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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

## 2022/2023

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This handbook, including policies and procedures, are reviewed and updated annually or as needed.  
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 DPD is also called the Dietetic Track and 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). Although we have phased out the CP effective December, 2016, we have opened a Master's degree level Dietetic Internship effective January, 2018. On January 1, 2024, it will be required to have a Master's degree in order to obtain an internship as part of the national organization's (AND, Academy of Nutrition and Dietetics) directive to elevate the dietetics practitioner to the Master's level of training and experience and to address a nationwide severe shortage of accredited preceptors.

The dietetics curriculum integrates the principles derived from several disciplines including nutrition, chemistry, biochemistry, physiology, food science and food 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 DPD, you will earn a Bachelor of Science in Dietetics & Nutrition. After your BS degree posts (the confer date) on your University transcript, you will receive a Verification Statement (VS) that affirms you have completed all of the required accredited coursework. You will need to fill out a form with some personal identifier information in order for us to process the VS. You will receive an email requesting this form be completed and returned in addition to submitting our Exit Survey. You will **NOT** be a Registered Dietitian Nutritionist upon completion of the DPD course requirements and a bachelor's degree; they are only 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. Also, make it a regular practice to visit your instructors during his/her office hours, to review exam errors, ask for help on assignments, and get to know the instructor. 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 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.

For students admitted into the DPD, the department has a spring and fall semester mandatory Program Orientation (for freshmen and transfer students) and a spring and fall semester Internship Workshop (open to all DPD students, including at the Master's and Ph.D. levels). Look at your fiu.edu email frequently for announcements, in addition to flyers posted around the department.

Sincerely,



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

## I. Profession of Dietetics

### Accreditation Status

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) accredits the Didactic Program in Dietetics (DPD) at Florida International University. In 2016, we successfully completed program requirements for the maximum 7-year term for reaccreditation, and the program is fully accredited until 2024. The street and email addresses for ACEND are:

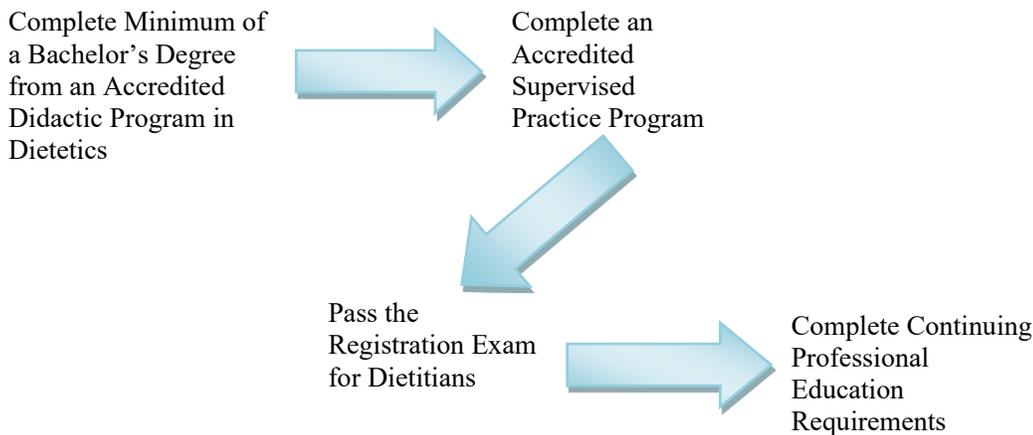


120 South Riverside Plaza, Suite 2000  
Chicago, IL 60606-6995  
(312) 899-0040 ext. 5400  
<http://www.eatright.org/ACEND>

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) (interchangeable terms) 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 (Note that this exam is set up to not allow "backtracking" to check/change answers.)
- 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> > click DPD Graduates on left. Look for DICAS (Dietetic Internship Central Application Service) and D&D Digital. Be sure to read all material and enter all live links, especially the videotaped “how to” sections. Similar information can be found at <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

