

# Nutrition & Dietetics Program



# STUDENT HANDBOOK

2014-2015

Andrews  University  
Department of Public Health, Nutrition & Wellness

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# Andrews University

Department of Public Health, Nutrition & Wellness

Dear Student:

Welcome to Andrews University and the Department of Public Health, Nutrition & Wellness. The time you spend at Andrews will be important for both your professional and personal growth. It will be a time to distinguish yourself as a professional and a leader in the area of nutrition and dietetics. As we look around we see millions lacking the knowledge and/or resources to feed themselves to ensure optimal health. These individuals can be found in every race, economic and age group. Many are ill and no other health professional is better prepared to understand the nutritional needs of these individuals than the Registered Dietitian.

During the next few years you will be challenged by your instructors to achieve your maximum potential. They will expect to see you act and work in a professional manner. At times you will feel overwhelmed by the demands being placed upon you. You will be asked to attempt things that you have never done before and this will create feelings of uncertainty and discomfort. However, it is important to realize that you are not the only one feeling this way and that these feelings are normal. It is also important to know that the faculty, as well as your fellow students, is supporting you. Throughout this time we encourage you to explore the fascinating world of nutrition. Be thorough, ask questions, and don't be afraid to accept any challenge that is placed before you. Most importantly, through it all seek the strength, comfort and will of your best friend, Jesus Christ. In the atmosphere of Christian Education we encourage you to develop a closer relationship with God so you can fulfill the commission of Christ to minister His love to individuals who are in need.

With every good blessing,  
The Dietetics Faculty



**CALENDAR OF EVENTS 2014-2015**

**August 25**

Fall Semester Classes Begin

**August 26**

Departmental Assembly

**September 1**

Labor Day – HOLIDAY

**September 3**

Last Day to Add/Drop a Class

**September 5**

Freshman Orientation (Dietetics & Fitness) @12:30pm

**September 19**

SHP Welcome Vespers 6-8pm PMC Commons

**September 8-12**

Spiritual Emphasis Week

**September 27**

Alumni Weekend  
International Cuisine Potluck @ 1:30 p.m. at Marsh Hall

**September 28**

Alumni Weekend  
Health Expo

**October 13-14**

Fall Recess – HOLIDAY

**October 17**

Fall Fun at Five Pines Vespers

**October 18-21**

FNCE Conference & Expo (Atlanta, GA)

**October 21**

Departmental Assembly

**November 3**

Registration for Spring Classes begins

November 15-19

**APHA Conference (New Orleans)**

**November 25**

Last day for students to change from credit to audit

**November 26-30**

Thanksgiving Break – HOLIDAY

**December 2**

Departmental Assembly

**December 5**

Christmas Vespers 5-7p.m. at PMC Commons

**December 11**

Last Day of Fall Classes

**January 5**

Spring Semester Classes Begin

**January 6**

Departmental Assembly

**January 14**

Last day to Add/Drop a class

**January 19**

Dr. Martin Luther King Jr. Day - HOLIDAY

**January 20 – 23**

Spiritual Emphasis Week

**February 16**

- Andrews Dietetic Internship Application  
Deadline for Fall Internship  
- Academy of Nutrition and Dietetics Scholarship  
- Andrews Scholarship Applications (Neva Hall, Marsh, and  
Vymeister) due

**February 16**

President's Day – HOLIDAY

**February 17**

Departmental Assembly

**March 11**

National Nutrition Month Booth @Campus Center 11-2pm

**March 16-20**

Spring Break – HOLIDAY

**March 17-22**

AAPHERD Conference (Spokane, WA)

**March 23**

Registration Opens for Summer 2014

**March 23-April 6**

Portfolio review (make an appointment with your advisor)

**March 30 – April 13**

Junior Evaluations

**April 6**

DI Application Notification Day

#

**April 11**

\*Deadline for DI Applications

**April 14**

Departmental Assembly

**April 17**

Senior Comprehensive exam 12:30-2:30

**May 2**

Public Health, Nutrition & Wellness Dedication Ceremony @ 5:00 p.m.

**May 3**

Graduation

# Standards of Conduct of Dietetic Students

Webster defines professional as "of, relating to, or characteristic of a profession or calling" and professionalism as "the conduct, aims, or qualities that characterize or mark a profession or professional person".

As a registered dietitian you will be expected to perform in a professional manner while interacting with patients, physicians, nurses, faculty and other students. Your success as a dietitian will depend largely upon your ability to communicate and carry yourself in a way that is becoming of a professional. Therefore, it is important you begin immediately to form behaviors and habits that are the hallmarks of a professional such as excellence, promptness, reliability, dependability, courteousness, commitment and self-motivation. Your professional growth and behavior will be monitored and evaluated throughout this program and will impact upon your readiness for an internship program. Below are the standards of conduct that you, as a dietetic student, will be expected to follow.

## 1. Excellence

Professionals constantly strive for higher levels of performance and achievement. Therefore, they gracefully accept and value criticism from others knowing that it stimulates growth. They keep an open mind and respond non-defensively. They are self-motivated, directed, and positive in their conversations with others avoiding unproductive negative communication.

## 2. Promptness

Professionals value each individual's time and resources knowing that everyone works under very tight schedules. They are prompt for meetings and exhibit good time management skills and the ability to prioritize their schedule. To best serve everyone they do not over commit themselves. To prevent confusion and save time they are good listeners and strive to express themselves clearly and concisely both orally and in writing.

## 3. Reliability and Dependability

Professionals are aware that people rely on them for accurate information and therefore continuously strive to remain informed. They know that others are depending on them to perform their responsibilities with completeness and thoroughness.

