, national origin, age or disability who are otherwise eligible for admission as students. A&M-Kingsville does not discriminate on the basis of disability in admission or access to its programs. A&M-Kingsville is an Equal Opportunity/Affirmative Action Employer and no applicant or employee will be discriminated against because of race, color, age, religion, sex, national origin or disability in any personnel action. This university will not enter knowingly into contractual agreements for services or supplies with any firm failing to follow fair employment practices.

Texas A&M University-Kingsville is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its students and employees and does not discriminate on the basis of race, color, religion, sex, age, national origin, veteran status, physical or mental disability. Texas A&M University-Kingsville employs only United States citizens and aliens lawfully authorized to work in the United States.

It is the policy of Texas A&M University-Kingsville, that the sexual harassment of students, employees and users of university facilities is unacceptable and prohibited. This stance is consistent with the university's efforts to maintain equal employment opportunity, equal educational opportunity, non-discrimination in program services, use of facilities, and the affirmative action program. The Compliance Office publishes a policy that gives detailed information about sexual harassment. These are available in the Compliance Office and other offices across campus.
Grievance procedures shall be provided to students for individual acts of unlawful discrimination, including discriminatory academic evaluation by faculty or administrative personnel in the teacher/student relationship and otherwise. Such acts include, but are not limited to, defamatory statements made by faculty members in class, or by other employees in the course of their work, which demean or insult individuals because of their race, sex, national origin, disability, or otherwise covered characteristic.

In performing its mission, Texas A&M University-Kingsville resolves to reflect and respect the rich ethnic and cultural diversity as well as the pattern of gender of the citizens of Texas in its academic programs and in the composition of its faculty, administration and student body.
Anticipated Student Expenses and Requirements for the DPD Program

A. Refer to the Educational Expenses Section of the TAMUK Catalog, page 21, or online at http://www.tamuk.edu/academics/catalog/2014-2016/index.html for typical tuition, books and supply costs, living expenses, and other fees and charges.

B. Students need to allow monies for the following:

1. One apron or one white ¾-length lab coat.
2. A calculator.
3. Required and recommended books and references. (Varies each semester)
4. Student Membership of Academy of Nutrition and Dietetics ($50.00 annually).
5. Membership dues for Corpus Christi District Dietetic Association ($10.00 annually).
6. Membership dues for TAMUK Student Dietetic Association ($15.00 annually).
7. Student registration fees for professional seminars/annual meetings (varies per semester).
8. General school supplies.

C. Additional Expenses
   Special projects and research may necessitate photocopying of pertinent resources, handouts, and other materials.

D. Transportation
   It is desirable that each student has a car or access to a car.
Texas A&M University-Kingsville
Department of Human Sciences

Degree:  B.S. in Human Sciences
Major:  Human Nutrition Science
ADA APPROVED DIDACTIC PROGRAM IN DIETETICS

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>BIOL 1306 General Biology &amp; Biology 1106 (Lab)</td>
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</tr>
<tr>
<td>BIOL 2401 Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 2402 Anatomy &amp; Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 2421 Elementary Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 1311 General Inorganic Chem. &amp; CHEM 1111 (Lab)</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 1312 General Inorganic Chemistry &amp; CHEM 1112</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 2421 Elementary Organic Chemistry or CHEM 3323 (Lab)</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 4345 Principles of Biochemistry</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1301 Rhetoric and Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1302 Rhetoric and Composition</td>
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<tr>
<td>HIST 1301 American History</td>
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<tr>
<td>HIST 1302 American History</td>
<td>3</td>
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<tr>
<td>MATH 1314 College Algebra</td>
<td>3</td>
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<tr>
<td>MGMT 3312 Organization Theory &amp; Human Behavior</td>
<td>3</td>
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<tr>
<td>POLS 2301 Government &amp; Politics - U.S.</td>
<td>3</td>
</tr>
<tr>
<td>POLS 2302 Government &amp; Politics - Texas</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 2301 Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>STAT 1342 Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td>Language/philosophy/culture</td>
<td>3</td>
</tr>
<tr>
<td>Communications</td>
<td>3</td>
</tr>
<tr>
<td>Creative arts</td>
<td>3</td>
</tr>
<tr>
<td>UNIV 1101 Learning in Global Context I</td>
<td>1</td>
</tr>
<tr>
<td>UNIV 1102 Learning in Global Context II</td>
<td>1</td>
</tr>
<tr>
<td>HSCI 1300 Introduction to Human Sciences</td>
<td>1</td>
</tr>
<tr>
<td>HSCI 1350 Food Preparation &amp; Meal Management</td>
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</tr>
<tr>
<td>HSCI 2350 Introduction to Nutrition &amp; HSCI 2150 (Lab)</td>
<td>4</td>
</tr>
<tr>
<td>HSCI 3350 Nutrition through Life Cycle</td>
<td>3</td>
</tr>
<tr>
<td>HSCI 3352 Experimental Food Science</td>
<td>3</td>
</tr>
<tr>
<td>HSCI 3353 Medical Nutrition Therapy I</td>
<td>3</td>
</tr>
<tr>
<td>HSCI 3363 Medical Nutrition Therapy II</td>
<td>3</td>
</tr>
<tr>
<td>*HSCI 3370 Contemporary Trends &amp; Issues in HS</td>
<td>3</td>
</tr>
<tr>
<td>HSCI 4312 Methods &amp; Teaching Strategies in FCS</td>
<td>3</td>
</tr>
<tr>
<td>HSCI 4351 Cultural &amp; Community I</td>
<td>3</td>
</tr>
<tr>
<td>HSCI 4352 Cultural &amp; Community II</td>
<td>3</td>
</tr>
<tr>
<td>HSCI 4360 Quantity Food Preparation &amp; Management</td>
<td>3</td>
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<tr>
<td>HSCI 4366 Advanced Institutional Food Service Mgmt</td>
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<tr>
<td>HSCI 4367 Advanced Nutrition I</td>
<td>3</td>
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<tr>
<td>HSCI 4368 Advanced Nutrition II</td>
<td>3</td>
</tr>
<tr>
<td>HSCI 4370 Human Sciences Seminar</td>
<td>3</td>
</tr>
<tr>
<td>*HSCI elective</td>
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</tr>
<tr>
<td><strong>TOTAL</strong> 122</td>
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Texas A & M University-Kingsville
Didactic Program in Dietetics Required Course List

BIOL 1306 General Biology and Biology 1106 (Lab)
BIOL 2401 Anatomy & Physiology I
BIOL 2421 Anatomy & Physiology II
BIOL 2421 Elementary Microbiology

CHEM 1311 General Inorganic Chemistry and CHEM 1111 (Lab)
CHEM 1312 General Inorganic Chemistry and CHEM 1112 (Lab)
CHEM 2421 Elementary Organic Chemistry or CHEM 3323/3123
CHEM 4345 Principles of Biochemistry

PSYC 2301 Introduction to Psychology
STAT 1342 Elementary Statistics
MGMT 4327 Org. Theory & Human Behavior

