

# **STUDENT HANDBOOK**

**COORDINATED PROGRAM IN DIETETICS  
DELTA STATE UNIVERSITY**

2014

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## **INTRODUCTION**

### **Coordinated Program in Dietetics at Delta State University**

Delta State University offers a Coordinated Program (CP) in Dietetics Education which is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (A.N.D.). The program combines academic instruction with a minimum of 1200 hours of supervised practice experience giving students the opportunity to apply the knowledge gained in the classroom. Upon successful completion of the program, students receive the Bachelor of Science Degree in Family and Consumer Sciences with a concentration in Nutrition/Dietetics. Students are eligible to take the registration examination for dietitians (RD Exam), and qualify for entry-level positions as dietitians or nutritionists.

### **The Profession of Dietetics**

Public interest in nutrition and wellness is growing rapidly. The discerning consumer needs guidance in applying basic nutrition principles to lifestyle management. The Registered Dietitian (RD) is uniquely qualified to distinguish between nutrition facts and fallacies. RDs are nutrition experts recognized by the medical profession and the public as credible sources of information.

As specialists in nutrition and foodservice management, RDs offer expertise to individuals and groups desiring to maintain, improve, or restore health. These services are provided in a variety of settings ranging from hospitals to wellness programs to corporate foodservice operations.

### **Accreditation**

The Coordinated Program in Dietetics in the Division of Family and Consumer Sciences at Delta State University is currently granted accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (A.N.D.), located at 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, 312/899-4876. The program meets both the academic and supervised practice requirements of the Academy of Nutrition and Dietetics, thus making the graduate eligible to take the Registration Examination for Dietitians upon program completion. Successful completion of this examination is necessary for a graduate to obtain the RD credential.

### **Mission Statement**

The mission of the Coordinated Program in Dietetics in the Division of Family and Consumer Sciences at Delta State University is to prepare graduates for successful careers in dietetics and to encourage students to assume leadership in their profession and society. Graduates integrate the basic concepts of food and nutrition to improve the quality of life for individuals and families in the Mississippi Delta, society and the world. Graduates accomplish this mission by

promoting health, aiding in the prevention of disease, and providing management for food and nutrition services.

### **Program Philosophy and Goals**

The Coordinated Program is committed to providing students in the state of Mississippi, and particularly the Mississippi Delta, with a well-rounded general education, consistent with a baccalaureate degree. This program serves the needs of individuals interested in attaining the academic and supervised practice components of dietetic education for entry-level dietitians. The Coordinated Program produces credentialed food and nutrition professionals who can integrate basic food and nutrition knowledge into the delivery of services to the people of the Mississippi Delta. These services involve medical nutrition therapy, education of clients in community agencies, and implementing food systems management in institutions, agencies, schools, or businesses. The curriculum of the Coordinated Program in Dietetics stresses current and research-based knowledge appropriate to dietetic careers of the present and the future. Through classroom and clinical experiences, students have opportunities to assume leadership roles in professional organizations enhancing the practice of dietetics. In addition, the Coordinated Program supports other areas of study within the university, such as nursing, education, physical education, and pre-medicine by providing required and elective courses and professional expertise.

Based on this philosophy, the dietetics program at DSU strives to prepare graduates to be successful dietetics practitioners. Every effort is made to prepare students for professional practice in our service-oriented, information-based society. The importance of quality and service is emphasized because client needs and expectations must be the central focus of innovative dietetics practice. RDs must demonstrate lifelong learning, on-going self-evaluation, and adherence to a personal and professional code of ethics.

To this end, the dietetics program seeks to achieve the following measurable goals:

The goals and expected outcomes of the Coordinated Program in Dietetics are:

1. The program provides students the opportunity to attain the didactic and supervised practice components of dietetic education required for entry-level dietitians/nutritionists without relocating.

*Expected Outcomes:*

- a. Accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics will be maintained.

- b. Adequate Supervised Practice sites and qualified preceptors for enrollment will be maintained.
2. The program provides academic and supervised practice experience to prepare graduates to assume leadership roles in professional organizations enhancing the practice of dietetics.

*Expected Outcomes:*

- a. Ninety percent of CP students will attend one or more state or national dietetic association meetings.
  - b. Eighty percent of CP students will be members of the DSU Student Dietetic Association.
  - c. At least 50% of all alumni will be members of A.N.D. when surveyed one year after graduation and five years after graduation.
3. The program provides credentialed food and nutrition professionals to serve the counties of Northwest Mississippi.

*Expected Outcomes:*

- a. At least 50% of graduates seeking employment will remain in North Mississippi.
  - b. Eighty percent of graduates will pass the RD exam.
  - c. Eighty percent of graduates will have placement in employment or further education.
  - d. Seventy-five percent of students admitted to the CP will complete the program.
4. The program provides a Bachelor of Science degree that prepares graduates for entry-level positions as dietitians/nutritionists as defined by The Standards of Education and the Foundation Knowledge and Skills and Competencies for Entry-level Dietitians.

*Expected Outcomes:*

- a. One hundred percent of graduating seniors have met all competencies as required by A.N.D.
- b. One hundred percent of graduating seniors have a grade of C or better in all knowledge and skills related assignments.
- c. One hundred percent of all graduating seniors will meet requirements to obtain a verification statement.

The dietetics program is based on the belief that dietitians are especially qualified to provide the most up-to-date information and guidance in nutrition, encompassing health promotion and supervised practice in nutrition and foodservice systems management.

## **Location**

The Coordinated Program in Dietetics is located in the Division of Family and Consumer Sciences on the south end of the first floor of Ewing Hall. This building is on the east side of the campus on 1003 Sunflower Road between Fourth and Fifth Avenues. The facilities include three main classrooms, a home management area, and a foods lab in the Division. A computer laboratory is located within the home management area and a second laboratory is available on the second floor of the Ewing building. The address for the Coordinated Program in Dietetics is Division of Family and Consumer Sciences, PO Box 3273, Cleveland, MS 38733.

## **APPLICATION PROCESS**

### **University Admission Requirements**

Students seeking to participate in the Coordinated Program must be admitted to Delta State University as an undergraduate student. Once admitted to the University, the student should make an appointment with the Program Director.

*Entry Level Student:* Admission requirements for beginning students are given in the Delta State University Bulletin, which can be found online.

*Transfer Student:* Admission requirements for transfer students are given in the Delta State University Bulletin. Students may transfer up to 64 semester hours from an accredited community college. Students wishing to transfer credit for courses from any institution should consult the Coordinated Program Director and the Registrar's Office as soon as possible to facilitate the transfer process. All admission requirements noted for the entry level student must also be met by transfer students.

### **Application to the Coordinated Program in Dietetics**

Students assume all responsibility for submitting the application packet in its entirety. The contents of the packet are listed in Appendix B.

*Entry Level and Transfer Students:* Division advisors are always available to assist students in preparing for entrance into the program. Applications are available in the Division of Family and Consumer Sciences office or Division webpage located with the Academic section of the Delta State University website. The application deadline for admission is April 15. All application materials must be received by the Program Director in Ewing Hall 110 by the April 15th deadline. Once fully admitted into the Coordinated Program, it is designed to take approximately 4.5 semesters to complete.

*Student with a degree:* Individuals who already have the minimum of a baccalaureate degree may participate in the Coordinated Program if they meet all criteria for acceptance. Dietetics faculty members work with each of these



students to compare the requirements for admission with the individual's program of study. Previous academic work is evaluated for appropriate course content and proficiency of subject matter. Faculty evaluation of the applicant's previous course work and work experience will determine the number of courses a student will need to take to meet academic and supervised practice experience requirements of A.N.D. Even if the student comes to DSU with a Verification Statement from another dietetics program, the faculty reserves the right to have the student take specific courses to meet DSU program requirements. The CP Director and the student's advisor will work together in deciding the courses that should be taken.

### **Interview Process**

A formal interview with the CP director and other dietetics faculty and/or supervised practice preceptors will be scheduled after the deadline when all materials have been reviewed. Applicants will be contacted by the CP director to schedule an interview. Interviews are typically 20 to 30 minutes in length. The purpose of the interview is to ascertain the applicant's knowledge about and interest in dietetics. The interview also enables the faculty to evaluate communication skills, maturity, poise, human relations skills, and understanding of the rigors in this program. The rating scale for evaluating each applicant is included in Appendix C. Applicants must score a minimum of 80 points (out of 100) to be considered for program admission.

Acceptance into the program is based on meeting the admission criteria, faculty assessment of student readiness for the program, and the availability of an adequate number of quality supervised practice sites. All candidates will be notified in writing of the official decision of acceptance.

### **Provisional Acceptance**

In **rare cases**, a student may be accepted into the Coordinated Program on a provisional basis for one semester only. This student will only be considered if space in the program allows. This student is considered to be high risk and will carry a probation status in their official records. **A student who was previously removed from the Coordinated Program for any reason will not be eligible for this provisional acceptance.** The provisionally accepted student will be assigned mandatory meeting times with the Program Director throughout the semester to ensure that the student remains on their documented course of study in good standing within the Coordinated Program in Dietetics. The following are reasons that a student might be accepted on only a provisional basis:

- Non-completed or pending prerequisites
- Cumulative grade point average below 2.75
- Questionable references
- Pending documents to complete the application process

## **EVALUATION AND PROGRESSION**

### **Academic Advisement**

Upon entering the freshman year, students are encouraged to seek academic advisement from the Coordinated Program faculty. After enrollment, each student is assigned a faculty advisor to assist with academic concerns, planning the program of study, and meeting graduation requirements.

