

DIDACTIC PROGRAM IN DIETETICS

2025-26 Handbook

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**STEPHEN F. AUSTIN
STATE UNIVERSITY**

School of Human Sciences

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INTRODUCTION

History, Description of DPD Program at SFASU:

The Didactic Program in Dietetics (DPD) program, initially approved by the American Dietetic Association in 1973, is housed in the Department of Allied Health Studies at Stephen F. Austin State University (SFA). The Department is in the James I. Perkins College of Education, one of five Colleges in the University.

Faculty/Advisors

The program currently has four faculty; all of whom are Registered Dietitians. Additional adjunct faculty teach courses for non-majors, allowing DPD faculty time to focus on DPD coursework. A chef assists with the culinary planning and preparation labs. The chef's responsibilities are to supervise students during the preparation of meals for the quantity foods functions and to assist in inventory records. A student food shopper assists with the purchase of groceries and general running of the food science and culinary planning and preparation labs.

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Accreditation Status

The Didactic Program in Dietetics at Stephen F. Austin State University is currently granted Accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), 120 South Riverside Plaza, Suite 2190, Chicago, Illinois 60606-6995, (312) 899-0040 ext. 5400, www.eatright.org/acend.

Accreditation Council for Education in Nutrition and Dietetics



The Accreditation Council for Education in Nutrition and Dietetics (ACEND) is the Academy of Nutrition and Dietetics accrediting agency for education programs preparing students for careers as registered dietitians or dietetic technicians, registered.

ACEND exists to serve the public by establishing and enforcing eligibility requirements and accreditation standards that ensure the quality and continued improvement of nutrition and dietetics education programs. Programs meeting those standards are accredited by ACEND.

Program Mission Statement

The mission of the DPD at Stephen F. Austin State University is to prepare high quality graduates for supervised practice leading to eligibility for the CDR credentialing exam to become registered dietitian nutritionists.

Objectives and Goals

The program outcome measures are as follows:

Goal #1 – Program graduates will be prepared for success in graduate studies, supervised practice, or as dietetics professionals.

1. At least 80% of students will complete the DPD program/degree requirements within 6 years (150% of program length).
2. At least 60% percent 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 80% percent 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 nutritionists is at least 80%.
5. When surveyed, the mean rating that supervised practice directors/preceptors and employers will give for "area of practice" competence will meet or exceed the rating of satisfactory (3).
6. 60% of graduates who seek employment will find employment within one year of graduation.

Goal # 2 – Program graduates will demonstrate the confidence and skills necessary for success in supervised practice programs and dietetics-related jobs.

1. When surveyed, the mean rating that DPD Alumni will give for how valuable DPD courses were in preparing them for the internship or a dietetics-related job will meet or exceed the rating of satisfactory (3).
2. When surveyed, the mean rating that senior DPD students will give for how confident they feel that the DPD courses will prepare them for an internship or a dietetics-related job will meet or exceed the rating of satisfactory (3).

Student Learning Outcomes (known as KRDNs) are the knowledge, skills, and abilities students should demonstrate upon completion of the program. These KRDNs are required by ACEND and are regularly assessed to determine student learning and to evaluate overall program effectiveness. All ACEND-required KRDNs must be submitted through QClassroom (a data management program) in order to receive credit. Specifics of this program are covered in syllabi. These KRDNs are listed in Appendix B.

Admission Requirements

The admission standards of the DPD program are aligned with the admission standards of the university. A student may enter a major or minor in the Department of Allied Health Studies as a freshman, transfer student or as a change of major (internal transfer) at Stephen F. Austin State University. The current general admission requirements are available on the [Admissions](#) website. Additional information regarding admissions and applying to Stephen F. Austin State University may be found in the [University Undergraduate Bulletin](#)

Degree Plan

For freshmen or transfer students

Students must file for an unofficial degree plan once they have completed 45 hours of coursework. Students who complete the Dietetics and Nutritional Sciences degree will graduate with at least 120 hours. Major courses include food science, culinary planning and preparation, nutrition, cultural foods, advanced nutrition, medical nutrition therapy, and nutrition through the lifecycle. Please see degree plans in Appendix A.

The dietetics and nutritional sciences degree plan has two tracks: registered dietitian and pre-professional. These tracks allow a student to receive a verification statement of completion in order to apply for a dietetic internship. The food and nutrition degree plan DOES NOT allow a student to receive a verification statement of completion and DOES NOT enable the student to apply for a dietetic internship.

Most student's complete degree requirements within 4 to 5 academic years. If you elect to interrupt your academic program, you will have to meet new degree requirements if a curriculum change occurs during your absence.

Transfer Students:

Students transferring to SFA from community colleges or other universities can easily obtain their general education requirement before attending SFA. The SFASU DPD follows the [university policy](#) related to undergraduate admission and credits.

If you are also transferring courses from a community college, course equivalencies may be found on this website: https://ssb.sfasu.edu/sg/wf_admissions.p_course_equivalency

Select your particular college to find out course equivalencies. For further information about majoring in Dietetics and Nutritional Sciences at SFA, please contact the Didactic Program Director, Sarah Drake at drakes@sfasu.edu or call (936) 468-5560.

If you are transferring in 3000- or 4000-level nutrition courses from another university, you may be asked to provide syllabi from those courses to confirm that student learning outcomes were met and, if not, may be asked to complete additional assignments outside of class to meet all DPD-required student learning outcomes. See the "Assessment of Prior Learning Policy" for more details.

Distance Learning Course Expectations

Undergraduate course modalities are offered in a hybrid (face-to-face/Zoom Livestream) format or are delivered fully online. The courses with Zoom Livestream options are taught in classrooms with Zoom capabilities, equipped with microphones and cameras that track the movement of the instructor and students in the classroom, and the instructor and students can see those attending via Livestream.

