Concordia College
Didactic Program in Dietetics
Student Handbook

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https://www.concordiacollege.edu/academics/programs-of-study/nutrition-dietetics/

Dear Students,

Welcome to Concordia's Didactic Program in Dietetics! This handbook will be a valuable resource for you throughout your undergraduate education here at Concordia. It includes important information about the DPD program and therefore, I ask that you look it over and sign below indicating that you are aware of the contents. We value your input and welcome any suggestions for changes or additions.

Welcome and best wishes,



Dr. Betsy Cogan, PhD, RDN, LD
Assistant Professor and DPD Director
By signing this form, you are indicating that you have read the student handbook and are aware of the contents.

PROGRAM ACCREDITATION

Concordia College offers a major in Food, Nutrition and Dietetics, which was approved by the Academy of Nutrition and Dietetics in 1975. In 2013, the Food, Nutrition and Dietetics major received continued accreditation as a Didactic Program in Dietetics (DPD) for the maximum ten years by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, 800-877-1600. The program is designed to meet the knowledge requirements for entrance into a supervised practice program to qualify for the registration examination to become a registered dietitian.

EMPLOYMENT OPPORTUNITIES

Graduates of our program may be eligible to work in a wide variety of employment settings, including health care, business and industry, public health, education, research, and private practice. The following are examples of conventional employment settings for FND graduates with or without an RDN credential. Many work environments, particularly those in medical and health care settings, require that an individual be credentialed as a Registered Dietitian Nutritionist (RDN).

- Hospitals, long-term care facilities, HMOs or other health care facilities: educate patients about nutrition and administer medical nutrition therapy as a part of the health care team.
- Foodservice operations in the organizations listed above, as well as in schools, childcare centers, and correctional facilities: oversee everything from food purchasing and preparation to managing staff.
- Sports nutrition and corporate wellness programs: educate clients about the connection between food, fitness, and health.
- Food and nutrition-related businesses and industries: working in the areas of communication, consumer affairs, public relations, marketing, or product development.
- Private practice, working under contract with health care or food companies, or in their own business: provide services to foodservice or restaurant managers, food vendors, and distributors, or athletes, or nursing home residents.
- Community and public health settings: teaching, monitoring, and advising the public, and helping to improve quality of life through healthy eating habits.
- University and medical centers, teaching physicians, nurses, dietetics students, and others the sophisticated science of foods and nutrition.
- Research areas in food and pharmaceutical companies, universities, and hospitals: directing or conducting experiments to answer critical nutrition questions and find alternative foods or nutrition recommendations for the public.

CONCORDIA COLLEGE MISSION STATEMENT

The purpose of Concordia College is to ***"influence the affairs of the world by sending into society thoughtful and informed men and women dedicated to the Christian life."***

The Concordia College mission statement is rooted in the Lutheran tradition. Martin Luther believed that the liberally learned person is someone of "wondrous ability subsequently fit for everything." His convictions shape the Lutheran academic tradition, in particular its commitment to:

- Freedom to search for truth, with nothing off-limits for inquiry and critique • Education

in the liberal arts as the best preparation for leadership in church and society •

Excellence in all our endeavors. Where the welfare of the neighbor and the world are concerned, good intentions are never an excuse for mediocrity.

- The engagement of faith and learning as a creative dialogue, where inquiry and scholarship enlighten religious life and faith practice enriches the educational experience

• Intellectual humility in the face of the paradoxes and ambiguities of life.

The Lutheran theological tradition emphasizes that we are all called to serve our neighbor and care for creation in response to God's love. Thus, Concordia College strives to equip students for vocation – using their talents for the sake of the world.

DPD MISSION STATEMENT

The mission of the Didactic Program in Dietetics is to provide an educational environment consistent with the mission of Concordia College that will prepare students: 1) for supervised practice, graduate degree, Commission on Dietetic Registration credentialing exams to become a registered dietitian nutritionist or nutrition and dietetics technician, 2) To become responsibly engaged in the world.

Program Goal: The program will prepare graduates who are well-prepared to enter a supervised practice program.

Objectives for Goal 1

- At least 80% of program students complete program/degree requirements within 3 years (150% of the program length)
- Seventy-Five percent (75%) of program graduates are **admitted to** a supervised practice program within 12 months of graduation
- Seventy-five percent (75%) of program graduates **apply for** admission to a supervised practice program prior to or within 12 months of graduation
- Seventy-five percent (75%) of SPP Directors reported that graduates were well-prepared for supervised practice (indicated by a score of 2 or better on all survey questions)
- Seventy-five percent (75%) of graduates completing a **SPP** report that they were well prepared for supervised practice (indicated by a score of 2 or better on all survey items)
- 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%

*Yearly outcome data is available on request from the program director at ecogan@cord.edu

STUDENT LEARNING OUTCOMES

The knowledge and skills required of DPD graduates are embedded in the individual courses of the curriculum and are listed as objectives where appropriate on course syllabi. These objectives are evaluated annually by department faculty and course instructors to ensure that they adequately measure student competencies. Student learning outcomes are summarized below. Graduates of the DPD program will demonstrate competency in the following areas:

- Analyzing and interpreting data relevant to the dietetics practice
- Using oral and written communication skills along with appropriate technology to effectively convey nutrition information to both professional and lay audiences
- Performing nutritional assessments and developing appropriate care plans for

individuals across the lifespan and for diverse health conditions

- Applying knowledge of food science and management principles to the function of the food service system
- Describing laws, regulations and policies that impact both food service and community health

REQUIREMENTS TO BECOME A REGISTERED DIETITIAN NUTRITIONIST (RDN)

In order to become a Registered/Licensed* Dietitian, students must complete the following steps. More information is available on the Academy of Nutrition and Dietetics website at: https://www.eatrightpro.org/about-us/become-an-rdn-or-dtr/high-school-students/5-steps-to become-a-registered-dietitian-nutritionist

1. Complete a minimum of a bachelor's degree at an ACEND-accredited college or university (Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics) and receive a Verification Statement.
   - The DPD Director, upon proof of program completion, provides Verification Statements to students who identified as a "Dietetics" major on the DPD application, and who achieves an overall GPA of 2.75 or higher and DPD-specific GPA of 3.0 or higher.
   - Students must complete the internship application process in order to be accepted into a supervised practice program (SPP). *Because this step can be difficult and confusing for students, and because acceptance into a SPP is very competitive, our program offers students continual support throughout the application and matching process:*
     - *Factors that influence SPP acceptance, such as grade point average, work/volunteer experience, and leadership qualities are consistently discussed with students during spring and fall advisements.*
     - *Faculty meet with juniors on a weekly basis to help them prepare for the application/match process.*
     - *Electronic and paper copies of the Academy's Directory of approved/accredited DPPs are available through the DPD Director.*
2. Complete an ACEND-accredited supervised practice program (SPP) at a healthcare facility, community agency, or a foodservice corporation, or combined with undergraduate or graduate studies.
   - Typically, a practice program is six to twelve months in length (minimum of 1,200 hours). If the SPP is combined with a graduate degree, program lengths will be longer. *Our program continues to support graduates by offering assistance with exam preparation or other assistance as needed.*
3. Pass a national examination administered by the Commission on Dietetic Registration (CDR). The RDN credential is earned upon successful completion of the exam.
   - *The program also supports students in taking the Dietetic Technician Registered examination, which provides the DTR credential.*

*In addition to the preceding requirements for registration, the state of Minnesota has a licensure requirement. MN statutes define licensure and states in 148.630(a) "No person may engage in dietetics or nutrition practice unless the person is licensed as a dietitian or nutritionist by the Board." Information is available at board.dietetics-nutrition@state.mn.us.

Effective January 1, 2024, the Commission on Dietetic Registration (CDR) will require a minimum of a master's degree to be eligible to take the credentialing exam to become a registered dietitian nutritionist (RDN). In addition, CDR requires that individuals complete coursework and supervised practice in program(s) accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). In North Dakota and Minnesota, graduates also must obtain licensure to practice. Graduates who successfully complete the

ACEND-accredited DPD program at Concordia College are eligible to apply to an ACEND-accredited supervised practice program/apply to take the CDR credentialing exam to become an RDN. For more information about educational pathways to become an RDN please visit https://www.eatrightpro.org/acend/students-and advancingeducation/information-for-students

DPD PROGRAM COSTS

1. **General costs** (tuition, room and board, and general fees): similar to other majors at Concordia. These are outlined in the Concordia College Catalog and on the website at http://www.cord.edu.
2. **Professional organization memberships**: although not required, Juniors and Seniors are highly encouraged to become members of the Academy of Nutrition and Dietetics ($58/year), and the state and local affiliates.
3. **Transportation:** students are responsible to cover transportation costs to off-campus facilities for required practicum hours.
4. **Immunizations and background checks:** depending on the facility, additional fees to cover these costs may be required prior to the start of practicum hours (summer between junior and senior year)
5. **Application/match fees:** Students who apply for a SPP will be responsible for the application and match fees. The cost of the first application is $45.00, with additional costs of $20.00 for each additional application (SPPs may also charge fees for reviewing your application)..
6. Information on withdrawal and refund of tuition and fees is available in the Concordia College Catalog and on Concordia's website http://www.cord.edu.

