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# DIDACTIC PROGRAM IN DIETETICS (DPD) *STUDENT HANDBOOK*

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Robert Stempel College of Public Health & Social Work  
Department of Dietetics & Nutrition

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## **Handbook**

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## **2017/2018**

Joan A. Marn, MS, RDN, LDN  
DPD Program Director  
Clinical Instructor  
Academic Health Center 5 (AHC5) – 308  
Phone: (305) 348-2878  
[jmarn@fiu.edu](mailto:jmarn@fiu.edu)

Department of Dietetics and Nutrition  
Florida International University  
11200 SW 8<sup>th</sup> Avenue  
Academic Health Center 5 (AHC5) – 305A  
Miami, FL 33199  
Phone: (305) 348-2878 or 2879  
Fax: (305) 348-1996

<http://stempel.fiu.edu/academics/dietetics-and-nutrition>

# Table of Contents

WELCOME .....	4
I. PROFESSION OF DIETETICS .....	5
ACCREDITATION STATUS .....	5
REGISTERED DIETITIAN VS. REGISTERED DIETITIAN NUTRITIONIST.....	5
WHAT IS A LICENSED/CERTIFIED DIETITIAN?.....	6
JOB OUTLOOK & SALARIES FOR REGISTERED DIETITIANS/NUTRITIONISTS .....	6
II. PROGRAM OVERVIEW .....	7
MISSION .....	7
GOALS & OBJECTIVES .....	7
CURRICULUM AND PROGRAM OF STUDY .....	8
ESTIMATED PROGRAM COSTS .....	9
FINANCIAL AID .....	9
WITHDRAWAL AND REFUND OF TUITION & FEES.....	9
EXCESS CREDIT SURCHARGE .....	10
GRADUATION .....	11
VERIFICATION STATEMENTS .....	11
DECLARATION OF INTENT .....	11
VERIFICATION STATEMENTS .....	11
STUDENT SERVICES AND CAMPUS RESOURCES .....	11
III. APPLICATION & ADMISSION.....	12
ADMISSION.....	12
ADMISSION CRITERIA	
FRESHMAN STUDENTS .....	12
STUDENTS CHANGING MAJORS OR TRANSFER STUDENTS .....	13
INTERNATIONAL STUDENTS .....	14
IV. POLICIES & PROCEDURES.....	14
ACADEMIC CALENDAR.....	14
STUDENT RECORDS .....	14
RELEASE OF STUDENT INFORMATION FROM EDUCATION RECORDS.....	14
COMPLAINTS .....	15
RELATED TO THE DIDACTIC PROGRAM IN DIETETICS (DPD).....	15
AGAINST THE DPD TO ACEND.....	15
DISCIPLINARY/TERMINATION PROCEDURES .....	16
ACADEMIC .....	16
ACADEMIC MISCONDUCT.....	16
STUDENT CONDUCT .....	16

V. PROFESSIONAL STANDARDS .....17

    PROFESSIONALISM.....17

    PROFESSIONAL DEMEANOR .....17

    PROFESSIONAL DRESS .....18

    ELECTRONIC DEVICES .....18

    SOCIAL MEDIA .....18

VI. PROFESSIONAL INVOLVMENT AND PARTICIPATION .....18

    STUDENT DIETETIC ASSOCIATION (SDA) .....18

    LOCAL DIETETIC ASSOCIATIONS .....18

    FLORIDA ACADEMY OF NUTRITION AND DIETETICS (FAND) .....19

    THE ACADEMY OF NUTRITION AND DIETETICS (ACADEMY; AND).....19

VII. ACEND ACCREDITED SUPERVISED PRACTICE.....19

    DIETETIC INTERNSHIP (DI).....19

    MASTER’S DEGREE OPTIONS .....20

    INDIVIDUALIZED SUPERVISED PRACTICE PATHWAYS (ISPP) .....20

APPENDIX 1—KRDN: CORE KNOWLEDGE FOR THE REGISTERED DIETETIAN .....21

APPENDIX 2—CODE OF ETHICS FOR THE PROFESSION..... 23

VIII. ACKNOWLEDGEMENT OF RECEIPT OF DPD STUDENT HANDBOOK.....26

This handbook, including policies and procedures, are reviewed and updated annually.  
The Department of Dietetics & Nutrition approves all policy changes.

Dear Student in Dietetics,

Welcome to the Didactic Program in Dietetics (DPD) at Florida International University! The Didactic Program in Dietetics is part of the Department of Dietetics and Nutrition. The Department has a long history of dietetic education. Since the 1970s, we have successfully prepared dietetic practitioners through a Didactic Program in Dietetics (initially Plan IV) and a Coordinated Program (CP).

I am happy to inform you that you have been admitted into the dietetics' major (DPD). The dietetics curriculum integrates the principles derived from several disciplines including nutrition, chemistry, biochemistry, physiology, food science and composition, management, foodservice, and the behavioral and social sciences. This integration of knowledge educates you to optimize human health through dietetics.

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics accredits the DPD. Upon successful completion of all the requirements for the dietetics' major (DPD), you will earn a Bachelor of Science in Dietetics & Nutrition. You will **NOT** be a Registered Dietitian upon completion of the DPD and a bachelor's degree. Completing the DPD and earning a bachelor's degree is the first step in becoming a Registered Dietitian. The arrow diagram on the next page explains the subsequent steps.

Please remember that making regular visits with your academic advisor to plan your program, develop your goals, and evaluate your progress will enhance your success. Make an appointment with your assigned academic advisor mid-semester and every semester before scheduling for the next term due to the lock-step course sequencing requirements. As the Director of the DPD, I am very happy to meet with you and discuss your professional development. Departmental faculty will be able to answer questions about the dietetics and nutrition profession and career roles. All of the faculty in the department participate in the undergraduate program in some way and are committed to helping you succeed in your academic endeavors. Do not hesitate to seek our guidance. More information about the DPD is available throughout this handbook.

Sincerely,

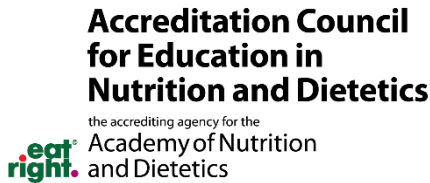
A handwritten signature in cursive script, appearing to read "Joan A. Marn".