HSCI 1350 Food Preparation and Meal Management
HSCI 2350 Introduction to Nutrition (Lab 2150)
HSCI 3350 Nutrition through Life Cycle
HSCI 3352 Experimental Food Service
HSCI 3353 Medical Nutrition Therapy I
HSCI 3363 Medical Nutrition Therapy II
HSCI 4312 Methods of Teaching Strategies in FCS
HSCI 4351 Cultural & Community Aspects of Foods and Nutrition I
HSCI 4352 Cultural & Community Aspects of Foods and Nutrition II
HSCI 4360 Quantity Food Preparation & Management
HSCI 4366 Advanced Institutional Food Service Management
HSCI 4367 Advanced Nutrition I
HSCI 4368 Advanced Nutrition II
### Texas A&M University-Kingsville Department of Human Sciences Semester Degree Plan
#### Human Nutrition Major

#### Freshman Year

<table>
<thead>
<tr>
<th>Fall Semester</th>
</tr>
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<tbody>
<tr>
<td>BIOL 1306 General Biology and 1106 Lab (4)</td>
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<tr>
<td>ENGL 1301 Rhetoric and Composition (3)</td>
</tr>
<tr>
<td>HSCI 1300 Introduction to Human Sciences (1)</td>
</tr>
<tr>
<td>HSCI 1350 Food Prep and Meal Management (3)</td>
</tr>
<tr>
<td>MATH 1314 College Algebra (3)</td>
</tr>
<tr>
<td>UNIV 1101 (1)</td>
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</tbody>
</table>

15 hrs

#### Spring Semester

| Chem 1311 General Inorganic Chemistry and 1111 Lab (4) |
| ENGL 1302 Rhetoric and Composition (3) |
| PSYC 2301 Introduction to Psychology (3) |
| UNIV 1102 (1) |

17 hrs

#### Sophomore Year

<table>
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<tr>
<th>Fall Semester</th>
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<tbody>
<tr>
<td>CHEM 1312/1112 General Inorganic Chemistry and Lab (4)</td>
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<tr>
<td>STAT 1342 Elem. Statistics</td>
</tr>
<tr>
<td>HIST 1301 American History (3)</td>
</tr>
<tr>
<td>HSCI 2350/2150 Introduction to Nutrition/Lab (4)</td>
</tr>
<tr>
<td>POLS 2301 Government &amp; Politics- U.S. (3)</td>
</tr>
</tbody>
</table>

17 hrs

#### Spring Semester

| Chem 2421: Elementary Organic Chemistry or CHEM 3323/3123 (4) |
| HIST 1302 American History (3) |
| POLS 2302 Government and Politics – Texas (3) |
| HSCI elective |
| Literature/philosophy (3) |

16 hrs

#### Junior Year

<table>
<thead>
<tr>
<th>Fall Semester</th>
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</thead>
<tbody>
<tr>
<td>BIOL 2401 Anatomy &amp; Physiology I (4)</td>
</tr>
<tr>
<td>CHEM 4345 Principles of Biochemistry (3)</td>
</tr>
<tr>
<td>HSCI 3350 Nutrition through Life Cycle (3)</td>
</tr>
<tr>
<td>HSCI 3353 Medical Nutrition Therapy I (3)</td>
</tr>
</tbody>
</table>

13 hrs

#### Spring Semester

| BIOL 2402 Anatomy & Physiology (4) |
| HSCI 3352 Experimental Food Science (3) |
| HSCI 3363 Medical Nutrition Therapy II (3) |
| HSCI 3370 Trends and Issues (3) |

13 hrs

#### Senior Year

<table>
<thead>
<tr>
<th>Fall Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 2421 Elementary Microbiology (4)</td>
</tr>
<tr>
<td>HSCI 4351 Culture &amp; Community Aspects of Foods and Nutrition I (3)</td>
</tr>
<tr>
<td>HSCI 4360 Quantity Food Preparation &amp; Management (3)</td>
</tr>
<tr>
<td>HSCI 4367 Advanced Nutrition I (3)</td>
</tr>
<tr>
<td>MGMT 3312 Org Theory &amp; Human Behavior (3)</td>
</tr>
</tbody>
</table>

16 hrs

#### Spring Semester

| HSCI 4312 Methods of Teaching Strategies in FCS (3) |
| HSCI 4352 Culture & Community Aspects of Foods and Nutrition II (3) |
| HSCI 4366 Advanced Institutional Food Service Management (3) |
| HSCI 4368 Advanced Nutrition II (3) |
| HSCI 4370 Human Sciences Seminar (Senior Year) (3) |

15 hrs
Student Organizations

Texas A&M University Kingsville has an active Student Dietetic Association (SDA). Membership in the student association, the Academy of Nutrition and Dietetics, the Texas Dietetic Association, and the Corpus Christi District Dietetic Association is recommended. Students in the Program are expected to actively participate at the local and state level and attend professional meetings each semester.

Kappa Omicron Nu (KON), the honorary society for related fields in Family and Consumer Sciences provides opportunities for membership to upper level students. To be eligible for the honor society, the student must have completed at least one semester at TAMUK and have an overall grade point average of 3.0. Students who are eligible to apply for membership will receive an invitation letter. Any student wishing to join Kappa Omicron Nu should contact the TAMUK faculty sponsor regarding current eligibility requirements.

Why Become an AND Student Member?

Joining the Academy of Nutrition and Dietetics, the world's leading organization of food and health professionals, will enable you to enhance your educational preparation and gain access to a wealth of career building resources. When you become an AND student member, you automatically will become a member of the AND Student Council. AND Student Membership benefits include:

- Network with other dietetics students via the Web-based Student Council Community of Interest (CoI), which connects AND student members nationwide, provides a communication vehicle for your student representatives, allows you to access cutting-edge information about the profession, read useful Web sites and articles, share ideas and more.
- Become eligible for leadership opportunities on the Student Council Advisory committee.
- Obtain free membership in your state dietetic association and become eligible for state and national Outstanding Dietetics Student Awards.
- Access AND's Student Center Web site and the student online newsletter, the AND Student Scoop.
- Access the monthly Journal of the Academy of Nutrition and Dietetics online, the award-winning AND Times, subscribe to the Daily News and more.
- Apply for Academy of Nutrition and Dietetics Foundation scholarships (for U.S. citizens or permanent residents).
- Access to AND Careerlink.org for the latest information on the profession's hottest job opportunities.
- Obtain student liability insurance and special member rates on credit cards, car rental and hotel accommodations.
The AND Student Council and Community of Interest (CoI)

The AND Student Council is a national student organization within AND formed to address student-related issues and increase peer networking. All current AND student members are automatically Council members. The purpose of the AND Student Council is to increase involvement of AND student members by creating opportunities for leadership within the Association and to facilitate communications among student members and with the AND leadership. The Student Council is represented by a Student Council Advisory Committee (SCAC). The SCAC consists of: Chair, Vice-chair, Student Delegate, ACEND Student Representative and additional student representatives. AND Student Council members will elect the SCAC annually. Each year SCAC will set goals and objectives consistent with AND's strategic plan. Core functions of the SCAC will be to:

- Promote the role of student members in dietetics-related areas,
- Promote diverse membership, and
- Encourage the participation of students in AND and in the Council.

