
DIDACTIC PROGRAM IN DIETETICS (DPD) *STUDENT HANDBOOK*



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

Handbook

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Dear students,

Welcome to the Didactic Program in Dietetics (DPD) at Florida International University! This program is part of the Department of Dietetics and Nutrition housed in Robert Stempel College of Public Health & Social Work. The Department has a long history of dietetic education since the 1970s. 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.

Upon successful completion of all the requirements for the DPD, you will earn a Bachelor of Science in Dietetics & Nutrition. After your degree gets conferred by the university, you will receive an electronic signed verification Statement (VS) affirming you have completed all required coursework in the program accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

You will **NOT** be a Registered Dietitian Nutritionist upon completion of the DPD program; that is only the first step in becoming a Registered Dietitian Nutritionist. However, you will be eligible to sit for the Nutrition and Dietetics Technician, Registered (NDTR) exam administered by the Commission on Dietetic Registration (CDR). Within this handbook, you will find more information about the scope of practice of the NDTR versus RDN. Effective January 1, 2024, CDR requires a minimum of a master's degree to be eligible to take the credentialing exam to become a Registered Dietitian Nutritionist (RDN). Additionally, candidates must have earned at least 1,000 supervised practice hours from an ACEND accredited program to qualify to sit for the CDR exam to become a Registered Dietitian Nutritionist (RDN).

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 happy to meet with you to discuss your professional development and answer any questions. Departmental faculty are also able to answer questions about the dietetics and nutrition profession and career roles. All faculty in the department are committed to helping you succeed in your academic endeavors. Do not hesitate to seek our guidance. More information about the DPD is available in this handbook.

For students admitted into the DPD, the department has a spring and fall semester mandatory Program Orientation (for freshmen and transfer students) during which this handbook will be presented and discussed. Please check your FIU email frequently for periodic announcements.

Sincerely,

Nadine Mikati

Nadine Mikati PhD, 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. Initial accreditation was granted in 1989. In 2017, the DPD successfully completed program reaccreditation requirements for the 7-year term, and the program is fully accredited until December 31st, 2025. Program review for reaccreditation will commence in 2024.

The street and email addresses for ACEND are:

Accreditation Council for Education in Nutrition and Dietetics

120 South Riverside Plaza, Suite 2190
Chicago, IL 60606-6995
Phone: 800-877-1600 ext. 5400
Email: ACEND@eatright.org
URL: <https://www.eatrightpro.org/acend>

Requirements and how to become a Registered Dietitian Nutritionist (RDN)

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

1. **Earn a minimum of a graduate degree from an accredited dietetics program.** A master's degree is required to be eligible for the RDN exam.
2. **Complete an ACEND accredited supervised practice requirement.** In addition, individuals must complete at least 1,000 hours of supervised practice to gain real-world experience and apply knowledge learned in the classroom to the context of a variety of work settings.
3. **Pass a national exam for RDNs.** Once you complete your degrees and supervised practice, you may schedule to take CDR's Registration Examination for Registered Dietitians to become a credentialed as registered dietetics nutritionist. This is called "RDN eligibility," meaning you have completed the requirements to become eligible to take the national exam.
4. **Meet requirements to practice in your state.** Many states have regulatory laws (i.e. licensure) for food and nutrition practitioners. All states accept the RDN credential for state licensure purposes.
5. **Stay up to date in dietetics through continuing education.** After successfully passing the national exam and earning the credential, RDNs maintain ongoing professional development in order to stay up to date on the latest research, recommendations and best practices.

For more information on the educational and professional requirements for Registered Dietitian Nutritionists, please click [here](#).

For information on the scope of practice for RDNs, please visit [Revised 2024 Scope and Standards of Practice for the Registered Dietitian Nutritionist \(cdrnet.org\)](https://www.cdrnet.org)

For a list of ACEND-accredited programs, please visit <https://www.eatrightpro.org/acend/accredited-programs/program-directory>

How to become a Registered Dietitian Nutritionist (RDN) at FIU? *

1. Complete all graduation and DPD requirements to earn a B.S. degree in Dietetics and Nutrition (DPD program) and obtain a verification statement.
2. Students graduating from the DPD program may apply to the Master of Science in Dietetics and Nutrition program at FIU within the department of dietetics and nutrition. Program details and application deadlines can be found on the program's website <https://stempel.fiu.edu/academics/dietetics-and-nutrition/master-of-science-in-dietetics/>.
3. Graduate students in their final semester in the master's program may then apply to the ACEND accredited dietetic internship program at FIU. Program details can be found on the website at <https://stempel.fiu.edu/academics/dietetics-and-nutrition/dietetic-internship-di/>
4. After completion of all the above requirements, the graduate will be eligible to take CDR's Registration Examination for Registered Dietitians to become a credentialed as an RDN.

**Please note that this describes the process if a student wishes to remain at FIU. DPD graduates with verification statements have the option to complete a graduate program and supervised practice experience at another ACEND accredited institution to become eligible to take CDR's Registration Examination for Registered Dietitians to become a credentialed as an RDN.*

Effective Jan. 1, 2024, the Commission on Dietetic Registration (CDR) now requires a minimum of a master's degree for eligibility to take the credentialing exam to become a registered dietitian/nutritionist (RDN).

Licensure

Many states have a 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>. Applicants are strongly encouraged to determine any additional licensure requirements in the state where they seek to be licensed. In Florida, completion of accredited DPD, dietetic internship, and a graduate degree, and then passage of the national Registration Examination for Dietitians allows individuals to apply for "licensure by endorsement". The DPD program at FIU meets the state educational requirements for licensure in Florida (after completion of a dietetic internship, graduate degree and passing the national RDN Examination).

Job Outlook & Salaries for Registered Dietitian 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 employed in wellness, sports nutrition, pharmaceutical sales, food service sales, and marketing have had significant growth.

