



COLLEGE OF EDUCATION & HUMAN DEVELOPMENT

LAMAR UNIVERSITY

Department of Nutrition, Hospitality & Human Services

STUDENT HANDBOOK

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**The Lamar University Didactic Program in Nutrition & Dietetics is accredited by:
Accreditation Council for Education in Nutrition and Dietetics (ACEND)**

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**LAMAR UNIVERSITY
COLLEGE OF EDUCATION AND HUMAN DEVELOPMENT DEPARTMENT OF
NUTRITION, HOSPITALITY, & HUMAN SERVICES**

**DIDACTIC PROGRAM IN NUTRITION AND
DIETETICS (DPD)**

STUDENT HANDBOOK

This handbook has been prepared by the Department of Nutrition, Hospitality, & Human Services for use by students enrolled in the Didactic Program in Nutrition & Dietetics (DPD). Its objective is to readily provide information frequently needed by students about the Lamar University DPD. This Student Handbook is not designed to be used in place of, but rather in conjunction with the Lamar University Comprehensive Catalog and Student Handbook.

DISCLAIMER

The guidelines and policies presented in this handbook are intended for information only and do not constitute a contract, expressed or implied, between any student and faculty member in Lamar University. Lamar University reserves the right to withdraw courses at any time, change fees, calendars, curricula, and any other requirement affecting students. Changes become effective when the proper authorities so determine the application to both prospective students and to the students already enrolled.

Lamar University is an equal opportunity/affirmative action educational institution and employer. Students, faculty and staff members are selected without regard to their race, color, creed, sex, age or national origin, consistent with the Assurance of Compliance with Title VI of the Civil Rights Act of 1964; Executive Order 11246 as issued and amended; Title IX of the Education Amendments of 1972, as amended; Section 504 of the Rehabilitation Act of 1973. Inquiries concerning application of these regulations may be referred to the Office of the Vice President for Administration and Counsel.

Didactic Program in Nutrition and Dietetics (DPD)

Student Handbook

Introduction to the Program

The Lamar University Didactic Program in Nutrition & Dietetics (DPD) serves an undergraduate four-year program culminating in a Bachelor of Science Degree and a one-year post-baccalaureate program culminating in a DPD verification statement only. The program is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics. The last review of the program occurred in May 2023. The next review of the program is planned in 2030.

Undergraduate Students Pursuing DPD requirements: The undergraduate DPD program consists of 120 credit hours, including the university's core curriculum requirements (42 credit hours), science courses (12 credit hours), foods/nutrition/dietetics courses (42 credit hours), and other supporting courses (24 credit hours). The program is a concentration within the Nutrition-Dietetics Program in the Department of Nutrition, Hospitality, & Human Services (NHHS). Upon satisfactory completion of the degree and DPD course requirements, graduates will receive a verification statement, along with their degree, and are eligible to apply for accredited supervised practice programs (such as a dietetic internship).

Post-baccalaureate Students Pursuing DPD Requirements: Post-baccalaureate students who have previously been awarded at least a baccalaureate degree in a discipline other than dietetics who wish to pursue DPD requirements to earn a verification statement must complete all requirements of the Graduate DPD Certificate Program. The program requires the successful completion of 7 courses (21 credit hours) in foods/nutrition/dietetics courses. Note, leveling courses are a requirement of this program (5 science courses, 4 foods/nutrition/dietetics courses, and 1 other supporting course). Upon satisfactory completion of the program requirements, students will receive a verification statement, becoming eligible to apply for accredited supervised practice programs (such as a dietetic internship). While all leveling courses are not fully online at Lamar University, the Graduate DPD Certificate Program is a fully online program.

Note: Effective **January 1, 2024**, the Commission on Dietetic Registration (CDR) requires a minimum of a master's degree to be eligible to take the credentialing exam to become a registered dietitian nutritionist (RDN). For more information about this requirement visit CDR's website. In addition, CDR requires that an individual complete coursework and supervised practice in program(s) accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Graduates who successfully complete the ACEND-accredited didactic in dietetics program at Lamar University are eligible to apply to an ACEND-accredited supervised practice program (ex: Dietetic Internship (DI)).

Contact information for ACEND is provided below.

Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics
120 South Riverside Plaza, Suite 2190
Chicago, IL 60606- 6995
Phone: (312)-899-0040, ext. 5400
ACEND@eatright.org
Website: www.EatRight.org/ACEND

Pathways to enter the dietetic profession as a Registered Dietitian Nutritionist (RDN)

Current pathways to enter the dietetic profession as an RDN vary based on undergraduate and post-baccalaureate status. Descriptions of program pathways to enter the dietetic profession are as follows:

Didactic Program in Nutrition & Dietetics (DPD) plus Dietetic Internship (DI)

ACEND-accredited programs for undergraduate and graduate students provide coursework to meet knowledge requirements for the RDN (KRDN). A verification statement, required for entry into a DI, is earned upon program completion. Supervised practice in a DI is required for RDN eligibility. DI programs may also offer a graduate degree in conjunction with supervised practice. A graduate degree must be completed before or simultaneously with the supervised practice experience to be eligible to take the RDN exam.

Coordinated Programs in Dietetics (CP)

ACEND-accredited programs for undergraduates and post-baccalaureate students that provide DPD coursework and supervised practice in a single program for RDN eligibility.

Future Education Model Graduate Program (FEM)

ACEND-accredited competency-based program for graduate students that integrates coursework in experiential learning for RDN eligibility.

Lamar University DPD Pathway

To become a Registered Dietitian Nutritionist (RDN), an individual must:

- **Earn a degree:** As of January 1, 2024, a minimum of a master's degree from an accredited dietetics program is required.
 - The first step is to earn a bachelor's degree/complete all Didactic Program in Dietetics (DPD) required courses to receive a verification statement from a program accredited by ACEND (ex: Lamar University's Didactic Program in Nutrition and Dietetics (DPD)).
 - The second step is to earn a master's degree. Note: Some Supervised Practice programs include a master's degree.