At the first registration, a plan of study must be projected for meeting degree requirements. This plan reflects the course selections for each semester of enrollment. The student and advisor can meet as frequently as necessary, but at least once each semester is mandatory to review progress. The student is encouraged to make an appointment with the advisor for all meetings. Either faculty or student may request meetings, but regular meetings each semester are the student's responsibility to schedule. Modifications in the plan of study may be made if necessary; such modifications are recorded on the plan of study form. Any questions regarding the course of study should be discussed with the faculty advisor.

Most students complete degree requirements within 4 1/2 to 5 academic years. If students elect to leave school and interrupt an academic program, new degree requirements will have to be met if a curriculum change occurred or A.N.D. requirements changed during their absence.

### **Course Syllabi**

The course syllabus is a course guide and is not a contract. To meet varying educational and time requirements, a syllabus may be changed or modified by the instructor at any time without prior notice.

### **Evaluation of Performance in the CP**

Regular evaluation of student performance in professional courses with a supervised practice component is an important part of the CP experience. Each student meets on a regular basis with the faculty preceptor to critique the learning activities and identify strengths and areas for improvement in on-the-job knowledge and behavior. Formal evaluations are completed throughout the academic process (Appendix D).

The philosophy of the program is that students must demonstrate competence in both knowledge and performance. Every effort will be made to provide guidance and assistance to students with problems in either area. However, if improvement is not shown and the student continues to demonstrate a lack of ability or commitment, he/she will be removed from the program and encouraged to seek other career options.

## **Progression in the Coordinated Program**

Following admission to the program, the dietetics faculty and the CP director monitor student development and progress. Regular one-on-one evaluations between faculty, preceptors, and the student are an integral part of the CP experience.

Results of these evaluations and grade reports are assessed before a student is permitted to progress in the supervised practice. Progression is granted if the following requirements are maintained:

- Completion of CP courses with no grade lower than a “C”. This includes all FCS courses, Natural Science courses, Foods and Nutrition courses, Foodservice Management courses, and Business courses. A specific listing of these courses is in the Academic Bulletin.
- Maintenance of overall GPA of 2.75 or higher on a 4 point scale
- Satisfactory recommendations from all faculty who have had the student in professional courses (FCS courses)
- Satisfactory evaluations from preceptors
- Student has maintained a high standard of ethics

Students not meeting the above criteria may be placed on probation for one semester, or may be removed from the program, depending upon evaluation of the situation. If placed on probation, the student will be given one semester to remediate the deficit. Notification will be given to the student through written communication accompanied by a meeting with the program director and division chair or appointed proxy. If GPA or other requirements are not met after the one semester probation period, the student will be removed from the program. Notification of dismissal will be given in written communication and kept in the official student file. **Once removed from the program, the student may not reapply.**

## **Requirements for Successful Completion of CP (Verification Statement)**

The Director of the Coordinated Program will complete a Verification Statement for students who have (1) met all academic and supervised practice requirements, and (2) passed a practice Registration Examination for Dietitians. The Verification Statement is required by the Academy of Nutrition and Dietetics, Commission on Dietetic Registration (CDR) in order to be eligible to sit for the Registration Examination for Dietitians.

## **Credit for Prior-Learning Experience**

In some cases, previous work experience may be taken into consideration for the completion of supervised practice assignments. Students should consult with the Coordinated Program Director and provide paperwork as evidence of

competencies met. The Coordinated Program Director and/or Division Chair has the authority to accept or deny prior-learning experiences. Assignments are tailored to the individual student. Those with previous work experience may be given assignments to build on the experience they have.

### **Written Assignments**

The required guide for preparation of papers is the following:  
(Latest edition). Publication Manual of the American Psychological Association.  
Washington, DC: Author.

In some classes, the format used may be that used in The Journal of the Academy of Nutrition and Dietetics.

## **GRADUATION**

### **Undergraduate Degree Requirements**

In order to graduate, students in dietetics must complete all course work in the nutrition/dietetics concentration of the Bachelor of Science Degree in Family and Consumer Sciences. The General Regulations regarding Graduation are given in the Delta State University Bulletin.

### **Application for Graduation**

An application for graduation must be completed online the semester the student expects to graduate. The student is responsible for verification that all transcripts of college credits from previous institutions are on file in the Office of the University Registrar before the end of the semester in which the degree requirements will be completed.

A listing of all dietetics courses, the semesters those courses are offered, and prerequisites for each course are included in Appendix E. Students should utilize this when working on their academic plan with their advisor. Prerequisites listed for each course must be met. Concurrent enrollment in a course and its prerequisite is not allowed.

Students must be aware that some courses are offered only once a year. Because of this, planning one's full academic program and following the plan is imperative to insure timely graduation. When a student fails to take a course when scheduled or has to repeat a course due to failure to make a grade of "C" or better, program completion will likely be delayed.

### **Graduation Exercises**

Commencement generally is scheduled the first or second Saturday in May and December at the Walter Sillers Coliseum. If unable to attend, a student must send a written request to receive a diploma by absentia. The Credentials Committee Chair has the authority to grant this.

## FINANCIAL CONSIDERATIONS

### Costs Specific to the Dietetics Program

Estimated\* Expenses of Students in the Coordinated Program - in Addition to the Usual University Expenses

Transportation to Supervised Practice sites and professional meetings	Varies with personal arrangements
Meals while off campus for Supervised Practice experiences and professional meetings	Varies with personal preferences
Associate Membership in the Academy of Nutrition and Dietetics	\$43 per year
Professional Liability Insurance	\$40 per year
Lab Coats (2) that meet program specifications	\$60 (approximately)
University Patches for Lab Coats	\$10
Permanent program name badge	\$5-\$10
Reference books and textbooks for use in supervised practice	\$350-\$450 per semester
Attendance at the Mississippi Dietetic Association Meeting, the Northwest Dietetic Association Meetings, and other appropriate professional meetings	\$200-\$350 per year
ServSafe Certification Course	\$80-\$100
Accommodations and meals while participating in short-term off-campus experiences as required	Varies with personal arrangements
Health Insurance	Varies with personal arrangements
Personal computer and internet access	Reliable with full-time access required
Background check and fingerprinting to comply with state law	\$60 to \$100 ( <b>must be done in a Mississippi hospital or healthcare facility to comply with law and to be in the state database.</b> )

\*These estimates may vary from one individual to the next and are subject to change without notice.

## **Financial Aid During the Final Two Semesters of the CP**

The final two semesters of the CP may not consist of 12 credit hours each. This may be less than the 12 hours of academic credit considered full time for the purpose of financial aid. Students should visit with the financial aid officer to understand the implications of this. If a student is on financial aid that requires a minimum of 12 credit hours, this may mean that the student will receive only 75% of the usual financial aid amount. The student should discuss options that may be available with the Program Director.

## **Insurance Requirements**

*Medical Insurance:* It is recommended that students participating in the CP have medical insurance coverage, either through a family medical plan or the health insurance program available to students at special rates. The student plan supplements the coverage provided free or at reduced costs by the Student Health Center on campus, and covers payable claims for medical expenses if the student requires care away from the campus. Students are not employees of DSU or the facilities/organizations in which they are involved in supervised practice and are not covered by Worker's Compensation.

*Professional Liability Insurance:* Students in the CP must show proof of coverage by professional liability insurance prior to assignment in any supervised practice facility. Such insurance is available through Maginnis & Associates, Inc., 332 S. Michigan Avenue, Chicago, IL 60605. Applications for this insurance are available from the CP director or by contacting the company.

## **Liability for Safety in Travel**

Students must assume responsibility for transportation to and from any off-campus activities such as supervised practice assignments, field trips and travel to professional meetings. Students in the CP will be assigned to off-campus facilities away from the Cleveland area. Reliable transportation is essential since no public transportation is available in the area.

## **Medical**

Standard medical requirements for the program include: Drug Test; and Shot Record (including Hepatitis B series). Individual supervised practice facilities may have additional requirements (such as flu shot).

## **Outside Employment**

Students are encouraged not to seek employment during the last two semesters unless it is absolutely imperative. If an outside job must be maintained, hours for that job must be scheduled during the evenings or on weekends only. Since practicum experiences also may entail some weekend or evening activities, the student should work closely with the supervised practice facility preceptor in scheduling issues. Work schedules may reduce the quality of the student's supervised practice experience and make additional supervised practice experiences necessary to meet the competencies required for Entry-Level Dietitians.

## **Used Books**

The Delta State University Bookstore does not buy used books required in the Coordinated Program. Textbooks for courses are selected with future use in mind. The value of the textbook as a reference in practice is one of the main criteria used by the faculty in making textbook selections. Therefore, the student is strongly encouraged to keep their communications, science, management, food and nutrition books as valued resources. Textbooks used in didactic courses will be used again in supervised practice courses. Therefore, the student is not finished with the book when the didactic course ends.

## **Personal Computers**

All students will be expected to have a reliable computer with internet access. Although students have access to computer labs, most students find that time management is easier if they have their own computer. All students are required to have e-mail accounts which they check frequently. E-mail is a major means of communication within the program. The Division Secretary must be apprised of any changes in e-mail address.

## **LICENSURE AND REGISTRATION**

### **Licensure**

Student dietitians are exempt from licensure requirements while participating in supervised practice experiences in the Coordinated Program. However, licensure is required by law following completion of the Coordinated Program. Prior to passing the RD exam, graduates must have a probationary license to practice dietetics in the state of Mississippi.

## **The Registration Examination for Dietitians**

**Computer Testing:** In 1999 the Commission on Dietetics Registration (CDR) implemented computerized testing because of the recognized advantages this method offers to examinees. These include:

- Flexible test administration dates; examinees can schedule testing throughout the year, rather than only twice per year.
- Re-testing available six weeks following the previous test date.
- Unique examination based on each examinee's entry-level
- Score reports distributed to examinees as they leave the test site.