MONETARY SUPPORT

Availability of financial aid, scholarships, stipends or other monetary support can be found in the Concordia College Catalog.

DPD APPLICATION PROCESS AND PROGRAM COMPLETION

The DPD is designed to be completed in four semesters with a full course load (16 credits per semester). The following are the requirements for program application and completion:

1. FND majors interested in entering the DPD program must complete the following coursework with a grade of C or better: Chemistry 127, Chemistry 142, Biology 121, Biology 306, and FND 321, and have an cumulative GPA at or above 2.75.
2. Successful completion of all required science courses within the past five years. All 300-400 level FND courses must be completed at Concordia, transfer credits for these courses will not accepted.
3. Completion of the DPD program application on the October 15th of the junior year (see Policy 7.3f Admission Requirements).
    a. Students who are advised outside the FND department will meet with the DPD director to complete the application.
4. Submission of official transcripts from all colleges attended and a 1-page written personal statement describing career goals.
    a. Students applying for/accepted into the DPD program must maintain a cumulative GPA of 2.75 or higher and a DPD-specific GPA of 3.0 or higher to receive a verification statement, and must indicate their desire to become an RDN in their personal statement (required with the application).

To avoid scheduling conflicts that may delay graduation, **students should adhere to the DPD course sequence whenever possible**. FND students are required to meet with their advisor to ensure that their schedule is accurate and students who are advised outside the department should verify all course schedules with a FND faculty member. The program may take longer for transfer students, students not following the DPD course sequence (see below), students taking less than a full course load, or students completing a second major or additional minors.

PRIOR LEARNING AND TRANSFER CREDITS

Concordia DPD does not grant credit for all prior learning experiences. DPD students are required to complete at minimum of 16 credits from Concordia College to establish a cumulative and DPD-specific GPA. DPD students are also required to take the following FND courses from Concordia College (transfer credits will not be accepted): FND 239, FND 346, FND 360, FND 362, FND 424, FND 425, FND 426, FND 446.

CONCORDIA COLLEGE ACADEMIC CALENDAR/GRADUATION REQUIREMENTS

The current academic calendar is available at https://concordia www.s3.amazonaws.com/files/resources/academiccalendar19-20.pdf

- 126 semester credits (excluding music ensembles)
- Cumulative GPA of 2.0 in Concordia courses and in all courses combined.
- Residence requirements met (See requirements in Concordia College Catalog)
- 40 semester credits with senior college credit (courses numbered 300 and above) **Major**
- Completion of all requirements for at least one major, as outlined in the department pages of the catalog
- A minimum GPA of 2.0 in Concordia courses and all courses in the major

Liberal Arts Core Curriculum

- The requirements for Liberal Arts Core Curriculum, as indicated in the Concordia College Catalog.
- **Additional graduation requirements for DPD students:** Students must maintain a 2.75 GPA (cumulative) and 3.0 DPD-specific GPA to be eligible to receive a verification statement upon graduation.

DPD RECOMMENDED COURSE SEQUENCE

Fall			Spring		
Freshman					
FYS 110	Seminar	4	PSYC 111	Intro to Psychology	4
COM 110	Oral Communication	4	ENG 110	Written Communication	4
Language	Elective	4	BIOL 121	Cell Biology	4
CHEM 127	General Chemistry	4	Language	Elective	4
			WELL 110	Wellness Course	1
	Total Credits	16		Total Credits	17
Sophomore					
FND 112	Food Science	4	BIOL 306	Anatomy/Physiology	4
WELL 111	Wellness Course	1	FND 321	Nutrition	4
MATH 205	Intro to Statistics	4	CHEM 142	Biochemistry	4
Religion	Elective	4	Exploration	Elective	4
Exploration	Elective	4			
	Total Credits	17		Total Credits	16
Junior					
FND 360	Advanced Nutrition	4	FND 362	Med. Nutrition Therapy	4
FND 239	Lifecycle Nutrition	4	FND 346	Quantity Foods	4
BIOL 207	Microbiology	4	Humanities	Elective	4
Exploration	Elective	4	Exploration	Electives	4
	Total Credits	16		Total Credits	16
Senior					
FND 424	Clinical Experience	4	FND 426	Community Nutrition	4
FND 446	Management	2	Religion	Elective	4
FND 425	Current Issues	2	Exploration	Electives	8
Humanities	Elective	4			
Business	Elective	2-4			
	Total Credits	14-16			16

SUPERVISED PRACTICE PROGRAMS

What is a supervised practice program (SPP)/Dietetic Internship (DI)?

Students completing a bachelor's degree (DPD) must complete additional hours via a supervised practice program (SPP), also known as a Dietetic Internship (DI). Currently all SPPs must provide at least 1,000 hours of supervised practice and can usually be completed in 8-24 months. Program duration depends on whether the program is part or full time, or if the program is combines with a master's program (or provides graduate credits). After successfully completing a SPP, students are eligible to take the CDR registration exam to become a Registered Dietitian Nutritionist (RDN). While most students apply for a SPP during their senior year, students may delay the application in order to gain additional work experience, save money, etc.

Completing a SPP is not required if a student does not wish to become an RDN, although career options are limited without the RDN credential. Students with bachelor's degrees in dietetics who don't complete a SPP may still work in areas of food and nutrition.

How do I apply for a Supervised Practice Program/DI?

For students wishing to be RDNs, an ACEND-accredited SPP is required to be eligible to take the National Registration Examination for Dietitians administered by the Commision on Dietetic Registration (CDR). As of January 1, 2024 a Master's degree is required to write the CDR registration examination for dietitians. There are a few different routes to RDN Registration Eligibility which include:

1. Graduate Program in Nutrition & Dietetics: A graduate-level, competency-based program that integrates coursework and at least 1,000 hours of experiential learning for RDN eligibility.
2. Dietetic Internship: Post-bachelor's degree completion - at least 1,000 hours of supervised practice only for RDN eligibility (must complete DPD and at least a bachelor's degree prior to entry). Some programs offer a graduate degree in conjunction with supervised practice.
3. Coordinated Programs in Dietetics: Bachelor's and graduate level - coursework and at least 1,000 hours of supervised practice for RDN eligibility.

The Academy of Nutrition and Dietetics (AND) maintains a list of the current supervised practice programs which includes information about program cost, length, and program type. Admission to SPP is competitive, thus, strong academic standing, volunteer/work experience, and recommendations from faculty and employers will enhance one's changes of admission to a program.

New Application Process for ACEND SPP (DIs, CPs, GPs)

All SPPs have the option to participate in the Dietetic Inclusive Centralized Application Service (DICAS). DICAS is a convenient service for applicants to apply to multiple programs with a single application. However, as of the 2024-2025 application cycle, programs are not required to use DICAS. Be sure to read individual program websites carefully for application instructions and deadlines. To ensure an equitable process for admittance to SPPs, all programs follow and abide by applicant notification due date and the applicant decision due date beginning Fall 2024.

Fall Cycle Notification Dates

- November 1: Applicant notification due date. Programs must notify applicants before or on this date
- November 15: Applicant decision due date. Programs may NOT require an applicant decision to accept an appointment prior to this date.

Spring Cycle Notification Dates

- March 1: Applicant notification due date. Programs must notify applicants before or on this date
- March 15: Applicant decision due date. Programs may NOT require an applicant decision to accept an appointment prior to this date.

It is important for students to be aware and plan for the incurred costs for applying to various SPPs. Costs vary widely and may include DICAS application fee, individual program fee, and/or graduate school admission fees.

How can I increase my chances of being accepted into a Supervised Practice Program/DI?
Acceptance into a DI is very competitive, with DPD graduates from across the country applying. Each program has its own selection criteria that is provided on their website and/or in the Supervised Practice Program Applicant Guide (contact the DPD director). In general, students who are accepted into a DI have the following skills and attributes:

- Minimum of a 2.75 GPA
- Significant relevant work/volunteer experience
- Strong evidence of leadership
- Excellent writing/communication skills
- Positive recommendations from faculty or work supervisors

These criteria should be considered early and throughout the DPD so that students can acquire and build these skills/attributes.