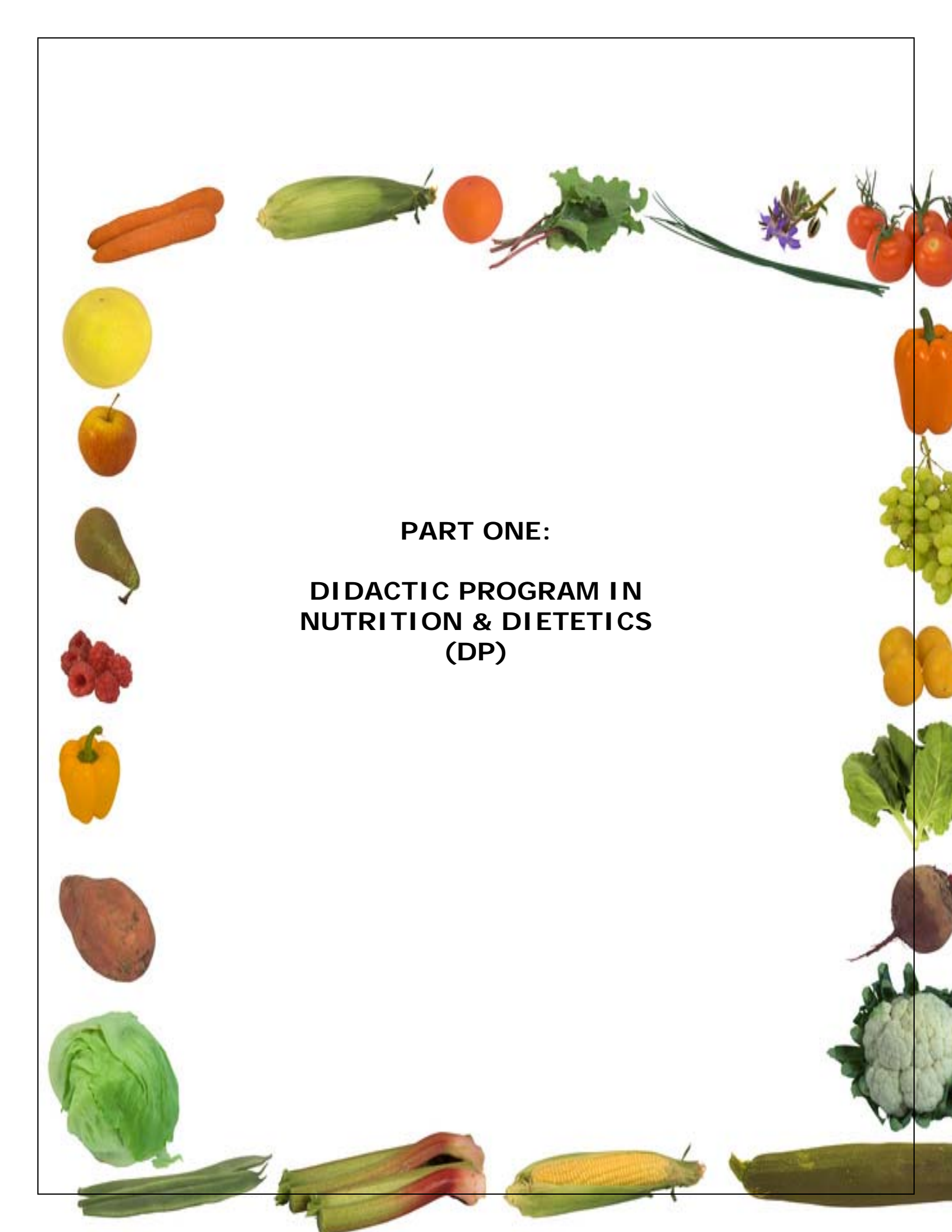
## 4. Courteousness

Professionals recognize each individual's self-worth and are courteous and polite to each person regardless of his/her position or profession. They respond to invitations to meetings or other professional and social functions in a timely manner. If they are going to be late for a meeting they call the person in charge of the meeting to apologize and let them know when they expect to arrive. If they are going to be late and can't call ahead they apologize to the person in charge of the meeting at the most appropriate time after arriving at the meeting. If they are unable to attend they call with regrets.

## 5. Commitment

Professionals are committed to their profession and to the people they serve. They are committed to continuously maintaining the highest standards of conduct and ethics in their professional and private lives.

**\*Please read the code of ethics in Appendix C of the handbook for more information on standards of conduct.**



**PART ONE:**

**DIDACTIC PROGRAM IN  
NUTRITION & DIETETICS  
(DP)**

## **ACCREDITATION**

The Didactic Program in Nutrition & Dietetics (DP) at Andrews University is currently accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, (312) 899-5400.

## **UNIVERSITY PHILOSOPHY**

The ideals of the university are portrayed in the seal and embodied in the Latin words - Spiritus, Mens, Corpus.

### **SPIRITUS** - Striving for Spiritual Maturity . . .

1. To direct the attention of the student to the significance of man's relationship to God as it affects man's origin, nature, and destiny through personal contacts and classroom learning.
2. To invite each student to discover in the study of Nutrition a personal and growing relationship with God.
3. To encourage the student to make a commitment to service to God, the church, and humanity through their professional and personal life goals as a Registered Dietitian.

### **MENS** - Striving for mental excellence . . .

1. To promote within the program a fellowship of Christian scholars who are companions in learning.
2. To utilize knowledge of man's past as it relates to the dietetic profession in order to put in perspective current and future professional practice.
3. To foster the attitude of habitual inquiry leading to a lifetime of learning.

### **CORPUS** - Striving for physical well-being . . .

1. To provide students with the opportunity to live a balanced lifestyle.
2. To encourage students to establish lifetime habits of time management that includes opportunities for meeting physical and social needs.

These ideals are vitally linked to the philosophy of the Nutrition & Dietetics Program.

The Nutrition & Didactic program in dietetics seeks to engender a sensitivity to and willingness to serve all members of society, irrespective of gender, race, economic status, or religion.

The faculty of the program in dietetics is committed to providing quality dietetic education in a Seventh-day Adventist Christian environment. It is our sincere desire to enable program graduates to dedicate their lives to Christian service and leadership for humanity as professional dietitians.

# ABOUT OUR DP PROGRAM

## OUR MISSION STATEMENT

To prepare dietetic and nutrition professionals for service to their church, society, and the world and to influence the community at large to affirm the Seventh-day Adventist lifestyles, including the vegetarian diet.

- **Goal #1:** The program will prepare graduates to be competent for entry into supervised practice or other post-graduate programs through high quality educational offerings.
- **Goal #2:** The program will prepare graduates who are highly competent to promote a vegetarian diet as a lifestyle option.





## **BS in Nutrition & Dietetics (DP Program) (73 credits)**

### **Prerequisite Courses—29**

BCHM120; BIOL221, 222, 260; CHEM110;  
FDNT230; PSYC101; and SOCI119

### **Cognate Requirements—9**

BSAD355, 384; MKTG310

### **DPD Requirements—35**

FDNT118, 124, 310, 351, 352, 421, 422, 441, 442, 451, 452, 448, 460, 485, 490, 498

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## **The Didactic program in Nutrition & Dietetics (DP)**

### **Admission Requirements**

- Prospective dietetics students are accepted into the BHS: Wellness (Nutrition).
- To transition into the professional program (BS Nutrition & Dietetics), students need to apply to the director of the Didactic Program in Nutrition and Dietetics (DP) in their sophomore year for acceptance. Applications are due by July 15 for the following fall semester.
- Successful completion of the prerequisite courses listed below with a minimum cumulative GPA of 3.0, and a minimum overall GPA of 2.5 in the science and FDNT courses, is required for entry into BS Nutrition & Dietetics.
- Upon acceptance into the professional program, the student's major will be changed to BS Nutrition & Dietetics.

### **Degree Requirements**

Andrews University's DP has been granted Developmental Accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). This program is designed to meet the minimum academic requirements for registration eligibility. The four-year program consists of two phases:

**Phase 1: Pre-Professional Program - BHS Wellness (Nutrition):** Two years of introductory professional (e.g. Food Science and Nutrition), science prerequisites (such as Intro to Chemistry, Anatomy & Physiology, and Microbiology) and General Education courses which may be obtained at Andrews University or another accredited college or university, or equivalent institution for international students.

**Phase 2: Professional Program - BS Nutrition and Dietetics:** Two years of study in clinical dietetics, food-service management, and community nutrition obtained on the Andrews University campus. Students must complete requirements for the professional Bachelor of Science in Nutrition and Dietetics degree. Students who complete the DP requirements will be issued a DP verification statement.

## Graduation Requirements

No grade below a C- is accepted for prerequisite and cognate courses (or below a C for dietetic courses). Students planning graduate study in nutrition or medical dietetics are recommended to take the following chemistry courses: [CHEM 131](#), [CHEM 132](#); [CHEM 231](#), [CHEM 232](#), [CHEM 241](#), [CHEM 242](#); [BCHM 421](#), [BCHM 422](#),

At least 124 semester hours are recommended for graduation. For BS requirements other than those listed above, refer to the General Education requirements listed on p. 11.

Graduation is dependent upon the completion of all curriculum requirements with the maintenance of at least a minimal overall GPA of 2.85 and a minimal GPA of 2.25 in all dietetic and science courses.

Graduates are provided with a Didactic Program in Nutrition and Dietetics Verification Statement, testifying to the fact that they have successfully completed the requirements for a BS degree in Nutrition and Dietetics. Students must successfully pass a comprehensive review exam in their senior year before they are eligible to receive a DP verification form. Dietetics graduates are eligible to apply for an accredited Internship Program in Nutrition and Dietetics.

Students are expected to complete a professional development portfolio during the DP program outlining their goals and accomplishments, including 200 hours of professional dietetic experience (165 hours for students transferring into Andrews University their sophomore year, 125 hours for students transferring in their junior or senior year). A verification form for completion of the DP program will not be issued until the professional development portfolio has been satisfactorily completed by the student.

After completion of the BS course work for the DP, an eight month Dietetic Internship must be completed by a dietetic student for registration eligibility.

This program is designed to fulfill all the Foundation Knowledge & Skills for Didactic Component of Entry-Level Dietitians as stated in the Standards of Education of AND. See Page 13 for the "Suggested Schedule" of the program.