The registration examination is administered at over two hundred approved test sites nationwide operated by the ACT Testing Centers. Eligible candidates can call a testing site to schedule an appointment to take their examination once their verification has been processed by AND. This may be up to six weeks. Cost for the Registration Examination for Dietitians will be \$125, which will be charged each time the examination is taken.

The examination will be variable in length. Each test-taker will be given a minimum of 125 questions; 100 of these are scored questions and 25 of these are questions which are being pre-tested for use on subsequent examinations and are unscored. The maximum number of questions possible is 145; 120 are scored questions and 25 are unscored pretest questions.

Students would be advised to practice taking a computerized test if they have never done so. On the computerized examination, the test taker is not allowed to change answers, skip questions, or review their responses. CDR has prepared an informational diskette that describes the computerized testing process. This diskette, entitled "Computer Adaptive Testing: A New World of Options in Assessment", is available free of charge from CDR by calling 800/877-1600, extension 5500. This diskette also will be included in all copies of the study guides provided by CDR for the examination.

**Application to Take the RD Examination:** For CP graduates, the CP director will send the Commission on Dietetic Registration the names of students who have met both the academic and supervised practice requirements. CDR will then verify that the students are eligible for the exam and will forward their names to ACT. ACT will then contact each student with specifics on finding a test site and the steps to take to register.



## **GRIEVANCES AND COMPLAINTS**

### **Grievance Procedures**

Delta State University has grievance policies for both academic and non-academic issues. Students in the Coordinated Program will be treated as other students at DSU. The Student Academic Grievance Policy is in the current Bulletin of Delta State University. The student grievance policy for non-academic issues and the grievance process is in the current Delta State University Student Handbook. The student's advisor may be consulted at any time regarding academic concerns. Another appropriate person to consult is the Director of the Coordinated Program.

### **Opportunity and Procedure to File Complaints with ACEND**

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (A.N.D.) will review complaints that relate to a program's compliance with the accreditation standards. ACEND is interested in the sustained quality and continued improvement of dietetics education programs, but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students.

A copy of the accreditation standards and or ACEND's policy and procedure for submission of complaints may be obtained by contacting the Education and Accreditation staff at The Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, Illinois 60606-6995 or by calling 1-800-877-1600, ext. 4872. E-mail: [education@eatright.org](mailto:education@eatright.org) URL: [www.eatright.org/cade](http://www.eatright.org/cade)

Written complaints should be mailed to the Chair, Accreditation Council for Education in Nutrition and Dietetics at the above address.

## **SUPERVISED PRACTICE**

### **Progression**

The Supervised Practice provides the student opportunities to meet the Core Competencies required by the Academy of Nutrition and Dietetics. The Supervised Practice is divided into three courses: FCS 477 -- Community Nutrition; FCS 478 – Food Service Management; and FCS 479 – Clinical Nutrition. A student may not be enrolled in more than two Supervised Practice courses at one time. A Supervised Practice course not completed during the semester in which the student is enrolled must be completed by the end of the following semester. (The summer term is considered a semester.)

## Appropriate Dress

Professional attire may be very different from what the student is accustomed to wearing to class or to social events. The student's attire should not distract from their purpose for being in the work place. It should be modest, conservative, and fit appropriately.

Professional attire will be worn for all supervised practice settings except those specifically noted. Individual supervised practice faculty reserve the right to approve or disapprove lab coat and attire. The female student uniform consists of the following: approved white lab coat, hose or socks (socks can be worn only with pants), closed toe and heel shoes that are comfortable and safe for walking, and name pin.

The male student uniform consists of the following: approved white lab coat, long trousers, closed toe and heel shoes that are comfortable and safe for walking, name pin.

Scrubs and athletic shoes can be worn only in supervised practice settings where they are deemed appropriate by both the DSU Coordinated Program faculty and the preceptor in the supervised practice setting. Athletic shoes made of leather, entirely one color with clean strings, are acceptable.

Inappropriate Clothing: The following items of clothing are inappropriate.

- T-shirts
- Sleeveless attire unless lab coat is worn at all times
- Clothing bearing any message (*commercial, religious, or any other*)
- Caps or hats of any kind (*except in settings where approved by the CP Director and the preceptor*)
- Denim and jeans-type pants
- Shorts, capri pants, or mini-skirts (*Skirts should be long enough to sit or bend over comfortably and discreetly*)
- See-through garments or garments that reveal underwear (tops should meet the top of pants when sitting)
- Sandals, clogs, platform shoes, very high heel shoes, or shoes with the toes or heels out
- Warm-ups or wind-suits

- Scrubs (*except in settings where approved by the CP Director and the preceptor.*)

#### Points to be followed with Accessories, Hair & Cosmetics

- No pin may be worn with the uniform except the DSU name pin.
- Jewelry and earrings should be very conservative. However, students with pierced ears may wear small studs only, unless the supervised practice agency has further restrictions. Watch and wedding bands are the only acceptable jewelry to be worn, unless prohibited by the supervised practice agency.
- Perfumes are not to be worn.
- Piercings of the body parts that could be distracting to staff and patients/clients/residents are prohibited.
- Piercing of the tongue is prohibited since it interferes with the ability to communicate and is also a sanitation problem.
- Fingernails are to be kept short and neatly manicured.
- Hair of students should be neat and clean at all times.
- Facial hair on male students must be trimmed so as not to touch the uniform and must present a neat and clean appearance.
- Students are to present a neat, clean, and well-groomed appearance at all times; this includes times when going to any supervised practice area unsupervised to select patients or review charts.

#### Specifics when working in Food Service

- When working in food service, no dangling earrings, necklaces, or bracelets may be worn.
- Appropriate use of gloves and head coverings is expected when handling food and equipment.
- When participating in food related activities, students should have hair pulled back and confined to avoid contaminating the food. Further restrictions may be required by the supervised practice agency.
- Follow the policies and procedures of the supervised practice agency.

## **Supervised Practice Evaluation Policy**

Faculty will make every effort to assure that students' clinical experiences are meaningful and provide opportunities for application of nutrition and management theory and principles. Students whose conduct is deemed as "unsafe" patient care or unsatisfactory clinical performance will be counseled immediately by the preceptor who also will document it. Faculty will document reasons for any grade changes that are made on an evaluation tool. Faculty will make point sources and grading scale available to students. Students will schedule mid-term and final clinical conferences with faculty. Completion of these conferences is necessary before final grades can be calculated and submitted for credit. Students are advised to review the attendance policy in this handbook. The student will complete appropriate forms for evaluation of the pertinent course(s), faculty, clinical agency, etc. at the end of each semester.

## **HIV Policies and Procedures**

*HIV Status:* Faculty members and/or students who perform exposure prone procedures have an ethical responsibility to know their HIV status. Students and faculty who believe they may be at risk for the HIV antibody, HbeAg, or HbsAg have an obligation to be tested, and to report any positive results to the Coordinated Program Director.

*HIV Management and Education:* Students are provided printed and oral information and instructions on universal precautions for blood borne infections in accordance with applicable CDC guidelines prior to any exposure to clients/patients. Students are required to sign an acknowledgment stating that this information has been provided.

Students are also to be provided with appropriate information regarding personal health habits, HIV prevention, and risk behaviors as part of their prerequisite supervised practice preparation. These instructions are to be reinforced continually. Supervised practice supervision is to be managed to ensure strict compliance in all supervised practice learning experiences including well child care, psychiatry, and competent role models in the care of HIV/HBV infected patients.

All healthcare personnel are professionally and ethically obligated to provide client/patient care with compassion and respect for human dignity. No dietetic faculty member or student may ethically refuse to treat a patient solely because the patient is at risk of contracting, or has an infectious disease such as HIV, AIDS, or HBV. Students and faculty should understand and follow rules of confidentiality.

*HIV Positive: Students, Faculty, and Staff:* Students and faculty who are HIV positive or who have AIDS may not pose a health risk to other students in an academic or residential setting, but in a supervised practice setting the CDC guidelines and universal precautions should be followed.

Supervised practice settings which pose additional risk to the personal health of HIV positive students and faculty will be identified, and persons affected will be advised of these risks and urged to consult their health care provider to assess the significance of the risks of their own health.

Students, faculty and staff who know they are infected are urged to inform voluntarily the Division Chair and/or the Coordinated Program Director who will begin to assess the need for necessary modifications/accommodations in supervised practice education or job functions. Such modifications will be crafted on a case by case basis.

Any modification of supervised practice activity of HIV positive students or faculty will take into account the nature of the supervised practice activity, agency requirements, the technical expertise of the infected person, the risk posed by HIV status, functional disabilities, and the transmissibility of simultaneously carried infectious agents.

*HIV-post-exposure Report and Procedures:* Immediate antiseptic procedures should be followed after possible exposure. A student or faculty member has an ethical duty to report to the faculty member in charge, the Coordinated Program Director, or the Division Chair any accident which exposes him/herself or a patient to a risk of transmission of a blood borne disease.

Confidential testing and appropriate counseling will be provided according to the supervised practice agency's policy following exposure.

If an accidental exposure to blood or body fluid occurs faculty, students, and staff should follow the CDC guidelines for occupational exposure.

### **Home Visiting**

When making a home visit, students must be accompanied by faculty or staff of the agency.

### **Incident and/or Accident Report**

In the event of an incident or accident involving a student:

The student will complete the appropriate form supplied by the agency. The faculty member will cosign the report with the student.

If the agency will not allow a copy to be made, the student completes an anecdotal record for the Coordinated Program. The student provides the same information found on the incident report, including details of the incident and any physician involvement. The faculty member includes measures taken to avoid further incidents, such as teaching of clients, counseling and teaching of student, or other appropriate measures. Both the involved faculty member and the student must sign the anecdotal record.

