



Department of Family & Consumer Sciences

Didactic Program in Nutrition and Dietetics
(DPND)
Handbook

2017-18

Updated December 2017

The University of Wyoming is an equal opportunity/affirmative action institution. Persons seeking admission, employment, or access to programs of the University of Wyoming shall be considered without regard to race, color, religion, sex, national origin, disability, age, veteran status, sexual orientation, or political belief.

TABLE OF CONTENTS

Introduction3
Mission3
Goals.....3
DPND Accreditation4
Admission Requirements and Application Protocol5
Program of Study6
Foundation Knowledge and Learning Outcomes for DPNDs.....7
Cost of Program7
Policies and Procedures7
Assessment of Student Learning7
Program Remediation and Remediation8
Disciplinary and Termination Procedures.....8
Complaints..... 9
Program Seminars and Orientation9
Student Dietetic Association.....10
Application to Dietetic Internship Programs10
Declaration of Intent.....11
Verification Statement.....11
Program Faculty12
Student Signature Page.....13

APPENDIX A:
Applying to the Didactic Program in Nutrition and Dietetics

APPENDIX B:
Application for Admission to the Didactic Program in Nutrition and Dietetics

APPENDIX C:
Code of Ethics for the Profession of Dietetics

APPENDIX D:
Verification Statement Request Form

INTRODUCTION

The Registered Dietitian Nutritionist (RDN) is a food and nutrition expert who has met the minimum academic and professional requirements to qualify for the Registration Examination for Dietitians. Registered dietitian nutritionists work in a variety of settings that include, but are not limited to, hospitals, HMOs, private practice, health-care facilities, community and public health, food and nutrition industry, business, sports nutrition, corporate wellness programs, academia, and research. To become a RDN the following steps must be taken.

1. You must complete a bachelor's degree at a U.S. regionally accredited college or university in which the Didactic Program in Nutrition and Dietetics (DPND) academic requirements are approved by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics.
2. You must complete an ACEND approved supervised practice experience – a Dietetic Internship (DI) or an Individualized Supervised Practice Pathway (ISPP). NOTE: *Only students who apply and do not match to a DI are eligible to apply to ISPPs.*
3. After completion of your academic requirements and supervised practice experience, you must pass the Registration Examination for Dietitians administered by the Commission on Dietetic Registration (CDR), the credentialing agency for the Academy. More information on the exam can be found at www.cdrnet.org. NOTE: Many states have regulatory laws for dietitians. Often these individual state requirements can be met through the same combination of education and training required to become a RDN. As of July 1, 2012, RDNs practicing in the state of Wyoming must be licensed. For more information on how to obtain state licensure, please see <http://www.cdrnet.org/state-licensure-agency-list>. For more information on Wyoming licensure, please see <http://plboards.state.wy.us>.

MISSION

The mission of the Didactic Program in Nutrition and Dietetics (DPND) at the University of Wyoming is to provide the academic programming for achievement of the core knowledge requirements for the Registered Dietitian Nutritionist. Intellectual growth of our students is promoted through experiential learning, innovative community and laboratory experiences, and research opportunities. The knowledge and skills obtained through this curriculum will provide program graduates with the capability to be competent entry-level registered dietitian nutritionists in a variety of practice settings. The faculty in the DPND are committed to helping students develop skills in critical thinking, effective communication, community engagement/service and life-long learning.

GOALS

Goal 1: Prepare program graduates to be successful in dietetic internships and food and nutrition careers.

Objectives

Over a seven-year period:

1. Once accepted into the DPND, at least 90% of students will complete program requirements within three years (150% of program length).
2. Of the students who complete the DPND Program Graduate Survey during their final semester or within three months of graduating, at least 85% of responses will indicate that they agree or strongly agree that the curriculum prepared students to achieve each ACEND KRDN.
3. At least 80% of program graduates will apply to Dietetic Internships/Supervised Practice Programs during their final semester of the program or within 12 months of graduation.
4. At least 60% of students, including current students and DPND alumni, who apply to dietetic internships will be matched with an internship program.
5. 100% of program graduates who respond to the Dietetic Intern Survey will indicate individual preparation ratings for themselves of average or better for all content areas.
6. Of the dietetic internship directors who respond to the Dietetic Internship Director Survey, at least 90% will rate program graduates as average or better as compared to other interns on their overall internship performance.
7. At least 90% of program graduates will pass the Registration Examination for Dietitians on the first attempt.
8. At least 85% of currently employed program graduates who respond to the Alumni Survey will be employed in food, nutrition, or dietetics related positions.

Goal 2: Prepare program graduates who participate in lifelong learning, leadership roles, and civic engagement.

Objectives

Over a seven-year period:

1. At least 40% of program graduates who respond to the Alumni Survey will indicate they are currently enrolled in graduate school or have obtained a graduate degree.
2. At least 15% of program graduates who respond to the Alumni Survey will indicate they are or have been preceptors for dietetics practice.
3. 30% or more of program graduates who respond to the Alumni Survey will hold leadership roles in a professional or community organization.
4. 60% or more of program graduates who respond to the Alumni Survey will indicate they participated in at least one community service activity during the past year.

DPND program outcome data are available upon request. Please contact Kristin McTigue at kmctigue@uwyo.edu.

DPND ACCREDITATION

Program accreditation is necessary because dietetics is a unique profession that requires a defined educational process based on established national standards. The accreditation process requires a detailed description of how a specific DPND meets the national educational standards and an on-site evaluation by accreditation reviewers. The process is completed every seven years and is undertaken by:

The Accreditation Council for Education in Nutrition and Dietetics (ACEND)
of the Academy of Nutrition and Dietetics
120 South Riverside Plaza, Suite 2000
Chicago, IL 60606-6995
Phone: (800) 877-1600 ext. 5400 or (312) 899-0040 ext. 5400

ACEND is responsible for setting the national standards and for evaluating, recognizing, and publishing the list of programs that meet these standards. The DPND at the University of Wyoming is fully accredited.

ADMISSION REQUIREMENTS AND APPLICATION PROTOCOL

Undergraduate Students

The DPND at UW is housed in the Department of Family and Consumer Sciences. Entrance into the DPND is gained only through an application process. Applicants must follow the admission protocol outlined in Appendix A. Each prospective DPND student will initially enter the Human Nutrition and Food option. Students will be eligible to apply to the DPND at the end of the spring semester of their sophomore year if they have completed the required list of prerequisite courses and meet both the established minimum cumulative grade point average (GPA) and minimum GPA in the specific prerequisite courses (see Appendix A). Once admitted to the program, students must maintain a minimum GPA of 3.0 and receive a minimum grade of C in every course in the program including those taken in the semester of entry in order to earn a Verification Statement. Courses with grades of less than C must be repeated within one year for the student to remain in the program. If your GPA falls below 3.0, you will be considered to be on probation from the DPND. If your GPA does not increase the following semester, you could be removed from the program and placed back in the Human Nutrition and Food concentration.

The DPND application must include a statement of career goals, transcripts from all universities/colleges attended, and a resume or description of nutrition related work and volunteer experience. The DPND application for admission can be found in Appendix B. The DPND is structured to have four remaining semesters after acceptance with the upper division courses designed as professional dietetics courses.