**General Education Requirement for the DP Program**

<p><b>Religion</b>  <i>Recommend students take one course for each academic year in attendance from <b>RELB, RELG, RELP, RELT.</b></i>  <u>RELT 100 - God and Human Life</u>  <u>PBHL 440 – Fundamentals of Spirituality and Ethics</u></p>	<p><b>Mathematics</b>  <i>Take <b>one course</b> from the following:</i>  <u>MATH 145 - Reasoning with Functions</u>            Or a higher level of math course</p>
<p><b>Language/Communication</b>  <u>ENGL 115 - College Writing I</u>  <u>ENGL 215 - College Writing II</u>  <u>COMM 104 - Communication Skills</u></p>	<p><b>Computer Literacy</b>  <u>Not required for our department</u></p>
<p><b>History</b>  <i>Take <b>one course</b> of the following:</i>  <u>HIST 117 - Civilizations and Ideas I or</u>  <u>HIST 118 - Civilizations and Ideas II or</u>  <u>HIST 110 - Worldviews, Cultures and Gods</u></p>	<p><b>Service</b>  <u>FDNT 421 Community Nutrition I</u>  <u>FDNT 422 Community Nutrition II</u></p>
<p><b>Fine Arts/Humanities</b>  <i>Take one course from all of the following:</i>  <b>Visual Arts:</b>  <u>ARTH 220 - Language of Art</u>  <u>PHTO 210 - History of Photography</u>  <u>A course in studio</u>  <b>Humanities:</b>  <u>ENGL 255 - Studies in Literature</u>  <u>PHIL 224 - Introduction to Philosophy</u>  <b>Music:</b>  <u>MUHL 214 - Enjoyment of Music</u>  <u>MUHL 258 - American and World Music</u>  <u>One year of Ensemble, Applied Music (multiple semesters)</u></p>	<p><b>Social Sciences</b>  <u>PSYC 101 - Introduction to Psychology</u>  <u>SOCI 119 - Principles of Sociology</u></p>
<p><b>Life/Physical Sciences.</b>  <u>FDNT 230 - Nutrition</u>  <u>CHEM 110 - Introduction to Inorganic and Organic Chemistry</u>  <u>BCHM 120 – Biochemistry</u>  <u>BIOL 221 – Anatomy &amp; Physiology I</u>  <u>BIOL 222 – Anatomy &amp; Physiology II</u>  <u>BIOL 260 – Microbiology</u></p>	<p><b>Fitness Education</b>  <i>Take <b>two courses.</b></i>  <u>HLED 120 - Fit for Life *first year (recommended)</u>  <i>And one courses from the following FTES categories:</i>  <u>Personal Fitness, Outdoor Skills, Team Activity</u></p>

## Graduate Outcomes

80% of students who are accepted into the Didactic program in dietetics in their junior year are expected to complete program requirements within 150% of the time or 3 years.
Over a 5 year period, 60% of DPD graduates will apply to supervised practice programs the academic year they complete the program.
Over a 5 year period, 80% of those applying to supervised practice programs the academic year they complete the program will be accepted.
10% of students who did not apply to the DI will enter a post graduate program or will obtain employment in the field of nutrition and wellness.
Over a five-year period, the pass rate for DPD graduates taking the registration examination for the first time will be at least 80%.
75% of DI directors will rate the graduates as adequately prepared or higher for supervised practice.
70% of DPD graduating seniors will rate the program as adequately preparing them for promoting a vegetarian lifestyle.

Our accreditation status is based upon our program achieving these outcomes.

**\*Our current 5 year pass rate for the DPD Program is 80% for students on their first attempt in a calendar year and 88% for testers within one year of first attempt.**

## Mentoring & Tutoring

Mentoring- New students are able to contact a student who is an officer of the Nutrition & Fitness Student Association for mentoring.

Tutoring- Students who need additional help in any class can contact Student Success for tutoring.

## Prior Learning

Gary Williams, in the registers office, assesses all prior learning credits. The DPD director can assist in filing of petitions for courses that were not awarded credit and deems as comparable to a course required for the Dietetics program.

## Program Progress

The students will meet with their advisor on a yearly basis to assess their progress in the program. However, it is the STUDENTS responsibility to regularly check their CAPP (graduation progress) report to track their progress in the program.

## Retention & Remediation

If	Then
The student's overall cumulative GPA drops below a 3.0	The student will have until the end of the summer of their Junior year to get their GPA up to a 3.0 or better
The student receives below a C for a FDNT course.	The student will be permitted to retake up to 2 upper division FDNT courses.
The student conducts themselves consistently in an unprofessional manner	The student must show consistent improvement in professionalism.
The student is put on probation after the junior evaluation	Student must improve grade and/or performance to be eligible for the DI
The problems above are not solved in an appropriate amount of time (typically 1 semester).	The possibility of receiving a placement in any internship program is highly unlikely.

## Termination

The Andrews University termination policy is outlined in the University Bulletin. The Department of Public Health and Wellness and Didactic Program in Dietetics abide by the same termination policies.

## COST OF THE DIDACTIC PROGRAM IN DIETETICS (2013-2014)

See the Andrews University General Information Bulletin (online) for extensive information on tuition and other expenses.

## Lab Fees

Students enrolled in the following courses are charged the following fees:

- |            |                            |         |
|------------|----------------------------|---------|
| • FDNT 124 | Food Science               | \$88.00 |
| • FDNT 351 | Food Service Management    | \$52.00 |
| • FDNT 352 | Food Service Management II | \$52.00 |
| • FDNT 421 | Community Nutrition I      | \$56.00 |
| • FDNT 422 | Community Nutrition II     | \$64.00 |

## Other Fees

- |                             |         |
|-----------------------------|---------|
| • Lab Coat                  | \$25.00 |
| • Travel to off campus labs | \$25.00 |
| • Serve safe certification  | \$15.00 |

## Nutrition & Dietetics Program Suggested Schedule

<i>Fall Semester</i>	<b>FRESHMAN</b>	Credits	<i>Spring Semester</i>	<b>FRESHMAN</b>	Credits
BIOL 221	Anatomy & Physiology I	4	HLED 120	Fit for Life	1
BIOL 221 L	A&P I Lab	0	BIOL 222	Anatomy & Physiology II	4
ENGL 115	College Writing I	3	BIOL 222 L	Anatomy & Physiology Lab	0
FDNT 230	Nutrition	3	COMM 104	Communication Skills	3
RELT 100	God & Human Life	3	FDNT 118	Profession of Dietetics	1
HIST 110	World Views, Cultures, and Gods**	<u>3</u>	SOC119	Principles of Sociology	3
			MATH 145	Reasoning with Functions	<u>3</u>
	<b>Total credits</b>	<b>16</b>		<b>Total credits</b>	<b>15</b>
<i>Fall Semester</i>	<b>SOPHOMORE</b>	Credits	<i>Spring Semester</i>	<b>SOPHOMORE</b>	Credits
CHEM 110	Intro to Inorg. & Org. Chem.	4	BCHM 120	Intro to Biological Chemistry	4
CHEM 110 L	Intro to Inorg & Org Chem Lab	0	BCHM 120 L	Intro to Biological Chem Lab	0
FDNT 124	Food Science	3	ENGL 215	College Writing II	3
FDNT 124 L	Food Science Lab	0	BSAD 355	Management & Organization	3
<i>FTES Elective</i>	_____	1	PSYC 101	Intro to Psychology	3
<i>General Elective</i>	_____	<u>6</u>	RELT 250	Personal Spirituality & Faith	<u>3</u>
<small>(choose with advisor)</small>					
	<b>Total credits</b>	<b>14</b>		<b>Total credits</b>	<b>16</b>
<i>Fall Semester</i>	<b>JUNIOR</b>	Credits	<i>Spring Semester</i>	<b>JUNIOR</b>	Credits
BIOL 260	General Microbiology	4	FDNT 352	Food Service Management II	3
BIOL 260L	General Microbiology Lab	0	FDNT 352 L	Food Service Management Lab	0
FDNT 310	Nutrition in Life Cycle	3	FDNT 485	Nutrition & Metabolism	3
FDNT 351	Food Service Management I	3	BSAD 384	Human Resources Mgt.	3
FDNT 351 L	Food Service Management Lab	0	RELB 210	Jesus in His Time & Ours	3
MKTG 310	Principles of Marketing	3	MUHL 214 *	Enjoyment of Music *	<u>3</u>
<i>General Elective</i>	_____	<u>3</u>			
<small>(choose with advisor)</small>					
	<b>Total credits</b>	<b>16</b>		<b>Total credits</b>	<b>15</b>
<i>Fall Semester</i>	<b>SENIOR</b>	Credits	<i>Spring Semester</i>	<b>SENIOR</b>	Credits
FDNT 441	Medical Nutrition Therapy I	3	FDNT 442	Medical Nutrition Therapy II	3
FDNT 451	Medical Nutrition Therapy Lab	1	FDNT 452	Medical Nutrition Therapy Lab	1
FDNT 448	Nutrition & Wellness	3	FDNT 490	Program Review	1
FDNT 498	Research Methods	2	FDNT 422	Community Nutrition II	2
FDNT 498 L	Research Methods Lab	0	FDNT 422 L	Community Nutrition Lab	0
PBHL 440	Fundamentals of Spirituality & Ethics	3	FDNT 460	Seminar: EG White	1
FDNT 421	Community Nutrition I	2	<i>General Electives</i>	_____	<u>8</u>
FDNT 421 L	Community Nutrition Lab	0	<small>(choose with advisor)</small>		
<i>FTES General Elective</i>	_____	<u>2</u>			
	<b>Total credits</b>	<b>16</b>		<b>Total credits</b>	<b>16</b>
				<b>CREDIT TOTAL - 124</b>	

