

PRAIRIE VIEW A&M UNIVERSITY

**DEPARTMENT OF AGRICULTURE AND
HUMAN ECOLOGY**

**DIDACTIC PROGRAM IN
NUTRITION AND
DIETETICS (DPD)
STUDENT HANDBOOK
2020 - 2021**

**College of Agriculture & Human Sciences
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**Welcome to the Undergraduate Program in Dietetics,
Registered Dietitian Concentration!**

Congratulations on being accepted to Prairie View A&M University and considering the Registered Dietitian concentration (Didactic Program in Dietetics) in the Bachelor of Science in Human Nutrition and Food program.

The College of Agriculture and Human Sciences offers a Nutrition BS degree with three separate concentrations:

- *Registered Dietitian*
- *Health and Wellness*
- *Food Service Management*

This handbook provides specific information to students in the RD concentration; however, all students must individually consult with their academic advisor for guidance.

All students in the RD concentration must acknowledge receipt of this handbook by signing the statement in Appendix E. Your signature indicates that you have read the content and will abide by the policies outlined in the handbook. A signed copy will be kept in the student's departmental academic file.

For more information on the program, please contact:

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Disclaimer

The information in this handbook is subject to change without prior notice by PVAMU. Please note that this handbook is not a contract, expressed or implied, between PVAMU and any student, applicant, or faculty. For further information, students should consult their academic advisors, the DPD Program Director, the PVAMU Undergraduate Catalog, and information available on the College of Agriculture and Human Ecology's departmental site.

I. Overview

The didactic program in nutrition at Prairie View A&M University was planned, organized, and developed as a program in Dietetics in 1947, and the first students graduated in 1951. The generalist emphasis was selected in developing a curriculum. This program is designed primarily for students planning to enter the health services industry through positions in dietetics, human nutrition, or food systems management. It emphasizes entry-level competencies, enabling graduates to relate scientific knowledge of nutrition and food to health promotion, the prevention and dietary control of disease, and management of food service systems. Graduates of the program are employed as registered dietitians, teachers, extension specialists, and as managers and supervisors in commercial food operations, schools, and in city, county, state, and federal programs.

Program Philosophy

Students will possess the knowledge and competencies required to enter into dietetic internships, successfully complete graduate nutrition and related programs and enter into entry-level positions in the nutrition profession, thus meeting the needs of the residents of Texas and the nation. The degree plan emphasizes the significance of lifelong learning, individual development, problem solving, critical thinking and decision-making. Graduates are encouraged to utilize their professional preparation and personal potential to improve the health of individuals and families throughout the life cycle.

The Registered Dietitian concentration at Prairie View A&M University is designed to meet the basic foundation knowledge, skills and competencies required by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND). Graduates of the program who receive a verification statement from the program director may apply for entry into a Dietetic Internship (DI) program to establish eligibility to write the registration

examination for dietitians. Upon successful completion of the registration examination students will become Registered Dietitians.

The Didactic Program in Dietetics at Prairie View A&M University is accredited by the **Accreditation Council for Education in Nutrition and Dietetics (ACEND)**, the credentialing agency for the Academy of Nutrition and Dietetics.

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II. Admission to the BS in Dietetics - Registered Dietitian Concentration

- **See Section VI for full degree plan**

Admission to Prairie View A&M University **does not** guarantee acceptance into the Registered Dietitian (RD) Concentration. The RD concentration requires the approval of the program director.

RD Concentration students follow the standard [PVAMU academic calendar](#). If an RD Concentration student needs to withdraw from the university, they may be readmitted to the program upon reenrollment, provided that they have maintained a 3.0 minimum GPA. Information about withdrawal from the university is available in the [PVAMU Undergraduate Catalog](#).

Before admittance to the program and before registration for each new semester, RD Concentration students must meet with their faculty advisor to review their academic progress. Additional information on academic advising and assessment of student learning is located on the [PVAMU Undergraduate Catalog](#).

All students wishing to graduate with a BS in Dietetics with the RD concentration must initially apply to PVAMU and take coursework as outlined on the Human Nutrition and Food Program- Registered Dietitian Concentration Program of Study. Students will be eligible to apply to the RD concentration only after:

- Achieving an overall GPA of 3.0
- Completing a mandatory student orientation
- Meeting with the program director for transcript review and advising on the suggested course sequence

- Successfully completing (passing with a “C” or better) the required 1000 and 2000-level core and support area requirements
- Passing with a “C” or better in the following HUNF and RD concentration area requirements:
 - BIOL 1064 Human Anatomy & Physiology II
 - CHEM 1043 General Inorganic Chemistry II
 - CHEM 2033 Organic Chemistry I
 - HUNF 1301 Introduction to Dietetics
 - HUNF 1343 Nutrition & Wellness
 - HUNF 2533 Intermediate Nutrition
 - HUNF 2633 Food Service Systems
 - HUNF 2653 Food Principles & Meal Management
 - HUNF 2663 Food Systems Management
 - HUNF 3603 Nutritional Biochemistry
 - HUNF 3613 Lifecycle Nutrition
 - HUNF 3643 Food and Culture
 - HUNF 3633 Advanced Nutrition
 - HUNF 3653 Nutrition & Disease
 - HUNF 3673 Nutritional Assessment
 - HUNF 4303 Human Nutrition and Food Practicum
 - HUNF 4473 Nutrition Counseling
 - HUNF 4603 Physiochemical Aspect of Foods
 - HUNF 4613 Research in Nutrition
 - HUNF 4663 Medical Nutrition Therapy I
 - HUNF 4673 Medical Nutrition Therapy II
 - HUNF 4693 Community Nutrition
- HUNF 2533 Intermediate Nutrition and HUNF 3613 Lifecycle Nutrition must be taken before HUNF 3673 Nutritional Assessment
- HUNF 3633 Food Service Systems must be taken before HUNF 2663 Food Systems Mgmt
- HUNF 3603 Nutritional Biochemistry (or CHEM 4033 Biochemistry) must be taken before HUNF 3633 Advanced Nutrition
- HUNF 3613 Lifecycle Nutrition must be taken before HUNF 4693 Community Nutrition and Health

- HUNF 3613 Lifecycle Nutrition, HUNF 3653 Nutrition & Disease, and HUNF 3673 Nutritional Assessment must be taken before HUNF 4663 Medical Nutrition Therapy I
- HUNF 4663 MNT I must be taken before HUNF 4673 MNT II and HUNF 4473 Nutrition Counseling

Students must complete a “REQUEST TO TAKE A COURSE OUT OF SEQUENCE” form to be permitted to take courses out of sequence.