Within two days of the occurrence, the anecdotal record or agency form is submitted to the Chair's Office for inclusion in the student's file. The copy of the agency form or the anecdotal record remains in the student's file until the student graduates, or longer if required by law, government regulations, or other industry standards.

### **Policy and Guidelines for Universal Blood and Body Fluid Precautions**

The Coordinated Program utilizes the Centers of Disease Control recommendations related to universal blood and body fluid precautions as presented in the Morbidity and Mortality Weekly Report (MMWR). Because information changes as new knowledge develops, students and faculty are responsible for utilizing the most recent information available.

Prior to any contact with clients for supervised practice experiences, students will attend the sessions on universal blood and body fluid precautions.

If a student has a parenteral or mucous membrane exposure to blood or other body fluids or cutaneous exposure (especially when the exposed skin is chapped, abraded, or afflicted with dermatitis) the student is to follow the policy of the agency where the incident occurs. In the event that the agency has no exposure policy, the student will be referred to Student Health.

Students will not practice parenteral injections, venipunctures, or finger sticks on self, each other, faculty or staff.

### **Student Access to Medical Records**

All students will receive confidentially regulation training and these regulations must be followed. In the event a violation is suspected, a full investigation will be conducted by the program director and the compliance officer at the facility.

## POLICIES SPECIFIC TO THE COORDINATED PROGRAM

### Attendance

Class & Supervised Practice Regular and punctual attendance at all scheduled classes and activities is expected of all students and is regarded as integral to course credit. ***The rigor of the curriculum is such that 100 percent attendance is critical.*** University policy holds that students must attend a minimum of 75 percent of all scheduled classes and activities. When a student accumulates absences greater than 25 percent of the scheduled meetings of class, the student receives a grade of F in the course. This policy includes excused as well as unexcused absences.

Particular policies and procedures on absences and makeup work are established for each class and are announced in writing at the beginning of the term in the course syllabus. Each student is directly responsible to the individual professor for absences and for making up work missed.

Official absences are granted to students required by the University to miss class for events such as athletics, a performing group, and student government groups. For these absences which are authorized by the Vice President for Academic Affairs, students are entitled to make up any work missed. However, the faculty member needs to be notified of the expected absence **BEFORE** the class is missed.

A student who has been reported as having excessive absences has the right to appeal to the Attendance Committee and may continue to meet class with the permission of the Committee during the period of appeal. For more information about the appeal process, contact the Vice President for Academic Affairs.

Absences from supervised practice courses must be made up before credit can be given for the course. Students are required to demonstrate specific competencies and to participate in a minimum number of supervised practice hours in the Coordinated Program. All of these must be completed to meet the requirements for Entry Level Dietitian Education by the Academy of Nutrition and Dietetics on and before a Verification Statement attesting to eligibility to take the National Examination for Dietitians can be granted by the Coordinated Program.

Inclement Weather In the event of inclement weather and the canceling of classes, students are advised to listen to the radio and television. Announcement of the closing of the University will be relayed to radio stations around the Delta and to the Cleveland, Greenville, and Greenwood television stations by the administration of the University. Such announcements usually come in the morning around 7:00 a.m. Commuting students are excused from classes during periods of time when the Weather Bureau has issued a weather advisory of hazardous driving conditions.

Commuters who are unable to get to Cleveland for a class or to an assigned clinical facility for laboratory, must contact the faculty member supervising the clinical lab before the hour scheduled for the class or experience.

### Interview Days for Graduating Seniors

Senior students who are in their last semester are allowed two days away from classes and facility assignments for the purpose of job interviewing. Course instructors and facility personnel must be notified as soon as possible of the requested time off and plans must be in place for coverage of duties during the student's absence. The hours missed for interviewing will have to be rescheduled.

### Vacation Breaks and Holidays

Vacation breaks and holidays are published in the DSU undergraduate catalog and in the on-line schedule of each semester's classes. Individual course instructors also may announce class cancellations or changes in the semester schedule. Students are responsible for checking with individual course instructors regarding absence policies for that course. If supervised practice hours are missed, the time must be rescheduled at the earliest possible time.

Students in off-campus supervised practice experiences have the same holidays and vacation breaks as on-campus students. However, students and preceptors should work together to ascertain the best schedule for that facility and operation. For example, a student may work a weekend in a supervised practice facility and be given time off during the week. A student in a school foodservice setting may rearrange the week of spring break to coincide with the school district's spring break rather than the DSU spring break.

Excessive absences , whether for illness, family emergency, or other reasons, must be discussed with the CP director and all faculty or preceptors involved with the student during that semester. **ALL OF THE COMPETENCIES SET FORTH MUST BE MET BEFORE THE PROGRAM CAN BE COMPLETED, REGARDLESS OF THE TIME INVOLVED.** All parties involved will work together to determine when time missed may be rescheduled.

### Dismissal Policy

The following are policies for dismissal for academic failure and/or non-attendance:

1. Any student who fails to meet the academic standards of the University as set forth in the University Bulletin incorporated herein by reference may be dismissed from the Coordinated Program in Dietetics and the University. The student will not be readmitted to the program.



2. Any student who makes below a grade of "C" for the second time in any professional course or support course (all FCS courses, foods classes, nutrition classes, science courses, business courses, or general education courses used to meet A.N.D.'s basic skills and knowledge requirements) will be dropped from the coordinated program. A listing of these courses can be found in the University Bulletin.
3. Any student who leaves the coordinated program voluntarily for more than one semester will be automatically dismissed from the program. In this situation, the student must reapply and will compete with new applicants for a spot in the program

In addition to dismissal for academic failure and/or non-attendance, the Director of the Coordinated Program and Chair, upon recommendation of other faculty, reserve the right to dismiss any student enrolled in the Coordinated Program for unsafe practice, or unethical and/or illegal conduct. These include, but are not limited to, activities such as falsifying information on any documents at the university or supervised practice sites. All students are required to adhere to the Academy of Nutrition and Dietetics Code of Ethics (Appendix I). Failure to adhere to the code may result in dismissal from the program. A student dismissed for any behaviors deemed to be unsafe, unethical, or illegal, will not be able to reapply for admission to the program.

### **Emergencies**

Should a student have an emergency arise or have trouble in transit to a facility or class, the student is responsible for notifying the instructor or preceptor.

### **Equal Opportunity**

The Delta State University Coordinated Program adopts the University statement of equal education opportunity. As an institution of higher education and in the spirit of its policies of equal employment opportunity, the University declares its policy of equal education opportunity. All applicants for admission will be considered without regard to an applicant's race, color, religion, sex, national origin, disability related to program performance, disabled veteran status, or Vietnam era veteran status. Complaints or grievance of any student who has reason to think he or she has been affected by discrimination will be considered through established procedures.

### **Evaluation of FCS Courses, Faculty, and Clinical Agencies**

During the last two weeks of each semester students will evaluate instructors (clinical and classroom) who assisted with the course, the FCS course, and clinical agencies used for supervised practice experiences. These evaluations are transmitted to students electronically.

## **Potential Risk Statement**

Potential hazards to the dietetics student are present throughout the student's educational experience. These potential risks to students include both off-campus clinical experiences and on-campus clinical experiences.

## **Pregnancy**

All pregnancies must be reported to the Coordinated Program Director. Potential hazards to the pregnant woman and fetus are present throughout the student dietitian's educational experience. A release of responsibility form and physician statement is available from the Division secretary and must be completed by the student dietitian as soon as the pregnancy is confirmed (Appendix H).

## **Professional Expectations**

A student enrolled in the Coordinated Program is expected to:

1. Appear and conduct self in a professional, acceptable manner;
2. Be cognizant of and adhere to the channels of communication and authority;
3. Refrain from any academic or professional dishonesty, for example, cheating and plagiarism in academic assignments, and falsifications of clinical and other records;
4. Show respect for and be mutually supportive of fellow students, faculty and staff;
5. Accept responsibility for reporting to the proper person all errors, omissions in care, and incidents of misconduct;
6. Regard as strictly confidential all information concerning each client and refrain from discussing this information with any unauthorized individual;
7. Show respect for and consideration of the client, regardless of race, age, marital status, veteran status, religion, sex, disability, nationality or economic status; and
8. Be guided at all times by concern for the welfare of clients entrusted to one's care.

Student conduct affects the university, the division, the college, the Coordinated Program, the members of the university academic community, and the fulfillment of the University and School mission.

The Coordinated Program faculty and administration place importance on the development of the utmost ethical standards among the students of the Coordinated Program. The Coordinated Program also expects the highest standard of conduct from its students. Failure to meet a professional expectation may result in academic or disciplinary action.

### **Retention of Course Materials/Records**

Student tests, papers, projects or other materials, from which grades are derived will be returned to the student during the semester submitted, unless notified otherwise. Projects turned in for a final grade will be available to the student after being graded by the faculty member. Final examinations are kept by the faculty member for one year before being discarded. Students may see a final examination, but these are not returned to the student.

### **Student Possession and Use of Cellular Devices**

Students in any program may not carry portable telephones during classroom or supervised practice experiences. Under special circumstances or for pending emergencies, permission may be granted in advance from appropriate faculty and/or preceptors.

### **Transportation**

Transportation to clinical agencies is not provided for students by Delta State University. Therefore, the individual student must arrange his/her own transportation. Students may find that car-pooling in some circumstances helps cut expenses. However, this cannot interfere with the scheduling of experiences or the performance of duties. Reliable and flexible transportation is required.

## **PROFESSIONAL REQUIREMENTS**

### **Attendance at Professional Meetings**

All students are encouraged to attend professional meetings, such as the Annual Meeting of The Academy of Nutrition and Dietetics, the Mississippi Dietetic Association, or other organizations. The student is responsible for notifying instructors and facility personnel as early as possible in the semester if absence from classes or facilities is anticipated. Provision must be made, to the satisfaction of the faculty and/or supervised practice staff, for coverage of course work or duties during the student's absence. Students who are "at risk" academically will need to discuss with their instructor if absence from classes or facilities is in their best interest.