## **STUDENT RIGHTS AND PROCEDURES**

University policies and procedures addressing student records, freedom of association, discrimination and harassment, right of entry, classroom rights and other student rights can be found in the Andrews University General Information Bulletin and in the Student Handbook.

## **GRIEVANCE PROCEDURES**

Every effort should be made by the student and the program director to provide an experience that is conducive to the development of professional competencies. However, as in any professional environment, behavior or circumstances may arise causing grievance to one or both parties.

The student should realize that for all concerns that cannot be resolved with the party causing the injury the following chain of command should be contacted. For efficient resolution of the concern, it is important that the sequential order of the chain be observed (please see below). You may be requested to state your grievance in writing.

### **Chain of Command for Grievances**

Director of the Dietetics Program



Chair, Department of Public Health & Wellness



Dean, School of Health Professions

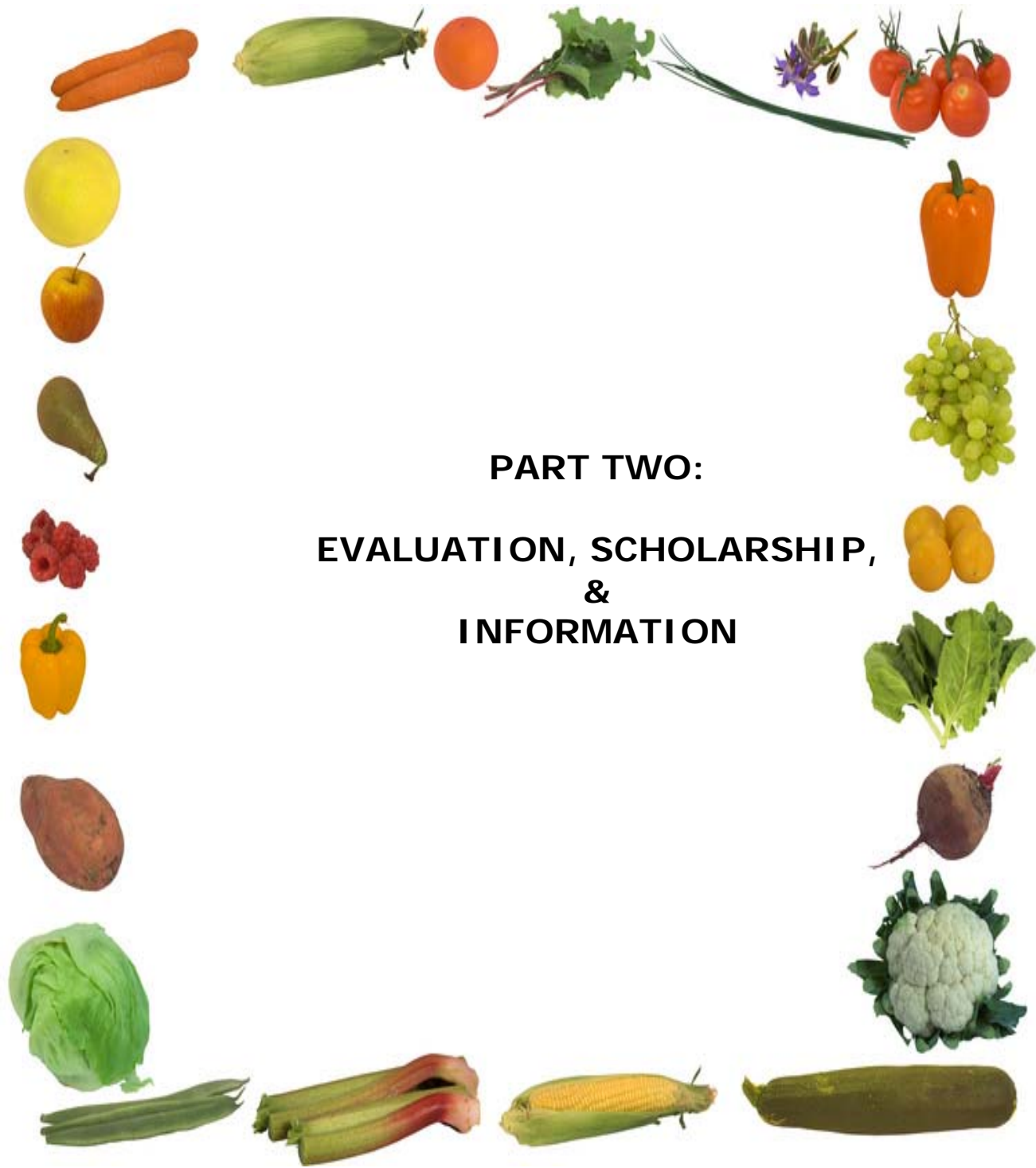


Vice President for Academic Administration



President, Andrews University

A university ombudsperson may be helpful in this process. See the Student Handbook for more information.



**PART TWO:  
EVALUATION, SCHOLARSHIP,  
&  
INFORMATION**



## **SCHOLARSHIPS**

Students enrolled in the DP are eligible to apply for various scholarships offered through Andrews University. Scholarships offered through the university must be applied for by **February 15** in the Dean's office of the School of Health Professions.

Listed below are three (3) scholarships offered through the university which are designated for nutrition students. These scholarships are awarded annually to students in the spring for the following fall semester. Typically these scholarships are less than \$1,000. Students should note, however, that the financial information bulletin lists approximately 20 endowed scholarships available to students enrolled in any program at Andrews University.

- The **Neva Hall Endowed Scholarship** was established by Mrs. Neva Hall of Riverside, California, for junior and senior dietetics majors.
- The **Frank L. and Alice G. Marsh Scholarship** was established by these former Andrews University faculties to benefit Dietetic students.
- The **Otto and Irma Vyhmeister Endowed Scholarship Fund** was established to benefit a non-North American SDA student in their junior or senior year of dietetics, or a graduate student in nutrition.

The Academy of Nutrition and Dietetics (AND) also has various scholarships available to eligible students. Information regarding these scholarships may be obtained from AND by calling 1-800-877-1600. Applications must be postmarked by **February 15**.

## **DP Evaluation Policies**

Evaluation is an important component of the learning process since it allows the student to maximize growth by realizing areas of both weakness and strength. Evaluation of students in the DP program involves more than grading. It is a comprehensive survey of each student performance in and outside of the classroom and includes both academic and professional behavior. Details of the grading system are listed below. The different types of evaluations used are: exams, quizzes, rubrics, and case studies.

## Grading

The authority to determine letter grades rests with the teacher of the course. Policies on the Andrews University grading system including deferred grades and incompletes are found in the current University Bulletin and in each course syllabus.