- **Complete Supervised Practice:** Successfully complete a minimum of 1,000 hours of supervised practice from an ACEND-accredited program (ex: Lamar University’s Dietetic Internship (DI)).
- **Pass a national exam for RDNs:** Upon earning a bachelor’s and master’s degree and completing supervised practice an individual is eligible to take the Commission on Dietetic Registration Examination for Dietitians.
- **Meet State Requirements to Practice:** Professional licensure requirements vary by state with some states requiring licensure <https://www.cdrnet.org/LicensureMap>. The Lamar University DPD program is located in Texas.
- **Continue to Learn:** After earning the “RDN” credentials, the RDN must maintain 75 Continuing Professional Education Units (CPEUs) every five years to maintain registration status.



Accreditation Council for Education in Nutrition and Dietetics

the accrediting agency for the
Academy of Nutrition
and Dietetics

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<https://www.eatrightpro.org/acend>



Commission on Dietetic Registration of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, 1-800-877-1600 ext. 5500. <https://www.cdrnet.org/>

Program Mission

The mission of the Lamar University Didactic Program in Nutrition and Dietetics (DPD) is to prepare graduates to use program knowledge and skills for careers in nutrition, dietetics, and other fields to address issues of critical concern in the local, national, and international communities, ultimately contributing to the enhancement of human well-being. Students gain an appreciation of lifelong learning, ethical standards, and diversity. The curriculum is designed to provide core knowledge for the preparation of entry-level Registered Dietitian Nutritionists (RDNs). After completion of the DPD required courses, along with the bachelor’s degree and earning a verification statement, program graduates are qualified to apply for supervised practice programs (dietetic internships) accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics. After earning a bachelor’s and master’s degree and successfully completing supervised practice, graduates are qualified to take the Registration Examination for Dietitians, and upon passing the exam, to become credentialed as

Registered Dietitians Nutritionists (RDNs), apply for licensure if applicable, and become active members of the Academy of Nutrition and Dietetics.

Program Goals and Objectives

Program Goal 1: To provide quality instruction and experiences for graduates to be successful in ACEND-accredited supervised practice programs.

Program Objectives for Goal 1:

1. Undergraduate: At least 80% of students complete program requirements within 6 years (150% of planned program length).
Or
Graduate: At least 80% of students complete program requirements within 18 months (150% of planned program length).
2. At least 50% of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation.
3. Of program graduates who apply to a supervised practice program, at least 40% are admitted within 12 months of graduation.
4. The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionist is at least 80%.
5. 80% of graduates admitted to a supervised practice program will be rated by the program's director at least "satisfactory" in overall preparedness for supervised practice.
6. 80% of graduates admitted to a supervised practice program will be rate themselves at least "prepared" in knowledge and skills for supervised practice.

Program Goal 2: To provide instruction and experiences that motivate graduates to seek opportunities for lifelong learning and instill in graduates an appreciation for ethical standards and diversity.

Program Objectives for Goal 2:

1. 30% of graduates not admitted to a supervised practice program will begin a post-baccalaureate degree program in nutrition/dietetics or a related field within one year after graduation.
2. 90% of graduates who respond to the survey will report a strong understanding and appreciation of ethical standards as a result of instruction and experiences in the DPD.
3. 90% of graduates who respond to the survey will report a strong appreciation of diversity as a result of instruction and experiences in the DPD.

Note: Program outcomes data are available upon request.

BS in Nutrition Degree Plan-Dietetics Concentration

An overview of course requirements for the Bachelor of Science Degree appears below:

GENERAL EDUCATION (42 HRS)

ENGL 1301
ENGL Literature OR PHIL 1370
COMM OR Foreign Language
HIST 1301
HIST 1302
POLS 2301
POLS 2302
Social Science (Psychology or Sociology)
MATH 1332 (Contemporary Math)
Creative Arts
Statistics
BIOL 2401 (Anatomy and Physiology I)
BIOL 2402 (Anatomy and Physiology II)
LIBR 1101

NUTRITION/DIETETICS (42 HRS)

HOSP 1315 (Basic Foods)
HOSP 3314 (Food and Beverage Controls)
HOSP 3360 (Quantity Foods Management)
NUTR 1322 (Basic Nutrition)
NUTR 3316 (Nutrition and Fitness)
NUTR 3320 (Advanced Nutrition)
NUTR 3328 (Community Nutrition)
NUTR 3330 (Nutritional Biochemistry)
NUTR 4300 (Medical Nutrition Therapy I)
NUTR 4307 (Nutrition Thru Life Cycle)
NUTR 4315 (Medical Nutrition Therapy II)
NUTR 4331 (Nutrition Assessment and Counseling)
NUTR 4347 (Advanced Foods)
FCSC 4301 (Senior Seminar)

SCIENCE (12 HRS)

BIOL 2421 (Microbiology)
CHEM 1306/1106 **AND** 1308 (Chemistry for Allied Health) **OR**
CHEM 1311/1111 **AND** 1312/1112 (General Chemistry) **PLUS** CHEM 3311/3111 (Organic)

SUPPORTING COURSES (24 HRS)

MGMT 3310 (Principles of Organization & Mgmt)
ENGL 3310 or BCOM (Written Communication)
APPROVED Elective
APPROVED Elective
APPROVED Elective
APPROVED UPPER LEVEL Elective
APPROVED UPPER LEVEL Elective
APPROVED HLTH OR KINT Elective

To find course descriptions along with prerequisites, see the Course Directory tab of the Lamar University Comprehensive Catalog at <http://catalog.lamar.edu/course-directory/index.html>.

Graduate DPD Certificate

An overview of course requirements for the Graduate DPD Certificate Program appears below. All Graduate DPD Certificate courses are fully online at Lamar University.

