




**DIDACTIC PROGRAM IN DIETETICS  
STUDENT HANDBOOK  
POLICIES AND PROCEDURES**

**ABILENE CHRISTIAN UNIVERSITY**  
Revised November, 2023

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### **Program Contact Information**

DPD Director: Bethany Brady, MPH, RDN, CDCES

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### **Accreditation Status**

**Accreditation Status:** Accredited

**Date of Initial Accreditation:** 2/1/1976

**Accreditation Term Ends/Renewal Date:** 12/31/2024

The ACU Didactic Program in Dietetics is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND a division of the Academy of Nutrition and Dietetics). The website (for ACEND) is <https://www.eatrightpro.org/acend> and is [ACEND@eatright.org](mailto:ACEND@eatright.org). ACEND can be contacted at 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, 312-899-0040, ext. 5400.

### **Program Description, Mission and Goals**

#### **ACU Promise**

ACU is a vibrant, innovative, Christ-centered community that engages students in authentic spiritual and intellectual growth, equipping them to make a real difference in the world.

#### **ACU Mission**

“To educate students for Christian service and leadership throughout the world.”

#### **Mission of the Dietetics Program**

*“To prepare graduates to enter supervised practice and graduate school leading to eligibility for the CDR credentialing exam to become Registered Dietitians Nutritionists who serve and lead through exemplary practice in fields of nutrition and dietetics while modeling Christian values.”*

#### **DPD Goals**

DPD goals are revised periodically and reflect long-term goals for students and the program as a whole. Current goals:

**Program Goal 1:** Program graduates will gain acceptance into ACEND-accredited supervised practice programs and or graduate school.

- At least 80% of program students complete program/degree requirements within 3 years (150% of the program length).
- At least 80% of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation.
- Of program graduates who apply to a supervised practice program, at least 80% of are admitted to a supervised practice program within 12 months of graduation.
- 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%.
- At least 80% of the responding supervised practice program directors, graduate program directors, or employers will rate ACU DPD graduates’ performance as adequate or higher.
- At least 80% of responding graduates who complete a dietetic internship will indicate they felt adequately prepared or greater for supervised practice.
- At least 80% of graduates who applied for graduate school were admitted.

**Program Goal 2:** Program graduates will provide community and Christian service.

- At least 80% of responding graduates will report they are serving the church or community.

**Program Outcome Data**

Program outcomes data are available on request. Please send a written request to Bethany Brady, DPD Director, at [Bethany.brady@acu.edu](mailto:Bethany.brady@acu.edu).

**Outcomes: Student Learning Assessment Outcomes (KRDN List)**

All students are expected to achieve a passing score, as defined by the program, on all assignments or activities that measure one of the below ACEND required knowledge competencies.

Core Knowledge Statement	List course and course number in which the knowledge is assessed	List specific, required assessment method(s) (exam, rubric, project, etc.) used to measure student achievement of core knowledge
<b>Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.</b>		
KRDN 1.1 Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions.	NUTR 425 Medical Nutrition Therapy I	100% of students will score 80% or above on the Evidence-Analysis Library Assignment
KRDN 1.2 Select and use appropriate current information technologies to locate and apply evidence-based guidelines and protocols.	NUTR 429 Medical Nutrition Therapy III	100% of students will score 80% or higher on the Clinical Nutrition Update Presentation

Core Knowledge Statement	List course and course number in which the knowledge is assessed	List specific, required assessment method(s) (exam, rubric, project, etc.) used to measure student achievement of core knowledge
KRDN 1.3 Apply critical thinking skills.	NUTR 421 Nutrition Education and Counseling	100% of students will score 75% or above on the Worksite Wellness Nutrition Intervention Proposal Paper
<b>Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the nutrition and dietetics practitioner level of practice.</b>		
KRDN 2.1 Demonstrate effective and professional oral and written communication and documentation.	NUTR 323 Biochemistry of Nutrition II	100% of students will score 80% or above on the Vitamin and Mineral project assignment and presentation
KRDN 2.2 Describe the governance of nutrition and dietetics practice, such as the Scope of Practice for the Registered Dietitian Nutritionist and the Code of Ethics for the Profession of Nutrition and Dietetics.	NUTR 427 Food System Organization and Administration	100% of students will score 70% or above on the Code of Ethics Assignment
KRDN 2.3 Assess the impact of a public policy position on nutrition and dietetics practice.	NUTR 328 Community Nutrition	100% of students will score 80% or more on the Public Policy Short Essay assignment
KRDN 2.4 Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.	NUTR 328 Community Nutrition	100% of students will score 80% or higher on the Health Care Policies & Systems Assignment
KRDN 2.5 Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates.	NUTR 429 Medical Nutrition Therapy III	100% of students will score 80% or higher on the Interprofessional Collaboration Assignment
KRDN 2.6 Demonstrate cultural humility, awareness of personal biases and an understanding of cultural differences as they contribute to diversity, equity and inclusion.	NUTR 421 Nutrition Education and Counseling	100% of students will score 80% or higher on the Multi-Media Reflection Journal on Cultural Competence
KRDN 2.7 Describe contributing factors to health inequity in nutrition and dietetics including structural bias, social inequities, health disparities and discrimination.	NUTR 328 Community Nutrition	100% of students will score an 80% or greater on the Health Inequity Assignment
KRDN 2.8 Participate in a nutrition and dietetics professional organization and explain the significant role of the organization.	NUTR 328 Community Nutrition	100% of students will score a 80% or more part 1 & part 2 of the Participation in Professional Organization assignments
KRDN 2.9 Defend a position on issues impacting the nutrition and dietetics profession.	NUTR 429 MNT III	100% of students will score 75% or higher on the Position Defense Paper