<b>A</b>	94-100%
<b>A-</b>	90-93%
<b>B+</b>	87-89%
<b>B</b>	83-86%
<b>B-</b>	80-82%
<b>C+</b>	77-79%
<b>C</b>	73-76%
<b>C-</b>	A grade of C- or lower is not acceptable for dietetics students

## Evaluation of the Progress of Dietetic Students

Evaluations are completed at regular intervals during the program as an overall index of student growth. Information from the evaluations is used to strengthen and enrich counseling of the student. Steady growth and progress is expected from the initial levels toward the ideal level. The evaluation is completed by the director of the DPD using information from course instructors and the Nutrition Faculty. Evaluations will occur at the following intervals:

1st evaluation	Spring Semester, Sophomore Year (application)
2nd evaluation	Spring Semester, Junior Year (interview, see evaluation form on page 37-38)
3rd evaluation	Spring Semester, Senior Year (portfolio)

Forms used in the evaluation process can be found in the appendix of this handbook. The evaluation forms for each student are compiled by the director of the DP and reviewed along with a self-evaluation completed by the student using the same forms. All ratings are recorded on a summary sheet which is maintained in the students' file. The director of DP may summarize the general strengths and limitations of the student in conference with other faculty and the student; however the actual ratings and comments will be kept in confidence.

## Application

Students who wish to enter into phase 2 of the DP must apply to the program in the spring semester of their sophomore year. Applicants must meet the requirements on page 9 to be accepted into the program.

Freshmen and sophomores are permitted to retake a maximum of 2 science or FDNT courses to improve their standing for admission to the dietetics program.

## **Interview**

In the spring semester of their junior year each student will meet with the DP Director and one other DP faculty member for an interview. The student completes the evaluation form, available in Appendix A of the handbook, and brings it to the meeting. The DP director and additional faculty member complete the evaluation for the student also and compare the evaluations during the meeting time.

## **Portfolio**

Students are presented with information on starting their portfolio in FDNT 118 (Profession of Dietetics). Projects, papers, and presentations are collected by each student throughout the program to put into their final portfolio.

Each year students are encouraged to make an appointment with their advisor to sit down and review their current portfolio. A new learning plan and evaluation, updated resume, and a revised self-reflection should be completed each year of the program, and placed in their portfolio.

All senior students need to submit the final copy of their portfolio in FDNT 490 (Review). Completion of the FDNT 490 course and graduation is contingent on the student turning in their finalized portfolio. Completing the portfolio is a requisite to receiving a DP verification form.

\*Log sheets for departmental assemblies and volunteer/work hours can be found in Appendix D. An outline of the volunteer/work hour guidelines can be found in Appendix E.

## **Student Involvement in the Department**

Students are represented by elected officers of the Nutrition & Fitness Student Association (NFSA). This association has two faculty co-sponsors who bring the academic issues and other concerns of the students to the departmental faculty meetings for discussion and action. Students will be informed of pertinent decisions occurring in faculty meetings by email and at the monthly departmental assemblies. **All students are required to attend 5 of the 6 departmental assemblies for each school year. Assembly attendance MUST be recorded and turned in with the senior portfolio.**

## **Nutrition & Dietetics Comprehensive Examination**

### ***\*Background***

The DP is an academic curriculum which prepares the graduate for a Dietetic Internship (DI). When this is completed satisfactorily the student is eligible to take the Registration Exam.

### ***\*Goal of the DPD Comprehensive Exam***

To help students review the academic requirements by exposing them to the type of knowledge needed to prepare for and successfully pass the knowledge components of the registration examination.

***\*Procedure and Details***

The DP examination is structured to be similar to the CDR examination in difficulty, question type and distribution. However, this examination does not integrate the practice component that a DI is designed to provide.

Subject matter : Course work covered during DP program

Time : Late spring semester of the senior year (3rd week of April)  
as part of the review course FDNT 490

Passing Level : 70%

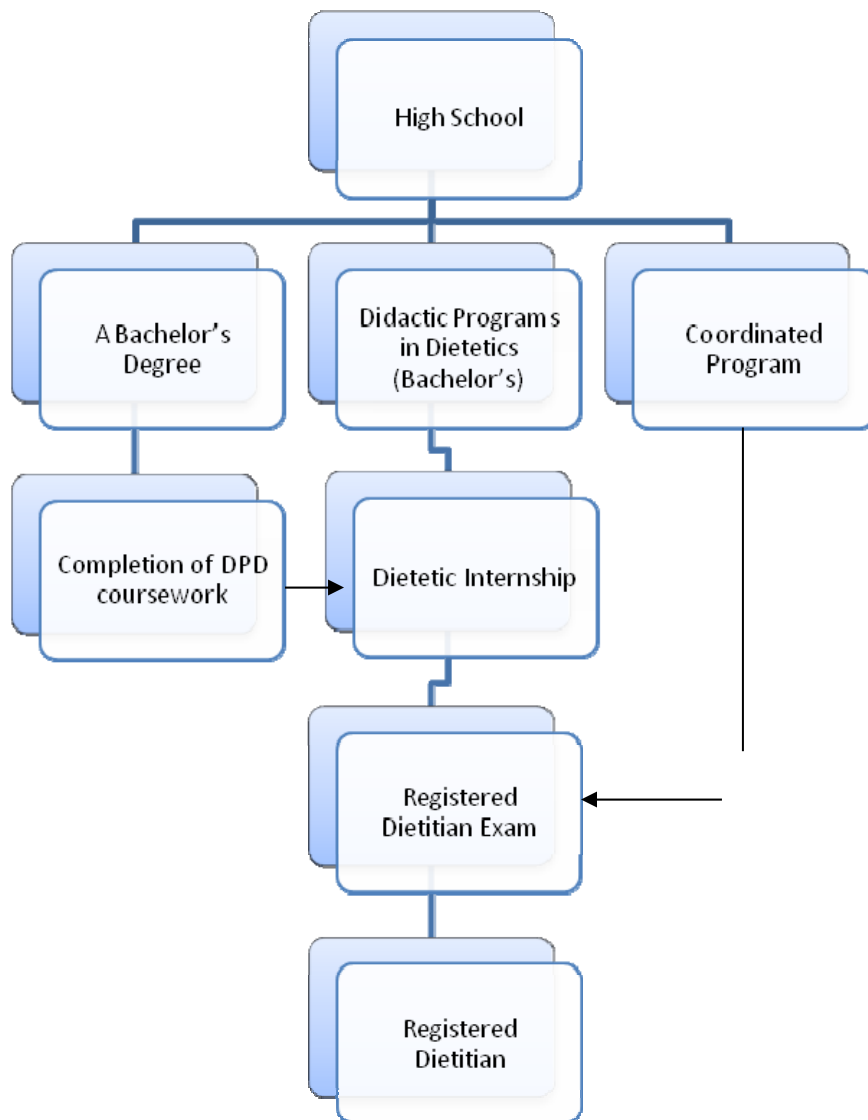
Students failing the comprehensive exam may be permitted to re-take the exam at least once. The re-takes will be scheduled no sooner than 30 days and 60 days, respectively, after the initial exam was given. Failure to pass the exam the 3rd effort will jeopardize receipt of a final DP verification form for the student.

**Preparation for the Registration Exam**

Andrews University offers two programs to prepare the student for the registration examination given by the Commission on Dietetic Registration of the Academy of Nutrition and Dietetics (AND).

- The DP program, which meets the academic requirements for the entrance to the Dietetic Internship.
- The Dietetic Internship (DI), a post-baccalaureate program, designed to meet the supervised practice requirements for registration eligibility. \*See additional information on the AU DI program in Appendix B.

## THE ACADEMY OF NUTRITION AND DIETETICS EDUCATIONAL PATHWAYS TO REGISTRATION



## Definitions:

1. **Didactic program in Nutrition & Dietetics**: An academic program in a regionally accredited college or university culminating in at least a bachelor's degree. The program is approved by the Accreditation Council for Nutrition and Dietetics (ACEND) to meet the minimum academic requirements for registration eligibility and AND membership.
2. **Dietetic Internship**: A formalized post bachelor's degree educational program accredited by the Accreditation Council for Nutrition and Dietetics (ACEND). The curriculum of the program is designed to meet the supervised practice experience requirements for registration eligibility and AND membership. Some programs include the opportunity to complete graduate course work while enrolled in the program.
3. **Coordinated Program**: A formalized bachelor's or master's degree program in dietetics accredited by the Accreditation Council for Nutrition and Dietetics (ACEND). The curriculum is designed to coordinate academic and supervised practice experiences to meet the requirements for registration eligibility and AND membership.
4. **RD - Registered Dietitian**: A dietitian who has completed the registration eligibility requirements established by the Commission on Dietetic Registration, successfully passed the Registration Examination for Dietitians, and meets continuing education requirements.