All faculty at Stephen F. Austin State University (SFASU) must be certified through the Center for Teaching and Learning (CTL) at SFASU before being approved to develop or teach fully-online distance courses.

Students will be charged an additional \$33 per credit hour for web-based courses in addition to the standard tuition rate. Students who do not live in the Nacogdoches area and do not have convenient access to the Steen library or campus computer labs will need a computer with internet excess (preferably high speed) to complete work associated with the dietetic internship combined MS program. Students will also need word processing and presentation design software

Please use the course evaluation tool to provide feedback about the course instructor's online delivery methods to help the faculty continuously improve the format.

Newly approved pathway for DPD Graduates to become credentialed as Dietetic Technicians, Registered

Students receiving Verification Statements are now eligible to sit for the national Dietetic Technician Registration exam (effective spring 2009) authorized by the Commission on Dietetic Registration (CDR) of the Academy of Nutrition and Dietetics. Students seeking this opportunity should notify the Dietetics Program Director who will process group eligibility applications following receipt of final transcripts and processing of Verification Statements. (February, June, September)

Verification of Student Identification

SFA verifies student identity using two-factor authentication (a secure username and password, plus an additional push-based authentication via mobile app, phone, or token), as well as through proctored examinations. You will be provided a username and instructions to access mySFA (the university's secure web portal), where you will establish a password.

Distance education students must use login credentials issued to and known only to them to access all computer systems, including mySFA, the student information system, registration system, electronic mail, library systems, learning management system, and associated instructional content systems. SFA uses a single sign-on authentication system for added security.

For exams, the university uses ProctorU (live, remote proctoring service) or Proctorio (automated remote proctoring service) which provides faculty the option to require students to show identification.

Post-baccalaureate Students

Post Baccalaureate Requirements for majors OTHER than Dietetics and Nutritional Sciences or similar.

In order to become a Registered Dietitian you must have completed a specific program of study called the Didactic Program in Dietetics (DPD). If your degree is NOT in Dietetics and Nutritional Sciences or a similar degree and you do NOT have a DPD verification statement, you will have to take some “leveling courses” to get DPD verification BEFORE you can apply for a nation-wide application process for a Dietetic Internship position. The SFASU DPD Director can review your undergraduate transcript from other universities and make recommendations for your specific “leveling” needs. To inquire about the courses you would need to meet the competencies outlined by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), please contact the DPD Director. Courses are also listed in Appendix A under Degree Plan.

Once accepted to the University, you are automatically accepted into the DPD program. You would choose Dietetics and Nutritional Sciences as a second degree to complete the required coursework and to obtain financial aid while you are completing the undergraduate coursework. Financial aid will pay up to 180 hours of undergraduate coursework. You can also complete the program as a non-degree seeking undergraduate student to earn a verification statement; however, financial aid will not be an option.

Students with an undergraduate nutrition degree from another university seeking a verification statement.

If you have a degree in Dietetics and Nutritional Sciences or something similar from another university and are seeking a verification statement from SFASU, a further assessment of prior learning will take place to confirm prior learning outcomes were met in the courses already completed. You may be asked to provide syllabi and may be required to complete assignments outside of the courses you are taking at SFASU to meet specific learning outcomes (known as KRDNs). We required at least 12 hours of upper-level (-3000 and -4000) courses to receive a verification statement from SFASU's DPD.

The DPD Director will provide you with a copy of the required courses, retain a copy in their records and send a copy to the academic advisor. It typically takes two years for students who do not have a science degree to complete the undergraduate coursework. Once completed, the DPD Director will issue you a verification statement which gives you eligibility to apply for a dietetic internship.

You may consider looking into MS/DPD options at other institutions as well. This would enable you to receive the necessary MS degree and verification statement, and be applicable for a stand-alone Dietetic Internship (DI) program. This would likely be a faster way to completion. Consider looking at MS/DPD as on the ACEND website by clicking [here](#).

REGISTERED DIETITIAN & LICENSED DIETITIAN

A registered dietitian nutritionist (RD or RDN) is a food and nutrition expert who has met the minimum academic and professional requirements to qualify for the credential "RD." In addition to RD credentialing, many states have regulatory laws for dietitians and nutrition practitioners. State requirements frequently are met through the same education and training required to become an RD.

To be a Licensed Dietitian, different states have different policies. According to the Texas Department of State Health Services:

"If you hold a current dietitian registration issued by the Commission on Dietetic Registration (CDR), then you have already met the educational, experience, and examination requirements needed to apply for a Texas dietitian license." - <https://www.tdlr.texas.gov/diet/dietapply.htm>

Since Licensed Dietitians are required to complete continuing education classes annually, the public can be assured that Licensed Dietitians are maintaining and upgrading their skills and knowledge in order to provide quality services and products.

In Texas, the Texas State Board of Examiners of Dietitians licenses and regulates Licensed Dietitians and Provisional Licensed Dietitians. Unless the person holds an appropriate license, a person may not use the title or represent that the person has the title Licensed Dietitian or use a facsimile of that title.

Steps to Becoming a Registered Dietitian at SFASU

1. Complete the baccalaureate degree program including verification from the Commission on Dietetic Registration (ACEND). Students who satisfactorily complete all DPD program requirements receive a verification statement from the DPD Director signifying the completion of the academic qualifications required by ACEND to be eligible to apply for a ACEND accredited dietetic internship.
2. Acquire 1000 hours of supervised dietetic practical experience by competing for, and successfully completing, an Accredited Dietetic Internship (DI). As of 2024, students are required to also obtain a Masters degree before sitting for the national credentialing exam.
3. Pass the Registration Examination for Dietitian Nutritionists (RDN).