Freshman/Sophomore Years

- Maintain a cumulative GPA of 2.75 or better
- Get to know the faculty. Often, they will be the individuals you will be depending upon to write your letters of recommendations.
- Start developing your resume, as this is one of the requirements in the application process.

Sophomore/Junior Year

- Start research internship programs to which you may want to apply (consider criteria for acceptance, location, cost, focus areas, combined graduate program, etc.).
    - Review the AND website
- Consider scheduling a site visit to programs in which you are interested.
- Request regular meetings with the DPD Director during your junior year. These meetings provide a great overview of the process and help students get started on the mandatory components of the application packet (resume, application, personal statement, etc.)
- Complete your GRE (summer between junior and senior years), as many DIs require this exam.

Senior Year

- Request an "official" copy of your transcripts from each college/university you have attended.
- Ask your references to complete letters of recommendation. *Make sure to ask well in advance, no later than Dec. 1 for spring applications. Don't wait until you*

return from Christmas break to request a letter.

- Register on the Dietetic Internship Centralized Application System (DICAS). The cost is based on the number of applications submitted. First application is $45.00 and $20.00 for each additional application (DIs may charge additional fees for reviewing your application).
- Complete the application and additional required documents on the DICAS website. BE SURE TO REVIEW DI APPLICATION DEADLINES CAREFULLY SO YOU DON'T MISS THE CUT-OFF DATE!
- Once you have been notified of your admission status, if you decide to accept, you MUST email the program that offered you acceptance to inform them of your decision by decision dates November 15 or March 15.

<u>What if I am not admitted into a Supervised Practice Program/DI?</u>

- Students who are not admitted to a SPP should meet with the DPD director to discuss options.
- Students may be waitlisted and will/may be notified after these deadlines based on available positions.
- If you are not waitlisted and haven't received any offers of admission after November 15, access DICAS or the program website to learn of any programs that have reopened their applications.
    - Fall open enrollment begins November 16 and programs that do not fill their spots will be opening their applications with new application submission deadlines. Applications are due by December 15 at the latest.
    - It is recommended that you contact the program director to express interest in the program and you may need to submit an application to that program.

<u>How much does it cost to apply for a Supervised Practice Program/DI?</u>

- Application fees for each program differ, but any fees will be listed on the program's website. <u>To increase the chance of acceptance, students are strongly encouraged to apply for a minimum of 3-4 Supervised Practice Programs</u>
- Application fee for graduate programs (if applicable). Again, these will be listed on their website.
- Processing fee to DICAS (if applicable)
- GRE fee (if applicable)
- Travel costs for site visits

<u>How does Concordia's DPD prepare students for the application process?</u>

- In order to be eligible to receive a Verification Statement upon graduation, students in Concordia's DPD program must maintain a minimum of a 2.75 cumulative GPA and 3.0 DPD-specific GPA. Students struggling with grades should meet with the DPD faculty early and often.
- During regular advising periods and throughout the year, DPD faculty council students to obtain additional relevant work/volunteer/leadership experiences and help locate organizations.
- Because Concordia's DPD is relatively small, our faculty come to know the students well and are able to write strong Letters of Recommendation. Be sure to allow a minimum of two weeks when asking for a Letter.
- The department offers a meeting for students prior to their senior year that provides an overview of the process and help students get started early on the application process.

For more information on the DI application and matching process, go to the Academy of Nutrition and Dietetics website at:
https://www.eatrightpro.org/acend/students-and-advancing-education/application-process-for-students

ATTENDANCE AT PROFESSIONAL MEETINGS

Food, Nutrition, and Dietetics (FND) students are encouraged to join any type of campus organization, including student government, and academic societies and clubs. In addition, you are encouraged to join the student branch of the Academy of Nutrition and Dietetics (SAND). Students are further encouraged to attend the Fargo/Moorhead Academy of Nutrition and Dietetics (FMAND) monthly meetings and/or the annual meetings of the North Dakota or Minnesota Academy of Nutrition and Dietetics.

Membership in these organizations provides opportunities for participation in workshops and conferences at the national, state and regional level. It also provides for extended learning opportunities through group interactive experiences.

EXPERIENTIAL LEARNING: REQUIREMENTS FOR STUDENTS

Students participating in field trips, professional meetings or enrolled in courses including a field experience are expected to adhere to the following guidelines and Professionalism Policy:

1. Students will not disrupt the operation of the cooperating facility.
2. Students are expected to dress and conduct themselves in a **professional manner.**
3. The number of students assigned to a facility, student schedules and objectives will be determined in cooperation with the department supervisor.
4. Students will be provided an orientation to the cooperating facility including employee dress, confidentiality, human rights, ethical considerations, and liability.
5. Students will function within the organizational framework of the cooperating facility. Policies and procedures for the institution will be available to the students on issues related to schedule, injury or illness.
6. The cooperating facility has the right to withhold use of the facility for failure to follow its policies and procedures, as well as accepted standards for health and behavior.
7. Transportation to cooperating facilities is the responsibility of the individual student.
8. Students in FND 424 Clinical Experience are provided professional liability insurance through their registration.
9. Students in FND 424 Clinical Experience may be required to have drug testing and/or a criminal background check at their clinical experience site.
10. FND 424 Clinical Experience students are non-paid volunteers and do not replace paid employees.

STUDENT LINKEDIN PROFILE

Internship directors and/or prospective employers may wish to view certificates, skill sets, and samples of students' work/projects. To ensure that students are prepared to provide share what experiences they've gleaned from their education, we recommend the following:

1. Throughout your four years at Concordia, you will be given many opportunities to complete projects and/or written documents that provide an overview of your expanding expertise as a registered dietitian.

   a. Start saving electronic copies of these documents/projects during their first year.
   b. In FND 424 Clinical Experience, students will link selected projects/papersa and feature any certificates/skills that were achieved throughout their degree in their LinkedIn profile.
2. Students may include any certificates, projects that represent quality work, and other skills/competencies they have developed. Following are a few recommendations:
   a. FND 112 Food Science: Food Safety Pamphlet, and/or video of food demo
   b. FND 239 Lifecycle Nutrition: Lesson plan/photos of teaching, recipes for 1 cookbook, and nutrition care plans for a child and a senior citizen
   c. FND 346 Quantity Foods: Video advertisement, manager's report, ServSafe certification, ManageFirst certification
   d. FND 426: Community Nutrition: Grant proposal and education lesson plans
   e. FND 425 Current Issues: Poster project
   f. FND 424 Clinical Experience: Outline and reference list from the professional research project, and a summary of your clinical experience rotation

CODE OF ETHICS FOR THE PROFESSION OF DIETETICS

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, providing 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, taking into account 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 interprofessional 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.

Glossary of Terms:

Autonomy: ensures a patient, client, or professional has the capacity and self-determination to engage in individual decision-making specific to personal health or practice.

Beneficence: encompasses taking positive steps to benefit others, which includes balancing benefit and risk.

Competence: a principle of professional practice, identifying the ability of the provider to administer safe and reliable services on a consistent basis.

Conflict(s) of Interest(s): defined as a personal or financial interest or a duty to another party which may prevent a person from acting in the best interests of the intended beneficiary, including simultaneous membership on boards with potentially conflicting interests related to the profession, members or the public.

Customer: any client, patient, resident, participant, student, consumer, individual/person, group, population, or organization to which the nutrition and dietetics practitioner provides service.

Diversity: "The Academy values and respects the diverse viewpoints and individual differences of all people. The Academy's mission and vision are most effectively realized through the promotion of a diverse membership that reflects cultural, ethnic, gender, racial, religious, sexual orientation, socioeconomic, geographical, political, educational, experiential and philosophical characteristics of the public it services. The Academy actively identifies and offers opportunities to individuals with varied skills, talents, abilities, ideas, disabilities, backgrounds and practice expertise."

Evidence-based Practice: Evidence-based practice is an approach to health care wherein health practitioners use the best evidence possible, i.e., the most appropriate information available, to make decisions for individuals, groups and populations. Evidence-based practice values, enhances and builds on clinical expertise, knowledge of disease mechanisms, and pathophysiology. It involves complex and conscientious decision-making based not only on the available evidence but also on client characteristics, situations, and preferences. It recognizes that health care is individualized and ever changing and involves uncertainties and probabilities. Evidence-based practice incorporates successful strategies that improve client outcomes and are derived from various sources of evidence including research, national guidelines, policies, consensus statements, systematic analysis of clinical experience, quality improvement data, specialized knowledge and skills of experts.

Justice (social justice): supports fair, equitable, and appropriate treatment for individuals1

and fair allocation of resources.
Non-Maleficence: is the intent to not inflict harm.