## **BECOMING A REGISTERED DIETITIAN**

The four-year Didactic Program in Nutrition & Dietetics at Andrews University is accredited by the Accreditation Council for Nutrition and Dietetics (ACEND). Upon successful completion of the Bachelor of Science in Nutrition & Dietetics, a student may apply for a DI. After successfully completing a Dietetic Internship, the intern will be eligible to take the computerized national registry exam set by the Commission on Dietetic Registration and become a registered dietitian.

- 1- Completion of the Bachelor of Science in Dietetics (GPA 3.0 or more)
- 2- Do the dietetic internship program (1-2 years depending upon location)
- 3- Take the review courses
- 4- Pass the RD exam

\* Alternatively a student may complete any BA or BS degree and then complete the DP requirements at Andrews necessary for entry into a Dietetic Internship.

# Appendix





**Appendix A**

**JUNIOR EVALUATION OF PROFESSIONAL PERFORMANCE**



**Name:**

	Excellent (3)	Very Good (2)	Good (1)	Needs improvement (0)
--	------------------	------------------	-------------	-----------------------------

**Knowledge of Nutrition**

Knowledge of nutrition(mostly grade of B or higher in dietetic courses)				
Cumulative GPA of 3.0 or higher				
Teacher's Comment				

**Accuracy**

Follows teachers instructions				
Follows professional dietetic standards				
Assignments are done in detail				
Teacher's Comment				

**Attitude**

Works well with groups				
Keeps appointments				
Dresses appropriately				
Punctuality				
Gets work/assignments turned in on time				
Teacher's Comment				

**Cooperation**

Willingness to complete job tasks				
Participates in the department activities and assemblies				
Teacher's Comment				

**Communication**

Communicates appropriately with teachers & seeks information				
Uses electronic tools effectively for professional communication and research				
Communicates effectively in written forms				
Communicates effectively in verbal, and non-verbal forms				
Teacher's Comment				

**Lifelong learner**

Demonstrates continuing professional growth				
Diligence in working on portfolio on a yearly basis				
Teacher's Comment				

	Excellent (3)	Very Good (2)	Good (1)	Needs improvement (0)
--	------------------	------------------	-------------	--------------------------

**Acceptance of Criticism**

Willingness to accept criticism

--	--	--	--	--

Utilizes constructive criticism for self-development

--	--	--	--	--

Teacher's Comment

--	--	--	--	--

**Organization**

Ability to organize materials

--	--	--	--	--

Turns in papers that are neat and orderly

--	--	--	--	--

Teacher's Comment

--	--	--	--	--

**Total score**

--	--	--	--	--

**Definitions of the Professional Performance Evaluation**

**Excellent:** Meet all the standards

**Very good:** Meet most of the standards

**Good:** Generally meets standards but shows need for improvement

**Needs improvement:** Fails to meets various standards

Students that scores less than 50 points out of 66 will be considered on DPD probation and having an overall GPA below 3.00 will be uncompetitive when applying for a Dietetic Internship.

Advisor's overall comments:

--	--	--	--	--

Signature of the Advisor:	Date:
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Student's comments:

--	--	--	--	--

Signature of Student:	Date:
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## Appendix B

### DIETETIC INTERNSHIP PROGRAM

Dietetics graduates are eligible to apply for entry into an Accredited Dietetic Internship [DI]. Admission requirements for the AU Internship Program include the following:

1. A Verification Statement indicating successful completion of an approved DPD program or a Declaration of Intent to Complete Degree signed by the DPD director
2. A baccalaureate degree from an accredited institution
3. A completed application form and accompanying documentation as described in the application
4. A GPA of 3.0 or above, relevant work experience, and evidence the student has passed each test for MNT with a B or better.
5. A DPD GPA of at least 3.2.

### Internship Options

A listing of all accredited Dietetic Internships, across the United States, can be found at [eatright.org](http://eatright.org). Click on Become an RD/DTR and go to the accredited programs link on the side bar. Chose Dietetic Internship and you will be able to pull up a list of internship options by state.

### AU Internship Program costs

Dietetic interns may register for 8 hours of graduate credit which can be applied towards a Master of Public Health (online) degree from Andrews University. However, registering for graduate credit does not constitute admission to the graduate school. Students register for 4 semester credits in fall semester, and then again in spring semester.

Application fee (waived for AU students)	\$50.00
Credit option for 8 graduate credits	\$8,340.00*
Non-credit option	\$7,114.00*
Professional education & Distant Education fees (applies to both options)	\$462.00 per semester*

*\*subject to change annually*

The DI program begins the last week of August each year and continues for eight months. Completed application forms are due **February 15** for the following fall. Registration for fall semester takes place during the orientation program. Registration for spring semester takes place in January by mail.

## Handbook

Students admitted to the Dietetic Internship program will receive a Student Handbook from the Program Director. The handbook contains important program guidelines, evaluation instruments and reporting forms.

## Program Description

The DI program at Andrews is designed to provide professional experiences at various institutions in the United States. The experiences are supervised by Registered Dietitians in leadership positions. Graduates are prepared to assume entry level positions as Dietitians and are eligible to write the registration exam administered by the Academy of Nutrition & Dietetics.

In eight months the students complete **1312 supervised hours**. The program consists of:

1. A three to four day orientation at Andrews University
2. 4 weeks of community nutrition in South-west Michigan, or within 50 miles of their assigned location.
3. 7 weeks of food service administration
4. 21 weeks of clinical dietetics in an affiliated hospital

Interns will be located at only one hospital for the entire period that they are doing the food service and clinical rotations. Hospital locations include:

- Dayton, OH
- Fort Worth, TX
- Grand Rapids, MI
- Hinsdale, IL
- Kettering, OH
- Orlando, FL
- Columbus, GA
- South Bend, IN
- St Joseph, MI
- Tavares, FL

An option to complete a Master of Public Health (MPH.) in Nutrition & Wellness exists, but requires separate admission to the Graduate School at Andrews.

DI students are selected by a computer matching process. All applicants need to register online with D & D Digital Systems in Ames, Iowa by **February 15th** for the following fall.



# from the association

## American Dietetic Association/Commission on Dietetic Registration Code of Ethics for the Profession of Dietetics and Process for Consideration of Ethics Issues

### PREAMBLE

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

### APPLICATION

The Code of Ethics applies to the following practitioners:

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

All individuals to whom the Code applies are referred to as "dietetics practitioners," and all such individuals who are RDs and DTRs shall be known as "credentialed practitioners." By accepting membership in ADA and/or accept-

ing and maintaining CDR credentials, all members of ADA and credentialed dietetics practitioners agree to abide by the Code.

### PRINCIPLES

#### Fundamental Principles

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

#### Responsibilities to the Public

3. **The dietetics practitioner considers the health, safety, and welfare of the public at all times.**  
The dietetics practitioner will report inappropriate behavior or treatment of a client by another dietetics practitioner or other professionals.
4. **The dietetics practitioner complies with all laws and regulations applicable or related to the profession or to the practitioner's ethical obligations as described in this Code.**
  - a. The dietetics practitioner must not be convicted of a crime under the laws of the United States, whether a felony or a misdemeanor, an essential element of which is dishonesty.

- b. The dietetics practitioner must not be disciplined by a state for conduct that would violate one or more of these principles.
  - c. The dietetics practitioner must not commit an act of misfeasance or malfeasance that is directly related to the practice of the profession as determined by a court of competent jurisdiction, a licensing board, or an agency of a governmental body.
5. **The dietetics practitioner provides professional services with objectivity and with respect for the unique needs and values of individuals.**
    - a. The dietetics practitioner does not, in professional practice, discriminate against others on the basis of race, ethnicity, creed, religion, disability, gender, age, gender identity, sexual orientation, national origin, economic status, or any other legally protected category.
    - b. The dietetics practitioner provides services in a manner that is sensitive to cultural differences.
    - c. The dietetics practitioner does not engage in sexual harassment in connection with professional practice.
  6. **The dietetics practitioner does not engage in false or misleading practices or communications.**
    - a. The dietetics practitioner does not engage in false or deceptive advertising of his or her services.
    - b. The dietetics practitioner promotes or endorses specific goods or products only in a manner that is not false and misleading.
    - c. The dietetics practitioner provides accurate and truthful information in communicating with the public.