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 practice in the profession of nutrition and 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 to apply for and complete an accredited dietetic internship (supervised practice) program to become entry-level Registered Dietitian Nutritionists (RDN).

|     | Objectives   |
|-----|--|
| 1.1 | Over a three-year period, at least 80 percent of program students complete program/degree requirements within six years (150% of program length for FTIC, First Time In College students), or within three years of successfully completing HUN 4240, Nutrition & Biochemistry (150% of program length for transfer students). |
| 1.2 | Over a three-year period, 25 percent <sup>1</sup> of program students apply for admission to a supervised practice program prior to or within 12 months of graduation.   |
| 1.3 | Over a three-year period, fifty percent of program graduates are admitted to a supervised practice program within 12 months of graduation.   |
| 1.4 | The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is a least 80 percent.  |

<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.

|     | Objectives  |
|-----|---|
| 2.1 | Over a three-year period, 85% of accredited dietetic internship (supervised practice) Program Directors will be satisfied with the background knowledge of DPD graduates. |
| 2.2 | Over a three-year period, 85% of employers will be satisfied with the background knowledge of DPD graduates who enter related fields in dietetics and nutrition.          |
| 2.3 | Over a three-year period, 75% of students will pass undergraduate Comprehensive Exam (in DIE 4963) 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>)

## Lock-step Course Sequencing

*For accreditation and accumulation-of-knowledge purposes, we want to emphasize our lock-step course sequencing in the Dietetics Track (DPD major), which you are required to follow even if you have the prerequisites to move ahead. We also require that you see an academic advisor EVERY semester well before the next semester’s registration period to keep on track for a timely graduation. Shaded sections science requirements that may be taken earlier in the program.*

| COURSE NUMBER           | COURSE TITLE   | CR HRS | PREREQUISITES  |
|-------------------------|--|--------|--|
| DIE 3005                | Orientation to Dietetics   | 1      | HUN 2201   |
| FOS 3021/L              | Fundamentals of Food + lab   | 3 / 1  | No prerequisites   |
| HUN 4403                | Life Cycle Nutrition   | 3      | HUN 2201   |
| HSC 3549<br>or PCB 3702 | Clinical Physiology for Hlth Prof’ls<br>or Intermediate Physiology     | 3      | BSC 1010/L   |
| FOS 4041/L              | Food Science + lab   | 3 / 1  | HUN 2201; FOS 3021/L; CHM 2000/L   |
| FSS 3233C               | Institutional Foodservice Production                                   | 3      | FOS 3021/L   |
| HUN 4240                | Nutrition and Biochemistry   | 3      | BSC 1010/L; CHM 2200/L   |
| HUN 4241                | Advanced Nutrition   | 3      | HUN 4403; HSC 3459 or PCB 3702; CHM 2200/L   |
| DIE 3125/L              | Management of Dietary Systems + lab                                    | 3 / 1  | FSS 3233C  |
| DIE 4365/L              | Dietetic Mgt of Nutr Programs +<br>Applied Dietetic Mgt of Nutr Progrs | 3 / 1  | DIE 3125/L   |
| DIE 3310                | Dietetics in Community Health  | 3      | DIE 3005; HUN 4403   |
| DIE 3244/L              | Medical Nutrition Therapy + lab  | 3 / 1  | HUN 4403; HSC 3459 or PCB 3702; CHM 2200/L   |
| DIE 3434/L              | Nutrition Education + lab  | 2 / 1  | FOS 3021/L; HUN 4403   |
| DIE 4246/L              | Clinical Nutrition + lab   | 3 / 1  | DIE 3244/L   |
| DIE 4435/L              | Nutrition Counseling &<br>Communication Skills + lab                   | 3 / 1  | DIE 3244/L; DIE 3434/L; Pre/Co-req: DIE 4246/L   |
| HUN 4404                | Nutrition, Physical Activity, & Special<br>Populations                 | 3      | DIE 3244/L   |
| DIE 4506                | Seminar in Dietetics and Nutrition                                     | 3      | Can only be taken in <b>last semester</b> ; senior standing in the major and department consent required |
| DIE 4564                | Evidence Based Research in Dietetics                                   | 3      | Can only be taken in <b>last year</b> ; senior standing in the major and department consent required     |
| DIE 4963                | Comprehensive Dietetic Examination                                     | 1      | Can only be taken in <b>last semester</b> ; senior standing in the major and department consent required |