References:

1. Fornari A. Approaches to ethical decision-making. J Acad Nutr Diet. 2015;115(1):119-121.
2. Academy of Nutrition and Dietetics Definition of Terms List. June, 2017 (Approved by Definition of Terms Workgroup Quality Management Committee May 16, 2017). Accessed October 11, 2017. http://www.eatrightpro.org/~/media/eatrightpro%20files/practice/scope%20standards%20of%20practice/academydefinitionof termslist.ashx
3. Academy of Nutrition and Dietetics: Revised 2017 Standards of Practice in Nutrition Care and Standards of Professional Performance for Registered Dietitian Nutritionists. J Acad Nutr Diet. 2018; 118: 132-140.
4. Academy of Nutrition and Dietetics "Diversity Philosophy Statement" (adopted by the House of Delegates and Board of Directors in 1995).

For more information, visit the Academy of Nutrition and Dietetics website at www.eatright.org

RESOURCES AVAILABLE

1. Academy of Nutrition and Dietetics www.eatright.org
2. Academy of Nutrition and Dietetics Evidence Based Library
3. Student Dietetic Association
4. Fargo-Moorhead Dietetic Association
5. Department Faculty

CONCORDIA COLLEGE

Didactic Program in Dietetics
Policies and Procedures

ACEND Required Element	Policy Name	Page #
NA	Food Laboratory Use	20
NA	Practical Experiences	23
7.3g	DPD Course Sequence	25
NA	Clinical Experience Placements	26
NA	Professionalism	27
7.3f	Admission Requirements	29
8.1a	Performance Monitoring	30
8.1b	Student Retention	31
8.1d	Equitable Treatment	32
8.2a	Insurance Requirements	33
8.2b	Liability for Student Travel	34
8.2c	Student Injury/Illness During Experiential Learning	35
8.2d	Drug Testing/Background Checks	36
8.2e	Student's Role While Completing Experiential Learning	37
8.2g	Filing/Handling Complaints	38
8.2h	Submission of Written Complaints to ACEND	39
8.2i	Prior learning	40

8.2j	Formal Assessment/Progress Reports of Student Learning	41
8.2k	Program Retention and Remediation Procedures	42
8.2l	Disciplinary Action/Termination from the DPD Program	44
8.2m	Graduation/Program Completion	45
8.2n	Verification Statements	46
8.2p	Withdrawal and Refund of Tuition and Fees	47
8.2q	Program Schedule, Vacation, Holiday and Leave	48
8.2r	Protecting the Privacy of Student Information	49
8.2s	Student Access to Personal Files	50
8.2t	Access to Student Support Services	51

Food Laboratory Usage

Policy

The Nutrition, Dietetics and Exercise Science Food Labs (ISC 351/352) are available for use by Concordia staff and student groups outside the Department with lab supervision by FND faculty/staff/or student designated by the Department. If a paid lab assistant is supervising usage of the lab (see below), the student organization/outside department will be asked to cover this cost.

The labs must be reserved by completing the attached form and forwarding to Tianna Ontiveros (tontiver@cord.edu) at least two weeks in advance of the requested date of use. Requested dates and times will be reviewed by Nutrition, Dietetics and Exercise Science faculty. Confirmation of approved dates/time for use will be emailed to the responsible party listed on the form.

Procedure

1. The NDEXS Foods Laboratory may be used ONLY if a laboratory assistant or another senior-level student or faculty member is available to monitor use of equipment and sanitation practices in the labs.
2. For safety and sanitation reasons, no more than 16 individuals will be allowed in ISC 351 and no more than 8 individuals in ISC 352 at any time.
3. The users of the lab:
    a. Must provide all supplies to be used (food, spices, plastic wrap, paper products, etc.)
    b. May use the equipment in the labs, including small appliances and dishes, but equipment and dishes MUST NOT LEAVE the laboratory
        i. NO outside equipment may be brought into the lab
    c. Must clean all areas and equipment and return equipment to original location
        i. Wipe out sinks and ensure no food residue is left
    d. Must hang wet towels to dry or place dirty linens in the laundry basket in the pantry
    e. Must throw away trash in the large trash bins
    f. Must remove all food items from the lab, whether they be ingredients or prepared food items, at the conclusion of the reserved time (i.e., food cannot be stored in the refrigerator, freezer, or left out to cool). Any food remaining in the lab after the reserved time will be disposed of.
    g. Must report any equipment malfunction to Dr. Ashley Roseno at aroseno@cord.edu
4. If any of the above guidelines are not followed, the users are subject to repair or

replacement costs, as well as future lab-usage revocation..

Personal Hygiene

1. Handwashing: Wash hands thoroughly with soap and warm water for at least 20 seconds before and after handling food, using the restroom, or touching your face/hair.
2. Clean Attire: Wear clean aprons and tie back long hair to prevent contamination.
3. No Jewelry: Remove rings, watches, and bracelets to minimize the risk of harboring bacteria.

Food Handling

1. Cross-Contamination Prevention: Use separate cutting boards and utensils for raw meats, vegetables, and ready-to-eat foods. Always wash utensils and surfaces between tasks with soap and warm water or sanitizer.
2. Temperature Control: Keep perishable foods refrigerated at 40°F (4°C) or below and cooked foods above 140°F (60°C). When cooking meats, please use the list below to determine the proper internal temperatures.
    a. Poultry (chicken, turkey, duck): 165°F (74°C)
    b. Ground meats (beef, pork, lamb, veal): 160°F (71°C)
    c. Beef, pork, lamb, and veal (steaks, roasts, and chops): 145°F (63°C) with a resting time of at least 3 minutes
    d. Fish and seafood: 145°F (63°C)
    e. Ham (fresh or cooked): 145°F (63°C) with a resting time of at least 3 minutes for fresh ham
    f. Leftovers and casseroles: 165°F (74°C)
    g. Please watch this video on how to properly measure the temperature of your foods: Proper Use of a Food Thermometer
3. Safe Thawing: Thaw frozen foods in the refrigerator, under cold running water, or in the microwave, but never at room temperature.

Cleaning and Sanitizing

1. Surface Cleaning: Clean all work surfaces and equipment before and after use with hot, soapy water followed by a sanitizing solution when possible. When you are done, please wipe out the kitchen sinks to ensure there is not food residue left.
2. Utensil Care: Wash all utensils, pots, and pans in hot, soapy water. Rinse and sanitize them before reuse.
3. Spill Management: Clean up spills immediately to prevent slips and cross-contamination.

Lab Environment

1. Waste Disposal: Dispose of food waste and packaging promptly in large bins, not the smaller bins in the lab spaces.
2. Refrigerator Use: Refrigerators and freezers cannot be used to store food at the completion of the food lab(s) use to ensure food isn’t forgotten and left to spoil.

Emergency Procedures

1. Fire Safety: Familiarize yourself with the location of fire extinguishers and emergency exits. Never leave cooking equipment unattended. Always unplug small appliances when you are done.
    a. Smother grease fires. You can do this by sliding a lid over the pan, turning off the stovetop, and leaving the pan covered until it's completely cooled. You can also use baking soda, but only if it cannot be smothered in the former description. Do NOT use water.
    b. If there is a fire in the oven or microwave, keep them contained by turning off the heat and shutting the door until the flames are completely out.

Foods Laboratory Usage Form

Name of Organization and Department:_____

Purpose of Use:_____

Name and Phone Number of Responsible Party:_____

E-mail of Responsible Party:_____

Phone number of Responsible Party:_____

Lab Space(s) to be Used: ▫ Food Science Lab (351) ▫ Food Production Lab (352)

Requested Date and Time of Use (start and end times:_____

Number of Individuals Using the Labs (i.e., total number of people that will bein the room):

_____Food Science Lab (351) _____Food Production Lab (352)

FOAP # (if funds will be transferred): _____

If no FOAP #, will you be paying with cash or check? _____

Signature:_____

Date:_____

For Office Use Only

Approved by: _____

Date: _____

Name of person monitoring usage: _____

Concordia College
DPD Policies and Procedures

Practical Experiences

Policy

The field of nutrition and dietetics is very diverse with employment opportunities in food service, clinical, community, research and many other areas. In order for students to have experience in a variety of settings before graduation, and in order to better prepare graduates to obtain the dietetic internship of their choice, students are encouraged to pursue diverse volunteer and work experiences throughout their time at Concordia.

Procedure

1. This policy and a checklist of acceptable experiences will be reviewed with each student during advisement sessions.
2. Each semester, students will be required to track their practical experience hours on the form below and return the completed form to their advisor during the following advising appointment.