Career options and specialty areas for dietitians are diverse and flexible. RDNs can work in:

- Hospitals, clinics, or other health-care facilities, educating patients about nutrition and administering medical nutrition therapy as part of the health-care team. They may also manage the foodservice operations in these settings, or schools, day-care centers or correctional facilities, overseeing everything from food purchasing and preparation to managing staff.
- Sports nutrition and corporate wellness programs, educating clients about the connection between food, fitness and health.
- Food and nutrition-related business and industries, working in communications, consumer affairs, public relations, marketing, product development, or consulting with chefs in restaurants and culinary schools.
- Private practice, working under contract with healthcare or food companies, or in their own business. RDNs work with foodservice or restaurant managers, food vendors and distributors, athletes, nursing home residents, or company employees.
- Community and public health settings, teaching, monitoring, and advising the public and helping improve quality of life through healthy eating habits.
- Universities and medical centers, teaching physician's assistants, nurses, dietetics students, dentists, and others about the sophisticated science of food and nutrition.
- Research areas in food and pharmaceutical companies, universities and hospitals directing or conducting experiments to answer critical nutrition questions and find alternative foods or nutrition recommendations for the public.

According to the 2021 Compensation & Benefits Survey of the Dietetics Profession, the median full-time salary of all RDNs equates to \$72,000 per year. As with any profession, salaries and fees vary by region of the country, employment settings, scope of responsibility, and supply of RDNs. Salaries increase with experience and many RDNs, particularly those in business, management, education, and research earn incomes above \$90,000. According to the US Bureau of Labor Statistics, employment of dietitians is projected to grow 7% from 2021-2031, as fast as the average for all occupations, because of the increased emphasis on the role of food and nutrition in preventing and treating diseases, a growing and aging population and public interest in nutrition.

Source: <https://www.eatrightpro.org/-/media/files/eatrightpro/acend/students-and-advancing-education/information-for-students/rdn-factsheet.pdf?rev=f2f07ba6c58d4085b75703081baa9a9b&hash=4D3031D8CF7328403CCA18FC59A9D6E3>

Requirements to become a Nutrition and Dietetics Technician, Registered (NDTR)?

If you choose not to pursue the pathway to become an RDN after graduation, 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.

Graduates from FIU's DPD program are eligible to take the national exam to earn the **Nutrition and Dietetic Technician, Registered (NDTR) credential**. The process is guided by the Commission of Dietetic Registration. Graduates completing a baccalaureate degree granted by a U.S. regionally accredited university, or foreign equivalent, and completion of an ACEND-accredited Didactic Program in Dietetics are eligible for this outcome. This option is open to all graduates who receive a Verification Statement upon program completion. Additional information and forms can be found at <https://www.cdrnet.org/NDTR>.

Job Outlook & Salaries for NDTR

Nutrition and dietetics technicians, registered (NDTRs) work independently as team members under the supervision of RDNs in a variety of employment settings, including health care, business and industry, community/public health, foodservice and research.

NDTRs work in:

- Hospitals, clinics, nursing homes, retirement centers, hospices, home health-care programs and research facilities conducting patient and client screens, gathering data and performing other tasks to assist the RDN in providing medical nutrition therapy.
- Schools, day-care centers, correctional facilities, restaurants, health-care facilities, corporations and hospitals managing employees, purchasing and food preparation and maintaining budgets within foodservice operations.
- Women, Infants, Children (WIC) programs, public health agencies, Meals on Wheels and community health programs assisting RDNs with the implementation of programs and presentation of classes for the public.
- Health clubs, weight management clinics and community wellness centers helping to educate clients about the connection between food, fitness and health.
- Food companies, contract food management companies or food vending and distributing operations developing menus and overseeing foodservice sanitation and food safety.

For additional information about dietetic technicians, registered, refer to the scope of practice for the NDTR [Revised 2024 Scope and Standards of Practice for the Nutrition and Dietetics Technician, Registered \(cdrnet.org\)](https://www.cdrnet.org)

According to the 2021 Compensation & Benefits Survey of the Dietetics Profession, salaries have increased steadily over time. The median full-time salary of NDTRs was \$49,000 in 2021. As with any profession, salaries and fees vary by region of the country, employment settings, scope of responsibility and supply of NDTRs. Salaries increase with experience and with the highest reported salary at \$75,000. Source: <https://www.eatright.org/become-an-ndtr>

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 will be academically prepared to apply for and complete an accredited dietetic internship (supervised practice) program to become entry-level Registered Dietitian Nutritionists (RDN).

	Objectives
1.1	At least 80% of students complete program requirements within 72 months or six years (150% of program length).
1.2	At least 25% of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation.
1.3	Of program graduates who apply to a supervised practice program, at least 50% are admitted 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 at least 80%.

Program Goal 2: Graduates will demonstrate knowledge and skills required for success in the field of dietetics and nutrition.

	Objectives
2.1	At least 85% of dietetic internship or graduate program directors in ACEND accredited programs surveyed will be satisfied with the background knowledge of DPD graduates with a mean satisfaction rating of 3 or higher on a scale of 1 to 5 (5 being highest) within 12 months of graduation.
2.2	At least 85% of employers surveyed will be satisfied with the background knowledge of DPD graduates who enter related fields in dietetics and nutrition with a mean satisfaction rating of 3 or higher on a scale of 1 to 5 (5 being highest) within 12 months of graduation.

2.3	At least 75% percent of students who register for the undergraduate comprehensive exam (DIE 4963) will pass each term.
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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. **Students must complete a minimum of 120 credits.**

The courses and course descriptions for the DPD curriculum are stated in the [academic catalog](#).

The [MyMajor website](#) at FIU provides in-depth information and sample academic plans 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.