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doi: 10.1016/j.jada.2009.06.002

ADA values	Principles
<b>Customer Focus:</b> Meets the needs and exceeds expectations of internal and external customers	#5, #9
<b>Integrity:</b> Acts ethically with accountability for life-long learning and commitment to excellence	#1, #2, #4, #5, #6, #7, #10, #11, #12, #13, #17, #18
<b>Innovation:</b> Embraces change with creativity and strategic thinking	
<b>Social Responsibility:</b> Makes decisions with consideration for inclusivity as well as environmental, economic, and social implications	#3, #8, #9, #11, #13, #14, #15, #16, #17, #18, #19

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

**7. The dietetics practitioner withdraws from professional practice when unable to fulfill his or her professional duties and responsibilities to clients and others.**

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

**Responsibilities to Clients**

8. **The dietetics practitioner recognizes and exercises professional judgment within the limits of his or her qualifications and collaborates with others, seeks counsel, or makes referrals as appropriate.**
9. **The dietetics practitioner treats clients and patients with respect and consideration.**
  - a. The dietetics practitioner provides sufficient information to enable clients and others to make their own informed decisions.
  - b. The dietetics practitioner respects the client's right to make decisions regarding the recommended plan of care, including consent, modification, or refusal.
10. **The dietetics practitioner protects confidential information**

and makes full disclosure about any limitations on his or her ability to guarantee full confidentiality.

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

**Responsibilities to the Profession**

12. **The dietetics practitioner practices dietetics based on evidence-based principles and current information.**
13. **The dietetics practitioner presents reliable and substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist.**
14. **The dietetics practitioner assumes a life-long responsibility and accountability for personal competence in practice, consistent with accepted professional standards, continually striving to increase professional knowledge and skills and to apply them in practice.**
15. **The dietetics practitioner is alert to the occurrence of a real or potential conflict of interest and takes appropriate action whenever a conflict arises.**
  - a. The dietetics practitioner makes full disclosure of any real or perceived conflict of interest.
  - b. When a conflict of interest cannot be resolved by disclosure,

the dietetics practitioner takes such other action as may be necessary to eliminate the conflict, including recusal from an office, position, or practice situation.

16. **The dietetics practitioner permits the use of his or her name for the purpose of certifying that dietetics services have been rendered only if he or she has provided or supervised the provision of those services.**
17. **The dietetics practitioner accurately presents professional qualifications and credentials.**

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

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

*Clarification of Principle:*

- a. Whether a gift, incentive, or other item of consideration shall be viewed to affect, or give the appearance of affecting, a dietetics practitioner's professional judgment is dependent on all factors relating to the transaction, including the amount or value of the consideration, the likelihood that the practitioner's judgment will or is intended to be affected, the position held by the practitioner, and whether the consideration is offered or generally available to persons other than the practitioner.
- b. It shall not be a violation of this principle for a dietetics

- practitioner to accept compensation as a consultant or employee or as part of a research grant or corporate sponsorship program, provided the relationship is openly disclosed and the practitioner acts with integrity in performing the services or responsibilities.
- c. This principle shall not preclude a dietetics practitioner from accepting gifts of nominal value, attendance at educational programs, meals in connection with educational exchanges of information, free samples of products, or similar items, as long as such items are not offered in exchange for or with the expectation of, and do not result in, conduct or services that are contrary to the practitioner's professional judgment.
  - d. The test for appearance of impropriety is whether the conduct would create in reasonable minds a perception that the dietetics practitioner's ability to carry out professional responsibilities with integrity, impartiality, and competence is impaired.

#### Responsibilities to Colleagues and Other Professionals

19. **The dietetics practitioner demonstrates respect for the values, rights, knowledge, and skills of colleagues and other professionals.**
  - a. The dietetics practitioner does not engage in dishonest, misleading, or inappropriate business practices that demonstrate a disregard for the rights or interests of others.
  - b. The dietetics practitioner provides objective evaluations of performance for employees and coworkers, candidates for employment, students, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.

#### PROCESS FOR CONSIDERATION OF ETHICS ISSUES

In accordance with ADA's Code of Ethics, a process has been established

for consideration of ethics issues. This process defines the procedure for review of and response to ethics complaints, including hearings, disciplinary action, and appeals. The process was approved on June 2, 2009, by the ADA Board of Directors, the House of Delegates, and the Commission on Dietetic Registration.

#### Committee

A three (3)-person committee, comprised of members of ADA and/or CDR-credentialed practitioners, will be appointed to handle all ethics matters. One person will be appointed each year by the president-elect of ADA, the chairperson of CDR, or the speaker-elect of the House of Delegates (based on the expired term). Terms of office will be for three (3) years. Terms will be staggered to allow for continuity. The chairship will rotate among the three (3) committee members. The chairship will be awarded to the person moving into the third year of the three (3)-year term of office.

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

#### Ethics Opinions

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

#### Ethics Cases

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

#### 1. Complaint

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

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

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

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

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

#### 2. Preliminary Review of Complaint

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

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

#### 3. Response

If the preliminary review determines that the process should proceed, the ADA staff or chair of

the Ethics Committee will notify the respondent (person against whom the complaint is made) that a complaint has been made.

The notice will be sent from the staff via certified mail, return-receipt requested. The respondent will be sent a copy of the complaint, the Code of Ethics for the Profession of Dietetics, the Review Process, and the Response to Complaint form.

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

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

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

#### 4. *Ethics Committee Review*

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

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

At the appropriate time, the Ethics Committee will notify the complainant and the respondent of its decision, which may include the Committee's preliminary opinion with a request that the respondent take certain actions, including, but

not limited to, successful completion of continuing professional education in designated areas, or supervised practice based on the terms to be set forth by the Committee.

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

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

#### 5. *Licensure Board Action or Final Judicial or Administrative Action*

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

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

#### 6. *Hearings*

##### A. *General*

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

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

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

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

##### B. *Conduct of Hearings*

The chair of the Ethics Committee will conduct a hearing

with appropriate staff and legal counsel present. Individuals who have no conflict of interest will be appointed.

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

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

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

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

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

##### C. *Costs*

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

The respondent and the complainant will be responsible for all costs and fees incurred in their preparation for and attendance at the hear-



ing, except expenses for travel and hotel as stated above.

D. Decision

The Ethics Committee will render a written decision specifying the reasons therefore and citing the provision(s) of the Code of Ethics for the Profession of Dietetics that may have been violated. The Committee will decide that:

- 1) the respondent is acquitted;
- 2) educational opportunities are pursued;
- 3) the respondent is censured, placed on probation, suspended, or expelled from ADA; and/or
- 4) the credential of the respondent is suspended or revoked by the CDR of the ADA.

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

7. Request by Complainant for Review of Respondent's Response

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

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

made available to the complainant.

- B. Any request to review the respondent's response must be submitted in writing (electronic or mail) no later than thirty (30) days after final action by the Committee.
- C. ADA staff will notify the Ethics Committee of the request and will provide a timeline for addressing it.
- D. Within five (5) business days of the request being received, the Committee will advise the respondent that the complainant has made the request and is being given access to the response. The requested documentation will be sent to the complainant via express mail to ensure delivery.
- E. The complainant will be required to commit in writing to maintain the confidentiality of the documentation by signing a statement to this effect.
- F. Any comments, concerns, or issues with the respondent's response must be communicated to ADA staff within twenty (20) days in writing (electronic or mail). ADA staff will add the complainant's comments, concerns, or issues onto the agenda of the next Ethics Committee conference call or meeting. The Committee will determine whether further action is necessary and shall communicate its determination to the complainant.
- G. The complainant will return the documents after review via UPS at the expense of ADA within twenty-five (25) days.

8. Definitions of Disciplinary Action

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

Time frame: Not applicable to the disciplinary action.