NUTRITION/DIETETICS (21 HRS)

NUTR 5332 (Vitamins and Minerals)
NUTR 5309 (The Energy Nutrients)
NUTR 5311 (Advanced MNT I)
NUTR 5313 (Advanced MNT II)
NUTR 5317 (Food Principles & Preparation)
NUTR 5319 (Menu & Production Management)
HOSP 5360 (Organizational Management for Services)

***Note:** Lamar University's Graduate DPD Certificate Program requires completion of the following leveling courses. Not all leveling courses are offered fully online through Lamar University.*

GENERAL EDUCATION (11 HRS)

BIOL 2401 (Anatomy & Physiology I)
BIOL 2401 (Anatomy & Physiology II)
Math 1342 (Introductory Statistics)

SCIENCE (12 HRS)

BIOL 2421 (Microbiology)
CHEM 1306/1106 (Chemistry for Allied Science)
CHEM 1308/1108 (Biochemistry for Allied Health)

NUTRITION/DIETETICS (12 HRS)

NUTR 1322 (Basic Nutrition)
NUTR 3328 (Community Nutrition)
NUTR 4307 (Nutrition Thru Life Cycle)
NUTR 4331 (Nutrition Assessment and Counseling)

To find course descriptions along with prerequisites, see the Course Directory tab of the Lamar University Comprehensive Catalog at <http://catalog.lamar.edu/course-directory/index.html>.

Program Admission, Transfer Courses and Experiential Learning

- **Undergraduate Students:** A student who is admitted to Lamar University and has not yet met DPD course requirements may enter the DPD program, at any time regardless of student classification, by declaring a major in the Department of Nutrition, Hospitality, & Human Services as a degree-seeking student on the Nutrition-Dietetics degree concentration. For admission requirements to Lamar University, go to <http://www.lamar.edu/admissions/index.html>.
- **Transfer Students:** Students who transfer into Lamar University and have not yet completed DPD course requirements may enter the DPD program at any time, regardless of student classification, by declaring a major in the Department of Nutrition, Hospitality, and Human Services as a degree seeking student of the Nutrition-Dietetics degree concentration. Students who transfer to Lamar University from another Texas public institution of higher education shall be governed by the provisions of Texas Senate Bill 148 (75th Legislature). Lamar will accept, *en bloc*, an approved core curriculum successfully completed at another Texas public institution of higher education in lieu of Lamar's core curriculum. Any student who transfers to Lamar University before completing the core curriculum of another Texas public institution of higher education shall receive academic credit at Lamar for each of the courses that the student has successfully completed in the core curriculum of the other institution; however, the student shall be required to complete Lamar's core curriculum. Students transferring to Lamar from institutions of higher education outside of Texas or from private institutions within Texas shall be subject to the requirements of Lamar University's core curriculum.

Regarding all transfer courses, a Lamar University Student Records Specialist in the Office of the Registrar evaluates the student's transfer work and matches the transfer courses to the equivalent Lamar University courses. The transcript evaluation becomes part of the student's electronic record at Lamar University. Some transfer courses may be labeled as "accepted" by Lamar University, but not equivalent to a specific course offered at Lamar. Such courses may be used as free electives; however, the DPD Program Director and/or department chair are free to make decisions whether to accept the courses as meeting degree requirements (unless the courses are used to meet the Lamar Core Curriculum). The student may be asked to provide course descriptions and syllabi to determine whether transfer credits meet requirements for the DPD nutrition/dietetics courses or supporting courses. For additional information, visit <https://www.lamar.edu/admissions/how-to-apply/transfer/index.html>.

- **Post-Baccalaureate Students:** Students who pursue DPD requirements after being awarded at least a baccalaureate degree in a discipline other than dietetics can meet DPD requirements by satisfactory completion of Lamar University's Graduate DPD Certificate Program. Upon admission to Lamar University, official transcripts will be reviewed to determine degree(s) conferred and whether previous coursework meets the requirements for the DPD nutrition/dietetics courses or supporting courses. The student may be asked to provide course descriptions and syllabi to determine whether previous coursework meets requirements for the DPD nutrition/dietetics courses or supporting courses. *Note: The Graduate DPD Certificate program requires completion of ten leveling courses. A minimum cumulative GPA of 3.0 for all ten leveling courses is required prior to enrolling in any graduate course in the Graduate DPD Certificate program.*
- **International Students:** The Lamar University DPD Program follows the University's admission policy for international students (<https://www.lamar.edu/admissions/how-to-apply/international/index.html>). Foreign degree transcripts must be evaluated by a foreign degree evaluation agency, approved by the Commission on Dietetic Registration (CDR) and the evaluation report must be provided to Lamar University as part of the admission process. Unofficial transcripts will not be evaluated. Upon admission to Lamar University, official transcripts will be reviewed to determine degree(s) conferred and whether previous coursework meets the requirements for the DPD nutrition/dietetics courses or supporting courses. The student may be asked to provide course descriptions and syllabi to determine whether previous coursework meets requirements for the DPD nutrition/dietetics courses or supporting courses. The Academy of Nutrition and Dietetics provides an International Student Checklist as a guide to assist students with foreign degrees that are interested in completing DPD requirements (<https://www.eatrightpro.org/acend/students-and-advancing-education/international-students>).
- **Experiential Learning:** Experiential learning is not accepted by the Lamar University DPD program or DPD Graduate Certificate program as DPD coursework substitution.

Academic Advising

Course Advisement: *Academic advising is mandatory for all students before*

they can register for courses.

- **< 60 credit hours:** Nutrition-Dietetics majors with less than 60 credit hours are advised in the Undergraduate Advising Center (UAC). The UAC advises, enrolls, tracks, and refers students to faculty, departments, support services, and activities. The UAC assesses and responds to student needs, helping students formulate the appropriate plan for student success toward degree completion. ***In addition, The DPD program coordinator reaches out to freshman and sophomores, via email, to discuss overall degree track, inform students about LUNDA (a nutrition-related student organization), and offer assistance as needed.

- **≥60 credit hours:** Nutrition-Dietetic majors with 60 credit hours or more meet with the DPD program coordinator for course advisement. Advising notes, along with CRN numbers, will be documented in Navigate. Once advising is complete, the mandatory advisement hold will be lifted so the student can register for courses. It is the student's responsibility to register for courses after an advisement meeting.

Advising Campaigns: One week before advisement begins each semester, advisors will use Navigate to send student emails/text messages notifying students to schedule an advising appointment. Students should strive to schedule an advising appointment during the advising campaign (a time set aside just for course advising) to help ensure registration in needed courses as some courses fill up fast. Failure to do so, especially during the senior year, could result in prolonged program completion and thus, prolonged graduation. It is important to have a tentative schedule in mind and have questions ready for the meeting with the advisor.