Core Knowledge Statement	List course and course number in which the knowledge is assessed	List specific, required assessment method(s) (exam, rubric, project, etc.) used to measure student achievement of core knowledge
<b>Domain 3. Clinical and Client Services: Development and delivery of information, products and services to individuals, groups and populations.</b>		
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.	NUTR 429 Medical Nutrition Therapy III	100% of students will score 80% or above on the 4 Clinical Case Study ADIME notes
KRDN 3.2 Develop an educational session or program/educational strategy for a target population.	NUTR 421 Nutrition Education and Assessment	100% of students will score 80% or higher on the Education Lesson Plan for Target Population Assignment
KRDN 3.3 Demonstrate counseling and education methods to facilitate behavior change and enhance wellness for diverse individuals and groups.	NUTR 421 Nutrition Education and Assessment	100% of students will score 80% or higher on the Recorded Nutrition Counseling assignment
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).	NUTR 422 Nutrition Assessment	100% of students will score an 80% or more on the Cardiometabolic Lab and the Blood Pressure Lab
KRDN 3.5 Describe concepts of nutritional genomics and how they relate to medical nutrition therapy, health and disease.	NUTR 425 Medical Nutrition Therapy I	100% of students will score 80% or above on the Nutritional Genomics Assignment
KRDN 3.6 Develop nutritionally sound meals, menus and meal plans that promote health and disease management and meet client's/patient's needs.	NUTR 325 Quantity Food Production and Service	100% of students will score 80% or above on the menu assignment
<b>Domain 4. Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations.</b>		
KRDN 4.1 Apply management theories to the development of programs or services.	NUTR 427 Food System Organization and Administration	100% of students will score 75% on the management theories assignment
KRDN 4.2 Evaluate a budget/financial management plan and interpret financial data.	NUTR 427 Food System Organization and Administration	100% of students will score 70% or above on the portion of the exam relating to food service budgets
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.	NUTR 429 Medical Nutrition Therapy III	100% of students will score 75% or higher on the Billing and Coding Quiz
KRDN 4.4 Apply the principles of human resource management to different situations.	NUTR 427 Food System Organization and Administration	100% of students will make 75% or above on the team presentations.
KRDN 4.5 Apply safety and sanitation principles related to food, personnel and consumers.	NUTR 423 Food Safety	100% of students will score 80% or above on the

Core Knowledge Statement	List course and course number in which the knowledge is assessed	List specific, required assessment method(s) (exam, rubric, project, etc.) used to measure student achievement of core knowledge
		practice Serv Safe Manager Exam
KRDN 4.6 Explain the processes involved in delivering quality food and nutrition services.	NUTR 325 Quantity Food Production and Service	100% of students will score 75% or above on the Food Service Laboratory Notebook Assignment
KRDN 4.7 Evaluate data to be used in decision-making for continuous quality improvement.	NUTR 427 Food System Organization and Administration	100% of students will make 75% or above on the CQI project and presentation
<b>Domain 5. Leadership and Career Management: Skills, strengths, knowledge and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.</b>		
KRDN 5.1 Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.	NUTR 427 Food System Organization and Administration	100% of students will make 80% or higher on the self-assessment portion of their final project
KRDN 5.2 Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and career goals.	NUTR 427 Food System Organization and Administration	100% of students will be pass their DPD interview
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).	NUTR 429 Medical Nutrition Therapy III	100% of students will score 75% or higher on the Advocating for Order Writing Privileges Sales Pitch Assignment
KRDN 5.4 Practice resolving differences or dealing with conflict.	NUTR 427 Food System Organization and Administration	100% of students will make a 70% or higher on the test questions related to dealing with conflict
KRDN 5.5 Promote team involvement and recognize the skills of each member.	NUTR 328 Community Nutrition	100% of students will score 80% or above on part 1 and part 2 of the Team Building assignments
KRDN 5.6 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.	NUTR 450 Capstone in Dietetics	100% of students will make an 80% or more on the Responsibilities Assignment

## **Process to Become a Registered Dietitian Nutritionist (RDN)**

The process to becoming a registered dietitian nutritionist consists of the following 4 steps.

1. Complete a bachelor's degree and receive a verification statement from an ACEND-accredited program (e.g. a DPD program)
2. Complete an ACEND-accredited supervised practice program (e.g. dietetic internship or individual supervised practice pathway)
3. Effective January 1, 2024, a graduate degree will be required to be eligible to take the Commission on Dietetic Registration exam.
4. Pass the Commission on Dietetic Registration's dietetic registration exam.