Students with Existing Bachelor's Degrees

If you have an existing bachelor's degree from another institution and are interested in completing the necessary coursework to obtain a DPND Verification Statement from the University of Wyoming, you must first meet all UW general admission requirements. The DPND Director will evaluate your previous academic preparation and identify the remaining coursework needed to earn the Verification Statement. When you begin this coursework at UW, a minimum grade point average of 3.0 will be required in your first semester and a grade of B or better must be earned in your first two required science courses for acceptance into the DPND. For students requesting course substitutions, the Office of the Registrar first determines if prior coursework meets the university's transfer credit acceptance criteria and course equivalency. For DPND professional classes, the Program Director may request to

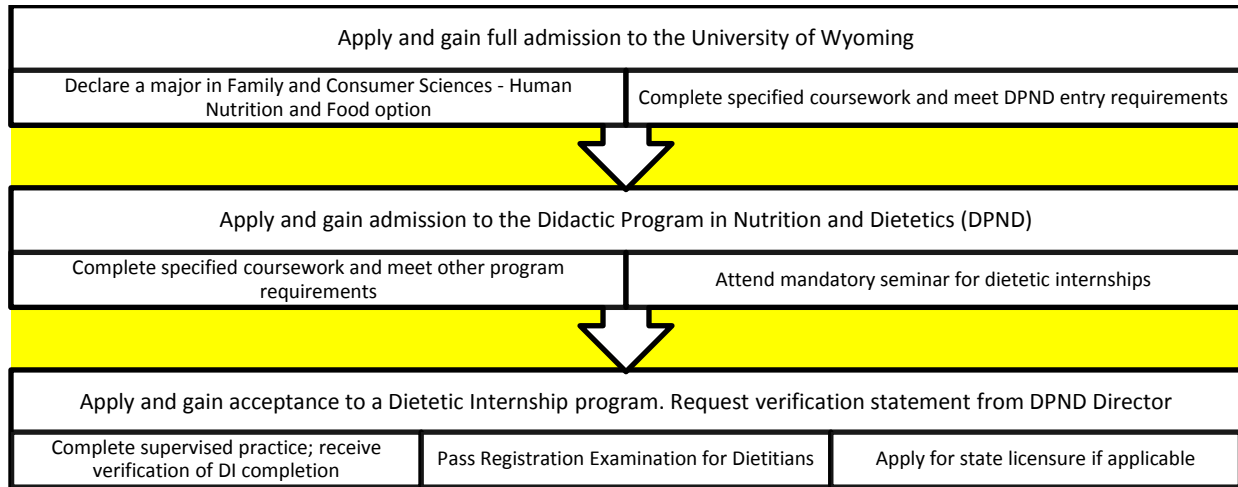
see course syllabi and/or textbooks. Although some course substitutions may be made, please note that in order to obtain a Verification Statement from the UW DPND, the following courses must be taken from UW: FCSC 4145 Advanced Nutrition, FCSC 4150 Experimental Foods, FCSC 4210 Therapeutic Nutrition I, FCSC 4220 Therapeutic Nutrition II, and FCSC 4230 Therapeutic Nutrition Counseling. All courses required for a Verification Statement must be completed with a grade of C or better.

If your existing bachelor's is from UW, you must meet the criteria for returning students. When you begin the coursework for your Verification Statement, a minimum grade point average of 3.0 will be required in your first semester and a grade of B or better must be earned in your first two required sciences courses for acceptance into the DPND. Although some course substitutions may be made, please note that in order to obtain a Verification Statement from the UW DPND, the following courses must be taken from UW: FCSC 4145 Advanced Nutrition, FCSC 4150 Experimental Foods, FCSC 4210 Therapeutic Nutrition I, FCSC 4220 Therapeutic Nutrition II, and FCSC 4230 Therapeutic Nutrition Counseling. All courses required for a Verification Statement must be completed with a grade of C or better.

PROGRAM OF STUDY

The DPND requires a minimum of 120 overall credit hours that include University Studies courses (general education requirements also known as USP), Family and Consumer Sciences core courses, and specific dietetics courses as described in the [University of Wyoming Catalog](#). Of the total, a minimum of 42 credit hours must be upper division (3000 level and above). Thirty (30) of the upper division credit hours must be from UW. The program is structured for eight consecutive semesters – four before application to the DPND and four after admission to the program. The DPND coursework ranges from human nutrition and food science to sociology, psychology, mathematics, management, chemistry, biochemistry, physiology, anatomy, and microbiology. Proper course sequencing is critical to the successful completion of your degree within the desired time frame. Planning your class schedule using the program check sheet is done with your academic adviser each semester during advising week.

The following outlines the recommended progress plan from admission to becoming a Registered Dietitian Nutritionist:



FOUNDATION KNOWLEDGE AND LEARNING OUTCOMES FOR DPNDs

Competence to practice in the field of dietetics requires the entry-level dietitian to have achieved the foundation knowledge and skills through his/her DPND. For complete information on ACEND's core knowledge requirements for DPNDs please see the Standards for Didactic Programs in Nutrition and Dietetics under the publications heading www.eatrightacend.org/ACEND/.

COST OF PROGRAM

DPND students should be prepared for the following program expenses:

- Tuition and fees; financial aid; books and course packets; room and board for attending the University (http://www.uwyo.edu/sfa/cost_of_attendance/)
- Local transportation to off-campus facilities approximately \$50
- Lab coat \$20.00 to \$40.00
- Slip resistant shoes \$50 to \$100
- Health insurance as per the University requirements
- Immunizations (university requirements: MMR, Hepatitis B) and current TB screening
- Student membership in the Academy of Nutrition and Dietetics (AND) \$50.00
- Dietetic Internship Computer Application Service (DICAS) \$45.00 minimum
- D & D Digital computer matching fee \$50.00
- ServSafe Online Test Voucher \$36.00
- *Nutrition Terminology Reference Manual (eNCPT): Dietetics Language for Nutrition Care* \$50
- Additional optional costs (eg, attendance at the annual Food and Nutrition Conference and Expo (FNCE) (\$400-\$600)

POLICIES AND PROCEDURES

All students at the University of Wyoming are expected to abide by the policies and procedures that govern our campus. The [University of Wyoming Catalog](#) includes a variety of important general information tips as well as the annual university calendar, a list of campus services, student rights and responsibilities, the code of conduct, and procedures covering such topics as academic honesty.

The Department of Family and Consumer Sciences has an [Undergraduate Student Handbook](#) for all majors including those in the dietetics option.

ASSESSMENT OF STUDENT LEARNING AND PERFORMANCE

Course instructors use a variety of assessment tools to evaluate student learning throughout the DPND. Specific assessment tools are described in course syllabi and/or by course instructors. Examples include case studies, projects, research papers, quizzes and exams. Additionally, the DPND Director and/or assigned faculty advisors track student progress using early alert (if available), midterm and final grades

each semester. If midterm reports indicate a student is receiving less than a C in one or more courses, the advisor contacts the student to determine the reason for the student's poor performance and offers guidance. If it seems unlikely that the student can improve his/her grade, the student may be advised to drop the course and retake it the next semester it is offered. If a student completes the course and receives less than a C, the student must retake the course the next semester it is offered in order to remain in the program (see Program Retention and Remediation Procedures below).

PROGRAM RETENTION AND REMEDIATION PROCEDURES

All students in the DPND are required to maintain a cumulative GPA of 3.0 or better. If a student's GPA falls below a 3.0, the student will be placed on temporary probation from our program. Please note that DPND probation is different from academic probation. It is an internal program policy that will NOT be reflected on a student's permanent academic record. The DPND Director will meet with the student to determine the cause of the student's declining GPA and collaborate with the student to develop a remediation plan. Common remediation recommendations include on-campus and/or online tutoring services, and counseling services to assist with time management, stress management, test anxiety, or any other factors influencing the student's academic performance. The student will then be given one semester to increase his/her GPA to a 3.0 at which point probationary status would be removed. If the student is unable to increase his/her GPA, depending on his/her career goals, the student can either re-enroll in our department's Human Nutrition and Food concentration or change majors. The student will be encouraged to make an appointment with UW's Center for Career and Advising Services.