## 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.)

In addition, 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 (DOI) will be issued to DPD students who are applying to a supervised practice program at the beginning of their final semester prior to graduation through DICAS (Dietetics Internship Central Application Service). 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 process a DOI, your first step is to sign up on DICAS to have an email sent to me by DICAS. You should be in your last semester of course completion(s). Send this list of courses (including name of course, number(s) and what month/year you expect to satisfactorily complete them) to the DPD Director at [jmarn@fiu.edu](mailto:jmarn@fiu.edu). Please indicate whether you are graduating with a BS, MS, or PhD.

### Verification Statement

The Verification Statement (VS) is given at the completion of the Didactic Program in Dietetics **when all ACEND knowledge requirements have been met, including a minimum 2.7 GPA, passing the Comprehensive Dietetic Exam (DIE 4963), and the FIU Graduation Office verifies the degree requirements (degree posted)**. With the DPD VS, 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; additional copies can be requested. Each individual should keep an original signed VS 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, if the student is being denied access to credentialing, or 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. At the time a student signs up for the Comprehensive Dietetics Exam (DIE 4963), the Program Coordinator also gives out the Request for the VS (or DOI, as applies). After the DPD Director receives the email from your ACEND request for a VS, email the director at [jmarn@fiu.edu](mailto:jmarn@fiu.edu) state whether you are BS, MS, or PhD and month/year completed.

### 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            |
| <b>Ethical Panther Hotline</b>                          | <a href="https://compliance.fiu.edu/hotline">https://compliance.fiu.edu/hotline</a>   | 305-348-2216            |

### 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:<br>CHM 1045/L General Chem 1 & Lab  |
| Students with 30-44 credits                                 | 2.7 GPA and “C” or higher earned in:<br>CHM 1045/L Chem 1 & Lab<br>CHM 1046/L Chem 2 & Lab   |
| Students with 45-59 credits                                 | 2.7 GPA and “C” or higher earned in:<br>CHM 1045/L Chem 1 & Lab<br>CHM 1046/L Chem 2 & Lab<br>BSC X010/L Biology & Lab                                     |
| Students with 60+ credits                                   | 2.7 GPA and “C” or higher earned in:<br>CHM 1045/L Chem 1 & Lab<br>CHM 1046/L Chem 2 & Lab<br>BSC X010/L Biology & Lab<br>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. Medical nutrition therapy, clinical nutrition, or similar courses may not be older than three (3) years.”

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.

### Time-to-Completion

Full-time freshman students taking 30 credits per year for 4 years graduate with 120 credits and do not incur excess credit surcharge fees.

Full-time transfer students taking 30 credits per year for 2 years graduate with 60 credits and do not incur excess credit surcharge fees.

### Equivalency & Recency of Education

The Department of Dietetics & Nutrition has a equivalency and recency of education requirement for pre-requisites to dietetics/nutrition coursework and dietetics/nutrition major courses. To be considered for equivalency and recency, the dietetics coursework needs to come from a program accredited by the Accreditation Council for Education in Nutrition & Dietetics (ACEND). This policy ensures a strong current academic foundation in the areas pertinent to a contemporary and evidence-based dietetics and nutrition education. If the student needs to complete additional coursework in order to meet equivalency and recency of education requirements, the actual requirements will be determined on an individual basis by the DPD Director's review of official transcripts submitted to Florida International University. This may require that you submit syllabi for previous coursework to aid in the assessment of content against ACEND competencies (KRDN).