Adapted from: <https://www.eatrightpro.org/about-us/become-an-rdn-or-dtr/high-school-students/5-steps-to-become-a-registered-dietitian-nutritionist>

## **Licensure**

Many states, including Texas, require dietitians to be licensed in order to use the term Licensed Dietitian. Application must be made to the appropriate state agency for licensure. The website for information on becoming a licensed dietitian may be found at <https://www.tdlr.texas.gov/diet/diet.htm>

## **Computer Matching Information for Dietetic Internships**

Computer matching information from D & D Digital Systems is given to students who apply for dietetic internships and is explained to all students while they are enrolled in NUTR 401 Nutrition Seminar. The deadline dates for registering for computer match and entering internships preferences on D & D Digital is February 15 for the spring match and September 25 for the fall match. The website for D & D Digital Systems is: <https://www.dnddigital.com/ada/>

## **Estimated Program Costs**

Tuition and fees change periodically, but this information is readily available through the Student Financial Aid office on campus. Please see <https://www.acu.edu/admissions-aid/undergraduate/tuition-and-fees/> for more details.

Estimated costs for the 2023-2024 academic year include:

Tuition and Fees (Covers 24-36 hours for fall, spring and summer courses. Some optional fees are not included.)	\$42,380
Room and Board (Housing and meal plan rates vary by selection.)	\$12,900



Transportation for learning experiences	\$50
Student Academy of Nutrition and Dietetics Annual Membership	\$58
Textbooks and Course Resources	\$1000
Total Estimated Annual Cost	\$56,338

### **Compensation**

Students are not paid compensation as part of the DPD program or associated activities.

### **Admission Requirements and Student Application for Acceptance into the DPD**

Admission into the DPD requires a formal application and interview process. The student must complete the DPD application and email it to the DPD director, [Bethany.brady@acu.edu](mailto:Bethany.brady@acu.edu). The DPD application is located in **Appendix A** of this document, the ACU DPD program website <https://acu.edu/academics/undergraduate/bachelor-of-science-in-nutrition/> or by emailing [Bethany.brady@acu.edu](mailto:Bethany.brady@acu.edu). Once application is received, the student will be contacted to schedule a formal interview. The student must have at least 90 points on the application and a favorable interview to gain admittance into the DPD program. Students must have completed all of the following requirements in order to be eligible to submit a DPD admission application:

1. Must have an overall GPA of at least 3.0.
2. Must have complete 45 hours of course work
3. For transfer students or students who change their major to Nutrition, must have taken at least 6 hours of nutrition courses at ACU and have been a nutrition major at ACU for at least 2 semesters
4. Must have completed the following courses or their equivalent: CHEM 113, CHEM 114, BIOL 291/293, BIOL 292/294
5. Must have attended one of the DPD Interest Meetings & signed the DPD handbook agreement form shown in **Appendix B**.

### **Student Performance Monitoring**

Once students are admitted into the DPD program, the director monitors each DPD student's GPA and KRDN learning activities at the end of each semester. Grade reports are available to students the week after courses end. Students that have been admitted into the DPD program who do not pass a KRDN or whose GPA falls below a 3.0 are placed on probation from the program and are required to sign the "DPD Probation form" shown in **Appendix C**. Remediation procedures for meeting the ACEND Core Knowledge requirements (KRDN) will be discussed with students. Remediation procedures may include alternative learning activities, tutoring, and/or a referral to ACU's Student Opportunities, Advocacy, and Resources (SOAR) program. If the student did not pass a KRDN but completes the remedial work to pass the KRDN before the next semester and the GPA is at least a 3.0, the student will not be placed on probation. The Probation form serves as a warning that if a student does not meet any part of the DPD program

requirements, including a GPA minimum of 3.0 and satisfactory performance on all KRDN learning activities, they will not receive a DPD verification statement because they did not complete all the program requirements. Achievement of a satisfactory grade on KRDN assignments will be monitored at the completion of each semester and tracked on the program's Student Learning Outcomes Assessment Plan as well as in each student's personal file. A student may request access to their file by emailing the DPD director at any time. Any student in the DPD who is on probation for an inadequate GPA is counseled by the DPD Director concerning the performance necessary to be in good standing. Students that do not meet all of the requirements of the DPD program (i.e. GPA and satisfactory completion of all KRDN related assignments), may receive a B.S. in nutrition degree with the Nutrition Generalist concentration if they meet the university requirements for a B.S. in nutrition. Students with minimal chance of success in the program will be counseled on alternative career paths that are appropriate to the abilities of the students during advising meetings and when appropriate.

### **Retention and Remediation Policy**

Students that do not meet all of the requirements of the DPD program (i.e. GPA and satisfactory completion of all KRDN related assignments), may receive a B.S. in nutrition if they meet the university requirements for a B.S. in nutrition, but will not complete the DPD program and will not receive a verification statement. During student performance monitoring, students not meeting DPD requirements will be notified of probation. Students with minimal chance of success in the program may be counseled on alternative career paths that are appropriate to their ability. Remediation procedures for meeting the ACEND Core Knowledge requirements (KRDN) will be discussed with student. Remediation procedures may include alternative learning activities, tutoring, and/or a referral to ACU's Student Opportunities, Advocacy, and Resources (SOAR) program.

### **Equitable Treatment and Nondiscrimination Policy**

The DPD program will comply with all applicable federal and state non-discrimination laws and will not engage in prohibited discrimination on the basis of race, color, nationality or ethnic origin, gender, age, or disability, including qualified disabled veterans and qualified veterans of the Vietnam Era. The aim of the program faculty is to treat all students equally in every situation and to try to prevent discrimination outside of the university when students are involved in activities outside of the university. Like the statement in the ACU Student Guide, the DPD faculty deplors racism and will not tolerate behaviors with expressions of hatred or intimidation because of the belief that all people are created in the image of God. DPD students are encouraged to report all bias incidents via [ACU's confidential online report form](#).