Mandatory DPD Program Advisement: The DPD Program Coordinator monitors student's progress (completed courses, grades, and KRDN proficiency) toward graduation and discusses the student's current qualifications and preparation for application for accredited supervised practice programs (internships). The advisor can also answer questions about graduate school and/or employment opportunities.

All students, regardless of classification are required to meet with the DPD Program Coordinator annually to review the program handbook. Students are required to sign and return the last page of the program handbook (the signature page) to be scanned into student files.

Students who are within one year of graduation should attend an annual DPD meeting to discuss in more detail the internship application process.

Any student that fails to meet proficiency of a KRDN is referred to the program coordinator, by the course instructor, and is required to meet with the DPD program coordinator, one-on-one, to identify cause(s) and develop a plan to meet proficiency.

Tuition, Fees, and Other Expenses

For current information on tuition and fees, see <http://students.lamar.edu/paying-for-school/tuition-and-fees.html>. The DPD program adheres to Lamar University's policy for withdrawal and refund of tuition and fees, see <https://www.lamar.edu/students/paying-for-school/account-credit-balances-and-refunds.html>. Students can refer to the comprehensive catalog for additional details, see <https://www.lamar.edu/catalog/index.html>. Information about financial aid can be found at <http://financialaid.lamar.edu/index.html>. Other program expenses include textbooks, school supplies, laboratory fees and materials, etc. In addition, DPD students will need to purchase their own knives, a lab coat, hat, and apron (approximately \$200) for culinary and food service management classes. Students are encouraged to and should plan to become members of the Academy of Nutrition and Dietetics; dues are \$58 per year. Students are also encouraged and should plan to become an active student member of Lamar University's Nutrition and Dietetic Student Organization (LUNDA). Annual membership to LUNDA is \$10.

Insurance Requirements

The DPD has no program-specific insurance requirements.

General Academic Policies

The program adheres to the academic policies of Lamar University regarding dropping courses, instructor-initiated drops, withdrawing from the University, refund of tuition and fees, academic probation, academic suspension/termination, incomplete grades, academic progress, grading system, and academic honesty. Policies and procedures regarding these issues may be found in the Lamar University Comprehensive Catalog at: <https://www.lamar.edu/catalog/index.html>. Disciplinary action and academic termination are outlined in the Code of Student Conduct at: <https://www.lamar.edu/students/student-engagement/about/code-of-conduct.html>. Students who are not meeting KRDN proficiency, are not in good standing with the university, and/or are on academic probation for more than one semester, may be terminated from the DPD program. In such cases, the DPD program coordinator advises the student into a degree plan that better meets the student's needs.

Academic Calendar

Lamar's Academic Calendar varies from year-to-year. Students should consult the

calendar for deadlines such as final drop and withdrawal dates, holidays, etc. The Calendar can be viewed at:

<https://www.lamar.edu/events/academic-calendar-listing.html>.

Maximum Time for Program Completion

Based on ACENDs standards of completing a program within 150% of its intended program length, the Lamar University undergraduate DPD program should be completed within six years and the Graduate DPD Certificate Program should be completed within 18 months. Students should be aware that, in applying for internships or graduate school, some programs may require current course work; thus, students may need to repeat outdated courses to satisfy admission requirements.

Program Requirements

For graduation and program completion requirements, see the general academic policies and procedures. Students must achieve proficiency of all KRDNs by program completion to earn a verification statement. The curriculum is designed in such a way to allow KRDNs to be covered in more than one course, when applicable, thus allowing students greater opportunity to achieve target goal. Any student that does not meet a target grade (on KRDN-associated activities, assignments, discussions, or assessments) associated with proficiency for each KRDN will be given one additional attempt to meet proficiency while earning up to an additional 50% of points remaining. After the additional attempt, students who do not achieve a target grade indicating proficiency will be referred to the DPD Program Coordinator for an individual meeting. ***Note: failing to meet proficiency of all KRDNs will result in not receiving a verification statement at the conclusion of the program.***

Graduation Requirements

The program adheres to the graduation requirements outlined in the Lamar University Comprehensive Catalog at <https://www.lamar.edu/catalog/index.html>. During advising, the advisor identifies students eligible for graduation and submits names to the NHHS academic coordinator for submission to the graduation coordinator in the office of the Registrar. After submission of the student's name by the department, the student may apply for graduation. The student must meet the deadline for applying for graduation as published in Lamar University's Academic Calendar.

Verification Statement Procedures

Degree Seeking:

After completion of the Bachelor of Science Degree, including all DPD course requirements, the graduate will be provided six copies of the DPD Verification Statement, all with the original signature of the Program Coordinator. In addition, a color copy with an original signature will be placed in the graduate's electronic file. The graduate's electronic file will be stored in the NHHS

Department indefinitely. The graduate should treat the Verification Statement as an important document as it will be needed for applying for supervised practice programs, state licensure/certification, membership in the Academy of Nutrition and Dietetics, etc. As part of the review process, all coursework will be reviewed by a DPD faculty committee before verification statements are issued to ensure that all DPD coursework has been completed and all KRDNs have been achieved.

Post-Baccalaureate (non-degree seeking):

For students that previously earned a baccalaureate degree in a discipline other than Nutrition-Dietetics and completed DPD course requirements, six copies of the DPD Verification Statement, all with the original signature of the Program Coordinator. In addition, a color copy with an original signature will be placed in the graduate's electronic file. The graduate's electronic file will be stored in the Nutrition, Hospitality, and Human Services (NHHS) Department indefinitely. The graduate should treat the Verification Statement as an important document as it will be needed for applying for supervised practice programs, state licensure/certification, membership in the Academy of Nutrition and Dietetics, etc. As part of the review process, all coursework will be reviewed by a DPD faculty committee before verification statements are issued to ensure that all DP coursework has been completed and all KRDNs have been achieved.