SCAC will meet annually at the AND Food & Nutrition Conference & Expo (FNCE) and participate in the planning of the Student Forum and newsletter content.

The creation of the AND Student Council Community of Interest (CoI) is the first step towards uniting our student body. The CoI is a networking and information resource for AND student members only. Dietetics is a vital, growing field open to creativity and many opportunities. The purpose of this CoI is to connect student members nationwide, provide a communication vehicle for our student representatives, allow student members to access cutting-edge information about the profession, useful Web sites and articles, to share ideas and more. If you haven't joined or heard about the CoI, or you are a new student member and we have your current e-mail address, look for an invitation to join in your e-mail box soon, or ask a friend who has joined the CoI to send you an invitation.
**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 and the Texas Academy of Nutrition and Dietetics each offer opportunities for scholarship application. These applications are usually accepted between November and February and are reviewed by a special board of AND or TAND in accordance with pre-established policies.

Scholarships are also available from:

Texas A&M University Kingsville Human Sciences Department
- Myrtle Watt Nelson Endowed Scholarship
- Outstanding Incoming Freshman Scholarships
- Kappa Omicron Nu Scholarship
- Mamie & Annetta Bailey Scholarship
- Faye Dehn Bible Endowed Scholarship
- Human Sciences Alumni Association Scholarship
- Loris J. Welhausen Memorial Scholarship
- Ralph Lanier Memorial Scholarship
- Opal Owen Young Endowed Scholarship
- Kappa Omicron Nu Scholar Program Grant

Human Nutrition Scholarships
- Ruth W. Gauldin Dietetics Scholarship
- Charles and Maydine Roslyn Scholarship

Corpus Christi District Dietetic Association
American Society for Hospital Food Service Administrators
Texas Association of Family and Consumer Sciences
American Association of Family and Consumer Sciences

*Information and amounts awarded vary from year to year.*
Academy Foundation Student Scholarship and Financial Aid Information

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

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.

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 coordinated program in dietetics or the second year of study in a 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.

Academy Foundation Scholarship Eligibility Requirements and Application

The Academy Foundation scholarship form is also available by contacting the Education Team by phone at 800/877-1600, ext. 5400 or e-mail at education@eatright.org. Applications are available each year between mid-September and mid-January. The annual deadline for submitting applications is in mid-February. Scholarships are awarded for the following academic or program year.

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 third 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 90-page 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 via the Internet at www.studentaid.ed.gov.

Texas Academy of Nutrition and Dietetics Foundation

The purpose of the Texas Academy of Nutrition and Dietetics Foundation (TANDF) is to raise and award money for scholarships for dietetic students. Additional information about the TANDF organization, available scholarships and awards, eligibility and application information may be obtained on the TANDF website http://www.tdafscholarships.org/.
Procedures for Complaints Against DPD Programs

The Accreditation Council for Education in Nutrition and Dietetics (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 or approved 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. Where a complainant has threatened or filed legal action against the institution involved, ACEND will hold complaints in abeyance pending resolution of the legal issues and the complainant is so advised.

1. ACEND staff forwards all written complaints to the ACEND chair within three weeks of receipt of the complaint.
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 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. At the request of the complainant, the name of the complainant is "blocked out" within the body of the written complaint that is sent to the program.
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 or approval.
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 place the program on probation or to withdraw accreditation or approval.

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

**Commission on Dietetic Registration**  
120 South Riverside Plaza, Suite 2000 Chicago, Illinois 60606-6995  
Phone: 312-899-0040 Ext. 5500  
Fax: 312-899-4772
WHO IS A REGISTERED DIETITIAN (RD) OR REGISTERED DIETITIAN NUTRITIONISTS (RDN)?

Registered Dietitians (RD) or Registered Dietitian Nutritionists (RDN) are individuals who have

- completed the minimum of a Baccalaureate degree granted by a U.S. regionally accredited college or university, or foreign equivalent;
- met current minimum academic requirements (Didactic Program in Dietetics) as approved by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics;
- completed a supervised practice program accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics;
- successfully completed the Registration Examination for Dietitians;
- remitted the annual registration fee;
- complied with the Professional Development Portfolio (PDP) recertification requirements

Some RDs hold additional certifications in specialized areas of practice. These are awarded through CDR, the credentialing agency for the Academy, and/or other medical and nutrition organizations and are recognized within the profession, but are not required. Some of the certifications include pediatric or renal nutrition, sports dietetics, nutrition support and diabetes education.

In addition to RD credentialing, many states have regulatory laws for dietitians and nutrition practitioners. Frequently these state requirements are met through the same education and training required to become an RD.

What Do You Study to Become a Registered Dietitian?

Students wishing to become registered dietitians study a variety of subjects, ranging from food and nutrition sciences, foodservice systems management, business, economics, computer science, culinary arts, sociology and communication to science courses such as biochemistry, physiology, microbiology, anatomy and chemistry.

Where Do Registered Dietitians Work?

Registered dietitians work in a wide variety of employment settings, including health care, business and industry, community/public health, education, research, government agencies and private practice.

Many work environments, particularly those in medical and health-care settings, require that an individual be credentialed as an RD. RDs work in:

- Hospitals, HMO's or other health-care facilities, educating patients about nutrition and administering medical nutrition therapy as part of the health-care team. They may also manage the foodservice operations in these settings, as well as in schools, day-care centers and correctional facilities, over-seeing everything from food purchasing
and preparation to managing staff.

- **Sports nutrition and corporate wellness programs**, educating clients about the connection between food, fitness and health.
- **Food and nutrition-related business and industries**, working in communications, consumer affairs, public relations, marketing, product development or consulting with chefs in restaurants and culinary schools.
- **Private practice**, working under contract with health-care or food companies, or in their own business. RDs may provide services to foodservice or restaurant managers, food vendors and distributors or athletes, nursing home residents or company employees.
- **Community and public health settings**, teaching, monitoring and advising the public and helping improve their quality of life through healthy eating habits.
- **Universities and medical centers**, teaching physician’s assistants, nurses, dietetics students, dentists and others the sophisticated science of foods and nutrition.
- **Research areas** in food and pharmaceutical companies, universities and hospitals directing or conducting experiments to answer critical nutrition questions and find alternative foods or nutrition recommendations for the public.

*Employment Settings*
According to the U.S. Bureau of Labor Statistics, employment of registered dietitians is expected to grow about as fast as the average for all occupations through the year 2015 because of increased emphasis on disease prevention, a growing and aging population and public interest in nutrition. Employment in hospitals is expected to show little change because of anticipated slow growth and patients’ reduced lengths of hospital stay. Faster growth is anticipated in nursing homes, residential care facilities and physicians clinics. AND's survey of members shows RDs work in these settings:

**What Is the Salary Range for Registered Dietitians?**

According to the Academy's 2009 Dietetics Compensation and Benefits survey, half of all RDs in the US who have been working in the field for five years or less earn $51,100 to $62,200 per year. As with any profession, salaries and fees vary by region of the country, employment settings, scope of responsibility and supply of RDs. Salaries increase with years of experience and RDs, in management and business, earn incomes of $85,000 to $88,000.