Joan A. Marn, MS, RDN, LDN  
Director, Didactic Program in Dietetics

## I. Profession of Dietetics

### Accreditation Status

The Didactic Program in Dietetics (DPD) at Florida International University is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics. The street and email addresses for ACEND are:

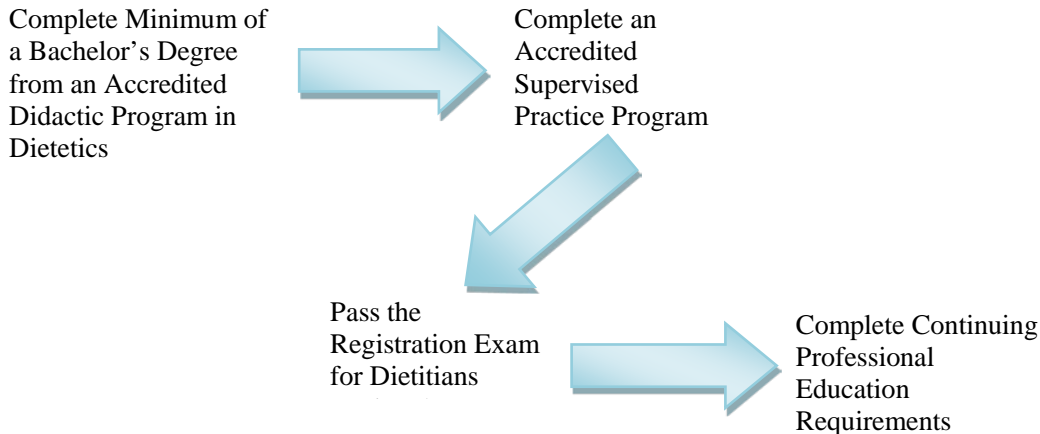


120 South Riverside Plaza, Suite 2000  
Chicago, IL 60606-6995  
(312) 899-0040 ext. 5400  
<http://www.eatright.org/ACEND>

Students earn a Bachelor of Science in Dietetics and Nutrition and receive a DPD Verification Statement after successfully completing the DPD and University requirements. The degree and certificate establish eligibility to apply for an ACEND accredited supervised practice program (e.g. internship, master's degree coordinated program or internship, individualized supervised practice program). The DPD Verification Statement and completion of the practice program (and receiving a second Verification Statement), qualify a person to take the national Registration Examination for Dietitians. Passing the exam, results in the Registered Dietitian Nutritionist (RDN) credential and eligibility to apply for state licensure in those states that provide licensure for dietitians.

### Registered Dietitian (RD) or Registered Dietitian Nutritionist (RDN)\*

\*The Registered Dietitian Nutritionist (RDN) is an optional title that a dietitian may choose to emphasize his/her nutrition expertise.



A Registered Dietitian (RD) or Registered Dietitian Nutritionist (RDN) is an individual who has completed the following requirements:

- Minimum of a bachelor's degree from a US regionally accredited institution
- Academic requirements from an ACEND accredited Didactic Program in Dietetics (culminating in a Verification Statement)
- An ACEND accredited supervised practice program
- Successfully passed the Registration Examination for Dietitians administered by the Commission on Dietetic Registration
- Maintain continuing professional education requirements

For more information on the educational and professional requirements for Registered Dietitian Nutritionists, please visit <http://www.eatrightpro.org/resources/career/become-an-rdn-or-dtr> and/or <https://www.cdrnet.org/certifications>

## What is a Licensed/Certified Dietitian?

Many states have a certification or license requirement in order to practice dietetics. Each state requirement is different and information can be found on the state dietetic association website. Florida has a licensure requirement and information can be found at <http://www.floridahealth.gov/licensing-and-regulation/dietetic-nutrition/index.html>.

## Job Outlook & Salaries for Registered Dietitians/Nutritionists

Registered Dietitians and Registered Dietitians Nutritionists are employed in hospitals and other health care facilities, government and public health agencies, food companies, schools, and universities, private practice, and a variety of other professional options. Opportunities for Registered Dietitians to be employed in the field of wellness, sports nutrition, pharmaceutical sales, food service sales, and marketing have had significant growth. The job outlook for dietitians is excellent.

According to the Occupational Outlook Handbook (<http://www.bls.gov/ooh/healthcare/dietitians-and-nutritionists.htm>), “Employment of dietitians is projected to grow 16 percent from 2014 to 2024, much faster than the average 7% for all occupations.” Dietitians will be needed to provide care for patients with various medical conditions and to advise people who want to improve their overall health.

The median annual salary for Registered Dietitians and Registered Dietitian Nutritionists is \$58,133, as of February 22, 2017, with a range between \$52,922 to 63,879. As with any profession, salaries and fees vary by region of the country, employment settings, scope of responsibility and supply of RDs or RDNs. Salaries increase with years of experience and many RDs or RDNs, particularly those in business, management, education, and research earn incomes above \$90,000.

Sources: <http://www.eatrightacend.org/ACEND/content.aspx?id=6442485467> and [www.1.salary.com/dietitian-Salaries.html](http://www.1.salary.com/dietitian-Salaries.html).

If you choose not to complete an ACEND accredited supervised practice program and become an RD after graduating, the strong biological and social science foundation of the program provides you with the knowledge and skills for a variety of health-related professional programs or employment as a nutrition educator, food service manager, pharmaceutical sales representative, or other positions.

Classroom to Career pathways for graduates include (\*Requires RD/RDN and/or LD/N):

- Clinical Dietitian/Nutritionist\*
- Public Health or Community Nutrition\*
- Consultant Dietitian in Private Practice\*
- Sports Dietitian\*
- Nutrition Educator or Teacher
- Nutrition Specialist (for food industries)
- Food Service Manager for Culinary Industry
- Supermarkets
- Food Service Director (in acute care hospitals, extended care facilities, educational institutions)
- Pharmaceutical/Medical Sales Representative
- Nutraceutical Industry

- Corporate Wellness
- Public Policy Development
- Non-profit Advocacy Groups/Organizations
- Research
- Graduate School
- Nutrition Writer
- Private Practice

## II. Program Overview

### Mission

#### DPD MISSION

The mission of the Didactic Program in Dietetics (DPD) at Florida International University is to provide students with a comprehensive, rigorous academic core of knowledge and skills so they are critically thinking graduates who are ethically and culturally competent and prepared for evidence-based supervised practice in the profession of dietetics and/or post-baccalaureate educational programs.