### *TRANSCRIPTS FROM U.S. ACCREDITED UNIVERSITIES/COLLEGES*

- Prerequisite courses to dietetics and nutrition courses taken 10 years ago or longer are not considered for equivalency or recency.
- Medical Nutrition Therapy, Clinical Nutrition, or similar courses may not be older than three (3) years. If they are, the student will need to repeat the course(s).
- Other dietetic and nutrition courses taken five (5) or more years ago are not considered for equivalency or recency.

### *TRANSCRIPTS FROM INTERNATIONAL UNIVERSITIES/COLLEGES*

- Transcripts must be submitted in English and translated by an official, accredited translation agency. Please include a GPA (grade point average). See <https://www.eatrightpro.org/acend/students-and-advancing-education/information-for-students/foreign-degree-evaluation-agencies> for a list of accredited translation agencies accepted by ACEND.
- Prerequisite courses to dietetics/nutrition and dietetic/nutrition major courses will be evaluated for equivalency and recency on an individual basis by the DPD Director's review of official transcripts submitted to Florida International University. This may require that you submit syllabi for previous coursework to aid in the assessment process.

### **One-Time Repeat Policy**

According to university policy, a student can retake a failed course only one additional time. What constitutes a failure is earning less than a C in any science pre-requisite and/or any didactic program major courses.

This repeat policy also applies to the Comprehensive Dietetic Exam (DIE 4963), Effective spring 2019, we have restructured this course to be a module-based review for taking the culminating exam, which can be taken up to two times per course registration.

### **“OVERRIDE” and “PERMISSION Policy**

We do not grant overrides nor permissions if student is taking courses that have time conflicts.

### **Internship Workshops**

Began in fall 2016, these works are held in the 3<sup>rd</sup> or 4<sup>th</sup> week of fall and spring semesters to assist students in the process of applying to and procuring an accredited dietetic internship near the end of the course of study. Workshops are open to all academic levels.

### **Program Orientations**

Began in fall 2017 in conjunction with the Stempel College, these orientations are mandatory for all new students. They are held the week before the official semester begins during fall and spring semesters when students are required by University policy to be on campus.

## 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

### Protocol for Addressing Problems in Class

It is important to seek help from your academic instructors during scheduled office hours or by appointment with them to (a) seek help and/or clarification of assignments, (b) review errors on quizzes and exams, (c) to get to know the instructor, (d) any other

class-related issue(s). If you are currently NOT visiting the instructor on a regular basis, please make plans to do so as soon as possible and before mid-semester to get help and direction going forward. This process MUST begin with the instructor because he/she is in charge of the class. If you go to someone over the instructor level (i.e., the chair, the dean, etc.) that person will of necessity contact the instructor to find out what is going on and, thus, will delay resolution of the issue(s).

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

Students in the Didactic Program in Dietetics can 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

Beginning September, 2018, the three local dietetic associations (Broward AND, Miami AND, and Palm Beach Dietetic Association) merged into one:



South Florida Academy of Nutrition & Dietetics  
[www.eatrightsouthflorida.org](http://www.eatrightsouthflorida.org)



Florida Academy of Nutrition and Dietetics (FAND), <https://www.eatrightflorida.org>  
Students joining the Academy of Nutrition and Dietetics includes membership in the state affiliate organization, FAND, if interns identify Florida as their state. 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 1—KRDN