It is encouraged that you meet with your academic advisor every term. Contact information is below:

Kenneth Beneby, Ed.D., M.S.
Academic Advisor III, Department of Dietetics and Nutrition
AHC5-321
Phone: (305) 348-7776
Email: kbeneby@fiu.edu

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.

Please refer to Appendix 2 for advising sheet

Sample 4-year plan

Fall Year 1		
Course group	Course	Credit hours
UCC Communication: Writing & Rhetoric I	ENC 1101	3
UCC First Year Experience	SLS 1501	1
UCC Mathematics group 1	MAC 1105	3
UCC Social Science (group 1)	PSY 2012	3
General biology & lab	BSC 2010 & BSC 2010L	4
Total		14

Spring Year 1		
Course group	Course	Credit hours
UCC Communication: Writing & Rhetoric II	ENC 1102	3
Principles of Nutrition	HUN 2201	3
Diversity	ANT 3451, COM 3461 or SYP 3000	3
General chemistry I & lab	CHM 1045 & CHM 1045L	4
Total		13

Summer Year 1		
Course group	Course	Credit hours
UCC Arts	Student choice from list	3
General chemistry II & lab	CHM 1046 & CHM 1046L	4
Total		7

Fall Year 2		
Course group	Course	Credit hours
Survey of Organic Chemistry & lab	CHM 2200 & CHM 2200L	4
Economics/World Nutrition	ECO 2013 or HUN 3191	3
Physiology	HSC 3549 or PCB 3702	3
UCC Humanities Group 1	Student choice from list	3
Total		13

Spring Year 2		
Course group	Course	Credit hours
Intro to Microbiology & lab	MCB 2000 & MCB 2000L	4
Statistics	STA 3111 or STA 3145	3
UCC Humanities Group 2	Student choice from list	3
Psychology	PSY 2012	3
Total		13

Summer Year 2		
Course group	Course	Credit hours
Core- Orientation to Clinical Dietetics	DIE 3005	1
Civic Literacy Requirement	AMH 2020 or POS 2041	3
Civic Exam Component	CIV 2222	0
Total		4

Fall Year 3		
Course group	Course	Credit hours
Biochemistry	HUN 4240	3
Core- Lifecycle Nutrition	HUN 4403	3
Core- Fundamentals of Food & Lab	FOS 3021 & FOS 3021L	4
General elective	optional	0-3

Spring Year 3		
Course group	Course	Credit hours
Core- Food Science and lab	FOS 4041 7 FOS 4041L	4
Core-Advanced Nutrition	HUN 4241	3
Core- Instl Fd Serv Prod	FSS 3233C	3
General elective	Optional	0-3

Total	10 or 13
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Total	10 or 13
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Summer Year 3		
Course group	Course	Credit hours
Core- Mgmt Dietary Systems	DIE 3125	3
Core- App Mgmt Dietary Systems	DIE 3125L	1
Total		4

Fall Year 4		
Course group	Course	Credit hours
Core- Dietet Community Health	DIE 3310	3
Core- Diet Mgmt Nutr Progm	DIE 4365	3
Core- App Mgmt Nutr Progm	DIE 4365 L	1
Core- Nutrition Education & Lab	DIE 3434 & DIE 3434L	3
Core- Med Nutr Theraoy & lab	DIE 3244 & DIE 3244L	4
Total		14

Spring Year 4		
Course group	Course	Credit hours
Core- Seminar Dietetics/Nutr	DIE 4506	3
Core- Comprehensive Exam	DIE 4963	1
Core- Clinical Nutrition & Lab	DIE 4246 & DIE 4246L	4
Core- Dietetics Research	DIE 4564	3
Core- Nutr PA Special Pop	HUN 4404	3
Core- Nutrition Counseling & lab	DIE 4435 & DIE 4435L	4
Total		18

Total credits required: 120

Estimated Program Costs

Tuition, fees, and book costs can be found on FIU's One Stop [Undergraduate Tuition and Fees](#) webpage.

Estimated Costs for the 2024-25 Academic Year	Estimated Cost
Florida Resident undergraduate tuition cost for two full-time semesters (Fall & Spring, 12 credits each semester): \$3084 per 12 credits each term	\$6168.00
Non-Florida Resident undergraduate tuition cost for two full-time semesters (Fall & Spring 12 credits each semester): \$9283 per 12 credits each term	\$18,566.00
University fees (\$199 per term includes health insurance*)	\$398.00
Lab Fees for FOS 3021L and FOS 4041L (\$40 each)	\$80.00
Lab & Other Fees for FSS 3233C Institutional Food Service Production	\$85.00
Direct Loan Origination Fee	\$44
Books & Supplies**	\$1350.00
The Academy of Nutrition and Dietetics' Membership Fee	\$58.00
DICAS (online, \$50 for first application, \$25 for each additional)	\$50.00 + <i>any additional applications</i>
Other expenses: Housing, meals, transportation	Varies***
Distance Learning Fee, online courses only	\$30 per online credit taken****

*Please note that international students are required to purchase an additional private insurance of their choice per university policy (cost varies depending on insurance chosen).

**Panther Book Pack (\$20 per credit) is charged to all undergraduate courses unless the student opts out from their MyFIU portal, for more information visit [Panther Book Pack](#).

***off campus housing varies. For rates for on-campus housing, please visit the university housing website <https://housing.fiu.edu/rates-payments/rental-rates/index.html>. Rates vary depends on housing hall. For detailed list of other expenses, please visit <https://onestop.fiu.edu/finances/estimate-your-costs/undergraduate-tuition-fees/>.

****Distance Learning Fee: Florida Statute 1009.24(17)(b) allows the university to charge a Distance Learning Fee (\$30 per credit) for all online courses that generate fundable student credit hours. The fee is charged per credit and is subject to change depending on the amount of credits taken.

Financial Aid

Students in the program may have the opportunity for monetary support through the financial aid office at [FIU's One Stop](#). For scholarships available through FIU, see the [scholarships](#) webpage.