**Goals & Objectives** (Program outcome data is available to the public, including current and prospective students upon request to the Director of the Didactic Program in Dietetics)

#### Program Goal 1:

Graduates are prepared to become entry-level Registered Dietitians.

	<b>Objectives</b>
1.1	Over a five-year period, 70% graduate within 150% of the normal program length (or within three years of successfully completing HUN 4240 Nutrition & Biochemistry).
1.2	Over a five-year period, 25% <sup>1</sup> of students will apply for supervised practice programs within 12 months of graduation.
1.3	Over a five-year period, of students applying for a supervised practice program, 50% will be admitted.
1.4	Over a five-year period, 80% of graduates will pass the Registration Examination for Dietitians on the first sitting or within one year of the first sitting.

*<sup>1</sup>Due to the large number of non-traditional students at FIU, criterion has been set at 25%. Students often need to work after graduation to save money to pursue supervised practice programs.*

#### Program Goal 2:

Graduates will demonstrate knowledge and skills required for success in the field of dietetics and nutrition.

	<b>Objectives</b>
2.1	Over a five-year period, 85% of Supervised Practice Program Directors will be satisfied with the background knowledge of DPD graduates.
2.2	Over a five-year period, 85% of employers will be satisfied with the background knowledge of DPD graduates who enter related fields in dietetics.
2.3	Over a five-year period, 75% of students will pass undergraduate comprehensive exam on the first or second sitting.

## Curriculum and Program of Study

The DPD program at Florida International University meets the requirements for the *Core Knowledge of the Registered Dietitian Nutritionists* established by ACEND (Appendix 1—KRDN). Students must successfully complete all major courses in the DPD curriculum with a grade of “C” or higher. The curriculum is developed to be sequential so that students move from basic knowledge to applied knowledge and skills. It is important for students to follow the semester-by-semester (lock-step) sequencing, especially in the senior year, as some courses are not offered every semester. You should schedule regular appointments with the DPD Program Director and/or the undergraduate academic advisor.

The courses and course descriptions for the DPD curriculum are stated in the academic catalog. Refer to the following website for detailed information: <http://catalog.fiu.edu/>

Courses: click Year > Undergraduate > Stempel College of Public Health and Social Work > Dietetics and Nutrition. Course descriptions are in a link to the right, along with other resources.

The MyMajor website at FIU (<https://mymajor.fiu.edu/>) provides in-depth information on all FIU undergraduate majors. Through this website you can examine “Major Maps” designed to guide you in planning your academic coursework in conjunction with your academic advisor.

Sample 4-year course schedule – refer to major maps at  
(<https://mymajor.fiu.edu/browse?area=NURSHS&campus=all&go=Go>)

Sample 2-year course schedule – refer to major maps at  
(<https://mymajor.fiu.edu/browse?area=NURSHS&campus=all&go=Go>)



## Estimated Program Costs

Estimated Costs for the 2017-18 Academic Year	Estimated Cost
<b>In-state</b> undergraduate tuition cost for two full-time semesters (Fall & Spring), including university fees* (12 credits each semester)	\$5342.46
<b>Out-of-state</b> undergraduate tuition cost for two full-time semesters (Fall & Spring), including university fees (\$7,630.83 x 2 semesters)* (24 credits, 12 each semester)	\$15,261.66
Lab Fees for FOS 3021L and FOS 4041L (\$40 each)	\$80.00
Lab & Other Fees for FSS 3233C Institutional Food Service Production**	~\$85
Books & Supplies	\$1500.00
The Academy of Nutrition and Dietetics' Membership Fee***	\$65.00
Application fees and mailing costs for Dietetic Internships and/or Graduate Programs****	\$100.00

\* Please note that this is only an estimated tuition cost based on the tuition calculator from the Controller's office ([http://finance.fiu.edu/controller/UG\\_Calculator.htm](http://finance.fiu.edu/controller/UG_Calculator.htm)) and may fluctuate per the academic year. Tuition cost and fees may also be determined through Financial Aid Office (<http://onestop.fiu.edu/financial-aid/tuition-and-fees/index.html#coa>). The cost varies depending on the credits taken per semester.

\*\*For FSS 3233C, students are charged a \$20 lab fee in addition to their regular tuition and \$62 fee for ServSafe. Additionally, students are required to purchase a uniform from Chefwear; prices may vary. The \$85 listed above is an estimated cost.

\*\*\*All DPD students are required to become members of The Academy of Nutrition and Dietetics by fall of their junior year or after 60 credits. They are, however, encouraged to join at the beginning of the program. The fee is subject to change.

\*\*\*\*Costs will vary depending on internship, graduate program, number of applications, and mailing costs. The application fee for DICAS is \$40.00 for the first application and \$20 for each additional application. D&D Digital Computer Matching is \$50.00. These expenses are incurred during the senior year.

## Financial Aid

Students in the program may have the opportunity for monetary support through the financial aid office (<http://onestop.fiu.edu/financial-aid/index.html>), scholarships (<http://onestop.fiu.edu/financial-aid/scholarship-information>) or the Academy of Nutrition and Dietetics (<http://www.eatrightpro.org/resources/membership/student-member-center/scholarships-and-financial-aid>).

In addition to the financial support opportunities above, the Department of Dietetics & Nutrition offers a scholarship for current female undergraduate students in the Dietetics & Nutrition program who are in financial need in the form of the Tiffany Medina Memorial Scholarship. The scholarship was created in memory of Tiffany Medina, after her untimely passing in April, 2015. She was a DPD student who graduated in 2013.