Students who do not meet these requirements are not permitted to apply to the DPD and must meet with their academic advisor to determine an alternate concentration.

III. Verification Statement

Students must successfully complete the RD concentration of the BS in Dietetics degree with a major in Human Nutrition and Food to qualify to receive a verification statement. Additionally, students must graduate with at least a **3.0 GPA in the major and Support Area Requirements, with a grade of “C” or better in each course.** In instances where courses are substituted or completed as an independent study in the department, the student is required to take and successfully complete an examination covering the relevant knowledge and competencies in those areas. If all of the above criteria are met, the program will issue a verification statement to the student. Verification statements are issued upon certification of completion of all degree requirements by the registrar’s office. Verification statements will only be issued upon completion of the RD concentration.

A student must receive a verification statement to be eligible to apply for entry into supervised practice (dietetic internship).

- Upon completion of the degree requirements, students will be issued a verification statement of eligibility, which allows them to apply for a dietetic internship (DI).
- The date of the student’s graduation will be the date recorded on the verification statement.

- The verification statement will be issued within two (2) weeks after the degree is conferred.

IV. CDR Master's Degree Requirement

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 order to be approved for registration examination eligibility with a bachelor's degree, an individual must meet all eligibility requirements and be submitted into CDR's Registration Eligibility Processing System (REPS) before 12:00 midnight Central Time, December 31, 2023. For more information about this requirement visit CDR's website: <https://www.cdrnet.org/graduatedegree>. 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). Graduates who successfully complete the ACEND-accredited Didactic Program in Dietetics program at PVAMU are eligible to apply to an ACEND-accredited supervised practice program.

V. Post-Baccalaureate Students

- Students who are seeking a verification statement and already have a bachelors or advanced degree from PVAMU or another academic institution need to provide official transcripts of all academic work previously completed.
- The program director will evaluate the transcripts against the curriculum of the accredited Didactic Program in Dietetics (DPD) at Prairie View A&M University.
- Following the evaluation of transcripts, the student will be informed in writing of any deficiencies, and can begin working toward completing this course work in the Department of Agriculture, Nutrition and Human Ecology at Prairie View A&M University.
- After completion of the requirements of the Didactic Program curriculum, a verification statement will be issued.

- The date recorded on the verification statement will be the date the student completed the deficiencies in course work.
- Earning a verification statement qualifies students to apply to a supervised practice program (dietetic internship). However, this does not meet the requirements to earn a BS in Dietetics degree. Post-bac students who wish to earn an additional BS degree must meet all the PVAMU degree requirements.

VI. Who is a Registered Dietitian?

Registered Dietitians are food and nutrition experts who have met the Commission on Dietetic Registration's (CDR) criteria to earn the RD credential. RDs work in a wide variety of employment settings, including health care, business and industry, community/public health, education, research, government agencies and private practice. For additional information about registered dietitians, refer to the [Scope of Practice documents](#), [Academy Definition of Terms](#), and www.cdrnet.org.

Requirements to Become a Registered Dietitian, RD (also known as a Registered Dietitian Nutritionist, RDN)

Completion of a bachelor's degree granted by a US regionally accredited college/university ([or foreign equivalent](#))

1. Completion of an Accreditation Council for Education in Nutrition and Dietetics (ACEND) accredited [Didactic Program in Dietetics \(DPD\)](#) and all requirements for a Verification Statement.
2. Completion of an ACEND accredited [Dietetic Internship \(DI\)](#) (minimum of 1200 supervised practice hours).
3. **Pass a national board examination** administered by the Commission on Dietetic Registration (CDR). For more information regarding the examination, refer to www.cdrnet.org.
4. After registration, many states require registered dietitian nutritionists to obtain state licensure. The Texas Department of Licensing and Regulation issues the RDN license in Texas. <https://www.tdlr.texas.gov/>

Completion of the BS in Nutrition (Dietetics) DPD **does not guarantee admission** into a dietetic internship. Dietetic internships are very competitive; therefore, students should check the application requirements for each program prior to applying. Students are encouraged to maximize their chance of acceptance by applying to more than one program. Supervised practice programs vary by cost,

length, location, specialty, and required application fees. Typically, a supervised practice program will run six to 12 months in length, and a combined Master's Degree and dietetic internship program 12-24 months. Currently, acceptance into a supervised practice program is a competitive match process, which occurs twice per year in the spring (main) and in the fall (limited).

**A. REGISTRATION EXAMINATION FOR DIETITIANS
TEST SPECIFICATIONS
(January 1, 2017 – December 31, 2021)**

The Registration Examination for Dietitians is designed to evaluate a dietitian's ability to perform at the entry-level. The examination content domains and topics are outlined below.