Early Preparation for the Dietetic Internship is Imperative

Prepare for the Dietetic Internship in your freshman year. Dietetic Internships are extremely competitive. According to the Accreditation Council for Education in Nutrition and Dietetics (ACEND), the recent Dietetic Internship acceptance rates have improved. In 2024, the National acceptance rate was roughly 66% of all applicants, up from 65% 5 cycles prior (2020). To view these statistics [here](#).

DI Directors and internship selection committees are looking for well-rounded individuals with a good GPA, evidence of employment, outgoing personality, organizational involvement, and positive reference letters. There are many DI programs. For more information about the DI at SFASU, please visit [this website](#).

GPA

An overall GPA of at least 3.2 is necessary to be a competitive applicant for the DI, however, acceptance history indicates that a student really needs a 3.3 GPA or higher to be seriously considered. Academic performance is also assessed by the GPA in the science courses and the DPD courses. It is very important to have at least a B average in the DPD courses to show that you have mastered the knowledge and skills to successfully perform in the DI program. Repeating courses if the grade is not adequate can show determination and is encouraged.

Work Experience/Volunteer Activities/Leadership

The field of dietetics requires that an individual be dependable and motivated. Work experience can demonstrate these dispositions. Working and taking courses can also demonstrate the student's ability to multi-task. Work experience in a dietetic related field is extremely valuable. If a student does not have work experience, then volunteer experience should be evident. The Student Dietetic Association helps students obtain volunteer experiences in nutrition related areas. Evidence of leadership is also important when being considered for an internship.

Stephen F. Austin State University Student Association of Nutrition and Dietetics

Purpose:

The purpose of the Student Association of Nutrition and Dietetics (SAND) is to provide a framework for meaningful student: involvement, unity, cooperation, stimulation of interests in the profession of dietetics.

Membership:

Dietetics and Nutritional Sciences or Food and Nutrition majors & minors (or anyone who is interested in nutrition) enrolled at Stephen F. Austin State University.

Typical Club Activities:

SERVICE:

- Volunteer in the community
- Participate in Health Fairs
- Organize Food Drives
- Participate in Fundraising

PROFESSIONAL GROWTH:

- Academy of Nutrition and Dietetics membership - www.eatright.org
- Texas Academy of Nutrition and Dietetics membership and/or meeting attendance
- Northeast Region of the Texas Academy of Nutrition and Dietetics membership and/or meeting attendance
- National Nutrition Month
- Monthly meetings of the Student Association of Nutrition and Dietetics (SFASU professional student organization)

Other Supporting Organizations:

- American Diabetes Association - www.diabetes.org
- American School Food Service Association - www.asfsa.org
- American Society for Parenteral and Enteral Nutrition - www.clinnutr.org
- Commission on Dietetic Registration - www.cdrnet.org
- American Society for Nutritional Sciences - www.faseb.org/asns
- Food and Drug Administration - www.fda.gov
- United States Department of Agriculture - www.usda.gov
- Partnership for Food Safety Education - www.fightbac.org
- Food and Nutrition Science Alliance - www.faseb.org/ascn/fansapr.htm
- American College of Sports Medicine - www.acsm.org
- International Food Information Council Foundation - www.ific.org

Personality/Disposition

Successfully completing the program and receiving a verification statement does not guarantee acceptance into a dietetic internship. The attributes that internships are looking for in potential candidates include excellent communication skills, leadership abilities, ability to relate well to others, dependability, compassion and empathy. Please see Appendix C (Internship Reference Letter) for more disposition indicators.

Organizational Involvement

DPD students are highly encouraged to participate in the Student Association of Nutrition and Dietetics (SAND). In particular, being an officer in SAND or another organization indicates that the student possesses leadership qualities. The DPD director receives event sign-up sheets and attendance records from the SAND president to ensure that students are accountable for their membership. In addition, students are welcome to get involved in the Texas Academy of Nutrition and Dietetics and take part in the yearly trip to participate in the annual conference. Membership in the Academy of Nutrition and Dietetics is recommended. Visit [this link](#) for more information on organizational involvement related to the major. For information on student organizational involvement, in general, at SFASU, visit [this website](#).

Successful applicants are those that have developed and can show evidence of leadership abilities, communication skills, and the ability to multi-task, to name a few.

References

Three letters of references are necessary for the DI application. A reference letter from the DPD Director is sometimes required for internships. Other professors that know your qualities and can support you are important. Employers can provide a clear picture of a student's qualities. The DI application reference criteria is provided in Appendix C. How would you rate yourself on the reference criteria? It is important to form professional relationships in order to have strong references.

Advising

The DPD has established guidance for optimal course sequencing for both the [registered dietitian](#) and the [pre-professional](#) tracks of the degree plan.

Students must be advised by their advisor in the College of Education (COE) for an advising "hold" to be lifted, allowing for registration. Registering for the courses recommended by your advisor is imperative to register for courses. You will need to meet with your advisor every semester while at SFA. Click [here](#) for a direct link to the COE Office of Student Services and Advising.

Verification Statement Requirements and KRDN Assessment Remediation Policy:

Students who have graduated with a B.S. in Dietetics and Nutritional Sciences from Stephen F. Austin State University with documentation of completing all DPD courses and KRDN assessments will receive an official Accreditation Council for Education in Nutrition and Dietetics (ACEND) Verification Statement of DPD Program Completion. An official copy of the Verification Statement is required to begin a dietetic internship. It also may be required when applying for state licensure/certification and is required to sit for the DTR exam.