## Withdrawal and Refund of Tuition & Fees

Information pertaining to withdrawal from the University and tuition refund policy is stated in the academic catalog. Refer to the following website for detailed information: <http://catalog.fiu.edu/>; click Year > Undergraduate > Admissions and Registration Information > Undergraduate Rules and Regulations (Scroll to headings: Appeal to Drop/Withdraw; Withdrawal from the University; Return of Financial Aid Policy.)

Also, specific dates for withdrawal/refunds may be found in the catalog on the same website. Click Year > Undergraduate > Admissions and Registration Information > Academic Calendar

## Excess Credit Surcharge

The Florida Legislature has enacted policies to encourage students to complete the undergraduate degree by directly affecting the undergraduate cost of tuition through **Excess Credit Hour** and **Repeat Course Surcharges**.

### Excess Credit Hour Surcharge

Section 1009.286 of the Florida statutes dictates that students entering the Florida State University System (SUS) or the Florida College System (FCS) as First Time In College (FTIC) students in Fall 2009 and thereafter be assessed a surcharge on each credit hour taken in excess of the total required for completion of the degree. The percent threshold, or the point at which the surcharge will be assessed, and the actual fee are detailed below.

<b>Applied towards students entering as FTIC</b>	<b>Threshold</b>	<b>Surcharge Amount</b>
Prior to Fall 2009	n/a	none
Fall 2009 – Summer 2011	120% of program (or 144 credits)	50%
Fall 2011 – Summer 2012	115% of program (or 138 credits)	100%
Fall 2012 and onward	110% of program (or 132 credits)	100%

Example: For a student entering Fall 2012 pursuing a degree requiring 120 credits, he or she must pay an additional 100% tuition per credit (double the cost per credit) on the 133rd credit and onward until degree completion.

### What counts towards the surcharge?

- All courses for which the student has earned credits
- Failed courses
- Credit hours dropped after the Drop/Add period
- Credit hours for courses from which a student withdraws
- Repeated courses (Exception: courses for which the Repeat Course surcharge was already applied)
- All credit earned at another institution accepted for transfer and applied towards the undergraduate degree.

### Exceptions:

- College credit earned through accelerated credit including AP, IB, CLEP, AICE, or dual enrollment.
- Credit hours earned through internship
- Credit hours required for certification, recertification, or certificate programs
- Credit taken by active-duty military personnel
- Credit taken to achieve a dual major while pursuing a baccalaureate degree
- Remedial and ESOL credits
- Credit earned while participating in ROTC program

For more information, please visit the [Q&A](#) page for Enrollment Services on the FIU website.

## Graduation

A Bachelor of Science in Dietetics and Nutrition is conferred upon a student who has met the following requirements:

1. Completed the required courses in the Didactic Program in Dietetics
2. Earn a “C” or higher in all science courses and course labs required for the dietetics major.
3. Earn a grade of “C” or higher in all courses with the prefix of DIE, HUN, FOS, and FSS.
4. A 2.0 GPA or higher
5. Met with Academic Advisor to receive graduation check prior to final semester.
6. Applied for graduation at Registrar’s Office (<http://onestop.fiu.edu/Registrar/graduation/index.html>)

## Verification Statements

### Declaration of Intent

A Declaration of Intent will be issued to DPD students who are applying to a supervised practice program at the beginning of their final semester prior to graduation. The Declaration of Intent is necessary for the dietetic internship application process as it declares your intent to complete the courses prior to the start of the supervised practice program. To receive a Declaration of Intent, please contact the Program Assistant to fill out the appropriate form.

### Verification Statement

The verification statement is given at the completion of the Didactic Program in Dietetics when all ACEND knowledge requirements have been met and the FIU Graduation Office verifies the degree requirements (degree posted). With the DPD verification statement, the student is eligible to apply for an ACEND supervised practice program.

The verification statement is essential to the ACEND education process, internships, registration exam eligibility, and Academy membership. Each student is issued six (6) copies of the verification statement with an original signature of the program director. Each individual should keep an original signed verification statement in a secure place as a permanent record. The Accreditation Council for Education in Nutrition and Dietetics requires all program directors retain an original signed verification statement for each individual issued one. This is necessary to protect both the program and the program director from a possible grievance and the student from being denied access to credentialing if additional verification statements are needed by a student at a future date. For further information regarding verification statements go to the ACEND website: <http://www.eatrightacend.org/ACEND/>, click Frequently Asked Questions > Verification Statement.

## Student Services and Campus Resources

Florida International University provides a wide range of resources designed to support and promote academic success and personal health and well-being. The table below provides information for some of the more relevant campus resources utilized by students. Undergraduate students are encouraged to use these resources if they desire.

Undergraduate Education (<http://undergrad.fiu.edu/>) and Student Affairs (<http://studentaffairs.fiu.edu/>) webpages are specifically designed to provide support services for students. Links on the webpages provide a variety of resources and services to support students, encourage a high quality academic experience and promote camaraderie among the undergraduate student community. In addition, the faculty of the Department, the Didactic Program Director, the Chair of the Department and the staff in College’s Office of Student and Alumni Affairs are available to provide further assistance and information.

<b>Campus Resource</b>	<b>Website</b>	<b>Telephone Number</b>
<b>Financial Aid</b>	<a href="http://onestop.fiu.edu/financial-aid/">http://onestop.fiu.edu/financial-aid/</a>	305-348-7272
<b>Center for Academic Success</b>	<a href="http://undergrad.fiu.edu/cas">http://undergrad.fiu.edu/cas</a>	305-348-2441
<b>Center for Excellence in Writing</b>	<a href="https://writingcenter.fiu.edu/">https://writingcenter.fiu.edu/</a>	305-348-6634
<b>FIU Library</b>	<a href="https://library.fiu.edu/">https://library.fiu.edu/</a>	305-348-2451
<b>(Health Sciences Librarian - Barbara M. Sorondo)</b>	<a href="mailto:bsorondo@fiu.edu">bsorondo@fiu.edu</a>	305-348-2415
<b>Student Health Service Center</b>	<a href="http://studentaffairs.fiu.edu/wellness/student-health/index.php">http://studentaffairs.fiu.edu/wellness/student-health/index.php</a>	305-348-2401
<b>Counseling and Psychological Services</b>	<a href="http://studentaffairs.fiu.edu/wellness/counseling-and-psychological-services/index.php">http://studentaffairs.fiu.edu/wellness/counseling-and-psychological-services/index.php</a>	305-348-2277
<b>Victim Empowerment Program</b>	<a href="http://studentaffairs.fiu.edu/wellness/victim-empowerment-program/index.php">http://studentaffairs.fiu.edu/wellness/victim-empowerment-program/index.php</a>	305-348-3000
<b>Disability Resource Center</b>	<a href="http://studentaffairs.fiu.edu/student-success/disability-resource-center/index.php">http://studentaffairs.fiu.edu/student-success/disability-resource-center/index.php</a>	305-348-3532
<b>Career Services</b>	<a href="http://studentaffairs.fiu.edu/student-success/career-services/">http://studentaffairs.fiu.edu/student-success/career-services/</a>	305-348-2423