**How can I locate a registered dietitian near me?**

Call AND’s Member Service Center at 800/877-1600, ext. 5000, weekdays between 8 a.m. and 5 p.m. (Central).

**For More Information**

For other career guidance information, contact Academy’s Accreditation and Education Programs Team:
Academy of Nutrition and Dietetics
Accreditation and Education Programs Team
120 South Riverside Plaza, Suite 2000
Chicago, Illinois 60606-6995

Phone: 800/877-1600, ext. 5400
Fax: 312/899-4817
E-mail: education@eatright.org

Media information
Public Relations: 800/877-1600, ext. 4802, 4769, 4894 or 4822 www.eatright.org/

With nearly 70,000 members, the Academy of Nutrition and Dietetics is the nation’s largest organization of food and nutrition professionals. AND serves the public by promoting optimal nutrition, health and well-being.

Visit AND website for more information on approved educational programs.
WHO IS A NUTRITION AND DIETETICS TECHNICIAN, REGISTERED (NDTR) OR A DIETETIC TECHNICIAN, REGISTERED (DTR)?

Nutrition and Dietetics Technicians, Registered (NDTR) or a Dietetic Technicians, Registered (DTR) are individuals who have

- completed a minimum of an Associate degree granted by a U.S. regionally accredited college or university, or foreign equivalent;

- completed a minimum of 450 supervised practice hours through a Dietetic Technician Program as accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics;

- successfully completed the Registration Examination for Dietetic Technicians; and

- remitted the annual registration maintenance fee; and

- complied with the Professional Development Portfolio (PDP) recertification

OR

- completed the minimum of a baccalaureate degree granted by a U.S. regionally accredited college or university, or foreign equivalent;

- met current academic requirements (Didactic Program in Dietetics) as accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics;

- completed a minimum of 450 supervised practice under the auspices of a Dietetic Technician Program as accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics;

- successfully completed the Registration Examination for Dietetic Technicians;

- remitted the annual registration maintenance fee; and

- complied with the Professional Development Portfolio (PDP) recertification requirements.

OR
• completed the minimum of a baccalaureate degree granted by a U.S. regionally accredited college or university, or foreign equivalent;

• met current academic requirements (Didactic Program in Dietetics) as accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics;

• successfully completed the Registration Examination for Dietetic Technicians;

• remitted the annual registration maintenance fee; and

• complied with the Professional Development Portfolio (PDP) recertification requirements.
Dietetic Internships (DI)
Each Dietetic Internship (DI) listed by the AND is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). To apply to a DI, individuals must complete at least a bachelor's degree and ACEND-accredited coursework requirements (Didactic Program in Dietetics). Currently all DIs must provide at least 1200 hours of supervised practice. This is usually completed in 6-24 months depending on the availability of a part-time schedule or requirement of graduate credit. Individuals completing the program who are verified by the program director are eligible to write the CDR registration examination for dietitians.

Appointments to DIs are awarded on a competitive basis and most use a national computer matching process. Programs not participating in computer matching accept applications only from individuals employed by the sponsoring organization. Prospective applicants must contact program directors for current information, including application deadline dates. Programs will provide application forms and detailed information on program requirements, tuition, and financial aid upon request. Currently, 245 dietetic internships are accredited by the Commission on Accreditation for Dietetics Education. A complete listing of accredited programs is available on the AND and ACEND websites, with program details and contact information.

Visit the following website for additional resources:

http://www.eatrightacend.org/ACEND/content.aspx?id=6442485425
Top 10 Questions about Computer Matching for Dietetic Internships (DIs)

10. What is computer matching?
Computer matching is one part of the process necessary to obtain an appointment to most DIs. 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 DI of their choice and helps DI 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. The process is explained in detail in the "Instructions to Applicants" booklet provided by D&D Digital Systems.

9. If computer matching is one part of the process, what else do I need to do to apply to DIs?
To begin the application process, you must request and complete the application materials from the DI programs of your choice. Most DIs participate in computer matching for their admission process. Those that are exempt accept applications only from individuals employed by the sponsoring organization. These are noted on the Academy's website in the DI list.

Each DI reviews its own applications and submits a priority listing of acceptable applicants to D&D Digital Systems, along with the number of positions to be filled. Computer matching does not change the applicants' or programs' selection process.

8. Is there a limit to the number of programs that one can apply to and rank for computer matching?
No. Just remember that an application must be submitted to each program you rank on the preference list that you submit to D&D. If you do not rank a program with D&D Digital, the program cannot consider your application.

7. Is it possible to receive a match to more than one DI?
No. Only one match is made, the highest priority choice for which a program match occurs.

6. If a program offers both a full and part-time option, can I apply to both?
Yes. Be sure to check the computer matching codes for each option. Many programs have one code number for the full-time option and one code number for the part-time option. If you wish to be considered for both options, you need to rank the full and part-time options according to your preference and include both options on the list submitted to D&D Digital Systems.

5. When does computer matching occur?
Computer matching occurs in April and November of each year. The DI list includes information
about when each DI appoints its students. Programs may participate in either one or both computer matching periods.

4. Are there deadlines for the computer matching/internship application process? Yes, there are two deadlines that you must be aware of when applying to DIs. First, each program should have a deadline line date in their materials that tells you when all application materials must be submitted to the program. It is very important that you adhere to this deadline; otherwise your application may be invalid if it is not received by the deadline date.

Second, there is a deadline established by the Academy and D&D Digital Systems, Inc. for registering for the computer match with D&D Digital Systems and submitting your prioritized list of DI programs and your computer matching fee payment. The deadline for the February match is generally during the 2nd week of February and for the November match approximately September 25th. However, you should check with your DPD program director, Academy Accreditation staff or D&D Digital Systems for the exact deadline date. If you do not register for the match by the established deadline date to D&D Digital Systems, you will not be in the match and the DI Programs cannot consider your application.

Please be sure to allow sufficient preparation time so that you will have your materials ready to be submitted online on or before the deadline date.

3. If I don't receive a match the first time I apply, can I apply again? Yes. You may continue to apply as often as you wish and in both April and November. You must register for the match with D&D Digital Systems and submit new DI application materials for every matching period.

2. How can I increase my chances of receiving a DI appointment? Appointments to these programs are very competitive. Program Directors are looking for students with high academic ability (GPA), work experience, strong letters of recommendation, and professional potential. An application package that follows directions explicitly, and is neat is very important. If required, a well-written application letter may be a good reflection of your maturity and communication skills. Be flexible about your Program choices. The ability to relocate from densely populated urban sites also may be helpful.