Procedure:

To receive a Verification Statement (VS) from the Stephen F. Austin State University DPD (Didactic Program in Dietetics) Director, students enrolled in the DPD must:

- Successfully complete all DPD degree requirements and demonstrate achievement of the Knowledge for Registered Dietitian Nutritionists (KRDN) requirements within specific courses. Courses are described in the DPD degree plan in the undergraduate catalog and during student advising appointments..
 1. All DPD students must earn a score of at least 70% or above on the assessment method associated with the KRDN during the course.
 2. If the KRDN is not passed with a 70% or better, the student will have the opportunity for remediation **prior to the end of the semester**. Remediation will require additional work and/or testing, but will not impact the original grade in the course or score on the assessment.
 3. If a student does not pass the assignment/test even after remediation, the course instructor will notify the DPD Director and a remediation plan will be agreed upon by the DPD Director, student, and instructor of record for the course. **This must be done within the same semester that the course is taken.** A verification statement will not be awarded unless the student provides the DPD Director with evidence that he/she has demonstrated achievement of the KRDN.
- Provide accurate permanent physical and email addresses to Stephen F. Austin State University. It is helpful if you complete a survey (link emailed shortly before graduation by DPD Director) verifying contact information.
- The DPD Director will email an electronically-signed Verification Statement to the email address provided. Verification statements are issued after the University Registrar has posted the final grades and indicated the bachelor's degree was issued on the designated graduation day, and the DPD Director verifies all of the KRDN's were met by the student.

For non-degree students, at least 12-18 credit hours (12 upper-level) of nutrition courses must be completed through SFA to earn a verification statement, in addition to confirmation that all KRDN assessments were achieved. The DPD Director has the sole right to determine verification statement issuance on an individual basis and to determine which courses will be required.

Intent to graduate:

Students who apply for a dietetic internship prior to graduation will need to request a Declaration of Intent to Complete form from the DPD Director through DICAS, the only application system. This is done during the application process for Dietetic Internships..

DPD specific policy:

Completing the DPD requirements does not secure a spot in a dietetic internship. The national internship acceptance rate is approximately 70%. To have a competitive application, I understand that I need to follow the recommendations outlined in the student handbook, which is posted on the HMS website.

Signed _____

Graduation FAQs

When should I apply for graduation?

Students should apply 1 semester before their anticipated graduation. The registrars office publishes the filing date.

Where do I apply for graduation?

Room 201, Rusk Building

View [graduation website](#) for additional information.

When is graduation?

Stephen F. Austin holds three commencement exercises a year, December, May and August. For actual dates, check the [University Academic Calendar](#).

How much are graduation fees and when are they due?

The Graduation Processing Fee is \$50.00 for the Bachelor's degree and \$50.00 for the Master's or Doctoral degree. View the [Application Information](#) page for more information.

When and where do I order and pick up my cap and gown?

If you are planning to participate in the Commencement ceremony, click [here](#) for information on purchasing regalia for graduation.

What time is graduation and where is it held?

The Commencement Ceremony dates and times vary from semester to semester. The Commencement Ceremony is held in the William R. Johnson Coliseum.. For additional information pertaining to graduation view [Commencement Information](#).

DPD Program Costs:

The following cost figures are offered as approximations **only** with the intent to give an estimation of expenses:

1. Information relative to campus housing is available from:

Residence Life Department
Stephen F. Austin State University
P.O. Box 13054, SFA Station
Nacogdoches, Texas 75962.
Phone (936) 468-2601
email reslife@sfasu.edu

website: <https://www.sfasu.edu/life-at-sfa/housing-dining/housing>

Off-campus housing information is provided by the Nacogdoches Chamber of Commerce at the following address:

Nacogdoches Convention Center & Visitors Bureau,
P.O. Drawer 631918
Nacogdoches, Texas 75963.
Phone (936) 564-7351

e-mail <http://www.visitnacogdoches.org> .

You can also access the Daily Sentinel newspaper classified ads online at <http://www.dailysentinel.com>.

2. Tuition/fee estimates can be obtained at the tuition and fees calculator website: <https://www.sfasu.edu/admissions-and-aid/tuition-costs/cost-of-attendance>

Estimates for costs of living-on campus can be found at this website: <https://www.sfasu.edu/life-at-sfa/housing-dining/housing/how-much-does-it-cost>

Note, anyone who has less than 60 credit hours and is under 21 years-old must live on-campus.

Meal plan costs can be found at this website: <https://www.sfasu.edu/life-at-sfa/housing-dining/dining/meal-plans>. Note, a meal plan is only required if living on-campus.

For financial aid information see <https://www.sfasu.edu/admissions-and-aid/financial-aid/how-aid-works> or contact the Director of Financial Aid, Stephen F. Austin State University, P.O. Box 13052 SFA Station, Nacogdoches, Texas 75962 Phone (936) 468-3401, Email: finaid@sfasu.edu.

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- Distance Learning costs are the same for SFASU students in online courses and consortium students. Students taking online exams will be required to use a proctoring service paid for by the university. There are no costs associated with verification of student identity for students taking courses through distance delivery methods.
- Tuition, mandatory fees, miscellaneous fees and charges, and other helpful links are provided here: <https://www.sfasu.edu/admissions-and-aid/tuition-costs/cost-of-attendance>
- For information on dropping/adding a course, withdrawing, and/or tuition rebates/refunds, see SFA policy number [04-103](#) and [04-126](#), respectively, or visit the SFASU Office the Registrar [website](#).