Core Knowledge for the Registered Dietitian Nutritionist (KRDN) as set forth by  
the Accreditation Council for Education in Nutrition and Dietetics (ACEND)  
**Includes 5 Domains**

| <b>2022 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><i>DOMAIN 1 – SCIENTIFIC and EVIDENCE BASED OF PRACTICE:</i></b>  |   |
| <b><i>Integration of scientific information and translation of research into practice.</i></b>                         |   |
| KRDN<br>1.1  | Demonstrate how to locate, interpret, evaluate, and use professional literature to make ethical, evidence-based practice decisions.   |
| KRDN<br>1.2  | Select and use current information technologies to locate and apply evidence-based guidelines and protocols.  |
| KRDN<br>1.3  | Apply critical thinking skills.   |
| <b><i>DOMAIN 2 – PROFESSIONAL PRACTICE EXPECTATIONS:</i></b>   |   |
| <b><i>Beliefs, values, attitudes, and behaviors for the professional dietitian nutritionist level of practice.</i></b> |   |
| KRDN<br>2.1  | Demonstrate effective and professional oral and written communication and documentation.  |
| KRDN<br>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> . |
| KRDN<br>2.3  | Assess the impact of a public policy position on nutrition and dietetics practice.  |
| KRDN<br>2.4  | Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.   |
| KRDN<br>2.5  | Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates.   |
| KRDN<br>2.6  | Demonstrate cultural humility, awareness of personal biases and an understanding of cultural differences as they contribute to diversity, equity, and inclusion.  |
| KRDN<br>2.7  | Describe contributing factors to health inequity in nutrition and dietetics including structural bias, social inequities, health disparities, and discrimination.                                       |
| KRDN<br>2.8  | Participate in a nutrition and dietetic professional organization and explain the significant role of the organization. .   |
| KRDN<br>2.9  | Defend a position on issues impacting the nutrition and dietetic profession.  |

|   |  |
|---|--|
| <b>DOMAIN 3 – CLINICAL AND CLIENT SERVICES:</b><br><b><i>Development and delivery of information, products, and services to individuals, groups, and populations.</i></b>                                 |  |
| KRDN<br>3.1   | Use the Nutrition Care Process and clinical workflow elements to assess nutritional parameters, diagnose nutrition-related problems, determine appropriate nutrition interventions, and develop plans to monitor the effectiveness of these interventions. |
| KRDN<br>3.2   | Develop an educational session or program/educational strategy for a target population.  |
| KRDN<br>3.3   | Demonstrate counseling and education methods to facilitate behavior change and enhance wellness for diverse individuals and groups.  |
| KRDN<br>3.4   | Practice routine health screening assessments, including measuring blood pressure and conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol. <i>[Note: use and interpretation is OK, not performance.]</i> )            |
| KRDN<br>3.5   | Describe the basic concepts of nutritional genomics and how they relate to medical nutrition therapy, healthy, and disease   |
| KRDN<br>3.6   | Develop nutritionally sound meals, menus, and meal plans that promote health and disease management that meet client’s/patient’s needs.  |
| <b>DOMAIN 4 – PRACTICE MANAGEMENT and USE OF RESOURCES:</b><br><b><i>Strategic application of principles of management and systems in the provision of services to individuals and organizations.</i></b> |  |
| KRDN<br>4.1   | Apply management theories to the development of programs or services.  |
| KRDN<br>4.2   | Evaluate a budget/financial management plan and interpret financial data.  |
| KRDN<br>4.3   | Demonstrate an understanding of the regulation system related to billing and coding, what services are reimbursable by third party payers, and how reimbursement may be obtained.  |
| KRDN<br>4.4   | Apply the principles of human resource management to different situations.   |
| KRDN<br>4.5   | Apply safety principles related to food, personnel, and consumers.   |
| KRDN<br>4.6   | Explain the processes involved in delivering quality food and nutrition services.  |
| KRDN<br>4.7   | Evaluate data to be used in decision-making for continuous quality improvement.  |

**DOMAIN 5 – LEADERSHIP and CAREER MANAGEMENT: Skills, strengths, knowledge and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.**

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

## **Appendix 2—CODE OF ETHICS FOR THE PROFESSION**

Academy of Nutrition and Dietetics (Academy)

Commission on Dietetic Registration (CDR)

### **CODE OF ETHICS FOR THE NUTRITION AND DIETETICS PROFESSION**

Effective Date: June 1, 2018

#### **Preamble:**

When providing services the nutrition and dietetics practitioner adheres to the core values of customer focus, integrity, innovation, social responsibility, and diversity. Science-based decisions, derived from the best available research and evidence, are the underpinnings of ethical conduct and practice.