Distance Education

The comparability of online and in-person courses is ensured through a variety of methods. Student support is also provided by the university through Blackboard and IT support for both face-to-face and online students. Additionally, all nutrition online courses offer an instructional webinar each week. Instructional webinars are offered in addition to recorded lecture materials, if appropriate for the course, to aid students in understanding key concepts and knowledge requirements of the courses. The instructional webinars foster an environment of faculty and student connection such as the environment of an in-person course. All instructional webinars are recorded so students can revisit them if needed or view them if they are unable to attend the live webinar. In addition to instructional webinars, weekly virtual office hours are provided within each class. The weekly virtual office hours provide students with an opportunity to ask questions of the faculty about course assignments, materials covered, and other course related topics. Instructors are available to meet with one-on-one students individually, virtually, or by phone as needed. Measures are taken within the online courses to support academic rigor and to ensure academic honesty. The university began utilizing Honorlock for online exam/quiz proctoring in the Fall 2022 semester. Prior to Fall 2022, Proctorio was utilized. Exam and quiz proctoring is utilized in all undergraduate and graduate courses. Like Proctorio, Honorlock proctoring services require students to show a valid picture ID and have the ability to do a room scan of the testing environment. With the implementation of

Honorlock, students are also required to take a selfie prior to the exam. In addition to proctoring, Safe Assign is utilized to check for plagiarism.

EXPECTATIONS OF STUDENTS

The Nutrition-Dietetics degree concentration results in a Bachelor of Science in Nutrition-Dietetics and is aimed at those students who want to become a Registered Dietitian Nutritionist (RDN). One to two semesters before completing the program, the DPD program director will meet with the student to discuss the steps for applying to a supervised practice program (ex: Lamar University's Dietetic Internship (DI) Program).

Application to Dietetic Internships (DI)

1. The following is a guideline for students who graduate from Lamar University's DPD program with a Bachelor of Science in Nutrition-Dietetics degree or the verification for post-baccalaureate. Upon successful program completion, including demonstrating proficiency of all KRDNs as outlined by ACEND, the student will receive a verification statement which allows the student to then apply to an ACEND- accredited supervised practice program (ex: Dietetic Internship).
2. Most internship applications are completed online via Dietetic Internship Centralized Application Services (DICAS). Most DI programs use a national computer matching process to match applicants to programs and therefore, applicants are also required to register with an online service called D&D Digital. There are two start dates for DI programs, one in the fall and one in the spring. This is called "fall match" and "spring match". For "spring match", applications are due in February and students find out in April if they were matched to a DI program and if so, which program they were matched with. For "fall match", applications are due mid-September and students find out if they are matched in November. You can search for dietetic internship programs and review DI handbooks by searching: <https://www.eatrightpro.org/acend/accredited-programs/accredited-programs-direlctory>. Each fall, DPD students are required to meet with the program director to further discuss the application process in detail.
3. You will be responsible for requesting a "Declaration of Intent to Complete" form and "DPD Course List" form from the program coordinator if you have not completed DPD requirements by the time you submit your application. This is part of your application process with DICAS. For those students that have already completed DPD requirements at the time of application, you are responsible for requesting a "Verification Statement" and a "DPD course list" from the program coordinator.
4. As part of the application process, you will be asked to submit a minimum of three letters of recommendation. Ideally, you will want to request a letter of recommendation from an instructor (must take at least 2 courses from the instructor), an employer, and from a place you have volunteered at. Each program will have different requirements so be sure to review the DI handbook for the program(s) you wish to apply to.
5. GPA is important. An overall GPA of at least a 3.0 is required to apply to most DI programs. However, acceptance history indicates a student needs a GPA of 3.4 or higher to be seriously considered. Academic performance is also assessed by the GPA in the

science courses and the DPD courses. It is crucial to have an excellent GPA in the DPD courses to show the student has mastered the knowledge and skills to successfully perform at the supervised practice level. Repeating courses if the grade is not adequate can show determination and is encouraged prior to graduation. Make every effort to earn an A in all your DPD courses (NUTR, HOSP, CHEM, BIOL, courses).

6. Work Experience/Volunteer Activities/Leadership: The field of dietetics requires that an individual be dependable and motivated. Work experience can demonstrate these qualities. Working and taking courses can also demonstrate the student's organizational and time management skills. Work experience in a nutrition/dietetics related field is extremely valuable. If a student does not have employment experience, volunteer experience is essential.

Examples of sites for valuable volunteer experiences include hospitals, long-term care facilities, hospice organizations, home-delivered meals programs, food banks, food pantries, congregate meals programs for senior citizens and Lamar University's Athletic Complex. Students can obtain excellent experience by working in summer camps for diabetic children, individuals with weight management issues, and camping experiences for children with special needs.

Lamar University Nutrition and Dietetic Association (LUNDA): The Lamar University Nutrition and Dietetic Association (LUNDA) helps students obtain volunteer experiences in nutrition related areas. Participation in the organization by holding an office position can provide evidence of leadership, also important when being considered for an internship.

Nutrition/Dietetics Learning Community (Cardinal Community): Lamar University offers different Learning Communities (Cardinal Communities) each Fall and Spring semester. "Nutrition For You" is a learning community geared toward our Nutrition-Dietetic majors in which students learn about valuable campus resources as well as the program, career opportunities, salary expectations, preparing for success in an internship, student volunteer opportunities, professional organizations, conferences, and much more. The group meets once a week. The sessions are led by the DPD Program Coordinator, along with a dynamic upper-level dietetics major. Speakers may include faculty members, dietetics interns, and professionals from the community.

7. Professional Organizations: Being an active member of a professional organization provides DPD students with opportunities for becoming more involved with organizations focused on the nutrition-dietetics field while gaining valuable experience and networking with nutrition professionals. Following are nutrition-related professional organizations that offer student memberships.

The Academy of Nutrition & Dietetics

- The largest organization of Food and Nutrition Professionals promoting optimal nutrition
- Visit their website: <http://www.eatright.org>

Texas Academy of Nutrition & Dietetics (TAND)

- Organization for dietetics professionals and students in Texas with the main goal being to promote optimal nutrition.
- Visit their website: <http://www.eatrighttexas.org>

Texas Academy of Nutrition and Dietetics-Southeast Region

- Attending meetings helps students obtain professional resources, updates on trends and network with local dietitians. Visit their website: <https://eatrighttexas.org/southeast-region/#events> for registering and event dates.