Examples of Acceptable Medical Experiences

1. Volunteer or employment at a medical center (ex: Sanford, VA, Essentia, etc.) a. NOTE: IF LOOKING FOR VOLUNTEER EXPERIENCES, STUDENTS MUST SIGN UP THROUGH VOLUNTEER SERVICES. **DO NOT CONTACT THE DIETARY or NUTRITION DEPARTMENT!**
2. Volunteer or employment in a long-term care facility (Elim, Eventide, Bethany, etc.)
3. Employment in a hospital food service department
4. Serving as a student dietitian at diabetes camp

Examples of Experiences in a non-Medical Setting (See faculty for contact information)

1. Volunteer/employment as a food service worker or nutrition assistant in the Concordia Dining Services.
2. Summer employment/volunteering in the food service of the Language Villages or the Extension Service.
3. Volunteering with community agencies such as the Food Pantry, Dorothy Day House, YMCA, Churches United for the Homeless, Meals on Wheels, Great Plains Food Bank, the Red River Market, Growing Together Community Garden Ministry, First Fridays, etc.
4. Employment at a foodservice establishment.
5. Participation in an event as part of a student organization (volunteering at GPFB with SAND).

Concordia College
DPD Policies and Procedures

Documentation of Practical Experiences

(Complete a separate form for each experience)

Student's Name_____

Facility Where Experience Completed_____

Was this experience *work* or *volunteer?* (circle one)

Time Period for Experience (e.g. Fall 2018) _____

Dates and Hours Completed_____

Supervisor_____

Supervisor email_____

Supervisor telephone number_____

Description of Experience

Concordia College
DPD Policies and Procedures

DPD Course Sequence
(ACEND Requirement 7.3g)

Policy
In order to complete the DPD program in the required timeframe and have the necessary prerequisite courses, students should (when possible) take the required DPD courses in the sequence shown below. The Banner System for Registration is designed to prevent students from registering for a course without the appropriate prerequisite courses.

Procedure

Year	Term	Course	Pre/Corequisite Courses
Freshman	Fall	CHEM 127 General Chemistry	None
	Spring	BIOL 121 Cell Biology	None
Sophomore	Fall	FND 112 Food Science	None
	Spring	CHEM 142 Organic/Biochem.	None
		FND 321 Normal Nutrition	BIOL 121
		BIOL 306 Anatomy/Physiology	Sophomore standing
Junior	Fall	FND 360 Advanced Nutrition	FND 321 & BIOL 306
		FND 239 Lifecycle Nutrition	FND 321
		BIOL 207 Microbiology	None
	Spring	FND 362 MNT	FND 360 & 239, CHEM 142, BIOL 306
		FND 346 Quantity Foods	FND 112
Senior	Fall	FND 424 Clinical Experience	FND 321 & 362 (senior standing)
		FND 446 Management in Nutrition & Dietetics	None
		FND 425 Current Issues	FND 321
	Spring	FND 426 Community Nutrition	FND 321

Concordia College
DPD Policies and Procedures
Clinical Experience Placements

Policy

Students that have applied and been accepted into the DPD will enroll in FND 424 which includes the opportunity to interact with a nutrition or dietetics professional that practices in at least one area of dietetics including medical nutrition therapy, food service management, or community education for a minimum of 40 hours the summer between their 3rd and 4th year.

Procedures

1. The FND 424 Clinical Experience instructor will assist second-semester 3rd year DPD students in obtaining a clinical experience during the summer between the 3rd and 4th year.
2. All sites arranged will be opportunities for students to interact with a nutrition or dietetics professional dietitian in at least one area of dietetics including medical nutrition therapy, food service management, and community dietetics for a minimum of 40 hours. Multiple sites may be considered to achieve the 40-hour minimum.
3. Every effort will be made to find a site where students are able to live at home or have other housing arrangements so there is not cost of housing for this experience
4. Previous experience with the clinical experience site, location of former graduates that can supervise the student and opportunities for students to pursue their special interests will be considered when selecting the sites.
5. The students will be required to spend 40 hours in the clinical experience.
6. Students are required to maintain a journal record of the experience according to the directions provided by the instructor.
7. Contracts for the experience will be maintained by the clinical experience instructor.
8. Students participating in the experience are provided liability insurance through the college business office. The insurance company is Maginnis & Associate Agency with Chicago Insurance Company as the underwriter.

Concordia College
DPD Policies and Procedures

Professionalism

Policy

It is the expectation of all faculty and staff that the DPD maintains a high level of professionalism. Students will frequently be working with other Concordia students, faculty, staff, and community members. As a young professional, student's actions have the opportunity to display confidence and set you and other Concordia DPD students apart. In all interactions, in-class or out in the community, DPD students represent the program and thus, are expected to:

- **Respect others by:**
  - Maintaining a professional attitude
  - Upholding confidentiality of those with whom you work with
  - Communicating effectively and courteously–avoid inappropriate language and behavior
    - Use professional language in electronic and other modes of communication
    - Respond to emails or messages in a timely manner
    - Avoid using social media in ways that could harm the reputation of the program, college, or healthcare profession
  - Respecting diversity
- **Show accountability by:**
  - Attending engagements (i.e., classes, clinical experiences, community work, other program-related activities) with punctuality and preparedness
  - Submitting documents (i.e., assignments, applications) by established deadlines
  - Taking ownership of personal actions and their consequences
- **Demonstrate integrity and commitment to excellence by:**
  - Upholding the ethical standards described by the Code of Ethics for the Nutrition and Dietetics Profession
  - Adhering to the highest standards of academic honesty and integrity by avoiding plagiarism, cheating, and dishonesty.
  - Seeking constructive feedback and demonstrating a strong work ethic
- **Keep a professional appearance and behavior by:**
  - Practicing good hygiene
  - Dressing appropriately
    - In community-facing, or interprofessional activities, students are expected to wear close-toed shoes and business casual clothing or clothing that aligns with facility or activity guidelines.
  - Exhibiting behavior consistent with the expectation of a future healthcare professional

Procedure

With this policy, students are expected to familiarize themselves with the Professionalism Policy and practice professionalism according to these guidelines. If the professionalism policy is violated, the following procedure should be followed:

1. **Initial Incident:**
   a. The first instance of minor unprofessional behavior may result in a verbal warning from the DPD Director identifying the violation and making suggestions for improvement by referring to this policy.
   b. The student will be required to follow-up and schedule a meeting with the DPD Director to discuss this further and formulate a plan for improvement in future interactions.

2. **Repeated or Serious Violations:**
    a. A formal review will be conducted by DPD Advisory Board
    b. The student will be informed in writing of the alleged violation and given an opportunity to present their perspective during the review process.
    c. Possible outcomes include required participation in a professional development activity, or dismissal from the DPD.

Admission Requirements

(ACEND Required Element 7.3f)

Policy

Students interested in applying for the DPD program must have a cumulative **GPA of 2.75 or higher** and complete a DPD program application (linked here) before registering for 3rd-year FND courses (see Policy 7.3g DPD Course Sequence).

DPD Applications are **due October 15th.** Applications are then reviewed and FND students will be notified of their admission to the program by the end of the Fall semester. All students will receive notification via email regarding the status of their application before registration for the Fall semester of your final year begins.

FND students are eligible to apply to the program if:

- The student is a 3rd-Year FND student
- Has a cumulative GPA of 2.75
- Plans to take FND 362 in the spring of their 3rd year

Procedure

1. If transferring credits from another college/university, applicants must have completed all required science courses within the previous five years.
2. Applicant must complete all KRDN-associated courses at Concordia: FND 239, FND 346, FND 360, FND 362, FND 424, FND 425, FND 426, FND 446. Transfer credits for these courses will not be accepted.
3. Along with the program application, applicant will submit an official transcript from all colleges attended and a 1-page written personal statement describing career goals.

Performance Monitoring

(ACEND Required Element 8.1a)

Policy

DPD faculty continually monitor student performance in the areas listed below, providing early detection of academic difficulty. The DPD program follows Concordia College's requirements concerning students' professional and ethical behavior and academic integrity.