1. Where can I get more information about this whole process? If you are still in school, your Didactic Program Director and/or faculty advisor should be your resource person for information and guidance with the appointment process. The Accreditation staff at the Academy is also available to answer questions. Call 1-800-877-1600 ext. 5400 or e-mail education@eatright.org. D&D Digital Systems can provide information about the computer matching process. Visit their Web site at http://www.dnndigital.com/, call 515-292-0490, or e-mail dnd@sigler.com.
ACADEMIC CALENDAR:

For any questions regarding dates and times throughout the semester, the following website will have all information including the most up to date academic calendar.

http://www.tamuk.edu/events/academic_calendar.html
High School – Pathway to RD

1. High School Diploma
2. Apply to a university or college that offers a CADE-accredited Didactic Program in Dietetics (DPD) or Coordinated Program (CP)
3. Enroll in a CADE-accredited DPD Program
   - Complete DPD Program and obtain bachelor's degree in dietetics
   - Apply to CADE-accredited Dietetic Internship
     Supervised practice experience
   - Complete DI Program and Receive Verification Statement
4. Apply for Student ADA Membership

5. Enroll in a CADE-accredited CP Program
   - Complete CP Program and obtain bachelor's degree in dietetics and receive Verification Statement for completion of supervised practice experience
   - Includes supervised practice experience

6. Apply for Active ADA Membership
7. Apply for Registration Eligibility with CDR (Through Program Director)

8. RD Exam

9. State licensure or certification, if applicable
Career Changer (2nd degree) Pathway to RD

Holds a bachelor's or master's degree in another field

Contact Director of a CADE-accredited Didactic Program in Dietetics (DPD) or Coordinated Program (CP)
To evaluate previous degree, coursework and transferable credits, if any

Enroll in a CADE-accredited DPD Program
Apply for Student ADA Membership
Complete DPD Program and obtain Verification Statement, second bachelor's or master's degree
Apply to CADE-accredited Dietetic Internship
Supervised practice experience
Complete DI Program and Receive Verification Statement

Apply for Active ADA Membership

Enroll in a CADE-accredited CP Program
Complete CP Program and obtain Verification Statement, second bachelor's or master's degree
Includes supervised practice experience

Apply for Registration Eligibility with CDR (Through Program Director)

RD Exam

State licensure or certification, if applicable
American Dietetic Association/Commission on Dietetic Registration Code of Ethics for the Profession of Dietetics and Process for Consideration of Ethics Issues

PREAMBLE
The American Dietetic Association (ADA) and its credentialing agency, the Commission on Dietetic Registration (CDR), believe it is in the best interest of the profession and the public it serves to have a Code of Ethics that provides guidance to dietetics practitioners in their professional practice and conduct. Dietetics practitioners have voluntarily adopted the Code of Ethics to reflect the values (Figure) and ethical principles guiding the dietetics profession and to set forth commitments and obligations of the dietetics practitioner to the public, clients, the profession, colleagues, and other professionals. The current Code of Ethics was approved on June 2, 2009, by the ADA Board of Directors, House of Delegates, and the Commission on Dietetic Registration.

APPLICATION
The Code of Ethics applies to the following practitioners:

(a) In its entirety to members of ADA who are Registered Dietitians (RDs) or Dietetic Technicians, Registered (DTRs);
(b) Except for sections dealing solely with the credential, to all members of ADA who are not RDs or DTRs; and
(c) Except for aspects dealing solely with membership, to all RDs and DTRs who are not members of ADA.

All individuals to whom the Code applies are referred to as “dietetics practitioners,” and all such individuals who are RDs and DTRs shall be known as “credentialed practitioners.” By accepting membership in ADA and/or accepting and maintaining CDR credentials, all members of ADA and credentialed dietetics practitioners agree to abide by the Code.

PRINCIPLES
Fundamental Principles

1. The dietetics practitioner conducts himself/herself with honesty, integrity, and fairness.
2. The dietetics practitioner supports and promotes high standards of professional practice. The dietetics practitioner accepts the obligation to protect clients, the public, and the profession by upholding the Code of Ethics for the Profession of Dietetics and by reporting perceived violations of the Code through the processes established by ADA and its credentialing agency, CDR.

Responsibilities to the Public

3. The dietetics practitioner considers the health, safety, and welfare of the public at all times. The dietetics practitioner will report inappropriate behavior or treatment of a client by another dietetics practitioner or other professionals.
4. The dietetics practitioner complies with all laws and regulations applicable or related to the profession or to the practitioner’s ethical obligations as described in this Code.

b. The dietetics practitioner must not be disciplined by a state for conduct that would violate one or more of these principles.

c. The dietetics practitioner must not commit an act of misfeasance or malfeasance that is directly related to the practice of the profession as determined by a court of competent jurisdiction, a licensing board, or an agency of a governmental body.

5. The dietetics practitioner provides professional services with objectivity and with respect for the unique needs and values of individuals.

a. The dietetics practitioner does not, in professional practice, discriminate against others on the basis of race, ethnicity, creed, religion, disability, gender, age, gender identity, sexual orientation, national origin, economic status, or any other legally protected category.

b. The dietetics practitioner provides services in a manner that is sensitive to cultural differences.

c. The dietetics practitioner does not engage in sexual harassment in connection with professional practice.

6. The dietetics practitioner does not engage in false or misleading practices or communications.

a. The dietetics practitioner does not engage in false or deceptive advertising of his or her services.

b. The dietetics practitioner promotes or endorses specific goods or products only in a manner that is not false and misleading.

c. The dietetics practitioner provides accurate and truthful information in communicating with the public.
### ADA values

| Customer Focus: Meets the needs and exceeds expectations of internal and external customers |
| Integrity: Acts ethically with accountability for life-long learning and commitment to excellence |
| Innovation: Embraces change with creativity and strategic thinking |
| Social Responsibility: Makes decisions with consideration for inclusivity as well as environmental, economic, and social implications |

| Principles |
|---|---|
| #5, #9 |
| #1, #2, #4, #5, #6, #7, #10, #11, #12, #13, #17, #18 |
| #3, #8, #9, #11, #13, #14, #15, #16, #17, #18, #19 |

#### Figure: Alignment of American Dietetic Association (ADA) Values to the Principles of the Code of Ethics for the Profession of Dietetics.

7. The dietetics practitioner withdraws from professional practice when unable to fulfill his or her professional duties and responsibilities to clients and others.
   a. The dietetics practitioner withdraws from practice when he or she has engaged in abuse of a substance such that it could affect his or her practice.
   b. The dietetics practitioner ceases practice when he or she has been adjudged by a court to be mentally incompetent.
   c. The dietetics practitioner will not engage in practice when he or she has a condition that substantially impairs his or her ability to provide effective service to others.

#### Responsibilities to the Profession

8. The dietetics practitioner recognizes and exercises professional judgment within the limits of his or her qualifications and collaborates with others, seeks counsel, or makes referrals as appropriate.

9. The dietetics practitioner treats clients and patients with respect and consideration.
   a. The dietetics practitioner provides sufficient information to enable clients and others to make their own informed decisions.
   b. The dietetics practitioner respects the client's right to make decisions regarding the recommended plan of care, including consent, modification, or refusal.