### III. Application & Admission

#### Admission

The admission process to Florida International University as a freshman or transfer student, including deadlines, is described on the FIU website at <http://admissions.fiu.edu/apply/index.html>. Students are accepted for all three semesters, spring, summer, and fall.

#### Admission Criteria for Freshman Students

Incoming freshman (first-time in college) students will need to meet FIU’s admission requirements (<http://admissions.fiu.edu/apply/freshman/index.html>). Requirements to be accepted into the Didactic Program in Dietetics are

- 1) Completion of the university core curriculum;
- 2) Minimum cumulative 2.7 GPA, and
- 3) Grade of “C” or higher in General Chemistry I & II and the labs (CHM 1045/L and CHM 1046/L), Biology and laboratory (BSC 1010/L), and Principles of Nutrition (HUN 2201) (Appendix – Advising Sheet).

## Admission Criteria for Students Changing Majors or Transfer Students

Current FIU students who wish to change their major to Dietetics & Nutrition or students transferring to FIU from another college/university must meet the following criteria in order to be accepted into the Didactic Program in Dietetics (DPD):

Admission Criteria for Change of Majors & Transfer Students	
*Students with $\leq 30$ credits	2.7 GPA and “C” or higher earned in: CHM 1045/L General Chem 1 & Lab
Students with 30-44 credits	2.7 GPA and “C” or higher earned in: CHM 1045/L Chem 1 & Lab CHM 1046/L Chem 2 & Lab
Students with 45-59 credits	2.7 GPA and “C” or higher earned in: CHM 1045/L Chem 1 & Lab CHM 1046/L Chem 2 & Lab BSC X010/L Biology & Lab
Students with 60+ credits	2.7 GPA and “C” or higher earned in: CHM 1045/L Chem 1 & Lab CHM 1046/L Chem 2 & Lab BSC X010/L Biology & Lab HUN X201 Principles of Nutrition
*does not apply to first semester freshman students	

The University has a policy for transfer credit and an explanation of such may be found on the Transfer and Transition Services website <http://undergrad.fiu.edu/transfer/>. Go to the top navigation bar, click Transfer Credit > Transfer Equivalency Process; click Transfer Credit > Transfer Credit Policy. Briefly, transfer credits will then be applied as appropriate to a student’s degree program. The authority to apply such credit to the degree rests with the Transfer & Transition Services office for lower division requirements (University Core Curriculum) and the Academic Department of the student’s major for upper division and prerequisite requirements. The Department of Dietetics & Nutrition has a recency of education requirement which states “science courses taken beyond 10 years ago and major courses taken beyond five (5) years ago are not considered for equivalency.”

Prior coursework for upper division credit must be submitted to the DPD Director for review and evaluation. A prospective student will be notified of courses that will transfer and be provided with a plan of coursework required to complete the FIU DPD. **The DPD program does not accept prior work or volunteer experience in lieu of coursework.** If you are a transfer student with less than 60 credit hours and do not meet the above mentioned criteria, you may be considered for the Exploratory Health Science major with Undergraduate Education. In this pre-major, you may complete the prerequisite courses and increase your GPA to change your major to Dietetics and Nutrition DPD track. If you have greater than 60 credit hours, you will need to complete the prerequisite courses at another institution and increase your GPA to be admitted to the Dietetics and Nutrition DPD Track. University policy mandates that students must take a minimum of 30 credit hours to be conferred a degree.

## Admission Criteria for International Students

- An international student classified as a freshman needs to meet the specific admission criteria for international students. (<http://admissions.fiu.edu/apply/international/index.html>)
- Transfer international students need to meet the University admission criteria for an international transfer students (<http://admissions.fiu.edu/apply/international/international-student-requirements>).
- Transcripts will need to be evaluated by a member of the National Association of Credential Evaluation Services (NACES) (<http://www.naces.org/members.html>)
- Transfer credits, course equivalency and grades must meet the criteria above for transfer students. Course equivalency for dietetic and nutrition courses must meet the core knowledge required for entry level practice as a registered dietitian in the United States which is established by Accreditation Council for Education in Nutrition and Dietetics (ACEND). **The student must meet with the DPD Program Director for course evaluation and requirements.**
- International students are required to have health insurance (<http://studentaffairs.fiu.edu/wellness/student-health/insurance/international-students/>).

## IV. Policies & Procedures

### Academic Calendar

The DPD Program follows the Florida International University academic calendar which is available on the FIU website at <http://onestop.fiu.edu/index.html> > click Academic Calendar.

### Student Records

Information pertaining to privacy of student records/information is stated in the academic catalog. Refer to the following website for detailed information: <http://catalog.fiu.edu/>; click Year > Undergraduate > Admissions and Registration Information > Undergraduate Rules and Regulations (Subheadings: Student Records; Release of Student Information from Education Records; and Collection and Usage of Social Security Numbers).

The University practices the policy of maintaining the confidentiality of student records in accordance with State University System rules, state, and federal laws including the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. All information, except those designated as public or for directory information, is considered confidential and may not be released without written consent of the student to any individual, agency, or organization. Individuals exempt from obtaining written consent from the student are school officials with legitimate educational interests.