Domain I. Principles of Dietetics (25%)

- A. Food Science and Nutrient Composition of Foods
- B. Nutrition and Supporting Sciences
- C. Education, Communication and Technology
- D. Research Applications

Domain II. Nutrition Care for Individuals and Groups (40%)

- A. Screening and Assessment
- B. Diagnosis
- C. Planning and Intervention
- D. Monitoring and Evaluation

Domain III. Management of Food & Nutrition Programs and Services (21%)

- A. Functions of Management
- B. Human Resources
- C. Financial Management
- D. Marketing and Public Relations
- E. Quality Management and Improvement

Domain IV. Foodservice Systems (14%)

- A. Menu Development
- B. Procurement, Production, Distribution, and Service
- C. Sanitation and Safety
- D. Equipment and Facility Planning

VII. RD Concentration Degree Plan (Link to PVAMU course catalog [here](#)).

Course and Number	SH	Substitute Course	Trans	Res	Grade	Gr/Pt	Semester/Yr
Core Curriculum (43 SCH)							
ENGL 1123 English Composition I	3						
ENGL 1133 English Composition II	3						
HIST 1313 U.S. to 1876	3						
HIST 1323 The U.S. 1876 to Present	3						
MATH 1113 College Algebra	3						
BIOL 1054 Human Anatomy & Physiology I	4						
CHEM 1033 General Inorganic Chemistry I	3						
ECON 2003 Fundamentals of Economics	3						
PSYC 1113 General Psychology OR SOCG 1013 General Sociology	3						
POSC 1113 American Government I	3						
POSC 1123 American Government II	3						
COMP 1003 Digital Communication	3						
Language, Philosophy and Culture	3						
Creative Arts	3						
Human Nutrition & Food Requirements (46 SCH)							
HUNF 1301 Introduction to Dietetics	1						
HUNF 1343 Nutrition & Wellness	3						
HUNF 2533 Intermediate Nutrition	3						
HUNF 2633 Food Service Systems	3						
HUNF 2653 Food Prin. & Meal Management	3						
HUNF 2663 Food Systems Management	3						
HUNF 3603 Nutritional Biochemistry	3						
HUNF 3613 Lifecycle Nutrition	3						
HUNF 3633 Advanced Nutrition	3						
HUNF 3643 Food and Culture	3						
HUNF 3653 Nutrition & Disease	3						
HUNF 3673 Nutritional Assessment	3						
HUNF 4303 Human Nutrition and Food Practicum	3						
HUNF 4603 Physiochemical Aspects of Foods	3						
HUNF 4613 Research in Nutrition	3						
HUNF 4693 Community Nutrition	3						
Support Area Requirements (12 SCH)							
MATH 2003 Elementary Statistics	3						
MGMT 1013 Introduction to Business	3						
COMM 1003 Fund of Speech Communication	3						
BIOL 1073 General Microbiology	3						
Concentration Area Requirements (19 SCH)							
BIOL 1064 Human Anatomy & Physiology II	4						
CHEM 1043 General Inorganic Chemistry II	3						
CHEM 2033 General Organic Chemistry I	3						
HUNF 4473 Nutrition Counseling	3						
HUNF 4663 Medical Nutrition Therapy I	3						
HUNF 4673 Medical Nutrition Therapy II	3						
Total Semester Hours:	120	Hours Needed For Completion of Degree Plan					
Student's Hours:		Total Hours the Student Has Completed					

Revised 10/2020

Degree Plan Breakdown

This degree plan satisfies the requirements for a verification statement to provide eligibility for application to an ACEND-accredited dietetic internship. It is designed to be finished by full-time students in four (4) academic years, and a maximum of six (6) academic years.

- 43 hours: Core Curriculum
- 46 hours: Human Nutrition and Food Requirements
- 12 hours: Support Area Courses
- 19 hours: Concentration (DPD) Requirements
 - Must read DPD handbook and submit signature page (Appendix E)
 - DPD courses may only be repeated once
- 120 total hours for degree
 - 3.0 total GPA required for verification statement
 - Grade “C” or higher in all courses listed in section II, pages 4-5

VIII. Dietetic Technician, Registered, DTR (also known as a Nutrition and Dietetic Technician, Registered, NDTR)

A. What is a Dietetic Technician, Registered?

A Dietetic Technician, Registered (DTR) is a nationally credentialed food and nutrition practitioner. DTRs are valuable members of the food and nutrition care team. DTRs can be involved in the nutrition care process but their skills and knowledge do not limit them to just clinical or food service environments.

B. Who is eligible to become a DTR?

Individuals who have completed a bachelor’s degree and met the academic requirements of a program accredited by the ACEND are eligible to apply for the Commission on Dietetic Registration’s (CDR) Registration Examination for Dietetic Examination for Dietetic Technicians.

C. How to Apply for Eligibility

1. Print and [complete the DTRE and NDTR Misuse Form](#). The form must be signed in BLUE ink. The original form must be mailed to the DPD Program Director. No scanned or electronic copies are acceptable (some exceptions may apply).
2. Contact PVAMU and have an original copy of your PVAMU transcript mailed to the DPD Program Director. Be sure to add the program director’s name to the mailing address.
3. When your program director has submitted you into CDR’s Registration Eligibility Processing System (REPS), you will receive an email requesting that you **complete your personal demographic information and a DTR survey**. In order to avoid delays in the processing of your application, it is imperative that you complete these requirements as soon as possible.

4. Complete the DTR Survey.
5. After your application has been approved by CDR, your information will be sent to our testing vendor Pearson VUE. Within 48 hours of approval, **Pearson VUE will send you an Authorization to Test email allowing you to schedule your exam.** Candidates approved for registration eligibility are authorized to test for one year at a time, or until they attempt the examination.

D. How do I prepare for the Registration Examination for Dietetic Technicians?

The Commission on Dietetic Registration (CDR) has developed the *Study Guide for the Registration Examination for Dietetic Technicians*. It is available for purchase on the CDR website. There are also other DTR exam prep resources to use for exam preparation.

E. Options for DTR Graduates- *Where do DTRs work?*

Acute, Outpatient & Extended Health Care

Participate in nutrition programs by providing direct patient/client care under RD supervision. Conduct nutrition screening and contribute to nutrition assessment, intervention and monitoring.

Business & Communications

Participate in news & communications, consumer affairs, public relation, food & culinary nutrition, and human resources. DTRs are authors of print publications and electronic media.

Community & Public Health

Under RD supervision, educate, monitor and advise special populations and public participating in federally funded nutrition programs. Promote well-being through food security, food safety, healthful eating and lifestyle behaviors.

Private Practice

DTRs in private practice are entrepreneurs and innovators providing programs and services consistent with appropriate skills, qualifications, and demonstrated and documented competence.

Foodservice Systems

Supervise, manage, and direct foodservice operations serving patients/clients, employees, and visitors in retail venues and catered events in institutional settings or as contracted by foodservice management companies.