10. The dietetics practitioner protects confidential information and makes full disclosure about any limitations on his or her ability to guarantee full confidentiality.

11. The dietetics practitioner, in dealing with and providing services to clients and others, complies with the same principles set forth above in "Responsibilities to the Public" (Principles #3-7).

#### Responsibilities to the Professions

12. The dietetics practitioner practices dietetics based on evidence-based principles and current information.

13. The dietetics practitioner presents reliable and substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist.

14. The dietetics practitioner assumes a life-long responsibility and accountability for personal competence in practice, consistent with accepted professional standards, continually striving to increase professional knowledge and skills and to apply them in practice.

15. The dietetics practitioner is alert to the occurrence of a real or potential conflict of interest and takes appropriate action whenever a conflict arises.
   a. The dietetics practitioner makes full disclosure of any real or perceived conflict of interest.
   b. When a conflict of interest cannot be resolved by disclosure, the dietetics practitioner takes such other action as may be necessary to eliminate the conflict, including recusal from an office, position, or practice situation.

16. The dietetics practitioner permits the use of his or her name for the purpose of certifying that dietetics services have been rendered only if he or she has provided or supervised the provision of those services.

17. The dietetics practitioner accurately presents professional qualifications and credentials.
   a. The dietetics practitioner, in seeking, maintaining, and using credentials provided by CDR, provides accurate information and complies with all requirements imposed by CDR.
   b. The dietetics practitioner uses CDR-awarded credentials ("RD" or "Registered Dietitian", "DTR" or "Dietetic Technician, Registered", "CS" or "Certified Specialist", and "FADA" or "Fellow of the American Dietetic Association") only when the credential is current and authorized by CDR.
   c. The dietetics practitioner does not aid any other person in violating any CDR requirements, or in representing himself or herself as CDR-credentialed when he or she is not.

18. The dietetics practitioner does not invite, accept, or offer gifts, monetary incentives, or other considerations that affect or reasonably give an appearance of affecting his/her professional judgment.

#### Clarification of Principle:

a. Whether a gift, incentive, or other item of consideration shall be viewed to affect, or give the appearance of affecting, a dietetics practitioner's professional judgment is dependent on all factors relating to the transaction, including the amount or value of the consideration, the likelihood that the practitioner's judgment will or is intended to be affected, the position held by the practitioner, and whether the consideration is offered or generally available to persons other than the practitioner.

b. It shall not be a violation of this principle for a dietetics...
practitioner to accept compensation as a consultant or employee or as part of a research grant or corporate sponsorship program, provided the relationship is openly disclosed and the practitioner acts with integrity in performing the services or responsibilities.

c. This principle shall not preclude a dietetics practitioner from accepting gifts of nominal value, attendance at educational programs, meals in connection with educational exchanges of information, free samples of products, or similar items, as long as such items are not offered in exchange for or with the expectation of, and do not result in, conduct or services that are contrary to the practitioner’s professional judgment.

d. The test for appearance of impropriety is whether the conduct would create in reasonable minds a perception that the dietetics practitioner’s ability to carry out professional responsibilities with integrity, impartiality, and competence is impaired.

Responsibilities to Colleagues and Other Professionals

19. The dietetics practitioner demonstrates respect for the values, rights, knowledge, and skills of colleagues and other professionals.

a. The dietetics practitioner does not engage in dishonest, misleading, or inappropriate business practices that demonstrate a disregard for the rights or interests of others.

b. The dietetics practitioner provides objective evaluations of performance for employees and coworkers, candidates for employment, students, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.

PROCESS FOR CONSIDERATION OF ETHICS ISSUES

In accordance with ADA’s Code of Ethics, a process has been established for consideration of ethics issues. This process defines the procedure for review of and response to ethics complaints, including hearings, disciplinary action, and appeals. The process was approved on June 2, 2009, by the ADA Board of Directors, the House of Delegates, and the Commission on Dietetic Registration.

Committee

A three-member committee, comprised of members of ADA and/or CDR-credentialed practitioners, will be appointed to handle all ethics matters. One person will be appointed each year by the president-elect of ADA, the chairperson of CDR, or the speaker-elect of the House of Delegates (based on the expired term). Terms of office will be for three years. Terms will be staggered to allow for continuity. The chairperson will rotate among the three committee members. The chairperson will be awarded to the person moving into the third year of the three-year term of office.

The committee will have authority to consult with subject experts as necessary to conduct its business. The committee may perform such other educational activities as might be necessary to assist members and credentialed practitioners to understand the Code of Ethics.

Ethics Opinions

The Committee may issue opinions on ethics issues under the Code of Ethics on its own initiative or in response to a member’s or credentialed practitioner’s request. These opinions will be available to members and credentialed practitioners to guide their conduct, and will also be available to the public. Situations may be factual or hypothetical, but no names will be disclosed.

Ethics Cases

Preamble. The enforcement procedures are intended to permit a fair resolution of disputes on ethical practices in a manner that protects the rights of individuals while promoting understanding and ethical practice. The Ethics Committee has the authority and flexibility to determine the best way to resolve a dispute, including educational means where appropriate.

1. Complaint

A complaint that a member or credentialed practitioner has allegedly violated the Code of Ethics for the Profession of Dietetics must be submitted in writing on the appropriate form to the Ethics Committee.

The complaint must be made within one (1) year of the date that the complainant (person making complaint) first became aware of the alleged violation or within one (1) year from the issuance of a final decision in an administrative, licensure board, or judicial action involving the facts asserted in the complaint.

The complainant need not be a member of ADA nor a practitioner credentialed by CDR.

The complaint must contain details on the activities complained of, the basis for complainant’s knowledge of those activities; names, addresses, and telephone numbers of all persons involved or who might have knowledge of the activities; and whether the complaint has been submitted to a court, an administrative body, or a state licensure board. The complaint must also cite the section(s) of the Code of Ethics for the Profession of Dietetics allegedly violated.

The complaint must be signed and sworn to by the complainant(s).

2. Preliminary Review of Complaint

The chair of the Ethics Committee, legal counsel for ADA, and appropriate staff will review the complaint to determine whether all the required information has been submitted by the complainant and whether an ethics question is involved.

If a complaint is made regarding an alleged violation of the Code of Ethics for the Profession of Dietetics and a similar complaint is already under consideration regarding the same individual by a state licensure board of examiners, an administrative body, or a court of law, the Ethics Committee will not process the complaint until a final decision has been issued.

3. Response

If the preliminary review determines that the process should proceed, the ADA staff chair of
the Ethics Committee will notify the respondent (person against whom the complaint is made) that a complaint has been made. The notice will be sent from the staff via certified mail, return-receipt requested. The respondent will be sent a copy of the complaint, the Code of Ethics for the Profession of Dietetics, the Review Process, and the Response to Complaint form.

The respondent will have thirty (30) days from receipt of the notification in which to submit a response. The response must be signed and sworn to by the respondent(s).