DISCIPLINARY AND TERMINATION PROCEDURES

If a student does not maintain a GPA of a 3.0 after a semester of program probation, fails to repeat a course with an unacceptable grade (i.e., a D or F) at an agreed upon time with the DPND Director, or receives less than a C when retaking a course, the student will be dismissed from the DPND and placed back in our department's Human Nutrition and Food concentration unless the student desires to change his/her major. Extenuating circumstances will be considered on a case-by-case basis. Depending on the student's career goals, the DPND Director may advise the student to make an appointment with UW's Center for Career and Advising Services.

The DPND follows the University's Academic Dishonesty policy (<http://www.uwyo.edu/generalcounsel/files/docs/uw%20reg%20updates%202016/uw%20reg%206-802.pdf>) and Student Code of Conduct (<http://www.uwyo.edu/dos/files/docs/2015-2016%20student%20code%20of%20conduct.pdf>). The Student Code of Conduct outlines prohibited student conduct and disciplinary procedures. DPND students are expected to behave in a manner consistent with the Code of Ethics for the Profession of Dietetics (see Appendix C) by demonstrating honesty, fairness, respect, and professionalism in all on and off campus activities, including class projects and lab rotations conducted outside of the classroom. Please be mindful that you are representing not only yourself, but also the dietetics profession and the University of Wyoming.

Professional behavior includes, but is not limited to, dressing appropriately (when in doubt dress conservatively and modestly), being prompt, completing tasks on time, taking responsibility for your actions, and treating all individuals with kindness and respect. If student misconduct is observed and/or reported, the DPND Director will meet with the student and faculty member (if the reported misconduct is course-related) and attempt to resolve the issue. If the student is not satisfied with the outcome, the student will meet with the DPND Director and Department Head to determine a course of action. Failure of a student to take the appropriate corrective actions as identified at these meetings will result in dismissal from the program.

If a student has been dismissed from our program and desires to reapply, the student can reapply to the DPND by completing all DPND application materials. If the student meets all DPND entrance requirements, he/she will be readmitted on probationary status. If the student earns a 3.0 or better during his/her first semester back in the program and demonstrates the program values mentioned above, probationary status will be removed and the student will be officially re-enrolled in the program.

COMPLAINTS

Students who have a grievance with the DPND are encouraged to discuss their concerns with the DPND Director in an attempt to resolve the issue. In the event the issue is not resolved, the student can present the grievance to the Family and Consumer Sciences Department Head. If a resolution cannot be reached, the Department Head will consult the Associate Dean in the College of Agriculture and Natural Resources' Office of Academic and Student Programs. All student complaints will be carefully considered and the student will be fully informed of the College's student appeals guidelines and procedures.

If all options to resolve or address the complaint at the University of Wyoming have been exhausted and the complaint is related to the ACEND accreditation standards, students may submit a formal complaint to The Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, Illinois 60606-6995 (Phone: 800-877-1600 ext. 5400 or 312-899-0040). More information on ACEND's procedure for filing a complaint can be found at: <http://www.eatrightacend.org/ACEND/content.aspx?id=6442485390>.

The DPND Director will keep a chronological record of all student complaints and resolutions related to the ACEND accreditation standards, and these records will be available for inspection during accreditation site visits.

PROGRAM SEMINARS AND ORIENTATION

Each semester the DPND Director holds a DPND Information session for prospective students and a pre-advising week seminar as needed for students who have been accepted into the DPND. All DPND students are invited to the pre-advising week seminar through an e-mail communication. General announcements are made along with updates on any major changes in the status of the program or courses taught. Therefore, it is advised that all DPND students attend this seminar.

An internship seminar is presented by the DPND Director each fall semester. Attendance is required of all DPND juniors and seniors who plan to apply to Dietetic Internships. The goal of this seminar is to guide students through the application process. In addition, after this seminar, seniors anticipating graduation from the DPND must schedule individual planning sessions with the DPND Director the semester prior to applying to Dietetic Internships.

STUDENT DIETETIC ASSOCIATION (SDA)

The Student Dietetic Association (SDA) is a recognized student organization (RSO) at the University of Wyoming. SDA members are actively involved with volunteer experiences on campus and in community activities in which nutrition and food are the focus. Also, there is a close association with the Wyoming Academy of Nutrition and Dietetics (WAND) members. SDA students assist with many tasks at the annual WDA meeting. Student conduct and appearance reflects the image of this organization. Each member is responsible for behaving professionally and dressing appropriately for volunteer activities through SDA. Casual clothing is fine, but attire should be neat and conservative. You should conduct yourself in a professional manner at all times.

APPLICATION TO DIETETIC INTERNSHIP PROGRAMS

The DPND Director delivers an annual DI seminar during the fall semester for all students in their final two years of the program (see *Program Seminars and Orientation* section above). At this seminar, the DPND Director will discuss all components of the DI application, including DICAS (Dietetic Internship Computer Application Service - <http://portal.dicas.org>), D&D Digital computer matching (<http://www.dnndigital.com/ada/>), placement rate; and locations of dietetic internships to which this DPND has placed graduates. Follow-up one-on-one personalized assistance with the DPND Director is given to each student on an appointment basis. The DICAS *Declaration of Intent* form, which identifies the courses needed to complete program and university requirements, is prepared by the DPND Director after the internship applicant has made a request for this form through DICAS to accompany the application of each student.

A list of nationwide accredited Dietetic Internship programs can be found on the Academy of Nutrition and Dietetics website <http://www.eatright.org> or <http://www.eatrightacend.org>. This website also describes the internship application process, lists suggestions for improving your chances of getting a dietetic internship position, and provides up-to-date placement statistics. Internship placement is a highly competitive process, therefore, preparing for the DI is a process which ideally begins *before* you enter the DPND. It is advised that students strive to obtain and maintain a high GPA because a GPA of *at least* 3.0 is necessary to be a viable internship candidate. Gaining work or volunteer experience in the field of dietetics is also necessary. In addition, extracurricular activity involvement, such as in the Student Dietetic Association, can assist a student in gaining leadership experience.

DPND COMPLETION AND ACEND VERIFICATION STATEMENTS

Declaration of Intent

The DPND Director will provide students who are applying for Dietetic Internships with an ACEND *Declaration of Intent* form prior to completion of the DPND. Students should request this form by emailing the DPND Director by December 1st.

Verification Statements

The ACEND *Verification Statement* is an official document that indicates the completion of course requirements for the Didactic Program in Nutrition and Dietetics (DPND) at the University of Wyoming. Prior to graduation, all DPND seniors should complete the *Verification Statement* Request Form, which is available either from the DPND Director or in Appendix C of this handbook, and submit it to the DPND Director. Students must make a request through the Office of the Registrar to have an official transcript sent to the Program Director after graduation. Preparation of the *Verification Statement* is done after the Office of the Registrar posts your degree with passing grades in all courses and your official final transcript has been received. Each graduate will be given six signed *Verification Statements*. An original signature from the DPND Director must appear on the *Verification Statement* in colored ink. Copies of this form are not acceptable for official verification. Graduates accepted into a Dietetic Internship (DI), Individualized Supervised Practice Pathway (ISPP) or Coordinated Master's Program will be required to provide a *Verification Statement* with the DPND Director's original signature in blue ink. A *Verification Statement* is also required to sit for the Registration Examination for Dietitians. Therefore, it is a good idea to file these in a safe place. A permanent record of your academic program along with a *Verification Statement* is kept in the department files. If in the future you need additional *Verification Statements* for application to an internship, employment, or licensure, please make a request in a timely manner to the DPND Director at the University of Wyoming.