3. Other program specific estimated expenses include:

Graduation	\$50.00
Uniforms/Lab coats	\$100.00
Educational materials	\$1,200.00
Academy membership (optional)	\$58.00

Important Websites

Academy of Nutrition and Dietetics

www.eatright.org

Click on Become and RD/DTR, Accredited Programs, Dietetic internships. Provides information about dietetic internship program and links to the program websites and director contact information

Nutrition and Dietetic Educators and Preceptors Dietetic Practice Group

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

DI Application Documents

Provides a link to access the paper application documents used by many DI's

Dietetic Internship Centralized Application System

www.portal.dicas.org

You must register as a user.

This is the site for online applications through the DICAS system

.

All Access Internship

www.allaccessinternships.com

A student developed site about dietetic internships

Career Opportunities

For Registered Dietitians:

Business:

Registered dietitians work in food and nutrition- related industries, including product development and sensory evaluation of food products for industry test kitchens, management, marketing, sales and public relations, consumer liaisons, and food product or ingredient sales to restaurants/industries.

Clinical:

Registered Dietitians are vital members of the medical team in hospitals, clinics, rehabilitation and extended care facilities. Opportunities for advancement are enhanced with specialization in a particular area of nutrition such as cardiovascular, diabetes, pediatric or renal nutrition.

Community:

Registered Dietitians are employed by government and public health agencies, including State Health Services, day care centers, home health agencies, health and fitness clubs and federally funded programs that feed and counsel pregnant women, children, families, elderly and underprivileged individuals.

Consulting/Private Practice:

Registered Dietitians are entrepreneurs who contract nutrition services to health care facilities, industries, sports teams and health clubs. Other opportunities include feature writing for newspapers and magazines, television appearances and consulting on the design of health programs for athletes, industry employees or people with unique needs. Dietitians provide expertise on food safety and sanitation procedures, portion control and budgeting.

Education/Research:

Registered Dietitians work in major universities, colleges, professional and technical schools as well as in government agencies, pharmaceutical and food companies. They teach the sophisticated science of nutrition to college students preparing to be dietitians, doctors, nurses, coaches, trainers, health specialists and a broad spectrum of other careers. Research seeks answers to critical and pertinent questions about foods, nutrients, nutritional needs and dietary recommendations for the public.

Management:

Registered Dietitians work in the management of food services for health care (long-term and critical care) facilities, institutions, schools, restaurants, cafeterias, prisons and private industry. Responsibilities may include personnel management, menu planning and pricing, budgeting, purchasing and merchandising to provide nutritional food that is palatable, appealing and cost-effective.

IMPORTANT POLICIES AND PROCEDURES

Excessive Hours Policy

If you initially enrolled in a Texas Public Institution Fall 2006 or after, you will be required to pay non-resident tuition if you exceed your degree program by 30 attempted hours. Excessive hours include withdrawn courses, failed courses, repeated courses, and courses taken that do not satisfy degree requirements. If you initially enrolled in a Texas Public Institution Fall 2007 or after, you are only allowed to drop 6 courses after the 12th class day for your entire undergraduate career.

Student Performance Monitoring

You must maintain an overall GPA of 2.0, a GPA of 2.0 in your content field courses (only SFA courses), and a GPA of 2.0 in your minor in order to graduate. You must complete a minimum of 30 advanced upper level in-residence semester credit hours at SFASU.

Policy 02-206 regarding course grades can be found [here](#). This policy outlines everything related to course grades, including the policy for issuing a withheld, or “WH.” SFASU DPD faculty will submit mid-semester grades for all students for all NUTR/CHEF courses at the 1000- through 4000- level. This is done to ensure that you have an understanding of where you stand in the class.

SFASU DPD faculty may reach out regarding grades, and may issue an early alert via the University's [iCare](#) system (absences) or the Early Alert system in Navigate if there are concerns over grades, missing assignments, etc. and the faculty are unable to reach you to discuss.

DPD faculty keep track of KRDN assessments, and ensure that all DPD students receive a 70% or better on all KRDN assessments, which is the SFASU DPD policy for issuance of verification statements. That policy is found [here](#).

You are responsible for following your degree plan to ensure that you complete all requirements for graduation, and that it is your responsibility to know what courses you need to graduate. The HMS faculty posts mid-term grades for all nutrition courses, and keep all grades updated in the gradebook in Brightspace. Degree maps can be found [here](#) and in Appendix A in this handbook.

Academic Calendar

The DPD Program follows the academic calendar for Stephen F. Austin State University, which includes information about holiday breaks. Students who are taking vacations or celebrate holidays that are not indicated on the academic calendar must reach out to the instructor of record for guidance. Please see [page 25](#) with information about withheld grades and withdrawing from the university, and for information about probation, suspension, and readmission to the university.

The academic calendars can be found at: <https://www.sfasu.edu/acadaffairs/calendars/academic-calendars>

Ethics Policies SFA/HMS

Academic integrity is a responsibility of all university faculty and students. Faculty promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism. Please reference university [policy 04-106](#) for the Student Code of Conduct and Academic Integrity policy.

Definition of Academic Dishonesty (continued)

Student Academic Dishonesty: [Policy 04.106](#): Abiding by university policy on academic integrity is a responsibility of all university faculty and students.

Definition of Academic Dishonesty Academic dishonesty includes both cheating, plagiarism, and collusion. Cheating includes, but is not limited to:

- using or attempting to use unauthorized materials on any class assignment or exam;
- falsifying or inventing of any information, including citations, on an assignment; and/or;
- helping or attempting to help another in an act of cheating or plagiarism.