Procedure

- **Informal Feedback and Instruction**: DPD faculty and instructors provide sound instruction and feedback during course discussions/lectures, and ensure that students feel comfortable asking for clarification and feedback.
- **Core Knowledge Requirement (KRDN) Achievement**: In all DPD courses, students in the FND major are required to demonstrate competence on KRDN-assessments listed on the syllabi. If DPD faculty deem performance on a KRDN-assessment as incompetent, per Policy 8.2k Retention and Remediation, students are required to complete the Remediation form and alternative assessment to ensure competency. It is the student's responsibility to complete remediation procedures in a timely manner. In addition, DPD instructors provide verbal and written feedback to students throughout the semester, even when formal remediation procedures are not necessary.
- **Midterm/Final Course Grades:** A grade of C- or better is recommended for all DPD-required courses. When needed faculty may refer students who are not meeting basic course requirements to student services through the Student Success Collaborative. Students who fail to earn a C- or better in a DPD-required course are strongly encouraged to retake the course in order to demonstrate competence in foundational learning that assures sufficient preparation for the increasingly rigorous demands of the DPD curriculum.
- **Cumulative GPA**: DPD students are required to maintain a cumulative GPA of 2.75 or greater and a DPD-specific GPA of 3.0 or greater. Students who are not maintaining the required cumulative GPA are contacted to discuss remediation, which may include retaking a course, engaging in relevant student services, or counseling students into a major that better fits their interests and skills. DPD-specific GPAs should be calculated by the student regularly to ensure eligibility for Verification Statement is met by graduation.
- **Academic Integrity:** Concordia's Academic Integrity statement is included on all course syllabi and discussed with the students at the start of each semester.

Student Retention

(ACEND Required Element 8.1b)

Policy

Students with minimal chances of successfully completing the DPD program and attaining a Verification Statement are counseled into career paths that are appropriate to their ability and interests. The decision to counsel students into alternate academic/career paths is made jointly with DPD faculty members/instructors, and is based upon many factors, including students' performance on KRDN-assessments, DPD-specific GPA, and cumulative GPA (see Policy 8.1a Performance Monitoring).

Procedure

1. As faculty become aware that a student is struggling in one of the areas mentioned above, students and faculty work together to develop a Remediation Plan, beyond the required form, to correct the deficiencies. This may involve providing students with information about appropriate college support services and/or strongly encouraging students to retake course(s).

2. If remediation plans are unsuccessful and a student fails to maintain the required GPA to continue in the DPD program, they will be counseled into a major that is appropriate to their abilities and interests.

3. If a student chooses to continue as a FND major, they will be advised about career paths available for FND graduates without an RDN credential.

Equitable Treatment

(ACEND Required Element 8.1d)

Policy

At Concordia College, we are committed to fostering an environment where all individuals are treated with dignity, respect, and fairness. We believe in the inherent worth of every person and are dedicated to promoting equity in all aspects of our operations. DPD faculty and students are expected to uphold the below principles in their interactions and decisions. By embracing equitable treatment, we strengthen our program, enhance student engagement, and better serve our students and community.

Principles

Our commitment to equitable treatment means that we:

1. **Respect Diversity**: We recognize and value the diversity of our students, faculty, staff, and preceptors. We actively seek to understand and celebrate our differences while promoting inclusivity with in our program.
2. **Provide Equal Opportunities**: We ensure that all students have equal access to opportunities for learning, skill development, and participation in the DPD program and Nutrition & Dietetics major.
3. **Prevent Discrimination**: Discrimination based on race, ethnicity, color, religion, national origin, age, sex, gender identity or expression, sexual orientation, ability, marital status, or any other protected characteristic is strictly prohibited and will not be tolerated.
4. **Promote Fair Treatment**: We strive to create an environment where fair treatment and ethical behavior are the norm. Harassment, bullying, or any form of retaliation will not be tolerated.
5. **Accountability and Compliance**: We hold ourselves accountable to these principles and comply with ACEND and Concordia College regulations and policies related to equitable treatment and nondiscrimination.
6. **Continuous Improvement**: We are committed to continuously improving our policies and procedures to promote equity and ensure a supportive and inclusive environment for all.

Concordia College
DPD Policies and Procedures

Insurance Requirements

(ACEND Required Element 8.2a)

Policy

Concordia College certifies that DPD students completing course-required experiential learning at experiential learning sites are covered by the necessary professional liability insurance through Concordia College in the amount of $1 million per occurrence and $3 million in the aggregate. Health insurance is considered to be a private matter and students who are injured or become ill have sole responsibility for any medical costs incurred. DPD students may be required by the experiential learning site to provide proof of personal health insurance.

Procedure

1. Concordia College shall continue to cover DPD students with professional liability insurance for the duration of the course-required experiential learning.
2. If an outside organization requires verification of liability insurance, the DPD Director will provide the Concordia College Office of Risk Management with a copy of the affiliation agreement with the facility. The Office of Risk Management will then request a certificate of liability insurance from EIIA to be forwarded to the outside organization.
3. The course instructor shall collect affiliation agreements annually (where applicable) with outside organizations providing experiential learning.
4. If required, students must provide a copy of their personal health insurance card to the course instructor to be filed and provided to the outside organization upon request.

Liability for Student Travel

(ACEND Required Element 8.2b)

Policy

Concordia College DPD students are required to travel off-campus for course-required learning experiences. Completion of these requirements necessitates that students, not Concordia College, are responsible for their own transportation to and from the sites. Students must have a valid license and current insurance, and are responsible for fuel costs.

Procedure

1. The requirement for travel to experiential learning activities is communicated to prospective students and the public via the Concordia College website and the DPD student handbook.

Student Injury/Illness while at an Experiential Learning Site

(ACEND Required Element 8.2c)

Policy

DPD students complete multiple course-required experiential learning activities at off-campus facilities. Should a student become ill/injured during one of these activities, it is the student's responsibility to inform the proper authorities and to reschedule any missed experiences.

Procedure

1. In the case of illness/injury while completing an experiential learning activity, the student should report to the facility supervisor and follow the procedures per the facility policy. When the student has recovered, he/she should call the facility supervisor to reschedule the hours missed (when possible) and inform the course instructor.

2. In the case of illness/injury prior to completing the experiential learning activity, the student should contact the course instructor **and** the facility supervisor to inform them of the illness/injury and work with the facility supervisor to reschedule the activity (when possible).

Concordia College
DPD Policies and Procedures

Drug Testing/Background Checks for Experiential Learning Sites

(ACEND Required Element 8.2d)

Policy

FND 424 Clinical Experience instructor will provide students with direction with regards to required prerequisite health testing and background checks. The listing of health testing and background checks must be complete prior to the start of the required FND 424 Clinical Experience practicum hours. These materials will be collected from the students, copied for each facility and stored in the instructors' office in student files. All information will be held in confidence.

Procedure

Criminal Background Checks

1. If required by practicum facility, course instructor will guide students in completing a criminal background check.
2. Results of the criminal background check will be maintained by the course instructor and provided to the facility upon request.
3. Should the criminal background check be returned with a discretion, the instructor will obtain permission from the student to contact the facility to see if the discretion prohibits the student from completing the practicum/experiential hours within the facility.
4. All of the documentation will be retained in locked file cabinets in the department.

Immunizations Requirements

1. If required by the practicum facility, course instructor will provide a list of required immunizations to the student.
2. Student will provide records of required immunizations to the course instructor, who will then provide them to the facility upon request.

Drug Testing

1. If required by the practicum facility, course instructor will guide students in completing drug-testing procedures.
2. Student will provide records of required drug testing to the course instructor, who will then provide them to the facility upon request.

Student's Role while Completing Experiential Learning

(ACEND Required Element 8.2e)

Policy

When completing course-required experiential learning activities at outside organizations, DPD students must not be used as replacements for employees.

Procedure

1. The requirement that DPD students must not be used as replacements for employees will be documented in the affiliation agreement, when applicable.

2. In the case where an affiliation agreement is not needed, the course instructor will document this requirement in written correspondence with the facility supervisor.

Concordia College
DPD Policies and Procedures

Filing/Handling Complaints

(ACEND Required Element 8.2g)

Policy

DPD students and practitioners providing course-required experiential learning activities for Concordia's DPD program are encouraged to bring forth grievances with the program using the procedure below. In compliance with the U.S. Department of Education policy and consistent with the Higher Learning Commission guidelines, Concordia College maintains a record of all serious written and signed complaints.

Records include the following:

1. Date the complaint was submitted
2. Explanation of the complaint
3. Steps taken by Concordia College to address the complaint, including referrals
4. Any other actions initiated by the student to resolve the complaint.

Grievances will be documented on a Student Complaint Documentation Form and retained in the office of the DPD director for no less than seven years. Students can follow the procedures below to submit a complaint or grievance without fear of retaliation.

Procedure

1. The student or practitioner should first discuss the grievance with the course instructor.
2. If the issue remains unresolved, the grievance should be taken to the DPD Director and the discussion will include all parties involved. If further discussion is necessary, the grievance will be shared with the Department Chair.
3. At this point, if the grievance remains unresolved the student/practitioner should meet with the Dean of the School of Health Professions. If still not resolved, the student/practitioner should meet with the Dean of Concordia College, who may file a formal written grievance with Concordia College Offices of Academic or Student Affairs as appropriate.
4. If the grievance cannot be resolved within the college, the student/practitioner may choose to file a complaint to the program's accrediting body (ACEND).