PROGRAM FACULTY

Jill F. Keith, PhD, RDN
Assistant Professor, Human Nutrition and Food
Jkeith5@uwyo.edu

D. Enette Larson-Meyer, PhD, RDN, LD, FACSM
Professor, Human Nutrition and Food
enette@uwyo.edu

Kristin McTigue, MS, RDN, LD
Director, Didactic Program in Nutrition and Dietetics
kmctigue@uwyo.edu

Student Signature Page

I acknowledge that I have received and read the DPND Handbook. I understand and agree to comply with the policies and procedures set forth in this handbook.

Student Signature

Date

DPND HANDBOOK APPENDIX A

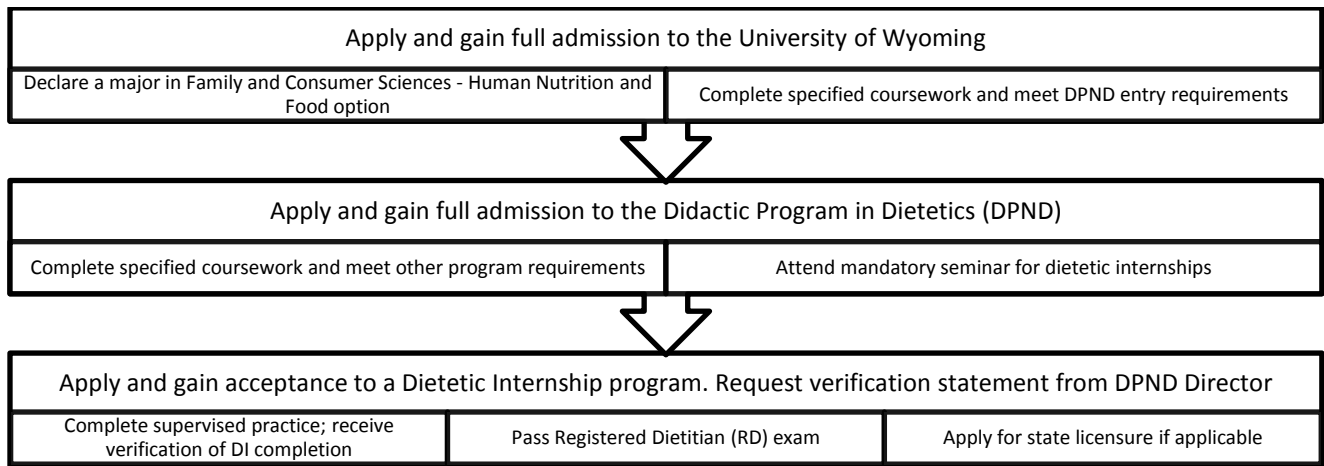
Application Protocol



UNIVERSITY OF WYOMING
 College of Agriculture and Natural Resources
 Department of Family and Consumer Sciences

Applying to the Didactic Program in Nutrition and Dietetics

Entrance into the Didactic Program in Nutrition and Dietetics (DPND) at the University of Wyoming is made only through an application process. Each prospective DPND student will initially enter the Human Nutrition and Food option. Students will be eligible to apply for the DPND only after completing the required list of courses (outlined on page 2) and meeting the established grade point averages. Students who complete the dietetics option meet academic requirements as approved by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics. Completion of this curriculum allows students to pursue a post-graduate competitive internship to become eligible to take the examination for Registered Dietitians. The DPND at the University of Wyoming is currently fully accredited. The following chart outlines the recommended progress plan from admission to becoming a Registered Dietitian:



DPND APPLICATION PROTOCOL

- Applications for admission to the DPND are accepted year-round, although it is advised that you apply during the final semester of your sophomore year if possible. The official application is online at www.uwyo.edu/fcs.
- The completed application and all required accompanying documentation should be submitted to the Department of Family and Consumer Sciences in the College of Agriculture and Natural Resources, Room 251. The application is reviewed by the DPND Director and forwarded to the Department Head of Family and Consumer Sciences with a recommendation for acceptance or rejection. When denied, a reason will be stated.
- The official DPND acceptance letter is prepared by the Department Head and sent to the student with a copy to the student’s advisor and the DPND Director.
- Upon acceptance, the student and their advisor must prepare the official Change of Major form to reflect the Dietetics option with an effective term of the following semester.

Program Contacts:

Jill F. Keith, PhD, RDN
 Assistant Professor, 307-766-5248, jkeith5@uwyo.edu

D. Enette Larson-Meyer, PhD, RDN, LD, FACSMT
 Professor, 307-766-4378, enette@uwyo.edu

Kristin McTigue, MS, RDN, LD
 Director, Didactic Program in Nutrition and Dietetics
 307-766-5261, kmctigue@uwyo.edu

Department of Family & Consumer Sciences
(307) 766-4145 (office) ♦ (307) 766-5686 (fax)
fam-consci@uwyo.edu www.uwyo.edu/fcs

Application to the Didactic Program in Nutrition and Dietetics can be made only after completion of the following courses with a grade of C or better and attaining a grade point average (GPA) of at least a 3.0. Use the [DPND Prerequisites GPA Calculation Worksheet](#).

SCIENCE COURSES

CHEM 1020 General Chemistry I (PN)	4
CHEM 1030 General Chemistry II (PN).....	4
LIFE 1010 General Biology I (PN).....	4
MOLB 2021 General Microbiology.....	4

SOCIAL SCIENCE COURSES

PSYC 1000 General Psychology (H)	3
SOC 1000 Sociological Principles (H).....	3

FCSC DEPARTMENT (Note: ALL FCSC courses must be completed with a grade of C or better)

FCSC 1141 Principles of Nutrition	3
FCSC 1150 Scientific Study of Food.....	3
FCSC 2141 Nutrition Controversies.....	2
FCSC 2200 Professionalism and Communication in FCSC (COM 2)	3

USP COURSES (NOT ALREADY LISTED IN THE ABOVE CATEGORIES)

ENGL 1010 College Composition and Rhetoric (COM 1)	3
MATH 1400 College Algebra (Q).....	3

Total credits needed before applying to the DPND39

It is important to understand course sequencing (when courses are offered) and prerequisites (other courses that must be taken first). Each student has a faculty advisor. You will be advised each semester. It is important that you work closely with your advisor to plan your course schedule. For a complete list of all course descriptions, visit http://www.uwyo.edu/registrar/university_catalog.

Once admitted to the program, students must maintain a minimum GPA of 3.0 and receive a grade of C or better in every course required of the program.

University Requirement – All degrees at the University of Wyoming require at least 42 upper-division credit hours (3000-level and above).

Residency Requirement – All degrees must include a minimum of 30 credit hours from UW.

DPND HANDBOOK APPENDIX B

**Application
for the
Didactic Program in Nutrition and Dietetics**



Department of Family and Consumer Sciences
 Didactic Program in Nutrition and Dietetics

Application for Admission

Date:		W Number:			
Last Name:		First Name:		Middle:	
Address:					
City:		State:		Zip:	
E-mail:					
Local Phone Number:		Alternative Phone Number:			

I certify that the information provided in this application is true and accurate.

Signature (in blue ink)	Date

List all colleges and universities attended, with most recent first.

School	City/State	Dates	Degree

In the space provided below, provide a statement on interruption of education, if applicable. Give year(s) and reason.