Nutrition Informatics

Retrieve, organize, store and optimize food/nutrition information, data and knowledge for use in problem solving and decision making to improve patient/client satisfaction and nutrition outcomes. Conduct nutritional analyses for regulation compliance and analyze restaurant menu nutrients.

Wellness

Provide general nutrition guidance and physical activity guidance at national weight-management companies, local retail franchises, or in health clubs, fitness, center or online health-coaching services.

Research

Work as technical research staff collecting data, overseeing foodservices for clinical research centers, designing menus that meet study protocols, and conducting nutritional analyses of recipes, menus and food intake record of study participants.

School Nutrition

Contribute to a healthy school environment at the local, state, or national level. Work in sales and distribution supplying products/services or as a nutrition consultant.

Sports Nutrition

Work in health clubs, community wellness/fitness centers, and weight management programs educating healthy clients on normal nutrition.

Sustainable, Resilient, Healthy Food & Water Systems

Promote appreciation for and understanding of food security and resiliency, food production, and environmental nutrition issues. Work in community-based organization, non-government organizations, government, foodservice systems management, and farms.

Universities

DTRs with masters and doctorate degrees are faculty in Dietetic Technician Program and other programs in community colleges, culinary programs, and academic medical centers.

For more information on the DTR credential, visit www.cdrnet.org

IX. Tuition, Fees, and Withdrawal and Tuition Refund Policies

Cost of Attendance-Undergraduate Students

Given the variety of course loads and number of students at Prairie View A&M University, we use the average tuition and fees costs of 15 credit hours per semester. Actual tuition and fees will vary depending on your course load, type of courses and other factors.

To determine your actual tuition, fee and campus housing charges, visit the [Treasury Services](#) web page.

For information about withdrawing from the university and the associated tuition and fee refund policies, visit the [Treasury Services](#) web page.

2020-2021 Undergraduate Student – Resident Full Time (15 Hours)

	<i>At Home</i>		<i>On Campus</i>		<i>Off Campus</i>	
	<i>Per Semester</i>	<i>Per Year</i>	<i>Per Semester</i>	<i>Per Year</i>	<i>Per Semester</i>	<i>Per Year</i>
<i>Tuition & Fees</i>	<i>\$5,584</i>	<i>\$11,168</i>	<i>\$5,584</i>	<i>\$11,168</i>	<i>\$5,584</i>	<i>\$11,168</i>
<i>Room & Board</i>	<i>\$1,250</i>	<i>\$2,500</i>	<i>\$4,201</i>	<i>\$8,925</i>	<i>\$3,678</i>	<i>\$7,355</i>
<i>Books</i>	<i>\$651</i>	<i>\$1,302</i>	<i>\$651</i>	<i>\$1,302</i>	<i>\$651</i>	<i>\$1,302</i>
<i>Transportation</i>	<i>\$766</i>	<i>\$1,532</i>	<i>\$766</i>	<i>\$1,532</i>	<i>\$766</i>	<i>\$1,532</i>
<i>Miscellaneous</i>	<i>\$894</i>	<i>\$1,789</i>	<i>\$1,278</i>	<i>\$2,555</i>	<i>\$1,278</i>	<i>\$2,555</i>
<i>Total</i>	<i>\$8,828</i>	<i>\$17,656</i>	<i>12,424</i>	<i>\$24,848</i>	<i>\$11,639</i>	<i>\$23,277</i>

2020-2021 Undergraduate Student – Non-Resident Full Time (15 Hours)

	<i>At Home</i>		<i>On Campus</i>		<i>Off Campus</i>	
	<i>Per Semester</i>	<i>Per Year</i>	<i>Per Semester</i>	<i>Per Year</i>	<i>Per Semester</i>	<i>Per Year</i>
<i>Tuition & Fees</i>	<i>\$13,211</i>	<i>\$26,422</i>	<i>\$13,211</i>	<i>\$26,422</i>	<i>\$13,211</i>	<i>\$26,422</i>
<i>Room & Board</i>	<i>\$1,250</i>	<i>\$2,500</i>	<i>\$4,201</i>	<i>\$8,925</i>	<i>\$3,678</i>	<i>\$7,355</i>

<i>Books</i>	<i>\$651</i>	<i>\$1,302</i>	<i>\$651</i>	<i>\$1,302</i>	<i>\$651</i>	<i>\$1,302</i>
<i>Transportation</i>	<i>\$766</i>	<i>\$1,532</i>	<i>\$766</i>	<i>\$1,532</i>	<i>\$766</i>	<i>\$1,532</i>
<i>Miscellaneous</i>	<i>\$894</i>	<i>\$1,789</i>	<i>\$1,278</i>	<i>\$2,555</i>	<i>\$1,278</i>	<i>\$2,555</i>
<i>Total</i>	<i>\$15,938</i>	<i>\$31,967</i>	<i>19,579</i>	<i>\$39,158</i>	<i>\$18,794</i>	<i>\$37,588</i>

APPENDIX A

1) Mission of DPD at PVAMU

The mission of the undergraduate program in Human Nutrition and Food is to provide quality dietetic education that enhances the students' total development, and prepares students for supervised practice leading to eligibility for the CDR credentialing exam to become a registered dietitian nutritionist.

Students will possess the knowledge and competencies required to enter into dietetic internships, successfully complete graduate nutrition and related programs and enter into entry-level positions in the nutrition profession, thus meeting the needs of the residents of Texas and the nation. The degree plan emphasizes the significance of lifelong learning, individual development, problem solving, critical thinking and decision-making. Graduates are encouraged to utilize their professional preparation and personal potential to improve the health of individuals and families throughout the life cycle.

2) Goals and Objectives of the DPD at PVAMU

GOAL 1: Prepare competent graduates for entry into supervised practice.

Objective 1: 80% of program graduates apply for admission to supervised practice program prior to or within 12 months of graduation.

Objective 2: 80% of program graduates are admitted to a supervised practice program within 12 months of graduation.

Objective 3: 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%.

Objective 4: Over a five-year period, students will rate the quality of academic training received in 90% of the program's major course requirements as met or exceeded expectations.