### **Process for Filing and Handling Complaints**

The DPD follows the university procedure for dispute resolution. Generally, the policies encourage students to resolve concerns at the initial level of concern, when possible, e.g.,

working with the faculty member. If resolution does not occur, the Chair of the Department of Kinesiology and Nutrition is normally able to resolve all disputes within the department. The student may appeal the department chair's decision to the Dean of the College of Health and Behavioral Sciences and finally to the provost.

If the grievance is a program matter, resolution should begin with the Director of the DPD. If resolution does not occur, the same procedure as other complaints should be followed, beginning with the Chair of the Department of Kinesiology and Nutrition, then the Dean of Health and Behavioral Sciences, and finally to the provost. More information on how to [submit a written complaint can be found within the university's student handbook](#).

A record of student complaints will be maintained for a period of seven years, including the resolution of complaints. These records will be in a google Complaints file with the DPD Director.

### **Process for Submission of Complaints to ACEND**

A student may submit a complaint regarding noncompliance with accreditation standards to the Accreditation Council for Education in Nutrition and Dietetics (ACEND). ACEND can be contacted by email ([ACEND@eatright.org](mailto:ACEND@eatright.org)), phone (1-800-877-1600, ext. 5400), or mail (120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995). Please see <https://www.eatrightpro.org/acend/public-notice-and-announcements/filing-a-complaint-with-acend/procedure-for-complaints-against-accredited-programs> for additional information on the procedure for complaints against an accredited program.

These complaints should be made after making complaints with the DPD Director, then the chair of the department, then the dean of the College of Health and Behavioral Sciences, then the Provost progressively if a resolution cannot be made.

### **Assessment and Credit for Prior Learning**

Experiential learning and experience will not be counted toward credit for DPD program requirements. ACU does not offer nor accept college credit for vocational/technical training or for work force education courses. The registrar will evaluate transferred courses according to the Texas equivalency code. If there is not a course equivalency code for a transferred nutrition course, the DPD director and department chair will review the course for equivalency. The course syllabus from the institution where credit was received may be required for review to determine course equivalency. Samples of work completed may also be required. The DPD director will meet with the Kinesiology and Nutrition Department Chair to determine course equivalency. The ACEND Core Knowledge Requirements for Didactic Programs in Dietetics, as well as university requirements, will be used to determine equivalency. If approved, the DPD Director or Chair of the Department will contact the Registrar's Office.

## **Disciplinary & Termination Procedures**

The DPD follows the university procedure for disciplinary actions and maintains the same philosophy of discipline as listed in the [Student Handbook](#). Briefly, ACU and the DPD maintain a Christian discipline. The philosophy of discipline is neither legalistic nor permissive but calls members of the ACU community to a high standard of conduct in order to establish and maintain an environment conducive to learning and personal growth. The intent of all discipline is to enhance growth, maturity, responsibility for one's own behavior, and accountability for one's own actions.

### ***Responding to Disruptive Behavior***

Students, whose harmful or disruptive behavior has come to the university's attention, may be allowed to continue their studies pending adherence to conduct or behavior restrictions over a specified period of time. Such conditions could include stopping classroom disruption, allocating alternative or suitable living accommodations if available, undergoing required assessment (as described below), or receiving supportive services or treatment. However, such conditions are not appropriate when a student's behavior indicates harm or danger to themselves, or any member of the university community. Failure to comply with such conditions and/or further disruptive behavior, may result in the advancement of pending or previously deferred conduct code proceedings or involuntary leave from the university.

### ***Mandated Assessment***

In making determinations under this policy, or if a student, subject to this policy or conduct proceedings, notifies the university that information concerning a mental/behavioral disorder will be introduced, the Vice President for Student Life may refer or mandate a student for evaluation by a campus or independent licensed mental health professional approved by the institution. Students referred or mandated will be informed in writing. The evaluation must be completed by the date specified, unless an extension is granted by the Vice President for Student Life. A student who fails to complete the evaluation or give permission for the results to be shared with the appropriate administrators, may be placed on interim leave and/or referred to the Dean of Students.

### ***Interim Separation***

The Vice President for Student Life may impose an interim separation when a student presents an immediate danger to the fulfillment of the educational mission of the university or to the life, health, welfare, safety, or property of any member(s) of the university community. Such separation will only be used pending the outcome of an initial conference or disciplinary hearing, which shall be scheduled as expeditiously as possible. Notification of interim separation and the reasons for it will be communicated to the student, in writing, within 24 hours of the decision. If this is not possible because of a student's absence, or the Vice President for Student Life, or designee is not able to locate and/or correspond with the student, the Vice President for Student Life or designee may place a Student Life hold on the student's account. The leave will remain in effect until a final decision has been made pursuant to the standard procedures, unless, before a final decision is made, the Vice President for Student Life or designee determines that the reasons for imposing the interim separation no longer exist or a voluntary medical leave is

granted. This action may be taken, but is not limited to, situations involving physical and/or sexual violence, drugs and other controlled substances.

### ***Behavior Intervention Team (BIT)***

Abilene Christian University seeks to be proactive when it comes to the welfare of our students. ACU's Behavior Intervention Team ("BIT") receives, shares and assesses information regarding concerning or disruptive student behavior in order to establish coordinated, caring, and preventative interventions aimed at avoiding harm to self or others.