Application to the Didactic Program in Nutrition and Dietetics can be made only after completion of the following courses with a grade of C or better and attaining an average grade point average (GPA) of at least a 3.0. Complete and submit the [DPND Prerequisites GPA Calculation Worksheet](#). Attach a one-page statement of your career goals and your current WyoWeb transcript (if currently enrolled at UW) as well as transcripts for all other colleges/universities attended. If you are not currently enrolled at the University of Wyoming, please attach your transcript(s) from all institutions attended.

SCIENCE COURSES

CHEM 1020 General Chemistry I (PN).....	4
CHEM 1030 General Chemistry II (PN).....	4
LIFE 1010 General Biology I (PN).....	4
MOLB 2021 General Microbiology.....	4

SOCIAL SCIENCE COURSES

PSYC 1000 General Psychology (H)	3
SOC 1000 Sociological Principles (H).....	3

FCSC COURSES (All FCSC courses must be completed with a grade of C or better)

FCSC 1141 Principles of Nutrition	3
FCSC 1150 Scientific Study of Food.....	3
FCSC 2141 Nutrition Controversies.....	2
FCSC 2200 Professionalism and Communication in Family and Consumer Sciences (COM2).....	3

UNIVERSITY STUDIES COURSES (NOT ALREADY LISTED ABOVE)

MATH 1400 College Algebra (Q)	3
ENGL 1010 College Composition and Rhetoric (COM 1).....	3

Total credits needed before applying to the DPND.....39

Based on the requirements above, use the attached excel GPA calculator sheets to complete the table below. Be sure to turn in your completed excel calculator sheets with your application.

Average grade point average for courses listed above	
UW cumulative grade point average	
OVERALL cumulative GPA (applies only if you attended other colleges/universities in addition to UW)	

List all related experience since high school, with most recent experience listed first or you may attach a resume.

Dates of Experience	From:	To:
Place of Employment:		
Position/Title:		
Key Responsibilities:		
Hours per week:	Total Hours for this experience:	Paid: <input type="checkbox"/> Yes <input type="checkbox"/> No

Dates of Experience	From:	To:
Place of Employment:		
Position/Title:		
Key Responsibilities:		
Hours per week:	Total Hours for this experience:	Paid: <input type="checkbox"/> Yes <input type="checkbox"/> No

Dates of Experience	From:	To:
Place of Employment:		
Position/Title:		
Key Responsibilities:		
Hours per week:	Total Hours for this experience:	Paid: <input type="checkbox"/> Yes <input type="checkbox"/> No

Dates of Experience	From:	To:
Place of Employment:		
Position/Title:		
Key Responsibilities:		
Hours per week:	Total Hours for this experience:	Paid: <input type="checkbox"/> Yes <input type="checkbox"/> No

Dates of Experience	From:	To:
Place of Employment:		
Position/Title:		
Key Responsibilities:		
Hours per week:	Total Hours for this experience:	Paid: <input type="checkbox"/> Yes <input type="checkbox"/> No

Dates of Experience	From:	To:
Place of Employment:		
Position/Title:		
Key Responsibilities:		
Hours per week:	Total Hours for this experience:	Paid: <input type="checkbox"/> Yes <input type="checkbox"/> No

DPND HANDBOOK APPENDIX C

Code of Ethics

American Dietetic Association/Commission on Dietetic Registration Code of Ethics for the Profession of Dietetics and Process for Consideration of Ethics Issues

PREAMBLE

The American Dietetic Association (ADA) and its credentialing agency, the Commission on Dietetic Registration (CDR), believe it is in the best interest of the profession and the public it serves to have a Code of Ethics in place that provides guidance to dietetics practitioners in their professional practice and conduct. Dietetics practitioners have voluntarily adopted this Code of Ethics to reflect the values (Figure) and ethical principles guiding the dietetics profession and to set forth commitments and obligations of the dietetics practitioner to the *public, clients, the profession, colleagues, and other professionals*. The current Code of Ethics was approved on June 2, 2009, by the ADA Board of Directors, House of Delegates, and the Commission on Dietetic Registration.

APPLICATION

The Code of Ethics applies to the following practitioners:

- (a) In its entirety to members of ADA who are Registered Dietitians (RDs) or Dietetic Technicians, Registered (DTRs);
- (b) Except for sections dealing solely with the credential, to all members of ADA who are not RDs or DTRs; and
- (c) Except for aspects dealing solely with membership, to all RDs and DTRs who are not members of ADA.

All individuals to whom the Code applies are referred to as "dietetics practitioners," and all such individuals who are RDs and DTRs shall be known as "credentialed practitioners." By accepting membership in ADA and/or accept-

ing and maintaining CDR credentials, all members of ADA and credentialed dietetics practitioners agree to abide by the Code.

PRINCIPLES

Fundamental Principles

1. **The dietetics practitioner conducts himself/herself with honesty, integrity, and fairness.**
2. **The dietetics practitioner supports and promotes high standards of professional practice. The dietetics practitioner accepts the obligation to protect clients, the public, and the profession by upholding the Code of Ethics for the Profession of Dietetics and by reporting perceived violations of the Code through the processes established by ADA and its credentialing agency, CDR.**

Responsibilities to the Public

3. **The dietetics practitioner considers the health, safety, and welfare of the public at all times.**
The dietetics practitioner will report inappropriate behavior or treatment of a client by another dietetics practitioner or other professionals.
4. **The dietetics practitioner complies with all laws and regulations applicable or related to the profession or to the practitioner's ethical obligations as described in this Code.**
 - a. The dietetics practitioner must not be convicted of a crime under the laws of the United States, whether a felony or a misdemeanor, an essential element of which is dishonesty.

- b. The dietetics practitioner must not be disciplined by a state for conduct that would violate one or more of these principles.
 - c. The dietetics practitioner must not commit an act of misfeasance or malfeasance that is directly related to the practice of the profession as determined by a court of competent jurisdiction, a licensing board, or an agency of a governmental body.
5. **The dietetics practitioner provides professional services with objectivity and with respect for the unique needs and values of individuals.**
 - a. The dietetics practitioner does not, in professional practice, discriminate against others on the basis of race, ethnicity, creed, religion, disability, gender, age, gender identity, sexual orientation, national origin, economic status, or any other legally protected category.
 - b. The dietetics practitioner provides services in a manner that is sensitive to cultural differences.
 - c. The dietetics practitioner does not engage in sexual harassment in connection with professional practice.
 6. **The dietetics practitioner does not engage in false or misleading practices or communications.**
 - a. The dietetics practitioner does not engage in false or deceptive advertising of his or her services.
 - b. The dietetics practitioner promotes or endorses specific goods or products only in a manner that is not false and misleading.
 - c. The dietetics practitioner provides accurate and truthful information in communicating with the public.

0002-8223/09/10908-0018\$36.00/0
doi: 10.1016/j.jada.2009.06.002

ADA values	Principles
Customer Focus: Meets the needs and exceeds expectations of internal and external customers	#5, #9
Integrity: Acts ethically with accountability for life-long learning and commitment to excellence	#1, #2, #4, #5, #6, #7, #10, #11, #12, #13, #17, #18
Innovation: Embraces change with creativity and strategic thinking	
Social Responsibility: Makes decisions with consideration for inclusivity as well as environmental, economic, and social implications	#3, #8, #9, #11, #13, #14, #15, #16, #17, #18, #19

Figure. Alignment of American Dietetic Association (ADA) Values to the Principles of the Code of Ethics for the Profession of Dietetics.

7. The dietetics practitioner withdraws from professional practice when unable to fulfill his or her professional duties and responsibilities to clients and others.