Plagiarism is presenting the words or ideas of another person as if they were one's own. Examples of plagiarism include, but are not limited to:

- submitting an assignment as one's own work when it is at least partly the work of another person;
- submitting a work that has been purchased or otherwise obtained from the Internet or another source; and/or,
- incorporating the words or ideas of an author into one's paper or presentation without giving the author credit.

Penalties for Academic Dishonesty: Penalties may include, but are not limited to reprimand, no credit for the assignment or exam, re-submission of the work, make-up exam, failure of the course, or expulsion from the university

Student Discipline and Grievance Procedures

Students who have a complaint related to a faculty member should address directly with the faculty member first. The complaint may then be escalated to the School Director, Dean, and so forth. If necessary, a formal complaint may be filed with the university. Information on grievances/complaints and the procedure for filing them can be found [here](#).

Students who have a grievance with the DPD program should address it with the DPD Director. If your concern is not resolved, then it should be brought to the School Director. Complaints related to the DPD can be submitted directly to the accrediting agency, ACEND. Procedures for filing a formal complaint against the DPD to ACEND can be found [here](#).

The procedure for reporting Title IX violations to the university can be found [here](#).

A student who wishes to appeal decisions related to academic dishonesty should follow procedures outlined in Final Course Grade Appeals by Students ([policy 04-109](#)).

The Office of Student Conduct and Outreach, a unit of the Dean of Students Office, coordinates the University's student disciplinary, grievance, and conflict resolution processes. Student disciplinary matters are reviewed both by administrative staff and by the University Hearing Panel, while student grievances against faculty and staff are reviewed by the Student Grievance Committee. Appeals of both processes are reviewed by the Student Code Enforcement and Review Board. For more information, visit their [website](#).

Student Appeals

A student who wishes to appeal decisions related to academic dishonesty should follow procedures outlined in [Academic Appeals by Students \(04-109\)](#)

The Office of Student Conduct and Outreach, a unit of the Dean of Students Office, coordinates the University's student disciplinary, grievance, and conflict resolution processes. Student disciplinary matters are reviewed both by administrative staff and by the University Hearing Panel, while student grievances against faculty and staff are reviewed by the Student Grievance Committee. Appeals of both processes are reviewed by the Student Code Enforcement and Review Board.

Leave of Absence and Withheld Grades

There may be an unexpected circumstance that requires a leave of absence from the university. The SFASU DPD follows the university withdrawal and readmission procedures. Information about withdrawal from the university is found below. Readmission to the university is discussed on [page 25](#) of the handbook. There are no specific admission requirements into the DPD, therefore students must only be re-admitted to the university following a leave of absence/withdrawal.

Related to course grades, at the discretion of the instructor of record and with the approval of the academic unit head, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances ([Policy 02-206](#)). Students must complete the work by the deadline set by the instructor of record, not to exceed one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F, except as allowed through policy [i.e., Military Service Activation (6.14)]. If students register for the same course in future semesters, the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average. If a student has been found guilty of academic dishonesty, a grade of "WP" or "WH" may be changed to "WF" at the discretion of the faculty member. In the case of a grade change to "WF", the course will not count towards the six course drop limit since the student is incurring an academic penalty.

Withdrawal from the University and Tuition Refunds

Procedures for withdrawing from the university can be found [here](#). There are deadlines for withdrawing and the student may have additional consequences related to loss of financial aid, insurance coverage and academic status. Transcripts will not be released until there are no outstanding balances on the account. Please see [this page](#) for balances and refund procedures.

Students with Disabilities

The SFASU DPD also works to provide accommodations to students, as needed. The DPD follows [university policy 04-101](#) regarding academic accommodations for students with disabilities. To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 936-468-3004 as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, click [here](#).

Student E-mail

To enhance student services, the University and DPD Director will use your SFASU email address – your name@jacks.sfasu.edu for communications. Students may go to MySFA online to confirm their email address. Please check your SFASU email on a regular basis. If students have problems accessing their email account, they may contact the SFASU Help Desk at helpdesk@sfasu.edu

Access to Personal Files and Protection of Privacy

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Read more at: <https://www.sfasu.edu/registrar/about/ferpa> or review [University Policy 01-301](#) for the specific policy on access to university records.

Student Support Services

Stephen F. Austin State University offers a wide variety of student involvement opportunities and student support services. Additional information about student support services, including health services, counseling, housing, and financial services, is available through the university website link: <http://www.sfasu.edu/52.asp>

Probation, Suspension and Readmission

To remain in good standing, an undergraduate student must maintain a minimum cumulative grade point average of 2.0. An undergraduate student is placed on academic probation after the first regular semester in which the cumulative GPA falls below 2.0. Academic probation will continue until the student achieves good standing or is placed on academic suspension. Reinstatement may occur if the student meets certain criteria. See [SFA policy 04-102](#) for more details. All SFASU students have access to the Academic Assistance and Resource Center ([AARC](#)), which offers support such as tutoring.

Nondiscrimination Policy

Nondiscrimination Policy

SFASU DPD complies with the [University Nondiscrimination Policy](#) related to nondiscrimination. The SFASU DPD complies with [the Title IX Policy](#) related to "... addresses Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, and Stalking regardless of where it occurs, including both on and off university property, if it potentially affects the alleged complainant's educational program, activities, or employment. This policy complies with governing laws, regulations, and guidance."

Procedures

Please see the [University Nondiscrimination Policy](#). Any allegations of sex-based discrimination that rises to the level of sexual harassment must be directed to the attention of the Title IX Coordinator. Under Texas law, all University employees must promptly report the incident to the University's Title IX Coordinator, within 48 hours.

Paid Compensation Policy

Policy

Paid compensation is not available for DPD student credit at this time.

Assessment of Prior Learning Policy

The DPD at SFASU follows the university policy ([Policy 04-202](#)) related to transfer credits.