## **Orientation Days for the Supervised Practice Semesters**

Students in the supervised practice are typically expected to be on campus prior to the start of class for orientation and review of supervised practice nutrition principles. Students will be notified by the supervised practice instructor when and where to report prior to the start of the semester.

## **Student Professional Activities**

DSU offers students in dietetics several student organizations that provide the opportunity to associate with fellow students and professionals in dietetics and Family and Consumer Sciences.

The DSU Student Dietetic Association (SDA) and the DSU Student Association of Family and Consumer Sciences (SAFCS) have monthly or bimonthly meetings. Announcements of meeting dates, times and locations are posted on the dietetic student distribution list via e-mail or on the FCS bulletin board located across the hall from Ewing 112. Any student interested in dietetics or foods and nutrition may participate in these organizations. Speakers, field trips and social events are some of the activities offered regularly.

Students also are encouraged to participate in meetings of the Northwest Mississippi Dietetic Association, the Mississippi Dietetic Association, the Mississippi Nutrition Council and other professional groups.

Announcements of the meeting dates, times and locations are provided by e-mail or posted on the dietetics bulletin board. Senior students in particular are encouraged to consider attendance at the Annual Meeting of the Academy of Nutrition and Dietetics, held in October each year in different cities in the United States. This is an outstanding opportunity for students to capture a vision of the profession of dietetics not available in any other way, and to network with dietetics professionals from around the country and world. Information about the national meeting is available from any dietetics faculty member.

## **TUITION, FEES, and OTHER EXPENSES**

### **Campus Fees**

Financial Information is found online in the current *Delta State University Bulletin*. These are set by the Board of Trustees of Institutions of Higher Learning and may be increased at the discretion of that board.

### **Cost of Books and Other Materials**

Textbooks for classes are available from the Jimmy Williams Bookstore in the DSU Union Building. Cost of textbooks and other course materials can vary greatly. An estimate might be \$350 to \$450 per semester, depending on the number and selection of courses. Many books purchased early in the program will be required as resources in later courses.

### **Housing**

Housing is available on campus. Students who live on campus are enrolled in the board plan and may eat in the cafeteria. Students may choose to live off-campus.

### **Parking**

All motor vehicles to be parked on campus must be registered with the Delta State Police Department. Color-coded parking decals will be issued, and cars are to be parked in designated areas. Cars parked in improper areas will be ticketed. Disabled students will need to obtain a special parking permit.

## **STUDENT SUPPORT SERVICES**

### **Computer Lab**

A computer lab is available for student use on the second floor of Ewing Hall. No eating or drinking is allowed in the computer lab. Additional labs are available in Kethley, Jobe, and the library.

### **Counseling and Testing**

The Office of Counseling and Testing, located in Union 301, is available to assist with the development needs; and personal, social, and emotional issues which a student may encounter in interacting within the University setting. A library of occupational, educational, and personal information is available. The Counseling Center provides opportunities for a student to develop self-help programs such study skills, values clarification, communication skills development, and biofeedback training.

This Center is responsible for administering most national tests given on the campus. These tests include the following: American College Test (ACT);

Graduate Management Admissions Test (GMAT); Graduate Record Examination (GRE); Law School Admissions Test Examination Program (LSAT); National Teacher Examination (NTE); College Level Examination Program (CLEP); General Education Development Test (GED); The Miller's Analogies Test (MAT); and the Medical College Admission Test (MCAT).

### **Photocopying**

Students are expected to obtain copies at their own leisure and expense. The FCS office or preceptor facility is not responsible and may refuse the use of their facility machines for the purpose of photocopying information for students.

### **Writing Center**

The Writing Center, under the direction of the English faculty, provides tutorial support for any undergraduate and graduate student in all aspects of writing.

## **FACILITIES AND SERVICES AT DELTA STATE UNIVERSITY**

### **Bookstore**

The Jimmy R. Williams Bookstore is located on the first floor of the Student Union. Textbooks, as well as certain reference books, are stocked for all classes. In addition, school supplies, sundries, greeting cards, DSU decals, and other necessities for college life are available. The hours are Monday through Friday, 7:45 am to 4:00 or 5:00 pm, and Saturday during certain special events.

### **Computer Accounts/E-mail**

DSU's computers, computing facilities, and network connections are for the purpose of providing academic and administrative support of the faculty, students, and staff of the University. Students, faculty, and staff may request an e-mail address from DSU Information & Technology Services without cost. Users are responsible for all results originating from their use of University computers. Misuse can result in the immediate termination of the right to use the computer account.

### **Emergency Services**

*Delta State Police Department* The Delta State Police Department operates 24 hours per day. Students may call the Delta State Police Department directly by dialing extension 4155 or by using the emergency telephone.

*Fire* In case of fire, activate the fire alarm system located nearest the fire. Fire extinguishers are readily available and are located throughout the building. Each extinguisher is filled with dry chemicals that permit it to be used for paper, grease, and/or electrical fires. Directions for operation are clearly indicated on each extinguisher.

Other emergency procedures for the University may be found in the DSU Student Handbook.

### **Financial Aid**

Delta State University offers a comprehensive program of financial aid to assist students in obtaining a college education. Various federal and state aid programs are available to DSU students. In addition, Delta State University has a campus employment program and an extensive scholarship program. Information is available through the Office of Student Financial Assistance located in Kent Wyatt Hall.

### **Messages**

Telephone messages for students are discouraged, due to insufficient availability of clerical staff. In case of an emergency, every effort will be made to locate the student. When involved in supervised practice experiences, students are required to provide the FCS office with an up-to-date schedule as to where a student may be reached, including emergency contact information when students are unavailable.

### **Telephones**

Cell phone usage is not acceptable and will not be used at any facility or event for any reason other than emergencies. Students must seek approval of FCS faculty and/or preceptors to utilize cell phones for any reason.

### **Student Health Center**

The University operates a 22-bed health care facility 24 hours per day, 7 days per week, with a nurse on duty at all times. Five general practitioners make regular calls for ill students and are on call 24 hours per day. Expenses incurred for special care outside those provided by the University are the responsibility of the student.

## **POLICIES AND PROCEDURES**

The following policies, established by the faculty, are subject to change as laws and conditions may require. These policies should not be considered final or irrevocable.

All students should be aware of the provisions in the Delta State University Bulletin.

### **Change of Name**

When a student legally changes his/her name, the change must be reported to the Registrar of the University, the Office of the Chair of the Division of Family and Consumer Sciences, and and the Coordinated Program Director. A Certificate of Marriage with a government issued identification or security card that reflects name change must be present and remain in the student's official file.

### **Cheating and Plagiarism**

Cheating and plagiarism are not to be tolerated. If it is established beyond a reasonable doubt that a violation has occurred, instructors may determine the penalty, or may report the offense to the Division Chair and the Dean of their school. The usual penalty involves a grade of zero on the test, examination, or paper in question. If cheating or plagiarism is suspected, but not established beyond a reasonable doubt, the instructor may require the student to take another test or submit another project. A second offense by any student should be reported immediately for more stringent action.

### **Confidentiality of Student Records**

Public Law 93-380, Family Educational Rights and Privacy Act of 1974 (Buckley Amendment), requires educational agencies or institutions to provide parents of students and eligible students access to the education records of such students with certain limitations. The act transfers this right from the parent to the student who is enrolled in a post-secondary institution.

This institution must provide access to official records directly related to the student and an opportunity to challenge such records on the basis of accuracy.

Under law, letters or statements of recommendation submitted in confidence prior to January 1, 1975, may not be seen by students. However, students may, but are not required to, waive the right to access future confidential recommendations in the areas of administration, job placement, and receipt of awards. While the student does not have access to medical, psychiatric, or comparable records if these are used solely for treatment purposes, he/she may designate another professional to examine these records. Parents' financial records submitted to the institution may not be examined by the student. These records may be challenged only on accuracy not as to judgments. The school is prohibited from permitting access to education records, or personally identifiable information other than directory information about the students without written consent, except to specific agencies and persons such as school officials and certain federal or state authorities. A record must be kept of all persons to whom personal information is supplied. A copy of the Act is on file in the office of the President.



## **Grading System**

The grading system for academic courses at Delta State University is on a five-letter basis and makes use of the following letters: A=excellent; B=good; C=satisfactory; D=poor; F=failure. To these marks, the following quality point values are assigned: A-4; B-3; C-2; D-1; F-0. These values are termed quality points per semester hour of credit. Grading policies specific to an individual course are found in the course syllabus. The letter "I" indicates that work is incomplete due to providential causes that kept the student from taking the final examination. A grade of "I" must be removed within 12 months. Faculty reserves the right to make decisions related to audit status.

## **Protection of Privacy**

DSU maintains various records concerning students, for documenting academic progress and recording their interactions with University staff and officials. To preserve student rights to privacy and comply with federal laws, the University has established certain policies to govern the handling of student records.

Individual faculty members may maintain a file of the student's written work or other materials during the semester the student is enrolled in that faculty member's course. Students may have access to such material in their own file at any time upon request. Access to this information by other parties is prohibited except by written consent of the student.

The Program Director of the dietetics program maintains a file on each student. This file may include a student's application to the program, recommendation forms (right to review may or may not have been waived by the student), and summary comments on student performance. Students may view the contents of their own file at any time with the exception of those items for which right to review has been waived.

## **Refund Policy**

The University refund policy is described in the *Delta State University Bulletin*, which can be found online.