- a. The dietetics practitioner withdraws from practice when he/she has engaged in abuse of a substance such that it could affect his or her practice.
- b. The dietetics practitioner ceases practice when he or she has been adjudged by a court to be mentally incompetent.
- c. The dietetics practitioner will not engage in practice when he or she has a condition that substantially impairs his or her ability to provide effective service to others.

Responsibilities to Clients

- 8. **The dietetics practitioner recognizes and exercises professional judgment within the limits of his or her qualifications and collaborates with others, seeks counsel, or makes referrals as appropriate.**
- 9. **The dietetics practitioner treats clients and patients with respect and consideration.**
 - a. The dietetics practitioner provides sufficient information to enable clients and others to make their own informed decisions.
 - b. The dietetics practitioner respects the client's right to make decisions regarding the recommended plan of care, including consent, modification, or refusal.
- 10. **The dietetics practitioner protects confidential information**

and makes full disclosure about any limitations on his or her ability to guarantee full confidentiality.

- 11. **The dietetics practitioner, in dealing with and providing services to clients and others, complies with the same principles set forth above in "Responsibilities to the Public" (Principles #3-7).**

Responsibilities to the Profession

- 12. **The dietetics practitioner practices dietetics based on evidence-based principles and current information.**
- 13. **The dietetics practitioner presents reliable and substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist.**
- 14. **The dietetics practitioner assumes a life-long responsibility and accountability for personal competence in practice, consistent with accepted professional standards, continually striving to increase professional knowledge and skills and to apply them in practice.**
- 15. **The dietetics practitioner is alert to the occurrence of a real or potential conflict of interest and takes appropriate action whenever a conflict arises.**
 - a. The dietetics practitioner makes full disclosure of any real or perceived conflict of interest.
 - b. When a conflict of interest cannot be resolved by disclosure,

the dietetics practitioner takes such other action as may be necessary to eliminate the conflict, including recusal from an office, position, or practice situation.

- 16. **The dietetics practitioner permits the use of his or her name for the purpose of certifying that dietetics services have been rendered only if he or she has provided or supervised the provision of those services.**
- 17. **The dietetics practitioner accurately presents professional qualifications and credentials.**
 - a. The dietetics practitioner, in seeking, maintaining, and using credentials provided by CDR, provides accurate information and complies with all requirements imposed by CDR. The dietetics practitioner uses CDR-awarded credentials ("RD" or "Registered Dietitian"; "DTR" or "Dietetic Technician, Registered"; "CS" or "Certified Specialist"; and "FADA" or "Fellow of the American Dietetic Association") only when the credential is current and authorized by CDR.
 - b. The dietetics practitioner does not aid any other person in violating any CDR requirements, or in representing himself or herself as CDR-credentialed when he or she is not.
- 18. **The dietetics practitioner does not invite, accept, or offer gifts, monetary incentives, or other considerations that affect or reasonably give an appearance of affecting his/her professional judgment.**

Clarification of Principle:

- a. Whether a gift, incentive, or other item of consideration shall be viewed to affect, or give the appearance of affecting, a dietetics practitioner's professional judgment is dependent on all factors relating to the transaction, including the amount or value of the consideration, the likelihood that the practitioner's judgment will or is intended to be affected, the position held by the practitioner, and whether the consideration is offered or generally available to persons other than the practitioner.
- b. It shall not be a violation of this principle for a dietetics

practitioner to accept compensation as a consultant or employee or as part of a research grant or corporate sponsorship program, provided the relationship is openly disclosed and the practitioner acts with integrity in performing the services or responsibilities.

- c. This principle shall not preclude a dietetics practitioner from accepting gifts of nominal value, attendance at educational programs, meals in connection with educational exchanges of information, free samples of products, or similar items, as long as such items are not offered in exchange for or with the expectation of, and do not result in, conduct or services that are contrary to the practitioner's professional judgment.
- d. The test for appearance of impropriety is whether the conduct would create in reasonable minds a perception that the dietetics practitioner's ability to carry out professional responsibilities with integrity, impartiality, and competence is impaired.

Responsibilities to Colleagues and Other Professionals

19. The dietetics practitioner demonstrates respect for the values, rights, knowledge, and skills of colleagues and other professionals.

- a. The dietetics practitioner does not engage in dishonest, misleading, or inappropriate business practices that demonstrate a disregard for the rights or interests of others.
- b. The dietetics practitioner provides objective evaluations of performance for employees and coworkers, candidates for employment, students, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.

PROCESS FOR CONSIDERATION OF ETHICS ISSUES

In accordance with ADA's Code of Ethics, a process has been established

for consideration of ethics issues. This process defines the procedure for review of and response to ethics complaints, including hearings, disciplinary action, and appeals. The process was approved on June 2, 2009, by the ADA Board of Directors, the House of Delegates, and the Commission on Dietetic Registration.

Committee

A three (3)-person committee, comprised of members of ADA and/or CDR-credentialed practitioners, will be appointed to handle all ethics matters. One person will be appointed each year by the president-elect of ADA, the chairperson of CDR, or the speaker-elect of the House of Delegates (based on the expired term). Terms of office will be for three (3) years. Terms will be staggered to allow for continuity. The chairship will rotate among the three (3) committee members. The chairship will be awarded to the person moving into the third year of the three (3)-year term of office.

The Committee will have authority to consult with subject experts as necessary to conduct its business. The Committee may perform such other educational activities as might be necessary to assist members and credentialed practitioners to understand the Code of Ethics.

Ethics Opinions

The Committee may issue opinions on ethics issues under the Code of Ethics on its own initiative or in response to a member's or credentialed practitioner's request. These opinions will be available to members and credentialed practitioners to guide their conduct, and will also be available to the public. Situations may be factual or hypothetical, but no names will be disclosed.

Ethics Cases

Preamble. The enforcement procedures are intended to permit a fair resolution of disputes on ethical practices in a manner that protects the rights of individuals while promoting understanding and ethical practice. The Ethics Committee has the authority and flexibility to determine the best way to resolve a dispute, including educational means where appropriate.

1. Complaint

A complaint that a member or credentialed practitioner has allegedly violated the Code of Ethics for the Profession of Dietetics must be submitted in writing on the appropriate form to the Ethics Committee.

The complaint must be made within one (1) year of the date that the complainant (person making complaint) first became aware of the alleged violation or within one (1) year from the issuance of a final decision in an administrative, licensure board, or judicial action involving the facts asserted in the complaint.

The complainant need not be a member of ADA nor a practitioner credentialed by CDR.

The complaint must contain details on the activities complained of; the basis for complainant's knowledge of these activities; names, addresses, and telephone numbers of all persons involved or who might have knowledge of the activities; and whether the complaint has been submitted to a court, an administrative body, or a state licensure board. The complaint must also cite the section(s) of the Code of Ethics for the Profession of Dietetics allegedly violated.

The complaint must be signed and sworn to by the complainant(s).

2. Preliminary Review of Complaint

The chair of the Ethics Committee, legal counsel for ADA, and appropriate staff will review the complaint to determine whether all the required information has been submitted by the complainant and whether an ethics question is involved.

If a complaint is made regarding an alleged violation of the Code of Ethics for the Profession of Dietetics and a similar complaint is already under consideration regarding the same individual by a state licensure board of examiners, an administrative body, or a court of law, the Ethics Committee will not process the complaint until a final decision has been issued.

3. Response

If the preliminary review determines that the process should proceed, the ADA staff or chair of

the Ethics Committee will notify the respondent (person against whom the complaint is made) that a complaint has been made.

The notice will be sent from the staff via certified mail, return-receipt requested. The respondent will be sent a copy of the complaint, the Code of Ethics for the Profession of Dietetics, the Review Process, and the Response to Complaint form.