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.

The [Division of Academic and Student Affairs](#) 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 the College's Office of Student and Alumni Affairs are available to provide further assistance and information.

Campus Resource	Website	Telephone Number
Financial Aid	http://onestop.fiu.edu/financial-aid/	305-348-7272
Center for Academic Success	http://undergrad.fiu.edu/cas	305-348-2441
Center for Excellence in Writing	https://case.fiu.edu/writingcenter/	305-348-6634
FIU Library	https://library.fiu.edu/	305-348-2451
Student Health Service Center	https://dasa.fiu.edu/campus-spaces/student-health-clinics/index.html	305-348-2401
Counseling and Psychological Services	https://dasa.fiu.edu/all-departments/counseling-and-psychological-services/index.html	305-348-2277
Victim Empowerment Program	https://dasa.fiu.edu/all-departments/victim-empowerment-program/index.html	305-348-3000
Disability Resource Center	https://dasa.fiu.edu/all-departments/disability-resource-center/index.html	305-348-3532
Career Services	http://studentaffairs.fiu.edu/student-success/career-services/	305-348-2423
Ethical Panther Hotline	https://compliance.fiu.edu/hotline	305-348-2216
Panther Dining	https://shop.fiu.edu/dining/panther-dining/	305-348-2187

Panther Book Pack

Starting Fall 2021, the Panther Book Pack is an affordable course materials rental program providing all undergraduate students with their required course materials by the first day of class at a fixed rate of \$20 per credit hour. Students are estimated to save as much as \$375 on course materials per semester with the Panther Book Pack program. For more details, please visit <https://shop.fiu.edu/bookpack-2/>. If you've done the research and still don't think that the Panther Book Pack is the right fit for you, you can opt out at any point from the day you receive your Panther Book Pack email until three days after the add/ drop date.

III. Application & Admission

Admission Criteria

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 eligible to apply for all three semesters, spring, summer, and fall.

Admission Criteria for DPD program

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)

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 ≤ 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	

More information may be found on the [Transfer and Transition Services website](#).

Admission Criteria for International Students

Information for transfer students seeking admission as freshmen or transfer students can be found on the FIU International Admissions [webpage](#).

- Foreign transcripts will need to be translated and evaluated course by course by a member of the National Association of Credential Evaluation Services ([NACES](#)).
- The student must meet with the DPD Program Director for a review of transcripts and requirements.
- Please note, all international students are required to have health insurance.

IV. Policies & Procedures

Dropping and Adding courses

During the official add/drop period (check the [Academic Calendar](#) for specific dates), a student may add and drop courses without financial penalty or initiate registration with financial penalty (i.e., the late registration fee). Students may also drop courses or withdraw from the University with no record of enrollment and without a tuition fee liability. If the tuition fee has already been paid, the student may be eligible for a refund that will be generated by the Student Financials Office and processed accordingly. Courses officially dropped after the Drop/Add period and through the last day to drop for the term (check the Academic Calendar for specific dates), are recorded on the student’s transcript with a grade of ‘DR’ (dropped). The student is financially liable for all dropped courses.

Withdrawal and Refund of Tuition & Fees

A currently registered student can withdraw from the University only during the first eleven weeks of the semester. In the summer semester, withdrawal deadlines will be adjusted accordingly. A Student Withdrawal Form must be completed and submitted to OneStop. Non-attendance or non-payment will not constitute a withdrawal. (Refer to the Academic Calendar for the deadline dates.)

The transcript of a student who drops all classes during the drop/add period will contain no record of enrollment and no tuition or fees will be assessed. If the tuition has already been paid, a refund will be generated by the Student Financials Office and processed accordingly. A refund for 25% of the tuition and associated fees assessed, adjusted for waivers, will be issued if official

withdrawal from the university occurs after the end of drop/add period and prior to the end of the fourth week of classes in a 16-week session, or as designated by the university for shorter sessions.

The transcript of a student who officially withdraws after the Drop/Add period and before the end of the last day to drop for the term will reflect a 'WI' for each course.

Information pertaining to withdrawal from the University and tuition refund policy is stated in the Academic Catalog [here](#).

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 Surcharges.

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. Students can accumulate up to 120% of credits towards their degree by paying normal tuition and fees. This is equivalent to 144 hours for students in a 120-hour degree program. After the 120% mark, students are subject to an additional surcharge equal to 100% of the tuition rate for each credit hour enrolled. It is important that students communicate with their undergraduate or academic advisor in order to stay on track towards graduation and to avoid excess credit surcharges that may have financial repercussions. Please be aware that courses in which students receive grades of DR, W, WA, WI, IN, NC, and F can count towards excess credit calculations. Additional information regarding excess credits and related surcharges can be found at onestop.fiu.edu.

Distance Education

The majority of courses required for the DPD program are only offered through face-to-face instruction. However, the following are offered in other formats:

- Dietetics in Community Health - DIE 3310- online only.
- HUN 2201- Principles of Nutrition- Spring & Fall (Online & in-person sections offered); Summer online only.
- FOS4041-Food Science- Hybrid
- DIE 3125-Management of Dietary Systems- In-person in Spring & online in the Summer.
- DIE 3125L-Management of Dietary Systems lab - In person in Spring & online in the Summer.
- DIE 4365-Dietetic Management of Nutrition Programs- Hybrid
- HUN 4404- Nutrition, Phys Activity & Special Populations- Hybrid
- DIE 4506- Seminar in Dietetics and Nutrition - In person Fall & Spring, online in the Summer.

**Please note that semester offerings are subject to change.*

Students must be proficient in Canvas Learning Management System (where all FIU courses are housed) and basic computer use to be successful in online or hybrid courses. Computer labs and wireless internet are available on campus. However, the student will need to purchase a computer and internet access should he/she require access to online course materials from home.