Texas Student Dietetics Association (TSDA)

- Statewide branch of the Texas Academy of Nutrition and Dietetics connecting Texas students in the field of dietetics and providing resources to be involved on your university campus as well as at the district, state, and national level. Visit their website: <https://texasdieteticstudents.com/>

8. Student Behavior:

Students majoring in Dietetics are making a commitment to a profession requiring maturity and sound judgment. Thus, demonstration of mature adult behavior is expected of students. This behavior is demonstrated by the student's time and attendance patterns, appearance, and conduct. Students are expected to come to class prepared and present themselves as sincere and motivated learners.

Students are seen as having responsibility for their own learning, and must be active learners. Students are expected to fulfill all course requirements, and to meet course and program objectives.

Students are to follow University guidelines as printed and available in the Lamar University Comprehensive Catalog at <https://www.lamar.edu/catalog/index.html> and the Code of Student Conduct at <https://www.lamar.edu/students/student-engagement/about/code-of-conduct.html>. In addition to the University publications, this student handbook can add to student's awareness of material pertinent to the DPD.

Students should always participate in academic honesty. The attempt of students to present as their own, any work that they have not honestly performed is regarded by the faculty and administration as a serious offense and renders the offenders liable to serious consequences, possibly suspension. This policy applies to exams, quizzes, and all written assignments. Policies are provided in the Lamar University Student Handbook regarding disciplinary procedures, hearing, and appeals.

Cheating: Dishonesty on examinations and quizzes or on written assignments, illegal passing of examinations, the use of unauthorized notes during an examination of quiz, obtaining information during an examination from the examination paper or otherwise from another student, assisting others to cheat, alteration of grade records, illegal entry to or unauthorized presence in an office are instances of cheating.

Plagiarism: Offering the work of another as one's own, without proper acknowledgement, is plagiarism; therefore, any student who fails to give credit for quotations or has essentially identical expression of material taken from books, journals, encyclopedias, magazines, and other reference works, or from the themes, or other writings of a fellow students, is guilty of plagiarism.

Questions with grading: It is the responsibility of the student to retain all graded assignments and return the original assignment with the instructor's grade and comments should any questions about grading arise.

Assessment and Monitoring of Student Progress

Student academic progress is monitored each semester during the mandatory meeting each semester and at the conclusion of each semester. Each DPD faculty member submits the names of students who did not successfully achieve KRDN(s) associated with assignments, exams, and/or quizzes within each course to the DPD Program Coordinator. The DPD Program Coordinator will contact students who are not successfully progressing within the program to discuss remediation and offer suggestions for student support services. If academic performance appears unlikely to result in successful completion of the program or admission to an accredited supervised practice program, the student will be counseled on steps for remediation (tutoring, course repetition, student support services, etc.). If remediation strategies are unsuccessful, the student will be counseled and assisted in choosing a more appropriate career pathway such as the Nutrition concentration. Generally, an overall grade point average below 3.0 may be indicative of unacceptable student progress in the program and obtaining an appointment to an accredited internship program is highly unlikely.

Extensive support service opportunities for student are available through the Offices of Student Advising and Retention Services (STARS). Detailed information is available at

<http://www.lamar.edu/student-advising-and-retention/>. Resources are also available for health services, counseling, testing and financial aid. Links for resources are available on the “Current Students” tab of the Lamar homepage, see <https://www.lamar.edu/students/index.html>.

Academy of Nutrition and Dietetics Code of Ethics

The Academy of Nutrition and Dietetics and the Commission on Dietetic Registration have adopted the Code of Ethics for the Profession of Dietetics (updated 2018). Students enrolled in the DPD at Lamar University are expected to abide by the most recent Academy Code of Ethics and understand the nineteen principles listed (www.eatright.org/codeofethics/).

Preamble: When providing services, the nutrition and dietetics practitioner adheres to the core values of customer focus, integrity, innovation, social responsibility, and diversity. Science-based decisions, derived from the best available research and evidence, are the underpinnings of ethical conduct and practice. This Code applies to nutrition and dietetics practitioners who act in a wide variety of capacities, provides general principles and specific ethical standards for situations frequently encountered in daily practice. The primary goal is the protection of the individuals, groups, organizations, communities, or populations with whom the practitioner works and interacts. The nutrition and dietetics practitioner supports and promotes high standards of professional practice, accepting the obligation to protect clients, the public and the profession; upholds the Academy of Nutrition and Dietetics (Academy) and its credentialing agency the Commission on Dietetic Registration (CDR) Code of Ethics for the Nutrition and Dietetics Profession; and shall report perceived violations of the Code through established processes. The Academy/CDR Code of Ethics for the Nutrition and Dietetics Profession establishes the principles and ethical standards that underlie the nutrition and dietetics practitioner’s roles and conduct. All individuals to whom the Code applies are referred to as “nutrition and dietetics practitioners”. By accepting membership in the Academy and/or accepting and maintaining CDR credentials, all nutrition and dietetics practitioners agree to abide by the Code.

Principles and Standards:

1. Competence and professional development in practice (Non-maleficence) Nutrition and dietetics practitioners shall:
 - a. Practice using an evidence-based approach within areas of competence, continuously develop and enhance expertise and recognize limitations.
 - b. Demonstrate in depth scientific knowledge of food, human nutrition and behavior.