The respondent will have thirty (30) days from receipt of the notification in which to submit a response. The response must be signed and sworn to by the respondent(s).

If the Ethics Committee does not receive a response, the chair of the Ethics Committee or his or her designee will contact the respondent by telephone. If contact with the respondent is still not made, a written notice will be sent. Failure to reach the respondent will not prevent the Committee from proceeding with the investigation.

The response submitted to the Ethics Committee by the respondent, may, upon request by the complainant, be provided to the complainant following the decision of the Committee.

4. *Ethics Committee Review*

The chair of the Ethics Committee will add the complaint and response to the Committee's agenda, after consultation with legal counsel and appropriate staff. The complaint and the response will be reviewed by the Ethics Committee.

The Committee has broad discretion to determine how to proceed, including, but not limited to, dismissing the complaint, requesting further information from the parties, resolving the case through educational activities, holding a hearing as specified hereafter, or in any other way deemed advisable. The Committee may use experts to assist it in reviewing the complaint and response and determining further action.

At the appropriate time, the Ethics Committee will notify the complainant and the respondent of its decision, which may include the Committee's preliminary opinion with a request that the respondent take certain actions, including, but

not limited to, successful completion of continuing professional education in designated areas, or supervised practice based on the terms to be set forth by the Committee.

The Ethics Committee may also recommend appropriate remedial action to the parties, which if undertaken, would resolve the matter.

The Ethics Committee may recommend, in its discretion, that a hearing be held subject to the other provisions of these procedures.

5. *Licensure Board Action or Final Judicial or Administrative Action*

When the Ethics Committee is informed by a state licensure body that a person subject to the Code of Ethics for the Profession of Dietetics has had his or her license suspended or revoked for reasons covered by the Code, the Committee may take appropriate disciplinary action without a formal hearing.

When a person has been finally adjudged or has admitted to committing a misdemeanor or felony as specified in Principle 4 of the Code, the Committee may take appropriate disciplinary action without a formal hearing.

6. *Hearings*

A. *General*

Hearings shall be held as determined by the Ethics Committee under the following guidelines.

Hearing dates will be established by the chairman of the Ethics Committee. All hearings will be held in Chicago, IL.

The Ethics Committee will notify the respondent and the complainant by certified mail, return-receipt requested, of the date, time, and place of the hearing.

The respondent may request a copy of the file on the case and will be allowed at least one postponement, provided the request for postponement is received by ADA at least fourteen (14) days before the hearing date.

B. *Conduct of Hearings*

The chair of the Ethics Committee will conduct a hearing

with appropriate staff and legal counsel present. Individuals who have no conflict of interest will be appointed.

In the event that any Ethics Committee member cannot serve on the hearing panel for any reason, a replacement will be appointed by the representative of the original body that made the appointment, either the ADA president, the CDR chairperson, or the speaker of the House of Delegates as appropriate.

The parties shall have the right to appear, to present witnesses and evidence, to cross-examine the opposing party and adverse witnesses, and to have legal counsel present. Legal counsel for the parties may advise their clients, but may only participate in the hearings with the permission of the chair.

The hearing is the sole opportunity for the participants to present their positions.

Three members of the Ethics Committee shall constitute a quorum. Affirmative vote of two thirds (2/3) of the members voting will be required to reach a decision.

A transcript will be prepared and will be available to the parties at cost.

C. *Costs*

ADA will bear the costs for the Ethics Committee, legal counsel, staff, and any other parties called by ADA. ADA will bear the travel costs and one (1) night's hotel expenses for the complainant and respondent and one person that each chooses to bring, provided that such person is necessary to the conduct of the hearing as determined by the chair of the Ethics Committee. The Ethics Committee shall issue regulations to govern the payment of these expenses, which shall be incorporated and made part of these procedures.

The respondent and the complainant will be responsible for all costs and fees incurred in their preparation for and attendance at the hear-

ing, except expenses for travel and hotel as stated above.

D. Decision

The Ethics Committee will render a written decision specifying the reasons therefore and citing the provision(s) of the Code of Ethics for the Profession of Dietetics that may have been violated. The Committee will decide that:

- 1) the respondent is acquitted;
- 2) educational opportunities are pursued;
- 3) the respondent is censured, placed on probation, suspended, or expelled from ADA; and/or
- 4) the credential of the respondent is suspended or revoked by the CDR of the ADA.

The decision of the Ethics Committee will be sent to the respondent and the complainant as soon as practicable after the hearing.

7. *Request by Complainant for Review of Respondent's Response*

The Ethics Committee will, except where the response contains information that the Committee determines for good reasons should not be shared, grant the request of a complainant to review the response received from the respondent in an ethics case, provided the request is made within thirty (30) days of notification of the final action of the Ethics Committee. The complainant will be required to maintain confidentiality of the documentation and to refrain from sharing it with any other third parties or individuals. The complainant will have twenty (20) days to advise the Ethics Committee as to any comments, concerns, or issues with regard to the respondent's response, but the Committee shall have no obligation to take further action. The respondent will be notified of the Committee's action to release the response to the complainant.

A. The materials describing the ethics complaint process, including those materials provided to the complainants and respondents, shall be amended to disclose the fact that a respondent's response may be

made available to the complainant.

- B. Any request to review the respondent's response must be submitted in writing (electronic or mail) no later than thirty (30) days after final action by the Committee.
- C. ADA staff will notify the Ethics Committee of the request and will provide a timeline for addressing it.
- D. Within five (5) business days of the request being received, the Committee will advise the respondent that the complainant has made the request and is being given access to the response. The requested documentation will be sent to the complainant via express mail to ensure delivery.
- E. The complainant will be required to commit in writing to maintain the confidentiality of the documentation by signing a statement to this effect.
- F. Any comments, concerns, or issues with the respondent's response must be communicated to ADA staff within twenty (20) days in writing (electronic or mail). ADA staff will add the complainant's comments, concerns, or issues onto the agenda of the next Ethics Committee conference call or meeting. The Committee will determine whether further action is necessary and shall communicate its determination to the complainant.
- G. The complainant will return the documents after review via UPS at the expense of ADA within twenty-five (25) days.

8. *Definitions of Disciplinary Action*

Censure: A written reprimand expressing disapproval of conduct. It carries no loss of membership or registration status, but may result in removal from office at the national, state, and district levels and from committee membership.

Time frame: Not applicable to the disciplinary action.

Probation: A directive to allow for correction of behavior specified in Principle 7 of the Code of Ethics for the Profession of Dietetics. It may include mandatory

participation in remedial programs (eg, education, professional counseling, and peer assistance). Failure to successfully complete these programs may result in other disciplinary action being taken. It carries no loss of membership or registration status, but may result in removal from office at the national, state, and district levels and from committee membership.

Time frame: Specified time to be decided on a case-by-case basis.

Suspension: Temporary loss of membership and all membership benefits and privileges for a specified time with the exception of retention of coverage under health and disability insurance. ADA group malpractice insurance will not be available and will not be renewed during the suspension period.

Time frame: Specified time to be decided on a case-by-case basis.

Suspension of Registration: Temporary loss of credential and all benefits and privileges for a specified period of time. It may include mandatory participation in remedial programs (eg, education, professional counseling, and peer assistance).

At the end of the specified suspension period, membership and registration benefits and privileges are automatically restored.

Time frame: Specified time to be decided on a case-by-case basis.

Expulsion: Removal from membership and a loss of all benefits and privileges.

Time frame: May apply for reinstatement after a five (5)-year period has elapsed or sooner if the basis for the expulsion has been removed, with payment of a reinstatement fee. The individual must meet membership requirements in effect at the time of the application for reinstatement.