### Release of Student Information from Education Records

Students have the right to review their personal educational records for information and to determine accuracy under the provision of the Federal Educational Rights and Privacy Act. To review the digital files the student should first check their e-advisor portal in order to view notes recorded by their academic advisor. To review additional digital records, the student should contact his or her academic advisor during office hours. Students must show their student ID to review their files. Letters of recommendation or other materials to which the student has waived his/her rights will not be available for review by the student. Additional information may be found at <http://catalog.fiu.edu/>; click Year > Undergraduate > Admissions and Registration Information >



Undergraduate Rules and Regulations (Subheadings: Student Records; and Release of Student Information from Education Records) including procedures for challenging content of a student record.

In some instances, a paper file is created in the department (e.g., equivalency of transfer credit, international transcript evaluation, students with academic problems, requests for verification statements). Students may have access to those files, too. The student contacts the DPD Program Director and/or Program Assistant in the Department during the Departmental office hours. The Program Assistant will provide the student with her/his file. The file must be examined in the presence of the DPD Program Director or Program Assistant. Letters of recommendation or other materials to which the student has waived his/her rights will not be available for review by the student.

## **Complaints**

### **Complaints Related to the Didactic Program in Dietetics (DPD)**

Students in the Didactic Program in Dietetics have the ability to have their complaints resolved informally through the department by speaking with the Program Director then the Chair of the Department. If the application of informal procedures does not resolve the situation, the undergraduate student has the right to seek redress for academic grievances through the Office of Undergraduate Education <http://www.fiu.edu/current-students/>; click Student Handbook (under Student Life), then scroll to Undergraduate Student Academic Grievance Definitions and Procedures.

The University has a policy and procedure to provide a means for undergraduate students to seek investigation and possible resolution of academic grievances. The definitions and procedures address grievances by undergraduate students in which the complaint or controversy alleges: (a) arbitrary and capricious awarding of grades; (b) unprofessional conduct by a professor that affects adversely either the student's ability to satisfy academic expectations, whether in the classroom, a field setting, a laboratory or other setting, or the student's actual performance; (c) inappropriate or inadequate academic advising concerning requirements not published in official University documents; (d) arbitrary dismissal from an undergraduate course or program; and (e) irregularities in the implementation of policies or procedures in grievance hearings at the college or school level.

All student matters are handled in a private and non-retaliatory manner. Students are assured they also may discuss their concerns with the program director or other faculty members without fear of retaliation.

### **Complaints against the DPD to ACEND**

Students must follow University policies for grievance resolution prior to submitting a complaint directly to the accrediting organization, Accreditation Council for Education in Nutrition and Dietetics (ACEND). If the student deems it necessary to file a complaint with ACEND, he/she needs to be aware of the following: 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 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. For further information refer to <http://www.eatrightacend.org/ACEND/>; click Students > Filing a Complaint).

## Disciplinary/Termination Procedures

### Academic

A student goes on Warning the first semester the Cumulative GPA falls below 2.0. If, during the next semester, the Cumulative GPA remains below 2.0, a student is placed on Probation. The next semester, if the Cumulative AND the Semester GPA are both below 2.0, the student will be dismissed from the University. Dismissal is for a period of one year and requires an application for readmission. The University's Academic Advising Center requires a mandatory meeting with an advisor to discuss a plan to help improve the student's academic situation before registering for another term. Academic Warning and Probation are usually a result of students not using the resources available to them.

### Academic Misconduct

Undergraduate students at Florida International University are expected to adhere to the highest standards of integrity in every aspect of their lives. Honesty in academic matters is part of this obligation. Academic integrity is the adherence to those special values regarding life and work in an academic community. Any act or omission by an undergraduate student, which violates this concept of academic integrity and undermines the academic mission of the University, shall be defined as academic misconduct. Charges of Academic Misconduct may be brought against a student by a faculty member, a chair, or a dean and shall be subject to the procedures and penalties explained in the Student Handbook, Undergraduate Student Misconduct, <http://www.fiu.edu/current-students/> (under "Student Life," click Student Handbook).

### Student Conduct

Students are required to follow Florida International University's Student Code of Conduct described on the Students Affairs website at <http://studentaffairs.fiu.edu/> (on the top navigation bar click Student Success > Student Conduct and Conflict Resolution > Student Code of Conduct). Offenses to the student code of conduct are explained as well as the rights of the student charged with a violation. If a student is found to violate the code of conduct a sanction will be imposed ranging from a written reprimand to expulsion. In situations where the Vice President determines that an emergency exists which affects the health, safety, or welfare of the Charged Student or University community, an interim (temporary) suspension will be imposed. This includes, but not limited to, sexual misconduct, physical assault, hazing, possession of a firearm or explosives, illegal drug possession, and other acts of a similar nature. A Charged Student is considered not in good standing with the University, resulting in applicable restrictions on privileges and/or activities. The Charged Student may not attend classes. The Charged Student is also banned from being on or in any On-Campus Premises and from participation in any FIU sponsored/related event or activity. Once an Interim Suspension is imposed, a formal Student Conduct Committee Hearing must be held within a reasonable time and impose a sanction.



## V. Professional Standards

In acquiring the professional skills of the registered dietitian and the qualities and responsibilities required to fulfill that role, students need to follow and adhere to the policies and procedures described in Florida International University's Student Handbook (<http://www.fiu.edu>; click Current Students > Student Handbook) and the Student Code of Conduct (<http://studentaffairs.fiu.edu>; click Student Success > Student Conduct and Conflict Resolution > Student Code of Conduct) as well as the Code of Ethics for the Profession of Dietetics (See Appendix 2 or <http://www.eatrightpro.org/resources/career/code-of-ethics/what-is-the-code-of-ethics>). All DPD students at Florida International University should read and maintain professional and ethical standards consistent with the Code of Ethics for the Profession of Dietetics.

The faculty and staff of the DPD understand that there are attitudes, behaviors, and manners of dress that although difficult to measure can determine a student's future professional success in her/his dietetic career. As such, the program has developed and instituted the following "professional standards" for students in the program. Professionalism is a lifelong process; in the program, growth in professionalism is evident throughout the coursework. It is introduced in DIE 3005 (Orientation to Dietetics), reinforced and enhanced throughout the curriculum, and culminates in DIE 4506 (Seminar in Dietetics).