Assistance with computing issues can be found by contacting the [IT Helpdesk](#). A distance learning fee of \$30 per credit is added for all online courses. Online courses utilize Honorlock as a proctoring tool for students during proctored-required exams. Please visit the [Honorlock student guide](#) for more information on technology requirements. Honorlock verifies the photo and name on a student's ID card to ensure the correct test taker. Students can use any government-issued (e.g., driver's license or passport) or an FIU issued student ID (with photo). All students must use their FIU credentials (username and password) and a double authentication system that FIU has in place to access the canvas learning management system where exams are administered in both proctored and unproctored settings. The minimum technical specifications needed to participate in an online course are listed here <https://fiuonline.fiu.edu/experience/what-is-required.php>

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. Completed a minimum of 120 credit hours of coursework in the Didactic Program in Dietetics (DPD).
3. Earned a "C" or higher in all science courses and course labs required for the dietetics major.
4. Earned a grade of "C" or higher in all courses with the prefix of DIE, HUN, FOS, and FSS.
5. Earned a minimum of 2.7 GPA.
6. Met with Academic Advisor to receive graduation check prior to final semester.
7. Applied for graduation at the [Registrar's Office](#) website. See the [University Calendar](#) for deadlines.

Time-to-Completion

Full-time freshman students taking 30 credits per year for 4 years graduate with 120 credits and do not incur an excess credit surcharge. Full-time transfer students taking 30 credits per year for 2 years graduate with 60 credits and do not incur excess credit surcharge fees. Students are expected to complete program in 4 years but up to 6 years is allowed in order to receive a verification statement.

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 as well as graduate programs.

Students eligible to graduate and that have met all DPD requirements, are required to fill out an exit survey where they list their permanent or future address and non-FIU email. Once their degree is conferred, all eligible students are issued and emailed a signed electronic verification statement with a verified signature of the program director. All VS are permanently stored electronically in the department and password protected.

Declaration of Intent

A Declaration of Intent (DOI) can be issued to DPD students who are applying to a supervised practice program or graduate program at the beginning of their final semester prior to graduation. If a DOI is needed, please email your program director. The DOI identifies the courses needed to complete program and graduation requirements.

Academic Calendar

The DPD Program follows the Florida International University [academic calendar](#) which is available on the FIU's OneStop website.

Assessment of Prior Learning & Recency of Education

The Department of Dietetics & Nutrition will consider equivalency of courses transferred from a program accredited by the Accreditation Council for Education in Nutrition & Dietetics (ACEND). This will require that the student submit syllabi for previous coursework to aid in the assessment of content against ACEND competencies (KRDN). This policy ensures a strong current academic foundation in the areas pertinent to a contemporary and evidence-based dietetics and nutrition education. A prospective student will be notified of courses that will transfer by the program director and be provided with a plan of coursework required to complete the DPD in coordination with the academic advisor.

- All core dietetics i.e. DIE, HUN and FOS courses, must have been taken no more than 5 years prior for consideration.
- Prerequisite dietetics and nutrition courses must have been taken within the previous 10 years for consideration.

The DPD program does not accept prior work or volunteer experience in lieu of coursework.

Graduate students enrolled in FIU's M.S. or Ph.D. programs in Dietetics & Nutrition are eligible to take undergraduate DPD classes in addition to their graduate classes to obtain a DPD verification statement. Each student's prior learning is evaluated according to the policy stated

above by the program director. Students interested in this option are advised to meet with the program director and all policies of this handbook apply.

Student Performance Monitoring, Remediation and Retention

FIU has a robust system for supporting student success, which includes close monitoring of academic performance by faculty and professional advising staff. Within each course, students receive feedback following the completion of assignments, quizzes and exams; this feedback occurs during the course and consists of comments and grades provided by the instructor. Instructors are available to provide assistance to students who are struggling. Students are encouraged to seek guidance from their professor during office hours or by appointment.

The Panther Success Network, an electronic system, is used by faculty, staff, and advisors to communicate with students. The platform sends students alerts related to their academic standing and allows students to track progress toward their degree. Students whose academic performance is weaker than desired are identified by faculty within each class and issued a “panther alert” which then notifies the student and advisor about the progress of the student. The student is then guided to work with advisors, student success coaches, and the PD to create improvement plans.

Students are expected to make good progress towards completion of degree requirements. Review of student progress by the academic advisor occurs in advising sessions held prior to the scheduling of courses each semester. Students who are not meeting expectations in the program are counseled on steps to improve. If a student fails to meet a degree requirement, they must meet with an academic advisor and program director to discuss eligibility to continue in the program. In cases where students are not making good progress, they have a few options. They may seek assistance through the University Center for Academic Success (<https://dasa.fiu.edu/all-departments/center-for-academic-success/>) to develop an academic success plan and obtain tutoring or the Division of Academic and Student Affairs (<https://dasa.fiu.edu/student-support/academic/index.html>) who also offers tutoring and advising services. If the student remediation is not successful then a student will be advised to select another major. Advisors will work to redirect students to more appropriate majors when degree requirements are not met. Students must maintain a minimum Cumulative GPA of 2.7 and earn a grade of “C” or better in all letter-graded courses with Prefixes of DIE, HUN, FOS, & FSS in order to remain in the DPD program.

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.

“OVERRIDE” and “PERMISSION Policy

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

Program Director Presentations

Presentations are held in the fall and spring semesters to assist students in program updates, meeting with the program director and discussing next steps after graduation such as the process of applying to and procuring an accredited dietetic internship. Presentations are open to all academic levels. A notice of the presentation will be sent via email to all DPD students.

Program Orientation

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 the University to be on campus.

Student Records and Privacy

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.

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).

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 or paper 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.

Complaints

Protocol

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). This process MUST begin with the instructor because he/she is in charge of the class.