## **Registration**

To receive credit for any course, a student must be registered for that course. The time schedule of registration events is published under the University calendar found in the front section of the DSU Bulletin. In planning a program of study, each student has the personal counsel of a faculty advisor. Detailed procedures are explained to students when they present themselves for registration.

## **Sexual Harassment Policy and Procedure**

Under Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations, no individual may be discriminated against on the basis of sex in educational programs receiving Federal financial assistance. Peer sexual harassment is a form of prohibited sex discrimination when the harassing conduct creates a hostile environment. Thus, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when the conduct is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from the education program, or to create a hostile or abusive educational environment.

## **Smoking Policy**

Smoking or tobacco use of any kind is not allowed on DSU grounds. At supervised practice sites, students must follow the smoking policy of the supervised practice site. Failure to comply can result in termination of the supervised practice experience and probational status until rectified by the Program Director.

## **Student Rights and Responsibilities**

Students are members of the academic community and citizens of the local community. As citizens, students enjoy the same freedom of speech, peaceful assembly, and right of petition that all citizens enjoy. Students have the responsibility to know and obey the laws of the United States, the state of Mississippi, and the local government.

Students are accountable for their behavior at all times. Students who demonstrate a lack of accountability for their own behavior will be liable to sanctions as outlined in the Delta State University Bulletin, the DSU Student Handbook, the Family and Consumer Sciences Handbook, and the Coordinated Program Handbook.

Students are responsible for knowing and using appropriate channels of communications as described in the Delta State University Bulletin, the DSU Student Handbook, the Division of Family and Consumer Sciences Handbook, and the Student Handbook for the Coordinated Program in Dietetics. Students have the right to freedom from discrimination on the basis of race, color, religion, sex, age, disability, veteran status, marital status, or national origin.

Students have the right to be informed in writing of the expected behaviors and standards for evaluation before participating in clinical and classroom activities. Students have the right to academic evaluations, which are based on stated course requirements.

As constituents of the academic community, students are free, individually or collectively, to voice constructive criticism through identified and appropriate channels on issues of institutional policy, curriculum, and on matters of general interest to the student body without fear of reprisal.

Students have the responsibility to evaluate an instructor's performance and courses through the established mechanisms. Students have the responsibility to attend student body/class meetings and to participate in student body activities. Students have the responsibility to serve on faculty-student committees when asked or to volunteer service when needed.

Students are accountable for their behavior in the supervised practice agencies. Students also have the right to negotiate participation in supervised practice situations which a student feels are threatening to personal health or life.

### **Substance Abuse**

DSU is committed to maintaining a drug-free environment in conformity with state and federal laws set forth in the Uniform Controlled Substances Law of the state of Mississippi. For more information, refer to the Alcohol and Drug Abuse Policy in the DSU Student Handbook.

### **Withdrawal from the University**

Students wishing to withdraw from the University must confer with their advisor. A student who withdraws from the University after they have officially enrolled in classes must follow the procedures and responsibilities outlined in the *Withdrawal from the University* policy of Delta State University.

# APPENDICES

## Appendix A

### Coordinated Program Course Prerequisites

### Coordinated Program Course Prerequisites

ENG 101, 102	English Composition	6 hours
ENG 203, 204*	English Literature	6 hours
ENG 300**	Exposition	1 hour
HIS 100 , 200*	History	6 hours
Fine Arts Elective*	Fine Arts	3 hours
MAT 104	College Algebra	3 hours
CHE 101/103, 102/104	General Chemistry	10 hours
CHE 212	Organic Chemistry	5 hours
CHE 440	Biochemistry	4 hours
BIO 100	Principles of Biology	4 hours
BIO 231	Anatomy and Physiology	4 hours
BIO 317	Microbiology	4 hours
SPE 101	Fundamentals of Speech	3 hours
PSY 101	General Psychology	3 hours
SOC 101	Principles of Sociology	3 hours
CIS 205	Microcomputer Applications	3 hours
FCS 102	Introduction to Foods	3 hours
FCS 150	Concepts of the Family System I	3 hours
FCS 306	Experimental Foods	3 hours
FCS 345	General Nutrition	3 hours
ECO 211	Principles of Microeconomics	3 hours
ACC 220	Financial Accounting	3 hours
MGT 300	Principles of Management	3 hours
	<b>TOTAL</b>	<b>89 hours</b>

\*These courses may be taken prior to or during the Coordinated Program.

\*\* This course can be waived for students who already have a Bachelor of Science degree.

## Appendix B

### Application Packet

**Department of Family and Consumer Sciences  
Coordinated Program in Dietetics  
Delta State University**

**APPLICATION PACKET**

**COVER LETTER FOR APPLICATION TO THE COORDINATED PROGRAM**

TO: Applicants to the Coordinated Program in Dietetics at Delta State University

FROM: Jan Haynes, PhD, Professor and Chair, Division of Family and Consumer Sciences

We welcome your application to DSU's Coordinated Program in Dietetics.

We graduate competent dietetic practitioners who enjoy successful careers. We seek bright, energetic, enthusiastic men and women to provide nutrition services to the people of Mississippi.

The Coordinated Program in Dietetics combines upper-division course work in nutrition and foodservice management with a minimum of 1200 hours of supervised practice experience. The demands of this curriculum are great; therefore, students must exhibit maturity, initiative, self-discipline and academic competence to take full advantage of the learning opportunities provided.

Application to the Coordinated Program should be made the last semester the student is completing prerequisites. The Coordinated Program takes 4 semesters to complete. Before applying for admission to the program, please note the following requirements:

1. All prerequisite course work must be completed.
2. A minimum grade of "C" is required in the following courses:
  - physiological and biological sciences
  - food and nutrition courses
  - foodservice management courses
  - business courses
  - all Family and Consumer Science courses
3. The student must have at least a 2.75 overall grade point average (on a 4.0 system) to be considered.

**A complete application submission consists of the following:**

1. Submission of application packet including:



- a. Cover letter
  - b. Completed application form
  - c. Copies of transcripts for all college courses from all institutions ("Issued to student" copies of transcripts are acceptable)
  - d. A formal statement, between 400 and 800 words, addressing the following:
    - ❖ Why you are interested in dietetics as a career
    - ❖ Why you have chosen to apply to the Coordinated Program in Dietetics at Delta State University
    - ❖ Why you believe you should be accepted into the Delta State program
    - ❖ A statement of career goals or other pertinent long-range personal goals
  - e. Documentation of work experience including dates, duties and supervisor verification
  - f. At least one completed recommendation form from a work experience supervisor (not necessarily dietetics related). If additional forms are submitted, the ratings will be averaged.
2. An interview will be scheduled; all applicants will be interviewed by the Program Director and other dietetics faculty and preceptors. When the application packet has been submitted, applicants will be notified of the interview schedule. A telephone interview can be scheduled if distance prohibits an applicant from being able to be interviewed in person.

Enclosed with this packet of information is the rating scale that is used in the evaluation and ranking of applicants to the program.

The program limits the number of applicants accepted to the number that can be accommodated in the supervised practice sites. Every semester practicum sites are given the opportunity to continue taking students or to take a break from having students. Therefore, the number of sites available may vary from semester to semester. On average, the program accepts approximately 10 students per year. Supervised practice experiences may not be available during every summer session. Applicants will be notified of acceptance or non-acceptance into the program by the end of the semester in which application was made.

While students may request placements, the program reserves the right to assign students to the sites which are available and which provide the best "fit" between student and facility.

Thank you for your interest in the Coordinated Program in Dietetics. If you have further questions about this application or the selection process, please feel free to call me at 662-846-4316.

# Coordinated Program in Dietetics

## APPLICATION FORM

All information on this form must be typed.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Last) (First) (Middle/Maiden)

Present Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
(Street) (Apt. #) (City) (State) (Zip Code)

Permanent Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
(Street) (Apt. #) (City) (State) (Zip Code)

Social Security Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Foreign Applicants Only: Designate Immigration Status: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

When do you wish to begin the Coordinated Program? Semester \_\_\_\_\_ Year \_\_\_\_\_

Do you already hold a baccalaureate degree? \_\_\_\_ Yes \_\_\_\_ No

If so, do you expect to earn another baccalaureate degree in the Coordinated Program? \_\_\_\_ Yes \_\_\_\_ No

Education: List all colleges and universities attended, with the most recent listed first.

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Letters of Recommendation: List the names of all individuals who will act as references for you, either completing the enclosed recommendation form or who are writing separate letters of recommendation.

Name	Title	Address	Phone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Honors, extracurricular/volunteer activities: List organizations, appointed or elected offices, scholarships, and honors received.

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Undergraduate coursework cumulative grade point average based on a 4.0 system: \_\_\_\_\_

Work experience related to dietetics in the past five (5) years:

Beginning with your most recent experience first, include related volunteer experience, and indicate if your experiences were paid or volunteer or part of a required practicum/field experience. Briefly describe your responsibilities.

<b>1. Place of Employment and/or Field Experience</b>	<b>Position, Title</b>	<b>Dates</b>	<b>Hrs./Wk.</b>	<b>Paid/Volunteer/Practicum Name and Title of Supervisor</b>
<b>Key Responsibilities:</b>				
<b>2. Place of Employment and/or Field Experience</b>	<b>Position, Title</b>	<b>Dates</b>	<b>Hrs./Wk.</b>	<b>Paid/Volunteer/Practicum Name and Title of Supervisor</b>
<b>Key Responsibilities:</b>				
<b>3. Place of Employment and/or Field Experience</b>	<b>Position, Title</b>	<b>Dates</b>	<b>Hrs./Wk.</b>	<b>Paid/Volunteer/Practicum Name and Title of Supervisor</b>
<b>Key Responsibilities:</b>				

Use additional space as needed.