BIT encourages anyone to report a student's concerning or disruptive behavior in the following ways: make a [SOAR recommendation](#); or contact Dean of Students Mark Lewis at [Mark.Lewis@acu.edu](mailto:Mark.Lewis@acu.edu) or 325.674.2067. **In an emergency ACUPD should be contacted immediately at (325) 674-2911.** The types of behavior or actions that should be reported include but are not limited to the following:

- Classroom disturbances
- Disproportionate responses to grades or other evaluations
- Threatening or aggressive behavior, including online posts or videos. Angry or hostile outburst
- Words, actions, or writings that suggest intentions to harm self or others
- Observed self-injurious behavior or unhealthy habits that seriously threaten health or safety
- Suicidal threats, gestures, ideations, or attempts
- Being under the influence of drugs or alcohol in the classroom
- Accidental overdose
- Extreme insubordination to staff or faculty
- Paranoia or delusions
- Flat affect or extreme lack of response
- Stalking
- Alarming references to bombs, ammunitions, or weapons
- Acts motivated by hatred or discrimination
- Excessive absenteeism or extreme isolation

### **Academic Integrity Policies and Procedures for Violation**

The DPD program follows the [university's policy regarding academic integrity](#). Students are encouraged to visit the university's academic integrity extended definitions & advice webpage for [examples of academic integrity violations](#). DPD faculty follow the university's [process for addressing academic integrity violations](#). This process involves 3 phases: Phase 1 – investigation of an Academic Integrity Violation, Phase 2 – deliberation and notification of consequences, and phase 3 – reporting an academic integrity violation to the department chair and Dean of Students.

### **Graduation and Program Completion Requirements**

Students should refer to the [university catalog](#) for university requirements for graduation. Each student will be assigned a catalog year, which indicates the set of requirements the student must

meet in order to graduate from ACU. A student may use any catalog year that falls within the time the student attended ACU, from the initial year of enrollment until the year of graduation. However, a student may not use a catalog that is more than 6 years old at the time of graduation. So even if a student takes longer than 6 years to graduate, they cannot use a catalog older than 6 years before their graduation date. The preferred time for completing an undergraduate degree at ACU is 6 years.

DPD requirements include formal acceptance into the DPD program (under Admission Requirements and Student Application for Acceptance into the DPD in this document), minimum GPA of 3.0, satisfactory completion of all ACEND Core Knowledge related assignments, and completion of required course work as detailed on the Degree Plan for the DPD Concentration document in **Appendix D** of this handbook.

The preferred time period for students to complete DPD requirements is three years after being admitted to the DPD. Students should graduate within 150% of the time after being admitted to the DPD or 3 years. There may be nontraditional students or students with other time issues that may not be able to complete requirements within the time period of three years. Students with these issues are welcomed to continue working on DPD requirements and are considered to be enrolled in the DPD as long as they are enrolled in the university each semester.

### **Verification statement requirements and procedures**

Completion of the requirements for the Abilene Christian University Didactic Program in Dietetics will be verified by the DPD Director prior to issuing Accreditation Council for Education in Nutrition and Dietetics (ACEND) verification statements. All requirements must be met as stated within the DPD Handbook (i.e. GPA minimum and satisfactory completion of all ACEND Core Knowledge requirement assignments). Verification statements will be issued to students/graduates by the Director of the DPD upon completion of the DPD requirements. DPD verification statements are required for admittance into dietetic supervised practice (dietetic internship), which is a required step in becoming a registered dietitian. Electronic records are kept by the Director of the DPD. Verification statements are kept indefinitely as a part of student records for each student completing all DPD requirements.

### **Online Identity Verification Strategies and Practices**

ACU employs the following strategies to verify the identity of the online student:

1. Students log in to their courses in Canvas, a password-protected environment that can be accessed through Microsoft's single-sign-on (SSN) tool. The SSN tool is linked to highly personal information, therefore students typically do not give such information to others.
2. Students log in to third-party resources, such as digital textbook resources, through an additional layer of authentication as required by the publisher.

3. Students must change their passwords every six months to ensure the security of their accounts. Two-step verification is required to register new devices.
4. Professors can choose to use a Lockdown Browser and Monitor tool for secure testing. If a professor chooses to use the Lockdown Monitor tool, he or she may require students to show their identification card, take photos, show their environment, as a prerequisite of taking an exam.
5. The university's computing service works actively to fight identity theft by blocking access to sites or emails that may expose students to identify risks.

### **Withdrawal and refund of tuition and fees**

The DPD complies with ACU policies and procedures concerning withdrawal from courses, and refund of tuition and fees should be reviewed in classes by all professors the first week of each semester. Academic calendars with dates for applicable refunds are posted on university web sites accessible to students. Students can access <https://catalog.acu.edu/content.php?catoid=15&navoid=830> for financial aid and tuition refund information. For full-term residential courses, students paying per credit hour may receive a refund of 100% for the first five days of class, 80% through day 12, and 60% through day 15. No refund will be made after the 15th day of classes. The student should first visit with the DPD advisor and instructor of the course when considering withdrawing from a course. The advisor will direct the student to complete the Withdrawal From Class form when the student desires to withdraw from a course.