### Professionalism

Students enrolled in the Didactic Program in Dietetics at Florida International University are expected to exhibit professionalism in demeanor, dress, attitude, and behaviors showing respect to fellow students, faculty, and administrators and all persons encountered while on and off campus. Considerations include the following:

#### Professional Demeanor

Students are expected at all times to behave in a manner consistent with the standards set forth in the Code of Ethics for the Profession of Dietetics. Communications by email should use appropriate grammar and punctuation and should not use text messaging format. In addition, students should not engage in communications which are disparaging or critical of Florida International University, Florida International University faculty, the dietetics' program, fellow students, or any field site, or which are clearly offensive to any reasonable person. It is important to address faculty by their appropriate title (Dr. or Prof.) as the case may be.

Particular attention should be paid to avoiding posting of such information on a public/electronic forum. Please keep in mind that while away from campus, students are acting as an ambassador for Florida International University, the Department of Dietetics & Nutrition, the program, and the profession.

#### Professional Dress

Students are expected to be neat, clean, and well-groomed at all times. Professional dress should project an image of self-confidence, self-respect, and respect for others. Students are expected to comply with all dress-code requirements at sites for field trips. Remember, you are representing yourself, the profession, and Florida International University. **Professional image and first impressions cannot be underestimated.**

## Electronic Devices

The use of any personal electronic devices (e.g., cell phones, tablets, and laptop computers) during class activities is restricted to note-taking, faculty-led class activities, and/or specific assignments related to class. Refer to syllabi for specific instructor policies. No texting or emailing during class is allowed. Cell phones or other personal electronic devices may not be used during on campus class times unless use is explicitly sanctioned by the instructor. Cell phones must be placed on “silent” mode during classes. Please note that faculty and members of the University community may be calling you; answering messages should be professional.

## Social Media

It is recommended that students maintain privacy settings so as to limit those who have access to your social media and public networking sites (e.g., Facebook, Twitter, Instagram, YouTube, or LinkedIn). Please be aware that employers and supervised practice programs may access all public information.

## VI. Professional Involvement & Participation

Students are encouraged to become active in the profession as soon as they are admitted to the major. A number of opportunities, listed below, are available to gain professional experience, develop leadership skills, and provide service.

### Student Dietetic Association (SDA)

The SDA is an organization for undergraduate students in the Department of Dietetics & Nutrition with an interest in areas of dietetics and nutrition (<https://orgsync.com/9803/chapter> and <http://sdafiu.wix.com/sdafiu>). The Student Dietetic Association is an organization that increases awareness about the importance of leading healthy lifestyles through the use of food. They use their knowledge in dietetics and nutrition to teach the FIU community, along with the surrounding community, about healthy eating. They aspire to evolve SDA into an essential and valuable resource to FIU and to the community through: leadership, service, and education. The organization respects that everyone has different interests, skills, and personalities; they work to combine everyone's abilities to impact the community and other likeminded groups, while creating lasting relationships.

### Local Dietetic Associations

In the South Florida area, several local dietetic associations are available for students to join.



Broward Academy of Nutrition & Dietetics, <http://www.eatrightbroward.org>



Miami Academy of Nutrition & Dietetics, [www.eatrightmiami.org](http://www.eatrightmiami.org)



Palm Beach Dietetic Association, <http://eatrightpalmbeach.org>  
**Florida Academy of Nutrition and Dietetics (FAND)**

Students joining the Academy of Nutrition and Dietetics will automatically be awarded membership in the Florida affiliate organization, FAND (<http://www.eatrightflorida.org/>), if interns identify Florida as their state affiliate. The Florida Academy of Nutrition and Dietetics allows students the opportunity to participate in annual meetings, as well as, begin to network with dietetic practitioners. The Florida affiliate also offers other benefits such as scholarships and awards for students.

### **The Academy of Nutrition and Dietetics (Academy; AND)**

Student membership in the Academy of Nutrition and Dietetics is required for all DPD students. Membership for students is offered at a substantially reduced rate of \$58 per year. There are many benefits to professional membership including access to the Evidence Analysis Library, reduced registration fees for attendance at the annual Food and Nutrition Expo (FNCE), and a subscription to the Journal of the Academy of Nutrition and Dietetics (JAND). Student membership and professional involvement should be noted on your résumé. For further information visit: <http://www.eatrightpro.org/> (scroll to the bottom of the page, click Membership > Membership Types and Criteria > Student Member (to join) OR Student Member Center (to become involved).

## **VII. ACEND Accredited Supervised Practice**

The options for an ACEND accredited supervised practice program include an internship, a master's degree combined with a coordinated program or internship, or an individualized supervised practice pathways (ISPP).

### **Dietetic Internship (DI)**

The ACEND website provides a list of all internships (<http://www.eatrightacend.org/ACEND>). Through the website a direct link to each individual program provides detailed information about the program. You may want to consider the following when choosing to apply to an internship:

- Part time or full time
- Length of the program
- Grant a master's degree, earn graduate credit or offer no graduate credit at all
- Number of students accepted
- Emphasis: general, clinical, community/public health, or food management
- Location of country
- Location of program: healthcare institution, community agency, University or College setting
- Cost

To apply to most internships you will need to go through the process of "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 \$50.00 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 (<http://dnddigital.com/>).

The Academy of Nutrition and Dietetics has developed an online application process for dietetic internships. The system, Dietetic Internship Centralized Application System (DICAS) allows applicants to submit all of their application materials online and internships will access the information from DICAS. There is a \$40.00 fee for the first application and \$20.00 for each additional application. DICAS may be accessed at <https://portal.dicas.org/>.

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. For more information about computer matching, visit <http://www.eatrightacend.org/ACEND/>.

Receiving an appointment to a dietetic internship is very competitive. The national computer matching result for the past four years has been about 50%, which means that half of the students applying received a match and other half did not.

### Master's Degree Options

Many master's degree programs have supervised practice associated with the degree. The ACEND website provides a list of all internships and coordinated programs associated with a master's degree (<http://www.eatrightacend.org/ACEND>). Through the website, a direct link to each individual program provides detailed information about the program. This may be a viable option for some students as the degree requirement for registered dietitians starting in 2024 will change from a baccalaureate degree to a graduate degree (<https://www.cdrnet.org/new-graduate-degree-eligibility-requirement-effective-january-1-2024>).