GOAL 2: Add to the cadre of historically under-represented individuals who are successful professionals in their field of study.

Objective 1: At least 80% of program students complete program/degree requirements within three years (150% of the program length).

Objective 2: Over a five-year period, 80% of the supervised practice program directors who respond to our survey will rate the preparation of PVAMU graduates for the dietetic internship as satisfactory or above.

Objective 3: Within 18 months of graduation, 50% of students not applying to dietetic internships will be accepted into post-graduate programs.

3) Standard 5: Curriculum and Learning Activities

The Core Knowledge must be the basis on which the program curriculum and learning activities are built within the context of the mission and goals of the program.

4) REQUIRED ELEMENTS:

Required Element 5.1—The program’s curriculum must be designed to ensure the breadth and depth of requisite knowledge needed for entry to supervised practice to become a registered dietitian nutritionist.

- a.** The program’s curriculum must include the following required components, including prerequisites:
 1. Research methodology, interpretation of research literature and integration of research principles into evidence-based practice
 2. Communication skills sufficient for entry into professional practice
 3. Principles and techniques of effective education, counseling and behavior change theories and techniques
 4. Governance of nutrition and dietetics practice, such as the Scope of Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics; and interprofessional relationships in various practice settings
 5. Principles of medical nutrition therapy and the Nutrition Care Process
 6. Role of environment, food, nutrition and lifestyle choices in health promotion and disease prevention
 7. Management theories and business principles required to deliver programs and services
 8. Continuous quality management of food and nutrition services

9. Fundamentals of public policy, including the legislative and regulatory basis of nutrition and dietetics practice
10. Health care delivery systems (such as accountable care organizations, managed care, medical homes)
11. Coding and billing of nutrition and dietetics services to obtain reimbursement for services from public or private payers, fee-for-service and value-based payment systems
12. Food science and food systems, environmental sustainability, techniques of food preparation and development, and modification and evaluation of recipes, menus and food products acceptable to diverse populations
13. Organic chemistry, biochemistry, anatomy, physiology, genetics, microbiology, pharmacology, statistics, logic, nutrient metabolism, integrative and functional nutrition and nutrition across the lifespan
14. Cultural competence and human diversity; human behavior, psychology, sociology or anthropology

b. The program's curriculum must prepare students with the following core knowledge:

A) Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.

Knowledge

Upon completion of the program, graduates are able to:

KRDN 1.1 Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions.

KRDN 1.2 Use current information technologies to locate and apply evidence-based guidelines and protocols.

KRDN 1.3 Apply critical thinking skills.

B) Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian nutritionist level of practice.

Knowledge

Upon completion of the program, graduates are able to:

KRDN 2.1 Demonstrate effective and professional oral and written communication and documentation.

KRDN 2.2 Describe the governance of nutrition and dietetics practice, such as the Scope of Nutrition and Dietetics Practice and the Code of Ethics for the Profession

of Nutrition and Dietetics; and describe interprofessional relationships in various practice settings.

KRDN 2.3 Assess the impact of a public policy position on nutrition and dietetics practice.

KRDN 2.4 Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.

KRDN 2.5 Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates in the delivery of food and nutrition services.

KRDN 2.6 Demonstrate an understanding of cultural competence/sensitivity.

KRDN 2.7 Demonstrate identification with the nutrition and dietetics profession through activities such as participation in professional organizations and defending a position on issues impacting the nutrition and dietetics profession.

KRDN 2.8 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.

C) Domain 3. Clinical and Customer Services: Development and delivery of information, products and services to individuals, groups and populations.

Knowledge

Upon completion of the program, graduates are able to:

KRDN 3.1 Use the Nutrition Care Process to make decisions, identify nutrition-related problems, and determine and evaluate nutrition interventions.

KRDN 3.2 Develop an educational session or program/educational strategy for a target population.

KRDN 3.3 Demonstrate counseling and education methods to facilitate behavior change and enhance wellness for diverse individuals and groups.

KRDN 3.4 Explain the processes involved in delivering quality food and nutrition services.

KRDN 3.5 Describe basic concepts of nutritional genomics.

4. Domain 4. Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations.

D) Domain 4. Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations.

Knowledge

Upon completion of the program, graduates are able to:

KRDN 4.1 Apply management theories to the development of programs or services.

KRDN 4.2 Evaluate a budget and interpret financial data.

KRDN 4.3 Describe the regulation system related to billing and coding, what services are reimbursable by third party payers, and how reimbursement may be obtained.

KRDN 4.4 Apply the principles of human resource management to different situations.

KRDN 4.5 Describe safety principles related to food, personnel and consumers.

KRDN 4.6 Analyze data for assessment and evaluate data to be used in decision-making for continuous quality improvement.

Required Element 5.2—A curriculum map must be developed that:

a. Identifies didactic courses and experiential learning experiences, if used, which occur in various settings or practice areas that students will complete to meet the required curriculum components and core knowledge and

b. Sequentially and logically organizes the progression of didactic courses from introductory to more advanced learning activities and builds on previous knowledge or experience to achieve the expected depth and breadth of knowledge by completion of the program.

Required Element 5.3—The program’s curriculum must provide learning activities to attain the breadth and depth of the required curriculum components and core knowledge. Syllabi for courses taught within the academic unit must include these learning activities with the associated KRDNs.

a. Learning activities must prepare students for professional practice with patients/clients with various conditions, including, but not limited to overweight and obesity; endocrine disorders; cancer; malnutrition and cardiovascular, gastrointestinal and renal diseases.

b. Learning activities must prepare students to implement the Nutrition Care Process with various populations and diverse cultures, including infants, children, adolescents, adults, pregnant/lactating females and older adults.

c. Learning activities must use a variety of educational approaches necessary for delivery of curriculum content, to meet learner needs and to facilitate learning objectives.

2017 Standards for Didactic Programs in Nutrition and Dietetics

www.eatright.org/ACEND.

All student complaints and issues regarding PVAMU's DPD program's adherence to ACEND's 2017 Accreditation Standards will be taken seriously by the DPD director and the department head and dean of the College of Agriculture and Human Sciences. If, after all other options within the program and institution have been exhausted without a satisfactory resolution, information on submitting a written complaint to ACEND can be found in the following link.