This Code applies to nutrition and dietetics practitioners who act in a wide variety of capacities, provides general principles and specific ethical standards for situations frequently encountered in daily practice. The primary goal is the protection of the individuals, groups, organizations, communities, or populations with whom the practitioner works and interacts.

The nutrition and dietetics practitioner supports and promotes high standards of professional practice, accepting the obligation to protect clients, the public and the profession; upholds the Academy of Nutrition and Dietetics (Academy) and its credentialing agency the Commission on Dietetic Registration (CDR) Code of Ethics for the Nutrition and Dietetics Profession; and shall report perceived violations of the Code through established processes.

The Academy/CDR Code of Ethics for the Nutrition and Dietetics Profession establishes the principles and ethical standards that underlie the nutrition and dietetics practitioner's roles and conduct. All individuals to whom the Code applies are referred to as "nutrition and dietetics practitioners". By accepting membership in the Academy and/or accepting and maintaining CDR credentials, all nutrition and dietetics practitioners agree to abide by the Code.

#### **Principles and Standards:**

##### **1. Competence and professional development in practice (Non-maleficence)**

Nutrition and dietetics practitioners shall:

- a. Practice using an evidence-based approach within areas of competence, continuously develop and enhance expertise, and recognize limitations.
- b. Demonstrate in depth scientific knowledge of food, human nutrition and behavior.
- c. Assess the validity and applicability of scientific evidence without personal bias.
- d. Interpret, apply, participate in and/or generate research to enhance practice, innovation, and discovery.
- e. Make evidence-based practice decisions, taking into account the unique values and circumstances of the patient/client and community, in combination with the practitioner's expertise and judgment.
- f. Recognize and exercise professional judgment within the limits of individual qualifications and collaborate with others, seek counsel, and make referrals as appropriate.
- g. Act in a caring and respectful manner, mindful of individual differences, cultural, and ethnic diversity.
- h. Practice within the limits of their scope and collaborate with the inter-professional team.

**2. Integrity in personal and organizational behaviors and practices (Autonomy)**

Nutrition and dietetics practitioners shall:

- a. Disclose any conflicts of interest, including any financial interests in products or services that are recommended. Refrain from accepting gifts or services which potentially influence or which may give the appearance of influencing professional judgment.
- b. Comply with all applicable laws and regulations, including obtaining/maintaining a state license or certification if engaged in practice governed by nutrition and dietetics statutes.
- c. Maintain and appropriately use credentials.
- d. Respect intellectual property rights, including citation and recognition of the ideas and work of others, regardless of the medium (e.g. written, oral, electronic).
- e. Provide accurate and truthful information in all communications.
- f. Report inappropriate behavior or treatment of a patient/client by another nutrition and dietetics practitioner or other professionals.
- g. Document, code and bill to most accurately reflect the character and extent of delivered services.
- h. Respect patient/client's autonomy. Safeguard patient/client confidentiality according to current regulations and laws.
- i. Implement appropriate measures to protect personal health information using appropriate techniques (e.g., encryption).

**3. Professionalism (Beneficence)**

Nutrition and dietetics practitioners shall:

- a. Participate in and contribute to decisions that affect the well-being of patients/clients.
- b. Respect the values, rights, knowledge, and skills of colleagues and other professionals.
- c. Demonstrate respect, constructive dialogue, civility and professionalism in all communications, including social media.
- d. Refrain from communicating false, fraudulent, deceptive, misleading, disparaging or unfair statements or claims.
- e. Uphold professional boundaries and refrain from romantic relationships with any patients/clients, surrogates, supervisees, or students.
- f. Refrain from verbal/physical/emotional/sexual harassment.
- g. Provide objective evaluations of performance for employees, coworkers, and students and candidates for employment, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.
- h. Communicate at an appropriate level to promote health literacy.
- i. Contribute to the advancement and competence of others, including colleagues, students, and the public.