### **Program Schedule, Vacations, Holidays, Leaves of Absence**

The DPD program will follow ACU's academic calendar located here: <https://www.acu.edu/academics/calendar/>. If the student has a university-approved absence, DPD faculty will work with the student to catch up on missed assignments.

The DPD program will follow [ACU's general university policy](#) regarding leaves of absence as follows:

#### ***Withdrawals***

Students deciding to withdraw from the university will do so in one of two ways, depending on the reason for their withdrawal. Students seeking to take a medical withdrawal will contact the Office of Student Life in the lower level of the Campus Center. For more information about medical withdrawals, please see below. For students wanting to withdraw for other reasons than medical, go to Wildcat Central, located on the main level of the Campus Center. To withdraw from specific classes, but not from the university, students should consult the Academic Policy section of this Handbook or the [University Catalog](#). Policy regarding refunds of tuition and fees may be found in the FAQ section of the [Registrar's website](#).

#### ***Voluntary Medical Leave of Absence***

The University recognizes that students may experience medical situations that significantly limit their ability to function successfully or safely in their role as students (e.g., serious injury,

illness, or mental-health issue). In those situations, students should consider a voluntary medical leave of absence, which permits students to take a break from University life and their studies, so that they may receive treatment and later return to the University with a better opportunity to achieve their academic and co-curricular goals. ACU seeks to ease those student-initiated transitions and has designed this policy to ensure that students are given individualized attention, consideration, and support needed to address medical issues that may arise.

### ***The Leave Process***

Students may initiate a voluntary medical leave from the university for the reasons set out above by contacting the Office of the Vice President for Student Life (“VPSL”). Appropriate paperwork is in the lower level of the Campus Center in the Student Life Office. Along with the paperwork, students must submit supporting documentation. Acceptable documentation would be a letter or note from the student’s physician, psychologist, or counselor, on their letterhead, which may indicate the following: (1) the reason the student is requesting a medical leave, including diagnosis; (2) the date of initial treatment; (3) the dates of subsequent treatment (if applicable); and (4) the expected semester of recovery. Additionally, health permitting, a student may be asked to submit to an examination by ACU’s Counseling Center or Medical Clinic so that individualized treatment recommendations can be made and provided to the VPSL.

If approved, students on a medical leave receive non-punitive withdrawal grades regardless of the point in the semester that the leave is granted. And depending on the situation, requests for tuition refund or crediting to ease the student’s transition will also be considered. A student on medical leave of absence is away from the campus and classes for the remainder of the semester and cannot return until the VPSL or designee has approved a re-entry assessment. A Student Life hold will be placed on the student’s account until the VPSL or designee approves return.

### ***The Return Process***

In order to return from leave, a student should contact the Office of the VPSL. Although a request for return will be assessed whenever requested by a student, a medical leave is generally for a period of at least one long semester. The normal processing time for a return request is one month.

Students desiring to return from a voluntary or involuntary medical leave will submit a written statement which includes: 1) their request to return; 2) an explanation of what they have done while away to address issues that led to their withdrawal; 3) steps they will take if they return in order to maintain a level of wellness necessary in order to effectively manage academic stresses and demands. In reviewing requests for return from medical leave, all students, regardless of their situation or basis for the leave, must sufficiently demonstrate that the reason for withdrawal has been addressed. Specifically, evidence the student has maintained stability and demonstrated follow through with treatment for a sufficient period of time to enable him or her to be a successful student. Additionally, evidence of productive functioning (i.e., employment, volunteerism, etc.) is looked upon favorably. In order to be approved for return, a student must have complied with any recommendations given to the student for treatment at the time of his or her medical leave. Moreover, students are encouraged to inform the VPSL of any help, resources, or reasonable accommodations that the university can provide to support the student’s return.

After one long semester, if a student has not returned or re-applied to extend their medical leave, they will be administratively withdrawn from the university and will need to re-apply for



admission. Moreover, a Student Life hold may be placed barring the student's admission for future semesters until approval is obtained pursuant to this policy.

### **Protection of privacy of student information, including information used for identifying students in distance learning**

The DPD complies with the Family Educational Rights and Privacy Act of 1974, intending to protect the privacy of educational records and establishes the right of students to inspect and review their education records. Only the student or an employee of ACU (on a need to know basis for the job) are allowed to access student information. ACU provides guidelines for the correction of inaccurate or misleading data. Students have access to their personal DPD student file when meeting with the DPD director for advising or at other times if requested. Files and personal information of other students are confidential and closely guarded.

### **Student File Access**

An electronic student file will be kept on each DPD student. The student may gain access to their file by requesting the DPD Director for access via email. The student file will contain the following documents:

- DPD Application
- KRDN Completion Document
- DPD Handbook Agreement Form
- Verification Statement (after all program requirements have been fulfilled)
- Official Transcript (included after graduation for those that would like to register with CDR for eligibility to take the DTR Exam)

### **Access to student support services, including health services, counseling, testing, tutoring and financial aid resources**

#### **ADA Compliance Statement**

Abilene Christian University is dedicated to removing barriers and opening access for students with disabilities in compliance with ADA and Section 504 of the Rehabilitation Act. The [Alpha Scholars Program](#) facilitates disability accommodations in cooperation with instructors. In order to receive accommodations, you must be registered with Alpha Scholars Program, and you must complete a specific request for each class in which you need accommodations. If you have a documented disability and wish to discuss academic accommodations, please email [alpha@acu.edu](mailto:alpha@acu.edu) call their office directly at 325-674-2667

#### **Health Services and Counseling**

Health services including medical and counseling care are available on campus through the Medical Clinic. For additional questions, please see <https://www.acu.edu/medical-and->

[counseling-care/](#) A year-round hospitalization insurance program is available to students through the Billing/Receivables Offices.