If the Ethics Committee does not receive a response, the chair of the Ethics Committee or her designee will contact the respondent by telephone. If contact with the respondent is still not made, a written notice will be sent. Failure to reach the respondent will not prevent the Committee from proceeding with the investigation.

The response submitted to the Ethics Committee by the respondent, may, upon request by the complainant, be provided to the complainant following the decision of the Committee.

4. Ethics Committee Review

The chair of the Ethics Committee will add the complaint and response to the Committee's agenda, after consultation with legal counsel and appropriate staff. The complaint and response will be reviewed by the Ethics Committee.

The Committee has broad discretion to determine how to proceed, including, but not limited to, dismissing the complaint, requesting further information from the parties, resolving the case through educational activities, holding a hearing as specified hereafter, or in any other way deemed advisable. The Committee may use experts to assist in reviewing the complaint and response and determining further action.

At the appropriate time, the Ethics Committee will notify the complainant and the respondent of its decision, which may include the Committee's preliminary opinion with a request that the respondent take certain actions, including, but not limited to, successful completion of continuing professional education in designated areas, or supervised practice based on the terms to be set forth by the Committee.

The Ethics Committee may also recommend appropriate remedial action to the parties, which if undertaken, would resolve the matter.

The Ethics Committee may recommend, in its discretion, that a hearing be held subject to the other provisions of these procedures.

5. Licensure Board Action or Final Judicial or Administrative Action

When the Ethics Committee is informed by a state licensure body that a person subject to the Code of Ethics for the Profession of Dietetics has had his or her license suspended or revoked for reasons covered by the Code, the Committee may take appropriate disciplinary action without a formal hearing.

When a person has been finally adjudicated or has admitted to committing a misdemeanor or felony as specified in Principle 4 of the Code, the Committee may take appropriate disciplinary action without a formal hearing.

6. Hearings

A. General

Hearings shall be held as determined by the Ethics Committee under the following guidelines.

Hearing dates will be established by the chairwoman of the Ethics Committee. All hearings will be held in Chicago, IL.

The Ethics Committee will notify the respondent and the complainant by certified mail, return-receipt requested, of the date, time, and place of the hearing.

The respondent may request a copy of the file on the case and will be allowed at least one postponement, provided the request for postponement is received by ADA at least fourteen (14) days before the hearing date.

B. Conduct of Hearings

The chair of the Ethics Committee will conduct a hearing with appropriate staff and legal counsel present. Individuals who have no conflict of interest will be appointed.

In the event that any Ethics Committee member cannot serve on the hearing panel for any reason, a replacement will be appointed by the representative of the original body that made the appointment, either the ADA president, the CDR chairperson, or the speaker of the House of Delegates as appropriate.

The parties shall have the right to appear, to present witnesses and evidence, to cross-examine the opposing party and adverse witnesses, and to have legal counsel present. Legal counsel for the parties may advise their clients, but may only participate in the hearings with the permission of the chair.

The hearing is the sole opportunity for the participants to present their positions.

Three members of the Ethics Committee shall constitute a quorum. Affirmative vote of two-thirds (2/3) of the members voting will be required to reach a decision.

A transcript will be prepared and will be available to the parties at cost.

C. Costs

ADA will bear the costs for the Ethics Committee, legal counsel, staff, and any other parties called by ADA. ADA will bear the travel costs and one (1) night's hotel expenses for the complainant and respondent and one person that each chooses to bring, provided that such person is necessary to the conduct of the hearing as determined by the chair of the Ethics Committee. The Ethics Committee shall issue regulations to govern the payment of these expenses, which shall be incorporated and made part of these procedures.

The respondent and the complainant will be responsible for all costs and fees incurred in their preparation for and attendance at the hearing.
ing, except expenses for travel and hotel as stated above.

D. Decision
The Ethics Committee will render a written decision specifying the reasons therefore and citing the provision(s) of the Code of Ethics for the Profession of Dietetics that may have been violated. The Committee will decide that:
1) the respondent is acquitted;
2) educational opportunities are pursued;
3) the respondent is censured, placed on probation, suspended, or expelled from ADA; and/or
4) the credential of the respondent is suspended or revoked by the CDR of the ADA.

The decision of the Ethics Committee will be sent to the respondent and the complainant as soon as practicable after the hearing.

7. Request by Complainant for Review of Respondent's Response
The Ethics Committee will, except where the response contains information that the Committee determines for good reasons should not be shared, grant the request of a complainant to review the response received from the respondent in an ethics case, provided the request is made within thirty (30) days of notification of the final action of the Ethics Committee. The complainant will be required to maintain confidentiality of the documentation and to refrain from sharing it with any other third parties or individuals. The complainant will have twenty (20) days to advise the Ethics Committee as to any comments, concerns, or issues with regard to the respondent's response, but the Committee shall have no obligation to take further action. The respondent will be notified of the Committee's action to release the response to the complainant.

A. The materials describing the ethics complaint process, including those materials provided to the complainant and respondents, shall be amended to disclose the fact that a respondent's response may be made available to the complainant.

B. Any request to review the respondent's response must be submitted in writing (electronic or mail) no later than thirty (30) days after final action by the Committee.

C. ADA staff will notify the Ethics Committee of the request and will provide a timeline for addressing it.

D. Within five (5) business days of the request being received, the Committee will advise the respondent that the complainant has made the request and is being given access to the response. The requested documents will be sent to the complainant via express mail to ensure delivery.

E. The complainant will be required to commit in writing to maintain the confidentiality of the documentation by signing a statement to this effect.

F. Any comments, concerns, or issues with the respondent's response must be communicated to ADA staff within twenty (20) days in writing (electronic or mail). ADA staff will add the complainant's comments, concerns, or issues onto the agenda of the next Ethics Committee conference call or meeting. The Committee will determine whether further action is necessary and shall communicate its determination to the complainant.

G. The complainant will return the documents after review via UPS at the expense of ADA within twenty-five (25) days.

8. Definitions of Disciplinary Action

Censure: A written reprimand expressing disapproval of conduct. It carries no loss of membership or registration status, but may result in removal from office at the national, state, and district levels and from committee membership.

Time frame: Not applicable to the disciplinary action.

Probation: A directive to allow for correction of behavior specified in Principle 7 of the Code of Ethics for the Profession of Dietetics. It may include mandatory participation in remedial programs (e.g., education, professional counseling, and peer assistance). Failure to successfully complete these programs may result in other disciplinary action being taken. It carries no loss of membership or registration status, but may result in removal from office at the national, state, and district levels and from committee membership.

Time frame: Specified time to be decided on a case-by-case basis.

Suspension: Temporary loss of membership and all membership benefits and privileges for a specified time with the exception of retention of coverage under health and disability insurance. ADA group malpractice insurance will not be available and will not be renewed during the suspension period.

Time frame: Specified time to be decided on a case-by-case basis.

Suspension of Registration: Temporary loss of credential and all benefits and privileges for a specified period of time. It may include mandatory participation in remedial programs (e.g., education, professional counseling, and peer assistance).