Revocation of Credential: Loss of registration status and removal from registry; loss of all benefits and privileges. Upon revocation, the former credentialed practitioner shall return the registration identification card to CDR.

Time frame: Specified time for reapplication to be decided on a case-by-case basis, but, at minimum, current recertification re-

quirements would need to be met. A credential will not be issued until CDR determines that the reasons for revocation have been removed.

9. Appeals

A. General

Only the respondent may appeal an adverse decision to ADA. During the appeals process, the membership and registration status of the respondent remains unchanged.

The ADA president, the chairperson of CDR, and the speaker of the House of Delegates shall each appoint one person to hear the appeal. These individuals shall constitute the Appeals Committee for that particular case. Individuals who have no conflict of interest will be appointed.

B. Recourse to the Appeals Committee

To request a hearing before the Appeals Committee, the respondent/appellant shall notify the appropriate staff at ADA headquarters, by certified mail, return-receipt requested, that the respondent wishes to appeal the decision. This notification must be received within thirty (30) calendar days after receipt of the letter advising the respondent/appellant of the Ethics Committee's decision.

C. Contents

The appeal must be in writing and contain, at a minimum, the following information:

1. The decision being appealed.
2. The date of the decision.
3. Why the individual feels the decision is wrong or was improperly rendered (See E, "Scope of Review").
4. The redress sought by the individual.
5. The appeal will be signed and sworn to.

If the appeal does not contain the information listed above, it will be returned to the individual who will be given ten (10) calendar days to resubmit. Failure to furnish the required information

within ten (10) calendar days will result in the appeal being waived.

D. Procedures

Upon receipt of this notification, appropriate staff shall promptly notify the chair of the Appeals Committee that the respondent/appellant is appealing a decision made by the Ethics Committee.

The Appeals Committee chair shall acknowledge the appeal and request a copy of the relevant written information on the case from appropriate staff.

1. Location and participants
 - a. All appeals hearings will be held in Chicago, IL.
 - b. The complainant/appellee, the respondent/appellant, and the chair of the Ethics Committee will have the opportunity to participate in the appeals hearing.
 - c. The parties may have legal counsel present, who may advise their clients, but may only participate in the hearings with the permission of the chair.
 - d. Attendance at the hearing will be limited to persons determined by the chair to have a direct connection with the appeal and appropriate staff and legal counsel.
2. Conduct of the hearing

The three (3) parties involved in the appeal will be given the opportunity to state why the decision and/or disciplinary action of the Ethics Committee should be upheld, modified, or reversed.

E. Scope of Review

The Appeals Committee will only determine whether the Ethics Committee committed procedural error that affected its decision, whether the Ethics Committee's decision was contrary to the weight of the evidence presented to it, or whether there is new and substantial evidence that would likely have affected the Ethics Committee's decision that was

unavailable to the parties at the time of the Ethics Committee's hearing for reasons beyond their control.

In reviewing the decision of the Ethics Committee, the Appeals Committee shall consider only the transcript of the hearing and the evidence presented to the Ethics Committee.

F. Record of Hearing

A transcript will be prepared and will be maintained in the case file.

G. Decision of Appeals Committee

1. The Appeals Committee shall prepare a written decision stating the reasons therefore. The decision shall be to affirm, modify, or reject the decision and/or disciplinary action of the Ethics Committee or to remand the case to the Ethics Committee with instructions for further proceedings.
2. Decisions of the Appeals Committee will be final.

H. Costs

ADA will bear the costs for the Appeals Committee, staff, and legal counsel, and any parties called by ADA. ADA will bear the travel and one night's hotel expenses for the respondent/appellant, the complainant/appellee, and the chair of the Ethics Committee. The Ethics Committee shall issue regulations to govern the payment of these expenses, which shall be incorporated and made part of this procedure.

The respondent/appellant and the complainant/appellee will be responsible for all costs and fees incurred in their preparation for and attendance at the hearing, except expenses for travel and hotel as stated above.

10. Notification of Adverse Action

If the respondent is disciplined by the Ethics Committee and does not appeal the decision, the chair of the Ethics Committee will notify the appropriate ADA organizational units, CDR, the affiliate dietetic association, appropriate licensure boards, and governmental and private bodies within thirty (30) days after notification of the final decision.

In the event the respondent ap-

peals a decision to discipline him or her and the Ethics Committee decision is affirmed or modified, similar notification will be made by the chair of the Ethics Committee.

In response to an inquiry about registration status, the Office on Dietetic Credentialing will state only whether a person is currently registered.

11. *Record Keeping*

A. Records will be kept for a period of time after the disposition of the case in accordance with ADA's record retention policy.

B. Information will be provided only upon written request and affirmative response from ADA's legal counsel.

12. *Confidentiality Procedures*

The following procedures have been developed to protect the confidentiality of both the complainant and the respondent in the investigation of a complaint of an alleged violation of the Code of Ethics for the Profession of Dietetics:

A. The need for confidentiality will be stressed in initial communications with all parties.

B. Committee members will refrain from discussing the complaint and hearing outside of official committee business pertaining to the complaint and hearing.

C. If the hearing on a complaint carries over to the next Committee, the complaint will be heard by the original Committee to hear the complaint.

D. Communication with ADA witnesses will be the responsibility of the Committee chair or staff liaison.

E. Witnesses who testify on behalf of ADA will be informed of the confidentiality requirements and agree to abide by them.

F. The Committee chair will stress the importance of confi-

dentiality at the time of the hearing.

G. To ensure confidentiality, the only record of the hearing will be the official transcript and accompanying materials, which will be kept at ADA offices. All other materials that were mailed or distributed to committee members should be returned to ADA staff, along with any notes taken by Committee members.

H. The transcript will be available if there is an appeal of the Ethics Committee's decision and only to the parties, Ethics Committee members, Appeals Committee members, ADA legal counsel, and staff directly involved with the appeal.

Recognition is given to the members of the Code of Ethics Task Force for their contributions: Marianne Smith Edge, MS, RD, LD, FADA, Chair; Alice Beth J. Fornari, EdD, RD; Cheryl A Bittle, PhD, RD, LD; Doris Derelian, PhD, JD, RD, FADA; Jana Kicklighter, PhD, RD, LD; Leonard Pringle, DTR; Harold Holler, RD, LDN, ADA Staff; Chris Reidy, RD, CDR Staff; J. Craig Busey, JD, former ADA Legal Counsel.

DPND HANDBOOK APPENDIX D

Verification Statement Request Form



**DIDACTIC PROGRAM IN NUTRITION AND DIETETICS (DPND)
Verification Statement Request Form**

A verification statement is the document you will receive from the DPND Director after completing the required courses for the DPND. Preparation of the verification statement cannot take place until *after* the Office of the Registrar has posted your bachelor's degree with passing grades in all courses and you have requested an official transcript be sent to the DPND Director. Your mother's maiden name and your date of birth are required for completion of the verification statement. This signed form and your verification statement will be permanently stored in the Department of Family and Consumer Sciences.

The DPND Director will prepare your verification statement approximately 30 to 45 days after you have graduated or met the DPND requirements. Please do not expect it earlier. Please complete the requested information below and return this completed form to the DPND Director before graduation.

Last Name	First Name	Full Middle Name
-----------	------------	------------------

Maiden Name if applicable

Address (to which your verification statement should be sent):

Phone number and permanent email address (NOT your UW email):

By signing below, you agree that you understand your Verification Statement will be prepared 30-45 days after graduation or completion of DPND requirements. Your signature also indicates you agree not to contact the DPND Director regarding the status of your verification statement until after 45 days.

Signature _____

Date _____

Graduation Date _____