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/university personnel without fear of retaliation. Program complaints are kept on file for a period of 7 years, including the resolution.

Complaints 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). Students may submit claims to ACEND after all other option with the program and institution have been exhausted. 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 [Filing a Complaint \(eatrightpro.org\)](https://eatrightpro.org)

Disciplinary/Termination Procedures

Academic

A student in the DPD program is required to maintain a Cumulative GPA of 2.7. If a student's Cumulative GPA falls below 2.7, a student is placed on Probation for a semester. The next semester, if the GPA continues to be below 2.7, the student will be dismissed from the program, however given other options to join non-ACEND accredited programs such as Interdisciplinary Studies where a minimum Cumulative GPA of 2.0 is required. 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. It is also expected that the student meets with the program director to work on an academic improvement plan. For more information please visit

https://catalog.fiu.edu/2023_2024/undergraduate/Admission_and_Registration_Information/UG_Rules_and_Regulations.pdf

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 [Student Conduct and Academic Integrity](#). 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.

Artificial Intelligence (AI) use

Students must be transparent about their use of AI tools for any academic tasks or assignments. This includes clearly indicating when AI tools were utilized and providing appropriate citations or acknowledgments where necessary. Please refer to each course syllabus and instructor to check whether AI use is accepted. Violations of this policy, including but not limited to plagiarism, misuse of AI tools, or any form of academic dishonesty, will result in disciplinary action as outlined in the university's academic integrity policy. Consequences may include failing grades on assignments, course failure, or academic probation. For more information, refer to the [Office of Student Conduct and Academic Integrity](#).

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 [FIU Student Handbook 2023-2024](#) and the Student Code of Conduct [Student Conduct and Honor Code \(effective 2023\)](#) under the Division of Academic and Student Affairs (<https://dasa.fiu.edu/all-departments/student-handbook/>).

Student must also adhere to the Code of Ethics for the Profession of Dietetics (See Appendix 3). 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 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, 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.

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. The use of social media in class is prohibited.

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. 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. SDA is a student-led organization with a faculty advisor.

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

<https://www.eatrightsouthfl.org/>

Students can hold an elected board position and be part of SFAND. Student membership cost is \$15 per year.



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. No additional cost to students. Must be members of the Academy of Nutrition and Dietetics.

The Academy of Nutrition and Dietetics (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 resume. For further information visit the [student member page](#) and click [here](#) for the application.

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.

VII. ACEND

Updates: New Dietetics Application Process for Internships and Graduate Programs

The Academy of Nutrition and Dietetics has developed an online application process for dietetic internships and graduate programs. The system, Dietetic Internship Centralized Application System (DICAS) allows applicants to submit all of their application materials online and programs will access the information from DICAS. There is a \$50 fee for the first application and \$25 for each additional application. DICAS may be accessed at <https://portal.dicas.org/>. Not all programs use DICAS, therefore it is crucial to check if the program you are interested in has a separate application process.

During its January 2024 meeting, the ACEND Board voted to discontinue the dietetics application match (through D&D Digital) and approved the proposed application process for dietetics. The new process follows the typical university and most other health professions' admissions process.

The following are highlights of these decisions:

1. The computer matching process provided by D&D Digital will be discontinued. Spring 2024 marks the last cycle that will use the computer matching process.
2. The revised Dietetics Application Process will launch for the Fall 2024 cycle.
3. ACEND Board voted to require all supervised practice program types (DIs, CPs and GPs), including those not participating in DICAS, to follow and abide by the applicant notification due date and the applicant decision due date starting Fall 2024. Note that programs that accept students within their own institution (e.g., FIU student applying to FIU internship) do not have to follow or abide by these due dates.
4. Fall Due Dates: November 1, 2024: Applicant notification due date. Programs must notify applicants on or before this date. November 15, 2024: Applicant decision due date. Programs may NOT require an applicant's decision to accept an appointment prior to this date.
5. Spring due dates: March 1, 2025- application notification due date. Programs must notify applicants on or before this date. March 15, 2025-application decision due date. Programs may NOT require an applicant's decision to accept an appointment prior to this date.
6. Participation in DICAS will remain optional for some programs. However, for the 2025-2026 cycle and moving forward, all programs will be using DICAS. This means that you will need to check each university or program that you are applying to, to see if they are using DICAS or not.

VIII. Nondiscrimination Statement

FIU affirms its commitment to ensuring that each member of the university community shall be permitted to work or study in an environment free from any form of illegal discrimination, including race, color, sex (including gender, gender expression, gender identity and sexual orientation), pregnancy, religion, age, disability, national origin, marital status and veteran status. Discrimination based on sex encompasses sexual misconduct, sexual harassment, gender-based harassment, domestic violence, dating violence and stalking. The university recognizes its obligation to work toward a community in which diversity is valued and opportunity is equalized. For more information, please visit [The Office of Civil Rights Compliance and Accessibility \(CRCA\)](#)

VIV. Important Contacts in the Dietetics and Nutrition Department

- Dr. Kenneth Beneby, Academic Advisor
Office: AHC5-# 321
E-mail: kbeneby@fiu.edu
Phone: 305-348-7776
- Ms. Scarlet Figueroa Montoya, Program Coordinator
Office: AHC5-# 317
E-mail: scfiguer@fiu.edu
Phone: 305-348-2878
- Dr. Nadine Mikati, DPD Program Director
Office: AHC5-# 308
E-mail: nmikati@fiu.edu
Phone: 305-348-7303
- Dr. Vijaya Narayanan, Associate Chair, M.S. & Nutrition Science Program Director
Office: AHC5-#312
E-mail: vnarayan@fiu.edu
Phone: 305-348-3234
- Dr. Cristina Palacios, Chair
Office: AHC5-#306
E-mail: crpalaci@fiu.edu
Phone: 305-348-3235