**Probation:** A directive to allow for correction of behavior specified in Principle 7 of the Code of Ethics for the Profession of Dietetics. It may include mandatory

participation in remedial programs (eg, education, professional counseling, and peer assistance). Failure to successfully complete these programs may result in other disciplinary action being taken. It carries no loss of membership or registration status, but may result in removal from office at the national, state, and district levels and from committee membership.

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

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

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

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

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

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

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

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

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

Time frame: Specified time for reapplication to be decided on a case-by-case basis, but, at minimum, current recertification re-

quirements would need to be met. A credential will not be issued until CDR determines that the reasons for revocation have been removed.

#### 9. Appeals

##### A. General

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

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

##### B. Recourse to the Appeals Committee

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

##### C. Contents

The appeal must be in writing and contain, at a minimum, the following information:

1. The decision being appealed.
2. The date of the decision.
3. Why the individual feels the decision is wrong or was improperly rendered (See E, "Scope of Review").
4. The redress sought by the individual.
5. The appeal will be signed and sworn to.

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

within ten (10) calendar days will result in the appeal being waived.

##### D. Procedures

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

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

##### 1. Location and participants

a. All appeals hearings will be held in Chicago, IL.

b. The complainant/appellee, the respondent/appellant, and the chair of the Ethics Committee will have the opportunity to participate in the appeals hearing.

c. The parties may have legal counsel present, who may advise their clients, but may only participate in the hearings with the permission of the chair.

d. Attendance at the hearing will be limited to persons determined by the chair to have a direct connection with the appeal and appropriate staff and legal counsel.

##### 2. Conduct of the hearing

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

##### E. Scope of Review

The Appeals Committee will only determine whether the Ethics Committee committed procedural error that affected its decision, whether the Ethics Committee's decision was contrary to the weight of the evidence presented to it, or whether there is new and substantial evidence that would likely have affected the Ethics Committee's decision that was

unavailable to the parties at the time of the Ethics Committee's hearing for reasons beyond their control.

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

##### F. Record of Hearing

A transcript will be prepared and will be maintained in the case file.

##### G. Decision of Appeals Committee

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

2. Decisions of the Appeals Committee will be final.

##### H. Costs

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

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

##### 10. Notification of Adverse Action

If the respondent is disciplined by the Ethics Committee and does not appeal the decision, the chair of the Ethics Committee will notify the appropriate ADA organizational units, CDR, the affiliate dietetic association, appropriate licensure boards, and governmental and private bodies within thirty (30) days after notification of the final decision.

In the event the respondent ap-

peals a decision to discipline him or her and the Ethics Committee decision is affirmed or modified, similar notification will be made by the chair of the Ethics Committee.

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

11. *Record Keeping*

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

12. *Confidentiality Procedures*

The following procedures have been developed to protect the confidentiality of both the complainant and the respondent in the investigation of a complaint of an alleged violation of the Code of Ethics for the Profession of Dietetics:

- A. The need for confidentiality will be stressed in initial communications with all parties.

- B. Committee members will refrain from discussing the complaint and hearing outside of official committee business pertaining to the complaint and hearing.
- C. If the hearing on a complaint carries over to the next Committee, the complaint will be heard by the original Committee to hear the complaint.
- D. Communication with ADA witnesses will be the responsibility of the Committee chair or staff liaison.
- E. Witnesses who testify on behalf of ADA will be informed of the confidentiality requirements and agree to abide by them.
- F. The Committee chair will stress the importance of confi-

dentiality at the time of the hearing.

- G. To ensure confidentiality, the only record of the hearing will be the official transcript and accompanying materials, which will be kept at ADA offices. All other materials that were mailed or distributed to committee members should be returned to ADA staff, along with any notes taken by Committee members.
- H. The transcript will be available if there is an appeal of the Ethics Committee's decision and only to the parties, Ethics Committee members, Appeals Committee members, ADA legal counsel, and staff directly involved with the appeal.

*Recognition is given to the members of the Code of Ethics Task Force for their contributions: Marianne Smith Edge, MS, RD, LD, FADA, Chair; Alice Beth J. Fornari, EdD, RD; Cheryl A Bittle, PhD, RD, LD; Doris Derelian, PhD, JD, RD, FADA; Jana Kicklighter, PhD, RD, LD; Leonard Pringle, DTR; Harold Holler, RD, LDN, ADA Staff; Chris Reidy, RD, CDR Staff; J. Craig Busey, JD, former ADA Legal Counsel.*

**Appendix D**



**Departmental Assembly Log**

It is required that Dietetic and Fitness Majors attend at least 4 of 6 departmental assemblies per year. Please use this form to log your participation in these activities.

Name: \_\_\_\_\_

Major: \_\_\_\_\_

Program Standing: (circle one)   Freshman   Sophomore   Junior   Senior

School Year: \_\_\_\_\_ - \_\_\_\_\_

Date	Subject Matter
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

\*Attendance will be taken at each assembly so that your records can be checked. It is your responsibility to come to the assemblies required and keep a log of your attendance for the portfolio.

**Nutrition & Dietetics Program  
Portfolio Log**

Circle which part of the portfolio these hours are for: **Clinical** **Food Service** **Community** **Self-selected**

Name \_\_\_\_\_

<b>Experience</b>	<b>Hours</b>

**Nutrition & Dietetics Program**  
**Volunteer/Work Hours for Portfolio**

Circle which part of the portfolio these hours are for: **Clinical** **Food Service** **Community** **Self-**  
**selected**

Name \_\_\_\_\_ Date \_\_\_\_\_

Location \_\_\_\_\_

Type of Service Performed \_\_\_\_\_

Total Hours \_\_\_\_\_

.....  
.....  
Please write briefly summary about your experience, and what you learned from this experience:

.....  
.....  
**STUDENT:**

Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
**SUPERVISOR:**



**Nutrition & Dietetics Program**

**Portfolio Volunteer/Work Experience Requirements**

**Purpose:** To participate in meaningful nutrition experiences preferably with a registered dietitian.

**Required Hours:** 200 hours for freshman. For those transferring to AU as a sophomore, 165 hours are required. For those transferring as a junior 125 hours are required.

**The required hours are as follows:**

<p align="center"><b>Clinical</b> 25 hours</p>	<p><b>Examples:</b> Shadowing clinical dietitian (long-term care, hospital, renal, cancer center, out-patient 1-on-1 counseling, and bariatric) Clinical research assistant (in hospital setting) Attendance at a support group meeting</p>
<p align="center"><b>Food Service Management</b> 50 hours (you must select at least 2 different experiences)</p>	<p><b>Examples:</b> Cafeteria (AU, hospital, or restaurant) MUST include food preparation Dietary aide or diet clerk (hospital or long-term care) Management of inventory, purchasing, ordering, recipes, and/or prep Shadow health department inspector or quality assurance inspector <b>Non-Qualifying Experiences</b> Waitressing, cashier, and dishwashing</p>
<p align="center"><b>Community</b> 50 hours (you must select at least 2 different experiences)</p> <p>*the following experience MUST be limited to 15 hours each</p>	<p><b>Examples:</b> Shadowing a community dietitian (WIC, sports nutrition, etc.) Active participation in a community program (WE CAN, FLIP, etc.) Nutrition related camps (weight loss or diabetic camps) *Soup kitchens, Meals on Wheels *Food pantries, senior congregate meals, International Food Fair (if food prep and service) *Health fairs *Church nutrition programs (Lifestyle Matters, CHIP, GROW) *C schools/demos or health presentations *Department informational booths for National Nutrition Month, Disorder Awareness Week, and etc. *Domestic &amp; international mission projects related to nutrition (as by the DPD director)</p>
<p align="center"><b>Self-selected</b> Up to 75 hours (for those requiring additional hours)</p>	<p><b>Examples:</b> Additional hours in the categories above Assisting faculty on research</p>

**Additional Guidelines:**

\*Hours done for class labs, working in the department as a lab assistant or office assistant, will NOT count towards your portfolio hours.

\*ALL work must be done under the supervision of a Registered Dietitian (AU faculty or outside RD). If unsure that the activity meets these requirements check with DP director, BEFORE engaging in an activity. (If the program does not have a RD associated with it, submission of lesson plans, handouts, or other materials being used MUST be approved by a RD in the department BEFORE participating in the program/event.)

**Deadlines:**