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) will review complaints that relate to a program's compliance with the accreditation standards. ACNED is interested in the sustained quality and continued improvement of dietetics education programs, but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion, or dismissal of faculty, staff, or students. A copy of the accreditation standards and/or ACEND's policy and procedure for submission of complaints may be obtained by contacting staff at The Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606 or by calling 800-877-1600, ext. 5400, ACEND@eatright.org.

Submission of Written Complaints to ACEND

(ACEND Required Element 8.2h)

Policy

When a complaint has been filed against Concordia College's DPD program and was not resolved using the procedures listed in the Filing and Handling Complaints Policy (required element 8.2g), any individual may submit a complaint directly to ACEND by following the steps listed below without fear of retaliation.

Procedure

Review the steps for filing complaints against accredited programs in the ACEND handbook at http://www.eatrightpro.org/resources/acend/accreditation-standards-fees-and-policies/filing-a-complaint/procefure-for-complaints-against-accredited-programs.

Use the link below to access and complete the Complaint Investigation Request. The form can be e-mailed to ACENDReports@eatright.org or mailed to the Accreditation Council for Education in Nutrition and Dietetics (ACEND) 120 South Riverside Plaza, Suite 2190 Chicago, IL 60606-6995.
http://www.eatrightpro.org/resources/acend/public-notices-and-announcements/filing-a-complaint

Concordia College
DPD Policies and Procedures

Prior Learning

(ACEND Required Element 8.2i)

Policy

The DPD Director and the Registrar's office at Concordia College will assess course work completed at other colleges/universities. The DPD program requires students to complete at least 16 credits at Concordia College, In addition the following FND courses must be taken at Concordia College: FND 239, FND 346, FND 360, FND 362, FND 424, FND 425, FND 426, FND 446.

Procedure

1. Transfer students will submit transcripts to Concordia's Registrar's office for the purpose of evaluation and acceptance of non-FND coursework.
2. For FND-related coursework, the student, DPD Director and the Registrar will work together to evaluate transfer credits.
3. In the case of a change of major within the college, the DPD Director will review completed coursework for acceptance.
4. If a DPD student wishes to take a non-FND course at an outside institution during the summer, they must provide the course description for approval by the DPD Director.

Concordia College
DPD Policies and Procedures

Formal Assessment/Progress Reports of Student Learning

(ACEND Required Element 8.2j)

Policy

DPD student learning outcomes are defined and measured by indirect and direct measures such as exams, case studies, portfolios, oral performances, senior papers, etc. Instructors provide sound instruction and feedback during course discussions/lectures, and ensure that students feel comfortable asking questions.

Procedure

1. Course instructors formally assess students' progress of course work by posting final grades and feedback/comments in Moodle for student review.
2. For first-year students and/or students struggling to maintain college-determined grade requirements also receive mid-term grades.
3. In all DPD courses, students in the FND major are required to demonstrate competence on KRDN-assessments listed on the syllabi. If DPD faculty deem performance on a KRDN-assessment as incompetent, per Policy 8.2k Retention and Remediation, students are required to complete the Remediation form and alternative assessment to ensure competency. It is the student's responsibility to complete remediation procedures in a timely manner. In addition, DPD instructors provide verbal and written feedback to students throughout the semester, even when formal remediation procedures are not necessary.
4. Faculty routinely refer students who are not meeting basic course requirements to student services through the Student Success Collaborative.
5. Students who fail to earn a C- or better in a DPD-required course and/or who are not maintaining the required DPD-specific or cumulative GPA are contacted to discuss remediation, which may include retaking a course, engaging in relevant student services, or possibly counseling students in to a major that better fits their interests and skills.
6. In accordance with the Americans with Disabilities Act, Concordia College and the instructor are committed to making reasonable accommodations to assist individuals with documented disabilities to reach their academic potential. Such disabilities include, but are not limited to, learning or psychological disabilities, or impairments to health, hearing, sight, or mobility. If you believe you require accommodations for a disability that may impact your performance in this course, you must schedule an appointment with Disability Services to determine eligibility. Students are then responsible for giving instructors a letter from Disability Services indicating the type of accommodation to be provided; please note that accommodations will not be retroactive. The Disability Services office is in Academy 106, phone 218-299-3514. https://www.concordiacollege.edu/directories/offices-departments-directory/center-for-holistic-health-chh/disability-services/

Concordia College
DPD Policies and Procedures

Program Retention and Remediation Procedures

(ACEND Required Element 8.2k)

Policy

The purpose of this policy is to help students achieve knowledge requirements set by the Accreditation Council for Education in Nutrition and Dietetics. Faculty refer students who are not meeting basic course requirements or maintaining the required cumulative GPA to student services through the Student Success Collaborative. Course requirements are specific to each course and highlighted on course syllabi.

Remediation Procedures will be triggered if:

- Students who receive less than or equal to a C- as a final grade in a FND course.
- Students who fail to demonstrate competency on KRDN-assessments.
- The DPD program also follows guidelines set forth in the Concordia College retention/remediation policy (see below).

Procedures

The following outlines the procedures that follow one of the above reasons for Remediation. In the case of repeated Remediation procedures or incomplete/not-timely completion of remediation, FND students are required to complete the remediation form and meet with the DPD Director to discuss continuation in the program.

1. Students will be notified of the need for remediation following the posting of a grade on a KRDN-assessment or final grade in a DPD course.
    a. **IF REMEDIATION IS TRIGGERED BY A FAILURE TO DEMONSTRATE KRDN-COMPETENCE:**
        i. Students will complete the Remediation form
            1. It is the student's responsibility to complete the form within 72 hours after the notification is sent and prior to the next KRDN-assessment's due date (if applicable).
        ii. Students will request an alternative KRDN-assessment from the course-specific DPD faculty member. The due date for this alternative assessment will be established by the faculty member. Completion of this assessment is required in order to receive a Verification Statement, however, not worth points towards the student's grade in the course.
    b. **IF REMEDIATION IS TRIGGERED BY A FINAL GRADE OF A C- OR LOWER:**
        i. In a letter from the DPD Director, following the posting of final grades, student's will be strongly encouraged to retake the course before progressing further. Doing so will provide the student with an opportunity to reinforce understanding and skills, and set a solid foundation for continued achievement. Students should consult their academic advisor or the DPD Director to discuss options for retaking the course and/or develop a plan for improvement.

CONCORDIA COLLEGE
RETENTION/REMEDIATION POLICY

Normal progress: Normal progress toward a degree is defined as earning 16 semester credits per semester and satisfactorily meeting the other fixed requirements of the college. A student earning 16 semester credits for eight semesters will acquire slightly more than the 126 course credits required for graduation in a four-year period.

Minimum progress: The majority of Concordia students complete their degrees in four years. Occasionally because of a change in major or minor, or other factors, their progress is delayed.

Academic Probation and Suspension: While the guidelines listed for Academic Progress represent acceptable progress, it is expected that students will exceed these standards. A student not meeting the standards for acceptable academic progress is placed on academic probation, which requires the student to work with an academic counselor to develop an academic improvement plan. A student's co-curricular involvement and/or employment may be restricted during the period of probation.

If a student on probation does not meet the standards for acceptable academic progress but attains a 2.0 term grade point average and completes the required percentage of courses for the term, the student may be given permission to remain on probation for an additional semester.

Failure to meet the minimum academic progress standards will result in academic and financial aid suspension. A student may appeal suspension status if they have mitigating circumstances beyond their control such as illness or injury, death of a relative, or other circumstances that result in undue hardship. The Student Academic Performance and Procedures Committee will review appeals and their decision is final. Students may be suspended from Concordia at any time if their academic performance in any given semester falls below a 1.0 GPA.

After the suspension period has passed, a student is eligible to apply for re-admission. The readmission decision will take into consideration the student’s history and actions or circumstances that would justify re-admission; for example, successful completion of coursework at another institution.

If re-admitted, the student may be reinstated on a probationary and contractual basis and required to meet specific expectations.

Note: Students receiving Financial Aid should consult the Financial Aid Office for the Financial Aid Academic Progress Policy.

Concordia College
DPD Policies and Procedures

Disciplinary Action/Termination from the DPD Program

(ACEND Required Element 8.2l)

Policy

Concordia College admits students with the specific understanding that they will comply with its standards and conduct themselves as responsible persons within the framework of the college community. A student who is dismissed from the college due to failure to attain academic or other set standards will be automatically terminated from the DPD program.