Policy:

In addition to course credit, the DPD at SFASU is required to track completion of specific knowledge assessments, known as KRDNs. Each DPD student must receive a 70% or better on all KRDN assessments to receive a verification statement (See [“Verification Statement Requirements and KRDN Remediation Policy”](#)). The verification statement, along with a B.S. degree from our accredited program, is what enables you to go on to apply for a dietetic internship, the next step in becoming a registered dietitian.

KRDN assessments are embedded into upper-level nutrition and food service management courses. **If you are transferring in any upper-level (-3000 or-4000) nutrition (NUTR) or food service management (RSTO) courses, the DPD director is required to confirm completion of KRDN assessments before issuing a verification statement.**

Procedure:

You will need to provide the following to the DPD Director in order for the assessment of prior learning to be completed:

- (1) Transcript(s) verifying the completion of the course(s). If the course is finished, the expectation is that you provide an official transcript. If you are currently enrolled in the transfer course, an unofficial transcript is fine (to verify enrollment), but note that you will need to provide an official transcript before receiving a verification statement.
- (2) A syllabus for each upper-level NUTR or RSTO course you are transferring. This should be done the semester following completion of the course, or at least 6 weeks prior to graduation.

The DPD director will review both the transcripts and syllabus, and complete a form known as the “Knowledge (KRDN) Assessment for Transfer Credits.” If it is determined that you did not meet the KRDNs with the transfer credits, you will be asked complete KRDN assessments outside of your coursework at SFASU. You must complete all KRDN assessments with a 70% or better prior to graduation and, if you do not, you will not be issued a verification statement of completion.

Graduation and Program Completion

In addition to the [Graduation FAQs](#) shared in this handbook, the following should be noted about graduation and program completion requirements for SFASU DPD students:

Students have completed the SFASU DPD when:

1. They have completed the 120-hour BS Degree Curriculum in Dietetics and Nutritional Sciences.
2. Students have completed all KRDN assessments with a grade of 70% or greater (see: [Verification Statement Requirements and KRDN Remediation Assessment Policy](#))
3. Students have received a verification statement of completion.

Note: Students should plan to complete the DPD requirements within 150% of the program length.

APPENDIX A

Degree Plan-Dietetics and Nutrition Sciences

Degree Plan – Dietetics and Nutritional Sciences, registered dietitian track and pre-professional tracks: <https://www.sfasu.edu/docs/degree-plans/hms-dietetics-nutritional-sciences.pdf>

Semester-by-semester Outline

Registered Dietitian track: <https://www.sfasu.edu/docs/degree-maps/hms-dietetics-reg-dietitian-bs.pdf>

Pre-professional track: <https://www.sfasu.edu/docs/degree-maps/hms-dietetics-pre-prof-reg-dietitian-bs.pdf>

NUTR/DPD Course Descriptions

Course	Description
NUTR 1133	Food, Nutrition, and Dietetics as a Profession – An overview of the food and nutrition field of study focusing on the professional opportunities in foods, nutrition, and dietetics.
CHEF 1101/1201	Principles of Food Science/Lab - Three semester credit hours: (one hour lecture, four hours lab per week.) Basic Principles and techniques of Food selection. Preparation and storage, including Food composition, nutrient content and role in the diet.
CHEF 1205	Public Health and Safety Management – Two semester credit hours. Concepts of public health issues, sanitation procedures and safety management in the hospitality industry; ethical responsibility of the administrator; economic aspects of providing health and safe services and work environments.
NUTR 2339	Introductory Nutrition - Study of nutrition and food as applied to daily living. Basic nutrition and wellness concepts in relation to the individual.
CHEF 3231/3131	Experimental Food Science/Lab – Three semester credit hours (one lecture hour, four lab hours per week). Application of research and data analysis techniques to investigate the physical and chemical factors influencing the quality of food. Areas covered include consideration of ingredients, proportions, procedures and additives in food preparation. Pre-requisite – CHEF 1201/1101

NUTR 3339	Introduction to Integrative and Functional Nutrition - Study of the nutritive needs of the body with emphasis on function of the nutrients in the body, food sources, and requirements for people of different ages and activities. Prerequisite: six hours biology or chemistry.
NUTR 3349	Nutrition Throughout the Life Cycle - Nutritional needs during the life cycle; relation between nutrition and mental and physical development and function. Prerequisite: NUTR 2339.
NUTR 4303	Cultural Aspects of Food - Origin of cultural food habits; social and psychological aspects of food acceptances; cultural influences in food selection and preparation.
RSTO 4331	Food Service Organization and Management - Principles of Management applied to Food Service systems including restaurants and institutions.
NUTR 4309	Community Nutrition - Overview of techniques and procedures for collecting, recording, analyzing and interpreting data for nutritional assessment; program development and presentation techniques for application to individuals and community groups. Prerequisite: NUTR 2339
NUTR 4335	Health Coaching Concepts and Skills - Nutrition counseling and interventions in the Nutrition Care Process; communication skills and application for prevention and treatment of nutrition-related disease states. Prerequisite: NUTR 2339
NUTR 4339	Advanced Nutrition - Metabolic processes which involve essential dietary components, methods of evaluating nutritional status. Prerequisite: NUTR 3339 and CHEM 4352 or consent of instructor.
NUTR 4349	Medical Nutrition Therapy I - Study and application of the nutrition care process, nutrition assessment and nutrition support as well as the study and application of the physiology and biological anomalies in energy balance, cardiovascular disease and upper and lower gastrointestinal disease in the clinical setting. Prerequisite: NUTR 3339, BIOL 2301/2101 and BIOL 2402/2002 or BIOL 3440/3040
NUTR 4379	Medical Nutrition Therapy II - Study and application of the physiology and biological anomalies in metabolic stress, diabetes, renal disease, liver disease, cancer and HIV as related to nutrition in the clinical setting. Prerequisite: NUTR 4349

APPENDIX B

ACEND Student Learning Outcomes 2022

1. Scientific and Evidence Base of Practice: integration of scientific information and 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.