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

2022 Standard 5: Curriculum and Learning Activities Core Knowledge Requirements for Registered Dietitian Nutritionists (KRDN) <i>Upon completion of the program, graduates are able to...</i>	
<i>DOMAIN 1 – SCIENTIFIC and EVIDENCE BASED OF PRACTICE:</i> <i>Integration of scientific information and translation of research into practice.</i>	
KRDN 1.1	Demonstrate how to locate, interpret, evaluate, and use professional literature to make ethical, evidence-based practice decisions.
KRDN 1.2	Select and use current information technologies to locate and apply evidence-based guidelines and protocols.
KRDN 1.3	Apply critical thinking skills.
<i>DOMAIN 2 – PROFESSIONAL PRACTICE EXPECTATIONS:</i> <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> .
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 interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates.
KRDN 2.6	Demonstrate cultural humility, awareness of personal biases and an understanding of cultural differences as they contribute to diversity, equity, and inclusion.
KRDN 2.7	Describe contributing factors to health inequity in nutrition and dietetics including structural bias, social inequities, health disparities, and discrimination.
KRDN 2.8	Participate in a nutrition and dietetic professional organization and explain the significant role of the organization. .
KRDN 2.9	Defend a position on issues impacting the nutrition and dietetic profession.

DOMAIN 3 – CLINICAL AND CLIENT SERVICES: <i>Development and delivery of information, products, and services to individuals, groups, and populations.</i>	
KRDN 3.1	Use the Nutrition Care Process and clinical workflow elements to assess nutritional parameters, diagnose nutrition-related problems, determine appropriate nutrition interventions, and develop plans to monitor the effectiveness of these interventions.
KRDN 3.2	Develop an educational 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	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 3.5	Describe the basic concepts of nutritional genomics and how they relate to medical nutrition therapy, healthy, and disease
KRDN 3.6	Develop nutritionally sound meals, menus, and meal plans that promote health and disease management that meet client’s/patient’s needs.
DOMAIN 4 – PRACTICE MANAGEMENT and USE OF RESOURCES: <i>Strategic application of principles of management and systems in the provision of services to individuals and organizations.</i>	
KRDN 4.1	Apply management theories to the development of programs or services.
KRDN 4.2	Evaluate a budget/financial management plan and interpret financial data.
KRDN 4.3	Demonstrate an understanding of the regulation system related to billing and coding, what services are reimbursable by third party payers, and how reimbursement may be obtained.
KRDN 4.4	Apply the principles of human resource management to different situations.
KRDN 4.5	Apply safety principles related to food, personnel, and consumers.
KRDN 4.6	Explain the processes involved in delivering quality food and nutrition services.
KRDN 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 5.1	Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.
KRDN 5.2	Identify and articulate one’s skills, strengths, knowledge, and experiences relevant to the position desired and career goals.
KRDN 5.3	Practice how to self-advocate for opportunities in a variety of settings (such as asking for needed support, presenting an “elevator pitch.”
KRDN 5.4	Practice resolving differences or dealing with conflict.
KRDN 5.5	Promote team involvement and recognize the skills of each member.
KRDN 5.6	Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.

Appendix 2—Advising Sheet



Robert Stempel College of Public Health and Social Work
FLORIDA INTERNATIONAL UNIVERSITY

Bachelor of Science in Dietetics and Nutrition Didactic Program in Dietetics (DPD) Advising Sheet

<http://stempel.fiu.edu> www.eatright.org

Professional Academic Advisor: Kenneth Beneby, Ed.D., M.S.
Email: kbeneby@fiu.edu Ph: 305-348-7776
Office: Academic Health Center 5 (AHC5) Room 321

Director, Didactic Program in Dietetics: Nadine Mikati, PhD, RDN, LDN
Email: nmikati@fiu.edu Ph: 305-348-7303
Office: Academic Health Center 5 (AHC5) Room 308

<u>First Time in College Freshman Criteria</u>	<u>Transfer Admission Criteria</u>
<ul style="list-style-type: none"> • Must Maintain a Minimum Cumulative GPA of 2.7 	<ul style="list-style-type: none"> • A.A Degree from a Florida Public Institution OR • Completion of University Core Curriculum (UCC) • Minimum cumulative GPA of 2.70 • Grade of C or better in the following Pre-Major Courses: <ul style="list-style-type: none"> ➢ CHM 1045/L, CHM 1046/L, BSC 2010/L, HUN 2201

PRE-MAJOR: 34-39 Credit Hours of Required Coursework

Must earn "C" or better in all Science courses (including HUN 2201)

A majority of these courses satisfy University Core Curriculum (UCC) requirements.

(UCC) indicates courses that satisfy University Core Curriculum (GL) indicates courses that satisfy Global Learning

COURSE	COURSE TITLE	HRS	COMPLETED	PREREQUISITES	Primary Semester**
CHM 1045 AND CHM 1045L	General Chemistry	3		MAC 1105 or ALEKS Assessment	ALL
	General Chemistry Lab*	1			
CHM 1046 AND CHM 1046L	General Chemistry II	3		CHM 1045 & L	ALL
	General Chemistry II Lab*	1			
CHM 2210 & L AND CHM 2211 & L ----- OR CHM 2200 & L	Organic Chemistry I & Lab	4/1		CHM 1045 & L, CHM 1046 & L	ALL ----- FALL-SPR
	Organic Chemistry II & Lab*	3/1			
OR CHM 2200 & L	OR Survey of Organic Chemistry & Lab*	3/1			
BSC 2010 & L	General Biology & Lab (UCC)	3/1		No Prereqs	ALL
MCB 2000 (GL) AND MCB 2000L	Introduction to Microbiology (UCC)	3		No Prereqs	FALL-SPR
	Introduction to Microbiology Lab*	1			
PSY 2012 OR INP 2002	Introduction to Psychology (UCC) OR Intro to Industrial Psychology	3		No Prereqs	ALL
ANT 3451 OR COM 3461 (GL) OR SYP 3000	Anthropology of Race and Ethnicity (UCC) OR Intercultural/Interracial Communication (GL) OR The Individual in Society	3		No Prereqs	ALL
HUN 2201	Principles of Nutrition	3		No Prereqs; also available online	ALL
ECO 2013 OR HUN 3191 (GL)	Introduction to Macroeconomics (UCC)	3		No Prereqs	ALL
	OR World Nutrition (GL)			HUN 2201	FALL - SPR
STA 3145 OR STA 3111 OR STA 2122 OR STA 2023	Statistics for Health Professions (UCC) OR Statistics I OR Intro to Statistics OR Statistics for Business and Economics	3		No Prereqs	ALL