**Other work experience in the past five (5) years:**

List all other work experience, beginning with the most recent experience first. Indicate if the experience was paid or volunteer.

<b>4. Place of Employment and/or Field Experience</b>	<b>Position, Title</b>	<b>Dates</b>	<b>Hrs./ Wk.</b>	<b>Paid/Volunteer/Practicum Name and Title of Supervisor</b>
<b>Key Responsibilities:</b>				
<b>5. Place of Employment and/or Field Experience</b>	<b>Position, Title</b>	<b>Dates</b>	<b>Hrs./ Wk.</b>	<b>Paid/Volunteer/Practicum Name and Title of Supervisor</b>
<b>Key Responsibilities:</b>				
<b>6. Place of Employment and/or Field Experience</b>	<b>Position, Title</b>	<b>Dates</b>	<b>Hrs./ Wk.</b>	<b>Paid/Volunteer/Practicum Name and Title of Supervisor</b>
<b>Key Responsibilities:</b>				

*Use additional space as needed.*

**Physical and Biological Sciences:** Include all science courses: biology, anatomy and physiology, microbiology, chemistry, organic chemistry, biochemistry, etc.

College or University	Course Title	Course No.	Term & Year Taken	Credit Hours	Grade Earned	GPA
<b>Total</b>						_____
Grade point average in above courses (divide grade points by number of credits):						
Must be based on, or converted to, 4 points = A						

**Professional Sciences: Include all courses in foods, nutrition, foodservice management, management theory, nutrition and disease, personnel management, etc. Use additional pages as needed.**

College or University	Course Title	Course No.	Term & Year Taken	Credit Hours	Grade Earned	GPA
					Total _____	
Grade point average in above courses (divide grade points by number of credits): Must be based on, or converted to, 4 points = A						

**Communication Sciences: Include all courses in writing, learning theory, educational methods, speech, counseling, etc.**

College or University	Course Title	Course No.	Term & Year Taken	Credit Hours	Grade Earned	GPA
					Total _____	
Grade point average in above courses (divide grade points by number of credits): Must be based on, or converted to, 4 points = A						

**Elective Courses: Include supporting or related coursework such as mathematics, computer science, accounting, research methods, etc.**

College or University	Course Title	Course No.	Term & Year Taken	Credit Hours	Grade Earned	GPA
					Total _____	
<p><b>Grade point average in above courses (divide grade points by number of credits):</b>  <b>Must be based on, or converted to, 4 points = A</b></p>						

**I certify that the information that I have provided in this application is true and accurate and recognize that any false or incorrect statements made herein will be grounds for my dismissal from the program.**

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

**Coordinated Program in Dietetics**  
**RECOMMENDATION FORM**

*TO BE COMPLETED BY APPLICANT:*

Name: \_\_\_\_\_ (Last, First, Middle or Maiden) ( ) \_\_\_\_\_  
Phone Number

\_\_\_\_\_ Address

- Check One: \_\_\_\_\_ 1. I wish to have access to this letter and I understand that under the Family Education Rights to Privacy Act of 1974, 20 U.S.C.A. Par. 1323 g (a) (1) and P.L. 397 of 1978, I have the right to read this recommendation.
- \_\_\_\_\_ 2. I wish this letter to be confidential and I hereby waive any and all access rights granted me by the above laws to this recommendation.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*TO BE COMPLETED BY REFERENCE:*

Please rate the applicant on the traits listed on the grid (reverse side). Then indicate applicant's strengths and those qualities that require further development. (May use second sheet)

Strengths:

Qualities that Require Further Development:

1. How long have you known applicant?
2. How well do you know applicant?
3. Relationship to applicant (please circle):    Advisor    Teacher    Work supervisor    Other

Do you (please circle):            Highly Recommend            Recommend            Not Recommend

Name (please print or type): \_\_\_\_\_ Phone: \_\_\_\_\_

Position: \_\_\_\_\_ Place of Employment: \_\_\_\_\_

Address: \_\_\_\_\_

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

On the grid below please rate the applicant on the qualities that you feel you can judge. Provide narrative discussion of ratings on page 1.

**O** - Outstanding                      **MS** - More than satisfactory                      **SAT** - Satisfactory  
**NI** - Needs improvement              **U** - Unsatisfactory  
**NO** - not observed or no basis for judgment

	<b>O</b>	<b>MS</b>	<b>SAT</b>	<b>NI</b>	<b>U</b>	<b>NO</b>
Ability to Learn						
Management Skills						
Analytical Skills/ Problem Solving						
Conceptual Skills						
Communication Skills <i>Oral</i>						
<i>Written</i>						
Interpersonal Skills <i>Peers/Co-Workers</i>						
Teachers/Supervisors						
Leadership Potential						
Initiative						
Adaptability						
Reaction to Stress						
Motivation						
Creativity						
Forethought						
Works Independently						
Responsibility/Maturity						
Overall Potential as a Dietitian						



## Instructions for Completing Grade Point Averages

### CALCULATING UNDERGRADUATE GPA:

- Example 1 – Pat completed all courses required for an undergraduate degree in nutrition from one university.
  - Pat should use the calculated GPA on the institution’s transcripts.
  
- Example 2 - Sarah earned an undergraduate degree in sociology with a minor in nutrition. She attended two community colleges and a state university to fulfill all degree requirements. She also took several general interest courses while attending these colleges, although the courses did not meet any specific degree requirements. These courses are listed on her transcripts. Sarah also took a ceramic’s class at a fourth local community college during one summer. It was the only course she took from this college and is not one of the three colleges she attended to meet her degree requirements. Sarah will calculate the Undergraduate GPA using the transcripts from the three institutions she attended where she earned credits towards her undergraduate degree. Because Sarah did not transfer her ceramic’s course grade to her degree granting institution, it will not be included in the Undergraduate GPA calculation. General interest courses Sarah took from the three credit earning institutions will be included.

	College/University 1		College/University 2		College/University 3	
	Credits	GPA	Credits	GPA	Credits	GPA
From Transcripts	15	3.90	24	2.90	89	3.32
Grade Points Earned <sub>1</sub>	58.5		69.6		295.48	

<sup>1</sup>To calculate Grade Points Earned, multiply the number of credits times the GPA for each respective institution separately.

<sup>2</sup>To calculate the Undergraduate GPA; divide the Total Grade Points Earned by the Total Credits. In this example:  $423.58 \div 128 = 3.31$ .

Total Grade Points Earned =	423.58
Total Credits =	128
<b>Undergraduate GPA<sub>2</sub> =</b>	<b>3.31</b>

### CALCULATING DIDACTIC PROGRAM IN DIETETIC (DPD) GPA:

Each university has specific courses which meets DPD requirements. The DPD Director at the university where you earned or will earn the Verification Statement indicating you are eligible to apply to a dietetic internship will have a list of these courses. The following scale should be used to calculate Grade Points Earned for your DPD GPA.

Grade earned	Grade Points Earned for each credit
A+, A, A-	4.0
B+, B, B-	3.0
C+, C, C-	2.0
D+, D, D-	1.0

Sample completed form:

College or University	Course Prefix & No.	Course Title	Lab / Practicum	Term & Year	No. of Credits	Grade Earned	Grade Points Earned	
Midtown University	Chem 113	Chemistry	<input type="checkbox"/>	Fall '03	3	B	9	
	Chem 114	Chemistry Lab	<input checked="" type="checkbox"/>	Fall '03	1	A-	4	
	A&P 202	Physiology (includes lab)	<input checked="" type="checkbox"/>	Fall '03	4	C+	8	
Centerville Comm College	Soc 100	Introduction to Sociology	<input type="checkbox"/>	Summer '03	3	A	12	
	Eng 101	English Composition	<input type="checkbox"/>	Summer '03	3	B+	9	
Eastside State University	Nutr 344	Food Management	<input type="checkbox"/>	Spring '04	3	B-	9	
	Nutr 444	Advanced Nutrition	<input type="checkbox"/>	Fall '04	INC			
					Totals Credits	17	Total Grade Points	51
						To calculate DPD GPA, divide the Total Grade Points by the Total Credits. In this example: $51 \div 17 = 3.00$	<b>DPD GPA</b>	<b>3.00</b>

## Appendix C

### Rating Scale for Evaluation of Applicants for the Coordinated Program

## Scoring Guide for Application for the Coordinated Program in Dietetics at Delta State University

Name of Student \_\_\_\_\_

Category	No. of Points Possible	Points Obtained
<b><i>Grade Point Average in the Physical and Biological Sciences</i></b>		<b>20</b>
3.80 - 4.00 = 20 points	2.80 - 2.99 = 10 points	
3.60 - 3.79 = 18 points	2.60 - 2.79 = 8 points	
3.40 - 3.59 = 16 points	2.40 - 2.59 = 6 points	
3.20 - 3.39 = 14 points	2.20 - 2.39 = 4 points	
3.00 - 3.19 = 12 points	2.00 - 2.19 = 2 points	
<b><i>Grade Point Average in Professional Courses (foods, nutrition, or foodservice management courses)</i></b>		<b>20</b>
3.80 - 4.00 = 20 points	2.80 - 2.99 = 10 points	
3.60 - 3.79 = 18 points	2.60 - 2.79 = 8 points	
3.40 - 3.59 = 16 points	2.40 - 2.59 = 6 points	
3.20 - 3.39 = 14 points	2.20 - 2.39 = 4 points	
3.00 - 3.19 = 12 points	2.00 - 2.19 = 2 points	
<b><i>Recommendation letter(s) (from previous employer or supervisor of volunteer professional experience)</i></b>		<b>5</b>
Highly recommend	= 5 points	
Recommend	= 3 points	
Not recommended	= 0 points	
<b><i>Work experience and/or community service</i></b>		<b>10</b>
<b><i>Cover Letter and Application Package to Program`</i></b>		<b>15</b>
Strength of interest in the field of dietetics	= 3 points maximum	
Knowledge of and interest in DSU's program	= 3 points maximum	
Statement of professional goals	= 3 points maximum	
Assessment of personal strengths and weaknesses	= 3 points maximum	
Presentation and writing style	= 3 points maximum	
<b><i>Personal interview</i></b>		<b>20</b>
Verbal communication skills	= 5 points maximum	
Poise and maturity	= 5 points maximum	
Professional appearance	= 5 points maximum	
Ability to answer questions	= 5 points maximum	
<b><i>Overall quality and presentation of application materials</i></b>		<b>5</b>
<b><i>Other Considerations (leadership in extracurricular activities, etc.)</i></b>		<b>5</b>
<b>TOTAL POSSIBLE POINTS</b>		<b>100</b>
A minimum score of 75 must be achieved for consideration for program admission.		