At the end of the specified suspension period, membership and registration benefits and privileges are automatically restored.

Time frame: Specified time to be decided on a case-by-case basis.

Expulsion: Removal from membership and a loss of all benefits and privileges.

Time frame: May apply for reinstatement after a five (5)-year period has elapsed or sooner if the basis for the expulsion has been removed, with payment of a reinstatement fee. The individual must meet membership requirements in effect at the time of the application for reinstatement.

Revocation of Credential: Loss of registration status and removal from registry; loss of all benefits and privileges. Upon revocation, the former credentialed practitioner shall return the registration identification card to CDR.

Time frame: Specified time for reapplication to be decided on a case-by-case basis, but, at minimum, current recertification re-
quirements would need to be met. A credential will not be issued until CDR determines that the reasons for revocation have been removed.

9. Appeals
A. General
Only the respondent may appeal an adverse decision to ADA. During the appeals process, the membership and registration status of the respondent remains unchanged.

The ADA president, the chairperson of CDR, and the speaker of the House of Delegates shall each appoint one person to hear the appeal. These individuals shall constitute the Appeals Committee for that particular case. Individuals who have no conflict of interest will be appointed.

B. Recourse to the Appeals Committee
To request a hearing before the Appeals Committee, the respondent/appellant shall notify the appropriate staff at ADA headquarters, by certified mail, return-receipt requested, that the respondent wishes to appeal the decision. This notification must be received within thirty (30) calendar days after receipt of the letter advising the respondent/appellant of the Ethics Committee's decision.

C. Contents
The appeal must be in writing and contain, at a minimum, the following information:
1. The appeal will be rejected.
2. The date of the decision.
3. Whether the decision is final.
4. The reason for appeal.
5. The appeal will be electronic.

If the appeal does not contain the information listed above, it will be returned to the individual who will be given ten (10) calendar days to resubmit. Failure to furnish the required information within ten (10) calendar days will result in the appeal being waived.

D. Procedures
Upon receipt of this notification, appropriate staff shall promptly notify the chair of the Appeals Committee that the respondent/appellant is appealing a decision made by the Ethics Committee.

The Appeals Committee shall acknowledge the appeal and request a copy of the relevant written information on the case from appropriate staff.

1. Location and participants
   a. All appeals hearings will be held in Chicago, IL.
   b. The complainant/appellee, the respondent/appellant, and the chair of the Ethics Committee will have the opportunity to participate in the appeals hearing.
   c. The parties may have legal counsel present, who may advise their clients, but may only participate in the hearings with the permission of the chair.
   d. Attendance at the hearing will be limited to persons determined by the chair to have a direct connection with the appeal and appropriate staff and legal counsel.

2. Conduct of the hearing
   The three (3) parties involved in the appeal will have the opportunity to state why the decision and disciplinary action of the Ethics Committee should be upheld, modified, or reversed.

E. Scope of Review
The Appeals Committee will only determine whether the Ethics Committee committed procedural error that affected its decision, whether the Ethics Committee's decision was contrary to the weight of the evidence presented to it, or whether there is new and substantial evidence that would likely have affected the Ethics Committee's decision that was unavailable to the parties at the time of the Ethics Committee's hearing for reasons beyond their control.

In reviewing the decision of the Ethics Committee, the Appeals Committee shall consider only the transcript of the hearing and the evidence presented to the Ethics Committee.

F. Record of Hearing
A transcript will be prepared and will be maintained in the case file.

G. Decision of Appeals Committee
1. The Appeals Committee shall prepare a written decision stating the reasons therefore. The decision shall be to affirm, modify, or reverse the decision and/or disciplinary action of the Ethics Committee or to remand the case to the Ethics Committee with instructions for further proceedings.
2. Decisions of the Appeals Committee will be final.

H. Costs
ADA will bear the costs for the Appeals Committee, staff, and legal counsel, and any parties called by ADA. ADA will bear the travel and one night's hotel expenses for the respondent/appellant, the complainant/appellee, and the chair of the Ethics Committee. The Ethics Committee shall issue regulations to govern the payment of these expenses, which shall be incorporated and made part of this procedure.

The respondent/appellant and the complainant/appellee will be responsible for all costs and fees incurred in their preparation for and attendance at the hearing, except expenses for travel and hotel as stated above.

10. Notification of Adverse Action
If the respondent is disciplined by the Ethics Committee and does not appeal the decision, the chair of the Ethics Committee will notify the appropriate ADA organizational units, CDR, the affiliate dietetic association, appropriate licensure boards, and governmental and private bodies within thirty (30) days after notification of the final decision.
In the event the respondent ap-
peals a decision to discipline him or her and the Ethics Committee decision is affirmed or modified, similar notification will be made by the chair of the Ethics Committee.

In response to an inquiry about registration status, the Office on Dietetic Credentialing will state only whether a person is currently registered.

11. Record Keeping
A. Records will be kept for a period of time after the disposition of the case in accordance with ADA's record retention policy.
B. Information will be provided only upon written request and affirmative response from ADA's legal counsel.

12. Confidentiality Procedures
The following procedures have been developed to protect the confidentiality of both the complainant and the respondent in the investigation of a complaint of an alleged violation of the Code of Ethics for the Profession of Dietetics:
A. The need for confidentiality will be stressed in initial communications with all parties.
B. Committee members will refrain from discussing the complaint and hearing outside of official committee business pertaining to the complaint and hearing.
C. If the hearing on a complaint carries over to the next Committee, the complaint will be heard by the original Committee to hear the complaint.
D. Communication with ADA witnesses will be the responsibility of the Committee chair or staff liaison.
E. Witnesses who testify on behalf of ADA will be informed of the confidentiality requirements and agree to abide by them.
F. The Committee chair will stress the importance of confidentiality at the time of the hearing.
G. To ensure confidentiality, the only record of the hearing will be the official transcript and accompanying materials, which will be kept at ADA offices. All other materials that were mailed or distributed to committee members should be returned to ADA staff, along with any notes taken by Committee members.
H. The transcript will be available if there is an appeal of the Ethics Committee's decision and only to the parties, Ethics Committee members, Appeals Committee members, ADA legal counsel, and staff directly involved with the appeal.

Recognition is given to the members of the Code of Ethics Task Force for their contributions: Marianne Smith Edge, MS, RD, LD, FADA, Chair; Alice Beth J. Fournier, EdD, RD; Cheryl A. Bittle, PhD, RD, LD; Doris Derelian, PhD, JD, RD, FADA; Jana Kicklighter, PhD, RD, LD; Leonard Pringle, DTR; Harold Holler, RD, LDN, ADA Staff; Chris Rezly, RD, CDR Staff; J. Craig Buses, JD, former ADA Legal Counsel.
Signature Page and Statement of Student Accountability
Didactic Program in Dietetics
Texas A&M University Kingsville

I acknowledge that I have read and understand the policies and procedures described in the Student Handbook for the Didactic Program in Dietetics, the TAMUK Undergraduate Catalog, and the TAMUK Student Handbook. 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 Signature

____________________________________
Date