<https://www.eatrightpro.org/acend/public-notices-and-announcements/filing-a-complaint-with-acend>

Appendix B: CDR CODE OF ETHICS FOR THE NUTRITION AND DIETETICS PROFESSION

Code of Ethics



**for the Nutrition and Dietetics Profession Effective Date:
June 1, 2018**

Commission on Dietetic Registration

the credentialing agency for the
 Academy of Nutrition
and 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, provides general principles and specific ethical standards for situations frequently encountered in daily practice. The primary goal is the protection of the individuals, groups, organizations, communities, or populations with whom the practitioner works and interacts.

The nutrition and dietetics practitioner supports and promotes high standards of professional practice, accepting the obligation to protect clients, the public and the profession; upholds the Academy of Nutrition and Dietetics (Academy) and its credentialing agency the Commission on Dietetic Registration (CDR) Code of Ethics for the Nutrition and Dietetics Profession; and shall report perceived violations of the Code through established processes.

The Academy/CDR Code of Ethics for the Nutrition and Dietetics Profession establishes the principles and ethical standards that underlie the nutrition and dietetics practitioner's roles and conduct. All individuals to whom the Code applies are referred to as "nutrition and dietetics practitioners". By accepting membership in the Academy and/or accepting and maintaining CDR credentials, all nutrition and dietetics practitioners agree to abide by the Code.

Principles and Standards:

1. Competence and professional development in practice (Non-maleficence)

Nutrition and dietetics practitioners shall:

- a. Practice using an evidence-based approach within areas of competence, continuously develop and enhance expertise, and recognize limitations.
- b. Demonstrate in depth scientific knowledge of food, human nutrition and behavior.
- c. Assess the validity and applicability of scientific evidence without personal bias.
- d. Interpret, apply, participate in and/or generate research to enhance practice, innovation, and discovery.
- e. Make evidence-based practice decisions, 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 inter-professional team.

2. Integrity in personal and organizational behaviors and practices (Autonomy)

Nutrition and dietetics practitioners shall:

- a. Disclose any conflicts of interest, including any financial interests in products or services that are recommended. Refrain from accepting gifts or services which potentially influence or which may give the appearance of influencing professional judgment.
- b. Comply with all applicable laws and regulations, including obtaining/maintaining a state license or certification if engaged in practice governed by nutrition and dietetics statutes.

- c. Maintain and appropriately use credentials.
- d. Respect intellectual property rights, including citation and recognition of the ideas and work of others, regardless of the medium (e.g. written, oral, electronic).
- e. Provide accurate and truthful information in all communications.
- f. Report inappropriate behavior or treatment of a patient/client by another nutrition and dietetics practitioner or other professionals.
- g. Document, code and bill to most accurately reflect the character and extent of delivered services.
- h. Respect patient/client's autonomy. Safeguard patient/client confidentiality according to current regulations and laws.
- i. Implement appropriate measures to protect personal health information using appropriate techniques (e.g., encryption).

3. Professionalism (Beneficence) Nutrition and dietetics practitioners shall:

- a. Participate in and contribute to decisions that affect the well-being of patients/clients.
- b. Respect the values, rights, knowledge, and skills of colleagues and other professionals.
- c. Demonstrate respect, constructive dialogue, civility and professionalism in all communications, including social media.
- d. Refrain from communicating false, fraudulent, deceptive, misleading, disparaging or unfair statements or claims.
- e. Uphold professional boundaries and refrain from romantic relationships with any patients/clients, surrogates, supervisees, or students.
- f. Refrain from verbal/physical/emotional/sexual harassment.
- g. Provide objective evaluations of performance for employees, coworkers, and students and candidates for employment, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.

- h. Communicate at an appropriate level to promote health literacy.
- i. Contribute to the advancement and competence of others, including colleagues, students, and the public.

4. Social responsibility for local, regional, national, global nutrition and well-being (Justice)

Nutrition and dietetics practitioners shall:

- a. Collaborate with others to reduce health disparities and protect human rights.
- b. Promote fairness and objectivity with fair and equitable treatment.
- c. Contribute time and expertise to activities that promote respect, integrity, and competence of the profession.
- d. Promote the unique role of nutrition and dietetics practitioners.
- e. Engage in service that benefits the community and to enhance the public's trust in the profession.
- f. Seek leadership opportunities in professional, community, and service organizations to enhance health and nutritional status while protecting the public.

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.¹

Beneficence: encompasses taking positive steps to benefit others, which includes balancing benefit and risk.¹

Competence: a principle of professional practice, identifying the ability of the provider to administer safe and reliable services on a consistent basis.²

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.²

Customer: any client, patient, resident, participant, student, consumer, individual/person, group, population, or organization to which the nutrition and dietetics practitioner provides service.³

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. (4)

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.²

Justice (social justice): supports fair, equitable, and appropriate treatment for individuals¹ and fair allocation of resources.¹

Non-Maleficence: is the intent to not inflict harm.¹

<https://www.cdrnet.org/code-of-ethics>

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

APPENDIX C: PVAMU STUDENT SUPPORT SERVICES AND UNIVERSITY RULES AND PROCEDURES

1. Student Support and Success

John B. Coleman Library

The library and its partners have as their mission to provide resources and instructional material in support of the evolving curriculum, as a partner in Prairie View A&M University's mission of teaching, research, and service and to support the University's core values of access and quality, diversity, leadership, relevance, and social responsibility through emphasis on ten key areas of service. It maintains library collections and access both on campus, online, and through local agreements to further the educational goals of students and faculty.