### Testing Resources

Testing for placement in certain courses are available at ACU. The university's policy for awarding credit for Advanced Placement (AP) scores will supersede AP credit awarded by another institution and included on transcripts sent to ACU. AP scores must be provided to ACU for the awarding of credit.

### Tutoring and Other Support Services

Information on additional academic support services including tutoring, the Writing Center, the Speaking Center, and career resources can be located on the following website: <https://www.acu.edu/student-life/academic-support-services/>. Excel Tutoring provides academic assistance to any student in any class. Services include one-on-one assistance in any content/subject area, help with time/task management, or help in managing projects for classes. Appointments may be in-person or online, and tutoring services for any enrolled students seeking assistance in general education courses are free. Tutoring in upper level courses may incur a fee, or be referred back to the department if no tutors are available. Additionally, tutoring services are free to students enrolled in Alpha Scholars.

### Financial Aid Resources

Student Financial Services information is available through the [Student Financial Services Office](#). Financial Aid resources include work-study, loans, grants, and scholarships. The Marie Wilmeth Scholarship is available to DPD students who have at least sophomore status and have been in the program at least 1 academic year. The Tonya Zickefoose Rushing is preferentially for Nutrition majors who are single parents and have a GPA of at least 2.75.

### Liability for Safety in Travel

Liability for safety in travel to or from assigned areas is the responsibility of the student.

### Injury or Illness While in Field Experiences or Practicum

Injury or illness during a field experience or practicum is the responsibility of the student.

## Appendix A

### Application for Admittance into the Didactic Program in Dietetics (DPD)

To be eligible to complete this application, you must meet the following requirements:

1. Must have an overall GPA of at least 3.0.
2. Must have completed 45 hours of coursework
3. For transfer students or students who change their major to Nutrition, must have taken at least 6 hours of nutrition courses at ACU and have been a nutrition major at ACU for at least 2 semesters
4. Must have completed the following courses: CHEM 113, CHEM 114, BIOL 291/293, BIOL 292/294
5. Must have attended one of the DPD Interest Meetings & signed the DPD handbook agreement form

Please write a narrative of how you meet the above requirements (mandatory) = 50 points.

Are you a member of the American Academy of Nutrition and Dietetics (mandatory) = 10 points?

If so, how long have you been a member?

Are you a member of the Texas Student Academy of Nutrition and Dietetics = 10 points?

Are you a member of the ACU Student Academy of Nutrition and Dietetics = 10 points?

Write a narrative concerning how/when you have attended and been active in dietetic associations/academies (seminars, meetings, service projects) = 10 points.

Write a narrative of your work or volunteer activities in the field of dietetics = 10 points.

Explain your commitment to working in the field of dietetics after graduation (mandatory) = 10 points.

What are your short-term goals (within 5 years) for education and work after graduating with your B.S. in Nutrition (besides getting a dietetic internship)?

What are your long-term goals (> 5 years) for education and work after graduating with your B.S. in Nutrition?

**Please email completed application to the DPD Director, [Bethany.bradv@acu.edu](mailto:Bethany.bradv@acu.edu) with your availability in the following two weeks for an interview.**

NOTE to the Interviewers: The student must have at least 90 points to gain admittance into the DPD track of the Nutrition degree.

## Appendix B

### **DPD Student Acknowledgement and Agreement of DPD Program Requirements, Policies and Procedures**

I, \_\_\_\_\_ have received Abilene Christian University's Didactic Program in Dietetics Student Handbook and my signature denotes my responsibility to read the DPD program requirements and abide by the policies and procedures contained within the handbook.

\_\_\_\_\_ I understand the application to the DPD program is available on the program's website, the student handbook, or by emailing the DPD director and it is my responsibility to formally apply to the DPD program in order to graduate from the DPD program.

\_\_\_\_\_ I understand that some NUTR courses require prerequisites. Therefore, if I do not take courses in the recommended progression, this may delay my graduation.

\_\_\_\_\_ I understand that some NUTR courses are only offered in the fall or spring semesters. Therefore, if I do not take courses in the recommended progression, this may delay my graduation.

\_\_\_\_\_ I acknowledge that I must satisfy all prerequisites before enrolling in a course unless I have approval from the department chair.

\_\_\_\_\_ I agree that if I do not maintain the DPD grade requirements (minimum of a 3.0 GPA), that I will not complete the DPD program and therefore will not receive a DPD verification statement.

\_\_\_\_\_ I understand that there are additional requirements of the DPD program beyond the degree requirements for a BS in nutrition with the DPD track. Therefore, if I do not meet all DPD program requirements, I will not complete the program or receive a DPD verification statement.

\_\_\_\_\_ I understand that I must pass all KRDN related assignments in order to complete the DPD program and receive a verification statement.

\_\_\_\_\_ I understand that a verification statement is needed in order to be eligible to sit for the DTR exam or to apply to supervised practice (dietetic internship) in order to pursue the requirements to become a Registered Dietitian.