- c. Assess the validity and applicability of scientific evidence without personal bias.
 - d. Interpret, apply, participate in and/or generate research to enhance practice, innovation, and discovery.
 - e. Make evidence-based practice decisions, considering the unique values and circumstances of the patient/client and community, in combination with the practitioner's expertise and judgment.
 - f. Recognize and exercise professional judgment within the limits of individual qualifications and collaborate with others, seek counsel, and make referrals as appropriate.
 - g. Act in a caring and respectful manner, mindful of individual differences, cultural, and ethnic diversity.
 - h. Practice within the limits of their scope and collaborate with the inter-professional team.
2. Integrity in personal and organizational behaviors and practices (Autonomy) Nutrition and dietetics practitioners shall:
- a. Disclose any conflicts of interest, including any financial interests in products or services that are recommended. Refrain from accepting gifts or services which potentially influence or which may give the appearance of influencing professional judgment.
 - b. Comply with all applicable laws and regulations, including obtaining/maintaining a state license or certification if engaged in practice governed by nutrition and dietetics statutes.
 - c. Maintain and appropriately use credentials.
 - d. Respect intellectual property rights, including citation and recognition of the ideas and work of others, regardless of the medium (e.g., written, oral, electronic).
 - e. Provide accurate and truthful information in all communications.
 - f. Report inappropriate behavior or treatment of a patient/client by another nutrition and dietetics practitioner or other professionals.
 - g. Document, code, and bill to most accurately reflect the character and extent of delivered services.
 - h. Respect patient/client's autonomy. Safeguard patient/client confidentiality according to current regulations and laws.
 - i. Implement appropriate measures to protect personal health information using appropriate techniques (e.g., encryption).
3. Professionalism (Beneficence) Nutrition and dietetics practitioners shall:
- a. Participate in and contribute to decisions that affect the well-being of patients/clients.
 - b. Respect the values, rights, knowledge, and skills of colleagues and other professionals.
 - c. Demonstrate respect, constructive dialogue, civility, and professionalism in all communications, including social media.
 - d. Refrain from communicating false, fraudulent, deceptive, misleading, disparaging or unfair statements or claims.

- e. Uphold professional boundaries and refrain from romantic relationships with any patients/clients, surrogates, supervisees, or students.
 - f. Refrain from verbal/physical/emotional/sexual harassment.
 - g. Provide objective evaluations of performance for employees, coworkers, and students and candidates for employment, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.
 - h. Communicate at an appropriate level to promote health literacy.
 - i. Contribute to the advancement and competence of others, including colleagues, students, and the public.
4. Social responsibility for local, regional, national, global nutrition and well-being (Justice)
Nutrition and dietetics practitioners shall:
- a. Collaborate with others to reduce health disparities and protect human rights.
 - b. Promote fairness and objectivity with fair and equitable treatment.
 - c. Contribute time and expertise to activities that promote respect, integrity, and competence of the profession.
 - d. Promote the unique role of nutrition and dietetics practitioners.
 - e. Engage in service that benefits the community and to enhance the public's trust in the profession.
 - f. Seek leadership opportunities in professional, community, and service organizations to enhance health and nutritional status while protecting the public.

Core Knowledge for the RDN

Source: 2022 Standards for Didactic Programs in Nutrition and Dietetics (DPD)

Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.
KRDN 1.1 Demonstrate how to locate, interpret, evaluate, and use professional literature to make ethical, evidence-based practice decisions.
KRDN 1.2 Select and use appropriate current information technologies to locate and apply evidence-based guidelines and protocols.
KRDN 1.3 Apply critical thinking skills.
Domain 2. Professional Practice Expectations: Beliefs, values, attitudes, and behaviors for the nutrition and dietetics practitioner level of practice.
KRDN 2.1 Demonstrate effective and professional oral and written communication and documentation.
KRDN 2.2 Describe the governance of nutrition and dietetics practice, such as the Scope of Practice for the Registered Dietitian Nutritionist and the Code of Ethics for the

Profession of Nutrition and Dietetics.	
KRDN 2.3	Assess the impact of a public policy position on nutrition and dietetics practice.
KRDN 2.4	Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.
KRDN 2.5	Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates.
KRDN 2.6	Demonstrate cultural humility, awareness of personal biases and an understanding of cultural differences as they contribute to diversity, equity and inclusion.
KRDN 2.7	Describe contributing factors to health inequity in nutrition and dietetics including structural bias, social inequities, health disparities and discrimination.
KRDN 2.8	Participate in a nutrition and dietetics professional organization and explain the significant role of the organization.
KRDN 2.9	Defend a position on issues impacting the nutrition and dietetics profession.
Domain 3. Clinical and Client Services: Development and delivery of information, products and services to individuals, groups and populations.	
KRDN 3.1	Use the Nutrition Care Process and clinical workflow elements to assess nutritional parameters, diagnose nutrition related problems, determine appropriate nutrition interventions and develop plans to monitor the effectiveness of these interventions.
KRDN 3.2	Develop an educational session or program/educational strategy for a target population.
KRDN 3.3	Demonstrate counseling and education methods to facilitate behavior change and enhance wellness for diverse individuals and groups.
KRDN 3.4	Practice routine health screening assessments, including measuring blood pressure and conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol).
KRDN 3.5	Describe concepts of nutritional genomics and how they relate to medical nutrition therapy, health and disease.
KRDN 3.6	Develop nutritionally sound meals, menus and meal plans that promote health and disease management and meet client's/patient's needs.
Domain 4. Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations.	
KRDN 4.1	Apply management theories to the development of programs or services.
KRDN 4.2	Evaluate a budget/financial management plan and interpret financial data.
KRDN 4.3	Demonstrate an understanding of the regulation system related to billing and

coding, what services are reimbursable by third party payers, and how reimbursement may be obtained.
KRDN 4.4 Apply the principles of human resource management to different situations.
KRDN 4.5 Apply safety and sanitation principles related to food, personnel and consumers.
KRDN 4.6 Explain the processes involved in delivering quality food and nutrition services.
KRDN 4.7 Evaluate data to be used in decision-making for continuous quality improvement.
Domain 5. Leadership and Career Management: Skills, strengths, knowledge and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.
KRDN 5.1 Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.
KRDN 5.2 Identify and articulate one’s skills, strengths, knowledge and experiences relevant to the position desired and career goals.
KRDN 5.3 Practice how to self-advocate for opportunities in a variety of settings (such as asking for needed support, presenting an elevator pitch).
KRDN 5.4 Practice resolving differences or dealing with conflict.
KRDN 5.5 Promote team involvement and recognize the skills of each member.
KRDN 5.6 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.

Record Maintenance and Confidentiality

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. To learn more about these rights, go to <http://catalog.lamar.edu/general-academic-policies/index.html>. Verification Statements of DPD graduates are maintained electronically indefinitely.