Procedure

The DPD program follows the Concordia College Academic Progress, Probation and Suspension Policy

1. **Academic Progress, Probation and Suspension Normal Progress**: Normal progress toward a degree is defined as earning 16 semester credits and achieving a 2.0 GPA, on the average, per semester, and satisfactorily meeting the other fixed requirements of the college. A student earning 16 semester credits for eight semesters will acquire slightly more than the 126 semester credits required for graduation in a four-year period.
2. **Academic Probation and Suspension**: A student not meeting the standards for acceptable academic progress as defined by the chart below, is placed on academic probation or suspension. Academic Probation requires the student to work with an academic counselor to develop an academic improvement plan. A student's number of credits, cocurricular involvement and/or employment may be restricted during the period of probation.
3. **Minimum academic progress** Credit hours completed 0-17 17.01-34 34.01-51 51.01-and beyond Concordia Cumulative GPA 1.7 1.8 1.9 2.0 Completion rate 50% 62.5% 68.75% 68.75% Credit hours listed above include all courses completed (including Concordia courses, transfer and other credits). Concordia Cumulative GPA is the GPA calculated from just the courses attempted at Concordia (does not include transfer grades). Completion rate is percentage of Concordia attempted hours successfully completed. If a student on probation does not meet the standards for acceptable academic progress but attains a 2.0 term grade point average and completes the required percentage of courses for the term, the student may be given permission to remain on probation for an additional semester. Failure to meet the minimum academic progress standards will result in academic and financial aid suspension. In addition, students may be suspended from Concordia at any time if their academic performance in any given semester falls below a 1.0 GPA. A student may appeal suspension status if they have mitigating circumstances beyond their control such as illness or injury, death of a relative, or other circumstances that result in undue hardship. The Student Academic Performance and Procedures Committee will review appeals and their decision is final. Contact the Office of the Registrar for further information. After the suspension period has passed, a student is eligible to apply for readmission. The re-admission decision will take into consideration the student's history and actions or circumstances that would justify re-admission; for example, successful completion of coursework at another institution. If re-admitted, the student may be reinstated on a probationary and contractual basis and required to meet specific expectations. Note: Students receiving Financial Aid should consult the Financial Aid Office for the Financial Aid Academic Progress Policy.

Concordia College
DPD Policies and Procedures

Graduation/Program Completion

(ACEND Required Element 8.2m)

Policy

The DPD program is designed to be completed in 4 semesters with a full course load (minimum of 16 credits). After completing the DPD program application (see Policy 7.3f Admission Requirements), students should complete the program in 2 years (100%). The aim of the DPD is for 80% of graduates to complete all program requirements within 150% of the estimated program length, a policy in line with both Concordia College's policies and ACEND's program completion objectives. Importantly, the maximum time to complete the program is 5 years. The DPD Director will maintain a list of all FND majors, and record program admission and completion dates.

Student progress through the DPD program is monitored regularly by the DPD Director. During academic advisement appointments, department faculty review students' course selections and provide instruction/support to maintain student progress towards completing the program as planned.

Procedures

The following requirements apply to all bachelor's degrees awarded at Concordia College:

General

- 126 semester credits (excluding music ensembles)
- Cumulative GPA of 2.75 in Concordia courses and in all courses combined
- Residence requirements met (See requirements in Concordia College Catalog)
- 40 semester credits with senior college credit (courses numbered 300 and above)

Major

- Completion of all requirements for at least one major, as outlined in the department pages of the catalog
- A minimum GPA of 3.0 in DPD-coursework

Liberal Arts Core Curriculum

- The requirements for Liberal Arts Core Curriculum are listed on Page 23 of the Concordia College Catalog**.**

Concordia College
DPD Policies and Procedures

Verification Statement

(ACEND Required Element 8.2n)

Policy

A Verification Statement is a form indicating that a student has successfully completed the DPD program requirements. The DPD Director will complete and distribute forms to DPD graduates only after confirmation of successful completion of the program by the Registrar. To receive a Verification Statement from Concordia College, a student must have been accepted into the DPD program, achieved a **cumulative GPA of 2.75 or higher** and a **DPD-specific GPA of 3.0 or higher**, have demonstrated competency for all KRDNs, and provided evidence of graduation from an accredited college/university by way of an official transcript.

The DPD Director will not evaluate transcripts from students from other colleges for the purpose of retaining a Verification Statement. Graduates from other colleges or other departments at Concordia *that return to completed their dietetics requirements* will be granted a Verification Statement if they provide evidence that they are a college graduate, completed at least 16 credits at Concordia College, and FND 239, FND 346, FND 360, FND 362, FND 424, FND 425, FND 426, FND 446 were completed at Concordia College, Moorhead, MN.

Procedures

1. Upon completion of the DPD Program, students will request an official transcript from the Registrar to be sent to the DPD Director. The transcript must include the student's final GPA and documentation of degree completion.
2. Upon receiving the transcript, the DPD director will complete the Verification Statement and sign in colored ink (or with a digital signature that can be authenticated).
3. Program graduates will receive six paper colored copies (not photocopies) of the Verification Statement **OR** a PDF colored copy with an authenticated digital signature. One copy will be retained electronically and one paper copy will be retained in the college vault for a permanent record.

Concordia College
DPD Policies and Procedures

Withdrawal and Refund of Tuition and Fees

(ACEND Required Element 8.2p)

Policy

The DPD department follows the Concordia College Policy and Procedures for course withdrawal and refunding of tuition/fees, which can be found on page 14 in the Concordia College catalog.

Concordia College
DPD Policies and Procedures

Program Schedule, Vacation, Holiday and Leave Absences

(ACEND Required Element 8.2q)

Policy

DPD students are expected to follow the Concordia College calendar, and to attend class and follow guidelines set forth in the course syllabi. Any unplanned absences or leaves of absences should be discussed with course instructors and DPD Director. Due to curriculum restrictions of the Program, students are usually not able to re-enter the Program until at least one year following the leave of absence. Procedures for a leave of absence align with Concordia College's leave of absence policy.

Concordia College Leave of Absence Policy

Students in good standing may apply for an academic leave, allowing them to take leave from college without having to apply for readmission. Leaves may be granted for a period of up to one year. During an academic leave, students will not have access to institutional resources.

Concordia College
DPD Policies and Procedures

Protecting the Privacy of Student Information

(ACEND Required Element 8.2r)

Policy

DPD students should follow the Concordia College Policy/Procedures for Student Privacy as written below.

As stated in the Student Rights and Responsibilities Document, the College is in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended. Under FERPA, students have the right to 1) inspect and review their education records within 45 days of the day that the Official Record Keeper receives a request for access; 2) request the amendment of the education record that the student believes is inaccurate or misleading; 3) consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent; 4) file a complaint with the U.S. Department of Education concerning alleged failures by Concordia College to comply with the requirements of FERPA. The College publishes and distributes to all students a Notification of FERPA Rights that describes College policies in each of the four areas mentioned above.

In addition, the College records policies and practices include the following:
• Academic transcripts only contain information about academic status. However, this is to be understood as permitting the recording of any institutional action such as suspension and expulsion for academic or disciplinary reasons that affect a student's eligibility to be readmitted to the institution.

• The College occasionally receives requests for education record information regarding former students who are deceased. Even though FERPA rights do not continue after an individual's death, the College respects the privacy interests involved in those situations, but also wishes to accommodate good faith requests for records necessary for probate or other legitimate purposes. Therefore, education record information may be disclosed to a deceased student's family or other appropriate requestors for any purpose deemed legitimate by the Official Record Keeper.

• Information from disciplinary or counseling records is not available to unauthorized persons on or off campus without the express consent of the student involved, except under legal compulsion or in cases where the safety of persons or property is involved or in cases when a student or parent has released information in making a claim against the institution.

• No records that reflect the political activities or beliefs of students are kept except those voluntarily provided by the student in his or her activity record.

• Information about individuals should be retained only so long as it is valid and useful, and those responsible for the records have an obligation to destroy the information when conditions under which it was collected no longer prevail.

Concordia College
DPD Policies and Procedures

Student Access to Personal Files

(ACEND Required Element 8.2s)

Policy

DPD students may access their academic records through the Concordia College Banner System and/or Degree Works. They may also request transcripts from the Office of the Registrar. Personal files including verification statements, official transcripts, program applications, etc. are kept in locked file cabinets in the DPD Director's office, and may be accessed by contacting the DPD Director.

Procedure

1. Students may log into the CobberNet using their Concordia College username and password, click on Banner, and click on Degree Works.
2. Students may call or stop by the Office of the Registrar to request an academic transcript.
3. Students may call or email the DPD Director to request a time to review their personal file.

Access to Student Support Services

(ACEND Required Element 8.2t)

Policy

Concordia's DPD students have access to multiple support services and resources, including counseling, career center, disability services, academic enhancement/writing center, and financial aid resources.