## **Appendix D**

### **Sample Supervised Practice Evaluation Forms**

**Delta State University**  
**Dietitian Education Program: Intern Evaluation**

\_\_\_ Community

\_\_\_ Foodservice

\_\_\_ Clinical

Dietetic Intern \_\_\_\_\_ Facility \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_ Student Self Evaluation    \_\_\_ Preceptor Evaluation    \_\_\_ Mid-Rotation Evaluation    \_\_\_ Final Evaluation

1: Not Acceptable      2: Progressing toward mastery      3: Meets expectations      4: Exceeds expectation

<b><i>Please rate the level of performance for each category.</i></b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b><i>Professional and Personal Behaviors</i></b>				
Follows the institutional dress code;				
Reports to work in a timely manner; Stays until work is done				
Manages time efficiently; acts promptly; completes expected workload				
Respects the time constraints & job responsibilities of the preceptor				
Maintains a professional attitude				
Is enthusiastic in carrying out assignments and meeting challenges				
Completes assignments with a positive attitude				
Is dependable; meets agreed upon obligations				
Is adaptable and flexible in unexpected situations				
Follows directions; asks for clarification as needed				
Independently completes projects and assignments; Is self-motivated				
Relates to co-workers in a professional manner				
Demonstrates effective education and counseling skills				
<b><i>Leadership Qualities</i></b>				
Consistently sets and attains goals				
Displays confidence and assertiveness when working with individuals and groups				
Is passionate and enthusiastic about work				
Is able to motivate others to action; energizes others				
Displays creative vision; generates ideas and puts into action				
Is open to new ideas; seeks the input of others				
Deals with others consistently and fairly				
Is respected by co-workers, clients, and patients				
Demonstrates integrity; inner values correlate with outward actions				
Takes responsibility for outcomes of projects				
Applies leadership skills to achieve desired outcomes				
Delegates patient care activities appropriately to DTR's and/or other support personnel				
Participates in management of human resources, as appropriate				
Participates in customer service quality activities				
<b><i>Critical Thinking, Problem Solving, and Decision-Making</i></b>				
Independently identifies and solves problems				
Asks appropriate questions; Gathers relevant information				
Able to develop a food order for a menu. (CRD 3.6)				
Makes confident decisions; Exercises good judgment				
Readily determines alternative plans of action, as needed				
Completes QA project (CRD 1.1)				

Conducts nutrition surveys				
Develops and conducts a presentation for a target audience				
Able to assess, diagnose, plan, and monitor the Nutrition Care Process (CRD 3.1)				
Documents Nutrition Care Process following professional standards and guidelines of the facility				
Analyzes quality, financial, or productivity data to develop a plan for intervention and to assess utilization of resources				
Demonstrates understanding of coding and billing for nutrition services				
<b>Collaboration and Teamwork</b>				
Understands roles of other team members				
Refers clients and patients when needs are beyond scope of practice				
Confers and collaborates with appropriate health care providers				
Interacts positively with peers and staff				
Contributes relevant information to advocate for patients/clients				
Is respectful and tolerant of others; Displays humility				
Able to plan and coordinate a nutrition event				
<b>Cultural Competence</b>				
Considers cultural, social, and economic diversity in problem-solving				
Listens carefully to and respects diverse points of view				
<b>Self-assessment Skills</b>				
Identifies personal strengths and areas for improvement; Sets goals				
Accepts corrective feedback and suggestions for improvement and acts accordingly				
Seeks additional learning experiences to improve knowledge				
<b>Ethical Practice</b>				
Performs in accordance with Code of Ethics for the profession of dietetics				
Respects the rights and confidentiality of patients, employees, and peers				
Makes recommendations using evidence based guidelines				
Gives credit where credit is due				
<b>Average Score</b>				

Preceptor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Intern Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix E

### Course Sequence

Name: \_\_\_\_\_ Expected to Graduate: \_\_\_\_\_

Student ID: \_\_\_\_\_ Advisor: \_\_\_\_\_

DSU Catalog: 2014-2015 (May 7, 2014)

**BACHELOR OF SCIENCE DEGREE: FAMILY AND CONSUMER SCIENCES  
CONCENTRATION IN NUTRITION AND DIETETICS  
RECOMMENDED COURSE SEQUENCE**

YEAR ONE						
Fall Semester	Hrs	Grade		Spring Semester	Hrs	Grade
ENG 101 English Composition	3	_____		ENG 102 English Composition	3	_____
CHE 101/103 Gen Chemistry I	3/2	_____		CHE 102/104 Gen Chemistry II	3/2	_____
PSY 101 Gen. Psychology	3	_____		HIS 100 or 200 level	3	_____
COM 101 Funds. of Speech	3	_____		CIS 205 Micro. Computer Application	3	_____
MAT 104 College Algebra	3	_____		SOC 101 Intro to Sociology	3	_____
Total hours	17			Total hours	17	
YEAR TWO						
ENG 203 Intro to Literature	3	_____		ENG 204 Intro to Literature	3	_____
BIO 100 Principles of Biology	3	_____		BIO 230 or 231 Human A&P	4	_____
ACC 220 Financial Accounting	3	_____		HIS 100/200 History	3	_____
FCS 150 Concepts Family System I	3	_____		ECO 210/211 Economics	3	_____
FCS 345 General Nutrition	3	_____		FCS 102 Food Preparation**	3	_____
Fine Arts	3	_____		ENG 300 or 301 or satisfaction of req.	0-3	_____
Total hours	18			Total hours	16-19	
YEAR THREE						
CHE 215/216 Sur. Organic Chem. *	4	_____		FCS 360 Quantity Foods**	3	_____
MAT 300 Statistics	3	_____		FCS 355 Community Nutrition**	3	_____
MGT 300 Principles of Management	3	_____		FCS 462 Lifecycle Nutrition	3	_____
FCS 306 Experimental Foods *	3	_____		CHE 325** OR 440 Biochemistry	3-4	_____
FCS 350 Intro to CP in Dietetics*+	3	_____		FCS 343 Nutrition & Phys. Fitness**	4	_____
Total hours	16			Total hours	16-17	
YEAR FOUR						
BIO 217 Microbiology	4	_____		FCS 343 Nutrition & Phys. Fitness**	3	_____
FCS 460 Management in Dietetics	3	_____		FCS 422 Methods & Materials	3	_____
FCS 465 Medical Nutr. Therapy I*	4	_____		FCS 466 Medical Nutr. Therapy II**	4	_____
FCS 494 Philosophy & Issues	1	_____		FCS 468 Nutrition Research	3	_____
FCS 477 Sup. Practice Community	6	_____		FCS 478 Sup. Practice Food Service	5	_____
Total hours	18			Total hours	18	
YEAR FIVE						
* = only Fall semester				FCS 479 Sup. Practice Clinical	9	_____
** = only Spring Semester				FCS 480 Senior Seminar in Dietetics**	3	_____
<b>Total Hours: 148-152</b>				Total hours	12	



## **Appendix F**

### **Medical Record Request Form**

## MEDICAL RECORDS REVIEW POLICY

Students desiring to review a client's medical records for the purpose of completing an assignment outside of regularly scheduled clinical hours must present the following form to agency personnel. (Form may be obtained from the Division of Family and Consumer Sciences secretary.)

---

TO: Medical Records

Please permit \_\_\_\_\_ to review the  
(Student)

chart of \_\_\_\_\_ for the purpose of  
(Client Initials and Chart Number)

completing an assignment. Thank you. For further information, please contact the  
Coordinated Program in Dietetics at either 846-4315.

---

(Date)

---

(Instructor)

This form is to be signed by the faculty member for whom the assignment is being  
completed.

Students must wear a lab coat and nametag when reviewing client charts and should have  
their student ID card available.

Revised May 1999

## **Appendix G**

### **Maternity Liability Release with Physician Statement**

**Maternity Liability Release with Physician Statement**

Potential hazards to the pregnant woman and fetus which are present throughout the dietetics educational experience. This form must be completed by the dietetics student as soon as the pregnancy is confirmed

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I, the undersigned, release Delta State University Division of Family and Consumer Sciences from any untoward complications to myself or my child which may result from continuing in school during pregnancy.

DATE \_\_\_\_\_

Student Name \_\_\_\_\_

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I, Dr. \_\_\_\_\_ understand that my patient,  
(please print)

\_\_\_\_\_, is enrolled in the Delta State University Coordinated Program in Dietetics. It is my professional judgment that her present physical condition will not interfere with her ability to perform the activities associated with a student in the Delta State University Coordinated Program in Dietetics.

Signature \_\_\_\_\_

Date \_\_\_\_\_

-----

Witness \_\_\_\_\_

## **Appendix H**

### **Code of Ethics for the Profession of Dietetics**

# 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.

0002-8223/09/10908-0018\$36.00/0  
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 Derelien, 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.*