Grievance Procedures

Procedures have been developed that allow for students to pursue grievances within the university community, without retaliation. “To provide for the resolution of alleged academic grievances in a prompt, fair, and equitable process throughout the university, departments and academic divisions of the university shall follow the grievance and appeals procedures” as outlined in the Lamar University Student Handbook which can be viewed online: <https://www.lamar.edu/students/student-engagement/about/student-handbook.html>. Academic grievance procedures and procedures dealing with discrimination on the basis of race, color, religion, sex (including sexual harassment), national origin, or age dealing with behavioral/disciplinary issues and academic dishonesty are outlined in the student handbook.

Grievances specifically related to the DPD and involving the standards of the Accreditation Council for Education in Nutrition and Dietetics (ACEND) may include such matters as dissatisfaction with curriculum, program director, program faculty, program quality, advising process, issuing of the Verification Statement or any other complaint related to accreditation standards. There will be no retaliation against a student that files a complaint or grievance pertaining to the DPD program. Grievance procedures related to the DPD accreditation standards are described below.

1. When a student feels dissatisfied with an aspect of the DPD involving a faculty member, the student will verbalize dissatisfaction to the faculty member. Every effort will be made by the faculty member to promptly settle the matter at this informal level.
 - a. If still dissatisfied, the student will send a memo to the Program Coordinator stating the problem/situation and the reason(s) for dissatisfaction.
 - b. The Program Coordinator will arrange a meeting with the student to discuss the problem within five working days.
 - c. The Program Coordinator will contact the appropriate person(s) to review pertinent information on the problem and submit a solution or decision to the student within five working days.
2. If the solution or decision made by the Program Coordinator is not acceptable to the student, an appeal can be made to the Chair of the Department of Nutrition, Hospitality, & Human Services.
3. When a student feels dissatisfied with an aspect of the program or a decision made by the Program Coordinator, the student will verbalize dissatisfaction to the Program Coordinator. Every effort will be made by the Program Coordinator to promptly settle the matter at this informal level.
 - a. If still dissatisfied, the student will send a memo to the Chair of the Department of Nutrition, Hospitality, & Human Services stating the problem/situation and the reason(s) for dissatisfaction.
 - b. The Chair of the Department of Nutrition, Hospitality, & Human Services will arrange a meeting with the student to discuss the problem within five working days.
 - c. The Chair of the Department of Nutrition, Hospitality, & Human Services will contact the appropriate person(s) to review pertinent information on the problem and submit a solution or decision to the student within five working days.
 - d. If the solution or decision made by the Chair of the Department of Nutrition, Hospitality, & Human Services is not acceptable to the student, an appeal can be made to the Dean of the College

of Education and Human Development.

4. In the event a student has a complaint regarding an ACEND accreditation standard, the student must submit the complaint in writing to the Program Coordinator. The grievance procedure will be followed as outlined above, without retaliation to the student. In the event neither the Dean of the College of Education and Human Development nor members of Lamar University's Executive Administration can resolve the complaint, the student is advised to contact ACEND regarding the unresolved complaint. ACEND may be contacted at:

Accreditation Council for Education in Nutrition and Dietetics (ACEND)
120 South Riverside Plaza, Suite 2190
Chicago, IL 60606-6995
Phone: (312) 899-0040 ext. 5400
Website: www.eatright.org/ACEND

5. Any written complaint made regarding the program will remain on file for a minimum of seven years.

USEFUL INFORMATION

Students are encouraged to read the *Lamar University Comprehensive Catalog* and the *Lamar University Student Handbook*.

Contact Information for the Nutrition, Hospitality, & Human Services Department:

Lamar University Department of Nutrition, Hospitality, & Human Services
PO Box 10035
Beaumont, TX 77710
Department FAX: (409) 880-8666
DPD Program Director: Dr. Amy Shows, RDN
Office: (409) 880- 7962 Email: arshows@lamar.edu

NHHS Department Chair:

Dr. Jill Killough, PhD, RDN, LD
(409) 880-8665

Department Administrative Associate:

Kent O'Quinn
(409) 880-8663

Department Student Success Liaison/Academic Coordinator:

Marie Panchot
(409) 880-8670

Program Faculty

Dr. Jau-Jiin Chen	(409) 880-8664	jjchen@lamar.edu
Chef Casey Gates	(409) 880-8962	cgates4@lamar.edu
Dr. Jill Killough	(409) 880-8669	jill.killough@lamar.edu
Kristina May	(409) 880-8051	kmay4@lamar.edu
Dr. Connie Ruiz	(409) 880-8668	connie.ruiz@lamar.edu
Dr. Amy Shows	(409) 880-7962	amy.shows@lamar.edu
Dr. Janeal White	(409) 880-7468	janeal.white@lamar.edu

Other LU Important Numbers

Undergraduate Advising Center: (409) 880-8822 advising-publicservice@lamar.edu
Advisors for Freshmen and Sophomore DPD Students

Housing: (409) 880-8550

Mary and John Gray Library: (409) 880-8117

Records/Registrar: (409) 880-2113 or 8968

Accessibility Resource Center: (409) 880-8347

Student Financial Aid: (409) 880-8450

Student Health Center: (409) 880-8466

Student Tutoring and Retention Services (STAR): (409) 880-7201

Lamar Police Department: (409) 880-8305

**LAMAR UNIVERSITY
COLLEGE OF EDUCATION AND HUMAN DEVELOPMENT
DEPARTMENT OF NUTRITION, HOSPITALITY, & HUMAN SERVICES**

This sheet is to be separated from the Handbook and signed by the student. Submit the signed form to the NHHS Department office to be added to the student's electronic file.

The DPD Program Coordinator has reviewed the Program Handbook with me in detail. I recognize that it contains pertinent information regarding my progress in the program.

Completing the DPD requirements does not guarantee an appointment to a dietetic internship. The national internship acceptance rate as of April 2023 was 85%. To have a competitive application, I understand that I need to follow the recommendations outlined in the student handbook.

Student Printed Name

L#

Student Signature

Date

DPD Program Coordinator Printed Name

DPD Program Coordinator Signature

Date