<https://www.pvamu.edu/library/> Phone: 936-261-1500

The Learning Curve (Center for Academic Support)

The Learning Curve offers Tutoring via peer tutoring. The services include workshops (i.e., Save My Semester, Recalculate Your Route), seminars (i.e., Tools You Can Use: TI-84), group review sessions (i.e., College Algebra Topic Reviews, GRE Preparation), group study opportunities (i.e., TSIA, HESI, Study Break, Exam Cram), and test-taking strategies (How to take Notes, Study Buddy, 5 Day Study Guide). The Learning Curve is a nationally certified tutoring program through the National Tutoring Association. The peer tutors are trained and certified by the coordinator each semester. Location: J.B. Coleman Library Rm. 207F. Phone: 936-261-1561

The Center for the Oversight and Management of Personalized Academic Student Success (COMPASS)

The Center for the Oversight and Management of Personalized Academic Student Success (COMPASS) is designed to help Prairie View students in their second year and beyond navigate towards graduation by providing the following services: Academic Advisement, Targeted Tutorials for Personalized Learning, Campus-Wide Referrals, and Academic & Social Workshops. Location: J.B. Coleman Library Rm. 306. Phone: 936-261-1040

Writing Center

The Writing Center provides student consultants on all aspects of the writing process and a variety of writing assignments. Writing Center consultations assist students in such areas as prewriting, brainstorming, audience awareness, organization, research, and citation. Students taking on-line courses or courses at the Northwest Houston Center or College of Nursing may consult remotely or by email. Location: Hilliard Hall Rm. 121. Phone: 936-261-3724.

Student Counseling Services

The Student Counseling Services unit offers a range of services and programs to assist students in maximizing their potential for success: short-term individual, couples, and group counseling,

as well as crisis intervention, outreach, consultation, and referral services. The staff is licensed by the State of Texas and assists students who are dealing with academic skills concerns, situational crises, adjustment problems, and emotional difficulties. Information shared with the staff is treated confidentially and in accordance with Texas State Law. Location: Owens-Franklin Health Center Rm. 226. Phone: 936-261-3564

Testing

The Department of Testing administers College Board CLEP examinations, the HESI A2 for pre-nursing majors, LSAT for law school applicants and MPRE for second-year law students, the Experiential Learning Portfolio option, the Texas Success Initiative (TSI) Assessment, which determines college readiness in the state, and exam proctoring, among other service such as SAT and ACT for high school students. Location: Delco Rm. 141. Phone: 936-261-4286

Office of Diagnostic Testing and Disability Services

As a federally-mandated educational support unit, the Office of Disability Services serves as the repository for confidential disability files for faculty, staff, and students. For persons with a disability, the Office develops individualized ADA letters of request for accommodations. Other services include: learning style inventories, awareness workshops, accessibility pathways, webinars, computer laboratory with adapted hard and software, adapted furniture, proctoring of non-standardized test administrations, ASL interpreters, ALDs, digital recorders, livescribe, Kurtzweil, and a comprehensive referral network across campus and the broader community. Location: Evans Hall Rm. 317. Phone: 936-261-3585

Veteran Affairs

Veterans Services works with student veterans, current military and military dependents to support their transition to the college environment and continued persistence to graduation. The Office coordinates and certifies benefits for both the G.I. Bill and the Texas Hazlewood Act. Location: Evans Hall Rm. 323. Phone: 936-261-3563

Office for Student Engagement

The Office for Student Engagement delivers comprehensive programs and services designed to meet the co-curricular needs of students. The Office implements inclusive and accessible programs and services that enhance student development through exposure to and participation in diverse and relevant social, cultural, intellectual, recreational, community service, leadership development and campus governance. Location: Memorial Student Center Rm. 221. Phone: 936-261-1340

Career Services

Career Services supports students through professional development, career readiness, and placement and employment assistance. The Office provides one-on-one career coaching, interview preparation, resume and letter writing, and career exploration workshops and seminars. Services are provided for students at the Northwest Houston Center and College of Nursing in the Medical Center twice a month or on a requested basis. Distance Learning

students are encouraged to visit the Career Services website for information regarding services provided. Location: Evans Hall Rm. 217. Phone: 936-261-3570

2. University Rules and Procedures

Disability Statement (Also See Student Handbook):

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact Disability Services, in Evans Hall, Room 317, or call 936-261-3585/3.

Academic Misconduct (See Student Handbook):

You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with your Student Handbook, especially the section on academic misconduct. Students who engage in academic misconduct are subject to university disciplinary procedures.

Forms of Academic Dishonesty:

1. Cheating: deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered; giving or receiving aid unauthorized by the instructor on assignments or examinations.
2. Academic misconduct: tampering with grades or taking part in obtaining or distributing any part of a scheduled test.
3. Fabrication: use of invented information or falsified research.
4. Plagiarism: unacknowledged quotation and/or paraphrase of someone else's words, ideas, or data as one's own in work submitted for credit. Failure to identify information or essays from the Internet and submitting them as one's own work also constitutes plagiarism.

Nonacademic Misconduct (See Student Handbook)

The university respects the rights of instructors to teach and students to learn. Maintenance of these rights requires campus conditions that do not impede their exercise. Campus behavior that interferes with either (1) the instructor's ability to conduct the class, (2) the inability of other students to profit from the instructional program, or (3) campus behavior that interferes with the rights of others will not be tolerated. An individual engaging in such disruptive behavior may be subject to disciplinary action. Such incidents will be adjudicated by the Dean of Students under nonacademic procedures.

Sexual Misconduct (See Student Handbook):

Sexual harassment of students and employers at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating this policy will be subject to disciplinary action.

Title IX Statement

Prairie View A&M University (PVAMU) is committed to supporting students and complying with the Texas A&M University System non-discrimination policy. It seeks to establish an environment that is free of bias, discrimination, and harassment. If you experience an incident of sex- or gender-based discrimination, including sexual harassment, sexual assault or attempted sexual assault, we encourage you to report it. While you may talk to a faculty member about an incident of misconduct, the faculty member must report the basic facts of your experience to Ms. Alexia Taylor, PVAMU's Title IX Coordinator. If you would like to speak with someone who may be able to afford you privacy or confidentiality, there are individuals who can meet with you. The Title IX Coordinator is designated to handle inquiries regarding non-discrimination policies and can assist you with understanding your options and connect you with on- and off-campus resources. The Title IX Coordinator can be reached by phone at 936-261-2123 or in Suite 013 in the A.I. Thomas Administration Building.