\_\_\_\_\_ I understand that effective January 1, 2024, a graduate degree is required for eligibility for the registration examination for dietitians.

\_\_\_\_\_ I understand that admittance into an accredited dietetic internship (supervised practice) is competitive and the completion of a DPD program does not guarantee admission into an accredited dietetic internship program.

\_\_\_\_\_ I understand that that the Dietetics Program at ACU is a professional program. Therefore, I am expected to exhibit a professional demeanor. This includes being present and engaged in class with no distractions (cell phone, computer chatting/social media, etc), submitting assignments in a timely manner, engaging in respectful conversations with all faculty, staff and peers, and taking responsibility to check course syllabi to avoid scheduling conflicts between requirements of academic coursework and extracurricular activities or work schedules.

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DPD Student Name (Print Name)

Banner ID

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DPD Student Signature

Date

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DPD Director's Name (Print Name)

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DPD Directors Signature

Date

## Appendix C

### DPD Probation Form

Name: \_\_\_\_\_ ACU Email: \_\_\_\_\_ Start Sem/Yr.: \_\_\_\_\_  
   \_\_\_\_\_/\_\_\_\_

Catalog Year: \_\_\_\_\_ Banner ID: \_\_\_\_\_

Date: \_\_\_\_\_

Current GPA: \_\_\_\_\_

Unsatisfactory KRDN assignment: \_\_\_\_\_

The minimum GPA requirement for the completion of the DPD program is 3.0.  
 Satisfactory achievement of all ACEND Core Knowledge assignments (KRDN) must be met.

This form is acknowledging you that you have been placed on probation due to  
 GPA/Unsatisfactory KRDN. You will not receive a verification of completion of the DPD  
 program if you do not meet the GPA minimum of 3.0 and or achieve satisfactory performance on  
 all KRDN learning activities.

My signature denotes my understanding of academic probation.

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Student Name (printed)

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Student Signature (date)

Remedial plan:

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## Appendix D

### Example Degree Plan for DPD Concentration of the B.S. in Nutrition

<b>FR Fall 15 hrs.</b>	BIBL 101† Jesus: His Life and Teachings 3 hrs.	ENGL 111†@ Composition & Rhetoric 3 hrs.		CORE 110† Cornerstone 3 hrs.	CHEM 113 Intro Chemistry 3 hrs.	NUTR 221 Introductory Nutrition 3 hrs.	<b>Required if condition of Admission:</b>  UNIV 011 Learning Strategies
<b>FR Spring 16 hrs.</b>	BIBL 102 Early Christians: Life, Literature and Community 3 hrs.	ENGL 112@ Composition & Literature 3 hrs.	MATH 123@ Elementary Statistics 3 hrs.	Elective 1 hr.	CHEM 114 Intro Organic & Biological Chemistry 3 hrs.	NUTR 224 Nutrition for Exercise & Sport 3 hrs.	
<b>SO Fall 16 hrs.</b>	BIBL 211@ • Message of the Old Testament 3 hrs.	Literature ENGL (200- 299) or Foreign Language Literature 3 hrs.	Social and Behavioral Sciences 3 hrs.	Free Elective 3 hrs.	BIOL 291/293@ Anatomy & Physiology I/Lab 4 hrs		<b>May be required <u>based</u> on ACT or SAT scores:</b>  MATH: MATW 019 MATW 120/020 MATW 130/030  ENGLISH: ENGL 003/004 ENGL 106/006 ENGL 107/007
<b>SO Spring 17 hrs.</b>	Elective 3 hrs	Arts and Humanities Selection 3 hrs.	COMM 120 @ Public Speaking 3 hrs.	MGMT 330@ Management & Organizational Behavior 3 hrs.	BIOL 292/294@ Anatomy & Physiology II/Lab 4 hrs	Elective 1 hr.	
<b>JR Fall 16 hrs.</b>	Advanced Bible @ 3 hrs.	History (100-299) 3 hrs.	Elective 1 hr.	NUTR 322 Biochemistry of Nutrition I 3 hrs.	NUTR 325 Quantity Food Production & Service 3 hrs.	NUTR 327 Nutrition Through the Life Cycle 3 hrs.	
<b>JR Spring 17 hrs.</b>	Cultural Literacy 3 hrs.	BIOL 353/354 Microbiology/Lab 4 hrs.	KINE 241 First Aid/CPR 1 hr.	NUTR 323 Biochemistry of Nutrition II 3 hrs.	NUTR 326 Food Science 3 hrs.	NUTR 425 Medical Nutrition Therapy I 3 hrs.	
<b>SR Fall 15 hrs.</b>	Advanced Bible @ 3 hrs.	Elective 3 hrs.	NUTR 422 Nutrition Assessment 2 hrs.	NUTR 401 Nutrition Seminar 1 hr.	NUTR 328 Community Nutrition 3 hrs.	NUTR 428 Medical Nutrition Therapy II 3 hrs.	
<b>SR Spring 15 hrs.</b>	KINE 399 Research Methods in Kinesiology & Nutrition	NUTR 423 Food Safety 1 hr	NUTR 421 Nutrition Education & Counseling	NUTR 427 Food System Organization & Administration	NUTR 429 Medical Nutrition Therapy III	NUTR 450 Capstone in Dietetics 2 hrs	

Symbol Key: † Freshman Requirement. @ Course typically available in a summer term.