2. Professional Practice Expectations: beliefs, values, attitudes and behaviors for the professional dietitian nutritionist level of practice.

KRDN 2.1 Demonstrated 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 profession.

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 Demonstrated 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 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.

3. Clinical and Customer 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 sessions 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.

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 Evaluation data to be used in decision-making for continuous quality improvement.

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 difference or dealing with conflict.

KRDN 5.5 Promote team involvement and recognize the skills of each member.

KRDN 5.6 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.

APPENDIX C

Internship Reference Letter

Please rate the applicant on the qualities you feel you can judge on the grid below. Indicate your perception of the student's readiness to function in a dietetic internship program at this time. Provide comments of ratings and your signature on next page.

O – Outstanding; MS - More than Satisfactory; SAT – Satisfactory; NI - Needs Improvement, U - unsatisfactory

Actual or Expected

Student's Name _____

Date of Graduation _____

	O	MS	SAT	NI	U	Unable to Evaluate
Application of Knowledge						
Nutrition Content						
Medical Nutrition Therapy						
Foodservice Management						
Analytical Skills/Problem Solving						
Conceptual Skills						
Communication Skills						
Oral						
Written						
Interpersonal Skills						
Peers/Co-Workers						
Teachers/Supervisors						
Leadership Potential						
Initiative/Motivation						
Punctuality						
Adaptability						
Reaction to Stress						
Perseverance						
Creativity						
Organizational Skills						
Works Independently						
Responsibility/Maturity						
Overall Potential as a Dietitian						

Relationship to Applicant:

Advisor:

Teacher:

Work Supervisor:

Other:

If Other, please indicate relationship: _____

How long have you known applicant? _____

How well do you know applicant? _____

Do You:	Highly Recommend		Recommend		Not Recommend
(Check appropriate box.)	5	4	3	2	1

Additional Information: Use to amplify or add to characteristics rated on previous page. Indicate applicant's strengths and those qualities that require further development. (May use a separate sheet or letter.)

Strengths:

Qualities that Require Further Development

APPENDIX D

Students who have already obtained a degree can complete the DPD requirements at the post-baccalaureate and or graduate level and receive a ACEND verification statement. Successful completion of the courses listed below is required. The DPD director will review transcripts to determine whether previous course work is equivalent to the courses required to obtain a ACEND verification statement from SFA.

Dietetics and Nutritional Sciences – Registered Dietitian track		
DPD Professional Courses	DPD Science Courses	Equivalent Transfer Courses
CHEF 1201/1101 Principles of Food Science	MATH 1314 College Algebra	
CHEF 3231/3131 – Experimental Food + Lab OR CHEF 1239/1139 Management in Meal Production	MATH 1342 Statistics	
CHEF 1205 Public Health and Safety Mgt	Psychology, Sociology, or Anthropology course	
NUTR 2339 Introductory Nutrition	BIOL 1306/1106 – Biology for Science Majors I	
NUTR 3339 Introduction to Integrative and Functional Nutrition	BIOL 2401/2001 Human A&P 1	
NUTR 3349 Nutrition During the Lifecycle	BIOL 2402/2002 Human A&P II	
NUTR 4303 Cultural Aspects of Food	BIOL 3420/3020 Microbiology for Non-Science Majors or other micro course	
NUTR 4309 Community Nutrition	CHEM 1311/1111 General Chemistry I/Lab	
RSTO 4331 Food Service Organization and Management	CHEM 1312/1112 General Chemistry II/Lab	
NUTR 4335 Health Coaching Concepts and Skills	CHEM 3330/3130 Fundamentals of Organic Chemistry/Lab	
NUTR 4339 Advanced Nutrition	CHEM 4352 Comprehensive Biochemistry I	
NUTR 4349 Medical Nutrition Therapy I		
NUTR 4379 Medical Nutrition Therapy II		

Dietetics and Nutritional Sciences – Pre-Professional track		
DPD Professional Courses	DPD Science Courses	Equivalent Transfer Courses
CHEF 1201/1101 Principles of Food Science	MATH 1314 College Algebra	
NUTR 2339 Introductory Nutrition	MATH 1342 Statistics	
NUTR 3339 Introduction to Integrative and Functional Nutrition	Psychology, Sociology, or Anthropology course	
NUTR 3349 Nutrition During the Lifecycle	BIOL 1306/1106 – Biology for Science Majors I	
NUTR 4303 Cultural Aspects of Food	BIOL 1307/1107 – Biology for Science Majors 2	
NUTR 4309 Community Nutrition	2301/2101 Human A&P 1	
RSTO 4331 Food Service Management and Organization	BIOL 2402/2002 Human A&P II	
NUTR 4335 Health Coaching Concepts and Skills	BIOL 3421/3021 - Microbiology for Science Majors	
NUTR 4339 Advanced Nutrition	BIOL 3453 Genetics	
NUTR 4349 Medical Nutrition Therapy I	CHEM 1311/1111 General Chemistry I/Lab	
NUTR 4379 Medical Nutrition Therapy II	CHEM 1312/1112 General Chemistry II/Lab	
	CHEM 3331/3131 Organic Chemistry I/Lab	
	CHEM 4352 Comprehensive Biochemistry I	