Class Attendance Policy (See Catalog for Full Attendance Policy)

Prairie View A&M University requires regular class attendance. Attending all classes supports full academic development of each learner whether classes are taught with the instructor physically present or via distance learning technologies such as interactive video and/or internet.

Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced or in assignment of a grade of "F". Absences are accumulated beginning with the first day of class during regular semesters and summer terms. Each faculty member will include the University's attendance policy in each course syllabus.

Formal Assessment of Student Learning and Regular Reports of Performance and Progress

Policies related to the formal assessment of student learning and grade reports can be found in the [PVAMU Undergraduate Catalog](#).

Student Identity Verification, Privacy, and Security in the Online Environment and Protection of Privacy of Student Information

Policies and procedures relating to the protection of student privacy in the online environment is located on the Center for Instructional Innovation and Technology Services ([CITE](#)) webpage. Protection of privacy of student information policies can be accessed via the [PVAMU Registrar's](#) web page.

Student Access to Their Own Files

Current PVAMU students can access to their personal information, grades, advising notes and Degree Works account through [PV Place](#). After a student graduates or is no longer a student at PVAMU, they can access their own student records through the [Registrar's](#) web page.

Student Academic Appeals Process

Authority and responsibility for assigning grades to students rests with the faculty. However, in those instances where students believe that miscommunication, errors, or unfairness of any kind may have adversely affected the instructor's assessment of their academic performance, the student has a right to appeal by the procedure listed in the Undergraduate Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint.

Student Complaint Process

Prairie View A&M University is committed to providing an educational environment that promotes integrity and fairness in its relationships with students. To support this commitment, PVAMU has developed procedures to ensure that the rights of students are appropriately recognized, protected, and addressed by the appropriate unit. If a student is not able to resolve an issue or complaint with an individual or department, or feels that they have been mistreated, they should submit a university complaint or appeal. <https://www.pvamu.edu/student-complaint/>

TECHNICAL CONSIDERATIONS

Minimum Recommended Hardware and Software:

- Intel PC or Laptop with Windows 7; Mac with OS X; Smartphone or iPad/Tablet with Wi-Fi
- High speed Internet access
- 8 GB Memory
- Hard drive with 320 GB storage space
- 15” monitor, 800x600, color or 16 bit
- Sound card w/speakers
- Microphone and recording software
- Keyboard & mouse
- Most current version of Google Chrome, Safari, Internet Explorer or Firefox

Note: Be sure to enable Java & pop-ups in the Web browser preferences

Participants should have a basic proficiency of the following computer skills:

- Sending and receiving email
- A working knowledge of the Internet
- Proficiency in Microsoft Word (or a program convertible to Word)
- Proficiency in the Acrobat PDF Reader
- Basic knowledge of Windows or Mac O.S.

Netiquette (online etiquette):

Students are expected to participate in all discussions and virtual classroom chats as directed. Students are to be respectful and courteous to others on discussions boards. Foul or abusive language will not be tolerated.

Technical Support:

Students should go to <https://mypassword.pvamu.edu/> if they have password issues. The page will provide instructions for resetting passwords and contact information if login issues persist. For other technical questions regarding eCourses, call the Office of Distance Learning at 936-261-3283

Communication Expectations and Standards:

Emails or discussion postings will receive a response from the instructor, usually in less than 48 hours. Urgent emails should be marked as such. Check regularly for responses.

Discussion Requirement:

Online courses often require minimal to no face-to-face meetings. However, conversations about the readings, lectures, materials, and other aspects of the course can take place in a seminar fashion. This will be accomplished by the use of the discussion board. The exact use of discussion will be determined by the instructor.

It is strongly suggested that students type their discussion postings in a word processing application and save it to their PC or a removable drive before posting to the discussion board. This is important for two reasons: 1) If for some reason your discussion responses are lost in your online course, you will have another copy; 2) Grammatical errors can be greatly minimized by the use of the spell-and-grammar check functions in word processing applications. Once the post(s) have been typed and corrected in the word processing application, it/they should be copied and pasted to the discussion board.

APPENDIX D: REQUEST TO TAKE A COURSE OUT OF SEQUENCE FORM

REQUEST TO TAKE A COURSE OUT OF SEQUENCE

I, _____ (name), would like to request to take the courses listed below during

_____ Semester (fall, spring, or summer and year).

_____ Student ID #

I am making this request because

Course prefix & number	Course title	Semester (when plan to take)
<i>E.g. HUNF 2533</i>	<i>Intermediate Nutrition</i>	<i>Fall 2020</i>

Signatures: Student _____ *Date* _____

Advisor _____ *Date* _____

DPD Director _____ *Date* _____

A copy of this form will be put in the student's file.

APPENDIX E: SIGNATURE PAGE

Last Name: _____

My signature denotes my responsibility to read and abide by the policies and procedures outlined in this DPD Student Handbook. Please turn in this initialed and signed page to the DPD Director.

Please signify your agreement to abide by the DPD policies by initialing each statement.

_____ I agree to abide by the Academy of Nutrition and Dietetics Code of Professional Ethics and to comply with the PVAMU Student Code of Conduct.

_____ I acknowledge that I cannot apply for admission to the Dietetics program until after I have completed all the 1000 and 2000 BS in Nutrition (Dietetics) courses and meet the minimum grade and GPA requirements.

_____ I agree to complete the BS Dietetics degree in the proper course sequence.

_____ I have reviewed the Suggested Degree Plan for Bachelor of Science in Dietetics, with the concentration in Registered Dietitian.

_____ I agree to satisfy all prerequisites before enrolling in a course (see Catalog).

_____ I agree that if I do not maintain the required DPD grade and GPA requirements, that I will not receive a verification upon graduation.

_____ I acknowledge that completion of the BS in Dietetics with a concentration in the Registered Dietitian option does not guarantee admission into a dietetic supervised practice (internship) program and I understand the competitive nature of applications to Dietetic Internships.

DPD Student (Print Name) Student ID

DPD Student (Signature) Date

Received by (Print Name)

Received by (Signature) Date