**4. Social responsibility for local, regional, national, global nutrition and well-being (Justice)**

Nutrition and dietetics practitioners shall:

- a. Collaborate with others to reduce health disparities and protect human rights.

- b. Promote fairness and objectivity with fair and equitable treatment.
- c. Contribute time and expertise to activities that promote respect, integrity, and competence of the profession.
- d. Promote the unique role of nutrition and dietetics practitioners.
- e. Engage in service that benefits the community and to enhance the public's trust in the profession.
- f. Seek leadership opportunities in professional, community, and service organizations to enhance health and nutritional status while protecting the public.

Glossary of Terms:

**Autonomy:** ensures a patient, client, or professional has the capacity and self-determination to engage in individual decision-making specific to personal health or practice.<sup>1</sup>

**Beneficence:** encompasses taking positive steps to benefit others, which includes balancing benefit and risk.<sup>1</sup>

**Competence:** a principle of professional practice, identifying the ability of the provider to administer safe and reliable services on a consistent basis.<sup>2</sup>

**Conflict(s) of Interest(s):** defined as a personal or financial interest or a duty to another party which may prevent a person from acting in the best interests of the intended beneficiary, including simultaneous membership on boards with potentially conflicting interests related to the profession, members or the public.<sup>2</sup>

**Customer:** any client, patient, resident, participant, student, consumer, individual/person, group, population, or organization to which the nutrition and dietetics practitioner provides service.<sup>3</sup>

**Diversity:** “The Academy values and respects the diverse viewpoints and individual differences of all people. The Academy’s mission and vision are most effectively realized through the promotion of a diverse membership that reflects cultural, ethnic, gender, racial, religious, sexual orientation, socioeconomic, geographical, political, educational, experiential and philosophical characteristics of the public it services. The Academy actively identifies and offers opportunities to individuals with varied skills, talents, abilities, ideas, disabilities, backgrounds and practice expertise.”<sup>4</sup>

**Evidence-based Practice:** Evidence-based practice is an approach to health care wherein health practitioners use the best evidence possible, i.e., the most appropriate information available, to make decisions for individuals, groups and populations. Evidence-based practice values, enhances and builds on clinical expertise, knowledge of disease mechanisms, and pathophysiology. It involves complex and conscientious decision-making based not only on the available evidence but also on client characteristics, situations, and preferences. It recognizes that health care is individualized and ever changing and involves uncertainties and probabilities. Evidence-based practice incorporates successful strategies that improve client outcomes and are derived from various sources of evidence including research, national guidelines, policies, consensus statements, systematic analysis of clinical experience, quality improvement data, specialized knowledge and skills of experts.<sup>2</sup>

**Justice (social justice):** supports fair, equitable, and appropriate treatment for individuals<sup>1</sup> and fair allocation of resources.

**Non-Maleficence:** is the intent to not inflict harm.<sup>1</sup>

**References:**

1. Fornari A. Approaches to ethical decision-making. *J Acad Nutr Diet.* 2015;115(1):119-121.
2. Academy of Nutrition and Dietetics Definition of Terms List. June, 2017 (Approved by Definition of Terms Workgroup Quality Management Committee May 16, 2017). Accessed October 11, 2017.  
<http://www.eatrightpro.org/~media/eatrightpro%20files/practice/scope%20standards%20of%20practice/academydefinitionoftermslist.ashx>
3. Academy of Nutrition and Dietetics: Revised 2017 Standards of Practice in Nutrition Care and Standards of Professional Performance for Registered Dietitian Nutritionists. *J Acad Nutr Diet.* 2018; 118: 132-140.
4. Academy of Nutrition and Dietetics “Diversity Philosophy Statement” (adopted by the House of Delegates and Board of Directors in 1995).