*All Labs **MUST** be taken with the corresponding lecture.
** Classes are primarily taught this semester; alternative semester may be available.
Shaded courses are Science pre-requirements

MAJOR: Core Courses for Dietetics and Nutrition
60 Credit Hours of Required Coursework
Must earn C or better in all classes

Accreditation necessitates a lock-step course sequencing.
As such all of the following courses must be taken in the order listed below.

COURSE	COURSE TITLE	HRS	COMPLETED	PREREQUISITES	Primary Semester*
DIE 3005	Orientation to Dietetics	1		HUN 2201	SUM - FALL
FOS 3021 AND FOS 3021L	Fundamentals of Food Fundamentals of Food Lab*	3 1		No Prereqs	SUM - FALL
HUN 4403	Life Cycle Nutrition	3		HUN 2201	ALL
DIE 3434 (GL) AND DIE 3434L	Nutrition Education (GL) Nutrition Education Lab*	2 1		FOS 3021, HUN 4403	SUM-FALL
DIE 3310	Dietetics in Community Health	1		DIE 3005, HUN 4403	SUM-FALL
HSC 3549 OR PCB 3702	Clinical Physiology for Health Professionals OR Intermediate Physiology	3		BSC 2010/L	ALL
FOS 4041 AND FOS 4041L	Food Science Food Science Lab *	3 1		CHM 2200 & L; FOS 3021 & L; HUN 2201	SPR - SUM
FSS 3233C	Institutional Foodservice Production (BBC)	3		FOS 3021 & L	ALL
HUN 4240 OR BCH 3033 OR CHM 4304	Nutrition and Biochemistry General Biochemistry Biological Chemistry	3 3 3		CHM 2200 & L; BSC 2010/L OR CHM 2211 & L; BSC 2010/L	FALL- SPR ALL
HUN 4241	Advanced Nutrition	3		HUN 4240, HUN 4403 PCB 3702 OR HSC 3549	FALL - SPR
DIE 3125 AND DIE 3125L	Management of Dietary Systems Management of Dietary Systems Lab *	3 1		FSS 3233C	SPR - SUM
DIE 4365 AND DIE 4365L	Dietetic Management of Nutrition Programs Applied Dietetic Mgmt of Nutrition Programs*	3 1		DIE 3125 & L (DIE 4365 + DIE 4377 are Co-Reqs)	FALL
DIE 3244 AND DIE 3244L	Medical Nutrition Therapy Medical Nutrition Therapy Lab*	3 1		PCB 3702 OR HSC 3549; CHM 2200 & L ;HUN 4403	FALL
HUN 4404	Nutrition, Phys Activity, & Special Populations	3		DIE 3244 & L	SPR
DIE 4246 AND DIE 4246L	Clinical Nutrition Clinical Nutrition Lab *	3 1		DIE 3244 & L	SPR
DIE 4435 AND DIE 4435L	Nutrition Counseling Nutrition Counseling Lab *	3 1		DIE 3244 & L, DIE 3434 & L; Pre/Co Requisite: DIE 4246 & L	SPR
DIE 4506	Seminar in Dietetics and Nutrition <i>Can only be taken in last semester of the program.</i>	3		Department Consent Required Senior Standing	ALL
DIE 4564	Evidence Based Research in Dietetics <i>Can only be taken in last year of the program.</i>	3		Department Consent Required Senior Standing	FALL - SPR
DIE 4963	Comprehensive Dietetic Examination <i>Can only be taken in last semester of the program.</i>	1		Department Consent Required Senior Standing	ALL

*All Labs MUST be taken with the corresponding lecture.

** Classes are primarily taught this semester; alternative semesters may be available.

Graduation Requirements:

- Satisfy all requirements for Bachelors of Dietetics and Nutrition.
- Complete a minimum of 120 credit hours of coursework in the Didactic Program in Dietetics (DPD).
- Earn a grade of "C" or better in all letter-graded courses with Prefixes of DIE, HUN, FOS, & FSS.
- Meet with Academic Advisor to receive Graduation Check prior to final semester.
- Apply for graduation via my.fiu.edu during registration of final semester. See University Calendar for deadline.

Appendix 3—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.

Source: <https://www.eatrightpro.org/practice/code-of-ethics/code-of-ethics-for-the-nutrition-and-dietetics-profession>

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.¹

Beneficence: encompasses taking positive steps to benefit others, which includes balancing benefit and risk.¹

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

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.²

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

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.”⁴

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.²

Justice (social justice): supports fair, equitable, and appropriate treatment for individuals¹ and fair allocation of resources.

Non-Maleficence: is the intent to not inflict harm.¹

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).

Appendix 4- STUDENT ACKNOWLEDGEMENT

Student name Panther ID

I hereby acknowledge that I have received a copy of the DPD Student Handbook. I understand that it is my responsibility to thoroughly read and familiarize myself with the contents of this handbook.

By signing this form, I agree to abide by all the rules, regulations, and policies outlined in the Student Handbook. I understand that failure to comply with these policies may result in disciplinary action.

Student Signature: _____

Date: _____