In 2016-17, the Department of Dietetics & Nutrition has applied for and was granted a dietetic internship associated with the master's degree by ACEND, which requires a separate application process. We began accepting student applications in January, 2017. This Master of Science Dietetic Internship program is referred to as an MS-DI.

### Individualized Supervised Practice Pathways (ISPP)

Individualized supervised practice pathways (ISPP) offer DPD another pathway to become a Registered Dietitian (<http://www.eatrightacend.org/ACEND>). Individualized Supervised Practice Pathways have been developed along with preceptor recruiting efforts to give students more options for educational experiences that will make them eligible to sit for the registration exam. ACEND policies for ISPPs allow 1) graduates who did not match to a dietetic internship, but who possess a DPD verification statement, 2) individuals holding a doctoral degree without a DPD verification statement to apply for an ISPP; however, eligibility requirements and options may vary by program, and the Department does not offer this option.

*NOTE: Students enrolled in the Didactic Program in Dietetics at Florida International University must abide by all professional standards and policies outlined within the Didactic Program in Dietetics Student Handbook and the Florida International University student policies. Failure to act in accordance with professional standards will result in formal review by the Program Director, and other university administrators. Violations will be addressed on an individual case basis and may result in a leave of absence or dismissal from the program.*

## Appendix—KRDN

Core Knowledge for the Registered Dietitian Nutritionist (KRDN) as set forth by  
the Accreditation Council for Education in Nutrition and Dietetics (ACEND)

<b>2017 Standard 5: Curriculum and Learning Activities</b> <b>Core Knowledge Requirements for Registered Dietitian Nutritionists (KRDN)</b> <i>Upon completion of the program, graduates are able to...</i>	
<b>DOMAIN 1 – SCIENTIFIC and EVIDENCE BASED OF PRACTICE:</b> <i>Integration of scientific information and translation of research into practice.</i>	
KRDN 1.1	Demonstrate how to locate, interpret, evaluation, and use professional literature to make ethical, evidence-based practice decisions.
KRDN 1.2	Use current information technologies to locate and apply evidence-based guidelines and protocols.
KRDN 1.3	Apply critical thinking skills.
<b>DOMAIN 2 – PROFESSIONAL PRACTICE EXPECTATIONS:</b> <i>Beliefs, values, attitudes, and behaviors for the professional dietitian nutritionist level of practice.</i>	
KRDN 2.1	Demonstrate effective and professional oral and written communication and documentation.
KRDN 2.2	Describe the governance of nutrition and dietetics practice, such as the <i>Scope of Nutrition and Dietetics Practice</i> and the <i>Code of Ethics for the Profession of Nutrition and Dietetics</i> ; and describe inter-professional relationships in various practice settings.
KRDN 2.3	Assess the impact of a public policy position on nutrition and dietetics practice.
KRDN 2.4	Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.
KRDN 2.5	Identify and describe the work of inter-professional teams and the roles of others with whom the registered dietitian nutritionist collaborates in the delivery food and nutrition services.
KRDN 2.6	Demonstrate an understanding of cultural competence/sensitivity.
KRDN 2.7	Demonstrate identification with the nutrition and dietetics profession through activities such as participation in professional organizations and defending a position on issues impacting the nutrition and dietetics profession.
KRDN 2.8	Demonstrate an understanding of the importance and expectations of a professional in mentoring and being a preceptor to others.

**DOMAIN 3 – CLINICAL AND CUSTOMER SERVICES:**  
*Development and delivery of information, products, and services to individuals, groups, and populations.*

KRDN 3.1	Use the Nutrition Care Process to make decisions, identify nutrition-related problems and determine and evaluate nutrition interventions.
KRDN 3.2	Develop an educational session or program/educational strategy for a target population.
KRDN 3.3	Demonstrate counseling and education methods to facilitate behavior change and enhance wellness for diverse individuals and groups.
KRDN 3.4	Explain the processes involved in delivering quality food and nutrition services.
KRDN 3.5	Describe the basic concepts of nutritional genomics.

**DOMAIN 4 – PRACTICE MANAGEMENT and USE OF RESOURCES:**  
*Strategic application of principles of management and systems in the provision of services to individuals and organizations.*

KRDN 4.1	Apply management theories to the development of programs or services.
KRDN 4.2	Evaluate a budget and interpret financial data.
KRDN 4.3	Describe the regulation system related to billing and coding, what services are reimbursable by third party payers, and how reimbursement may be obtained.
KRDN 4.4	Apply the principles of human resource management to different situations.
KRDN 4.5	Describe safety principles related to food, personnel, and consumers.
KRDN 4.6	Analyze data for assessment and evaluate data to be used in decision-making for continuous quality improvement.

## APPENDIX 2—CODE OF ETHICS FOR THE PROFESSION

*There are 19 principles of the code which are divided into 5 categories.*

### 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 the Academy and its credentialing agency, the Commission on Dietetic Registration (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.
  - a. The dietetics practitioner must not be convicted of a crime under the laws of the United States, whether a felony or a misdemeanor, an essential element of which is dishonesty.
  - 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.
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/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 CLIENTS

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 considerations.
  - 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 in "Responsibilities to the Public" (Principles #3-7).

## RESPONSIBILITIES TO THE PROFESSION

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. The dietetics practitioner uses CDR-awarded credentials ("RD" or "Registered Dietitian"; "DTR" or "Dietetic Technician, Registered"; "CS" or "Certified Specialist"; and "FAND" or "Fellow of the Academy of Nutrition and Dietetics") only when the credential is current and authorized by CDR.
  - b. 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 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.

Student signature page follows on next page.

## VIII. Acknowledgement of Receipt of DPD Student Handbook

My signature below indicates that I have a copy of the Didactic Program in Dietetics Student Handbook, read it completely, will abide by the policies in this manual through all phases of the program, and will annually re-read the Handbook for timely updates to the information. (This form will be maintained in my student file.)

---

Signature of the Student

---

Student's Printed Name

---

Panther ID Number

---

Date