

UNIVERSITY
OF WYOMING

Graduate
Program in
Nutrition and
Dietetics

STUDENT HANDBOOK

University of Wyoming

Graduate Program in Nutrition and Dietetics (GPND)

Updated April 2026

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, gender, national origin, disability, age, veteran status, sexual orientation, or political belief.

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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 Commission on Dietetic Registration (CDR) credentialing exam. 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 an RDN, the following steps must be taken.

1. As of January 1, 2024, you must complete a master's degree at a U.S. regionally accredited college or university in which 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), an Individualized Supervised Practice Pathway (ISPP), or by completing all Supervised Experiential Learning (SEL) requirements, including at least 1,000 SEL hours.
3. After completion of your graduate academic coursework 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 <https://www.cdrnet.org>.

NOTE: Many states have regulatory laws for RDNs. Often these individual state requirements can be met through the same combination of education and training required to become an RDN. As of July 1, 2012, RDNs practicing in the state of Wyoming must be licensed.

As an ACEND Future Education Model Graduate Degree Program, the Graduate Program in Nutrition and Dietetics (GPND) at the University of Wyoming (UW) includes a Master of Science degree (MS) and the required supervised experiential learning (SEL) hours to be eligible to sit for the Registered Dietitian Nutritionist examination. Upon successful completion of the GPND, graduates will have earned an MS and all SEL requirements qualifying them to sit for the CDR examination.

GPND MISSION

The mission of the GPND at the University of Wyoming is to equip graduates with the knowledge, skills, and experiential learning required to succeed as a Registered Dietitian Nutritionist (RDN). We aim to prepare credentialed graduates to become proactive leaders who enhance the physical, social, and economic well-being of individuals, families, and rural communities. By promoting healthy and sustainable living across the lifespan, we uphold the values of lifelong learning, community engagement, and discovery, empowering graduates to contribute to sustainable systems in Wyoming and beyond.

GPND GOALS & OBJECTIVES

Goal 1: To prepare program graduates to be successful in their career as professionals in the field of nutrition and dietetics.

Objectives

1. At least 80% of program students will complete program/degree requirements within 2.25 years (150% of program length). *
2. Of graduates who seek employment, at least 80% are employed in nutrition and dietetics or related fields within 12 months of graduation. *
3. At least 80% of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion. *
4. The program's one-year pass rate (graduates who pass the registration examination within one year on first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%. *
5. At least 70% of employers who respond to the employer survey will rate graduate preparation for entry-level practice as average or higher. *

(*ACEND-required program objectives.)

Goal 2: To prepare program graduates to participate in lifelong learning, leadership roles, and civic engagement.

Objectives

1. At least 40% of program graduates who respond to the Alumni Survey will indicate they have an advanced certification (e.g., board-certified specialist in sports dietetics, certified diabetes care and education specialist etc.)
2. At least 40% 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. At least 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.

GPND outcome data are available upon request. Please contact Jeff Gilis at jgilis@uwyo.edu.

GPND 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 program 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 2190
Chicago, IL 60606-6995
Phone: (800) 877-1600 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 GPND at UW is a candidacy program in Cohort 4 for the Future Education Model Graduate Program (FEM-GP).

EQUITABLE TREATMENT

UW is an equal opportunity/affirmative action institution. Persons seeking admission or access to programs of UW shall be considered without regard to race, color, religion, sex, national origin, disability, age, veteran status, sexual orientation, or political belief. Furthermore, faculty are required to complete training addressing a safe work environment. Topics include ethics in the workplace and harassment and discrimination. Training is required for all employees upon hire, and refresher training requirements are determined by Human Resources. Trainings are also provided to all preceptors as optional resources. Semesterly and annual check-ins, informed by student feedback, with preceptors and faculty facilitate discussion of the learning environment and ensure preceptors, faculty, and facilities are providing inclusive, safe spaces that foster a positive learning experience.

Further information, as well as links to file a report, can be found at the following link: <https://www.uwyo.edu/reportit/eorr/index.html>.

ADMISSION REQUIREMENTS AND APPLICATION PROTOCOL

Internal Undergraduate Students

The GPND at UW is housed in the Department of Family and Consumer Sciences (FCS). Entrance into the GPND is gained only through an application process. Students will be eligible to apply to the GPND after the Spring semester of their Junior year if they have completed the required list of prerequisite courses and meet the established minimum cumulative grade point average (GPA). The Graduate Record Examination (GRE) is not required for admittance. Once admitted into the GPND, students must maintain a minimum GPA of 3.0 and receive a minimum C grade letter in every course in the program, including those taken in the semester of entry, to earn a Verification Statement to take the CDR Examination. Courses with grades 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 on probation from the GPND. 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.

Internal applicants must follow the admission protocol outlined in *Appendix A*. The GPND application for internal candidates must be completed in DICAS and include a personal statement of career goals, transcripts from all universities/colleges attended, three letters of reference, a resume of nutrition-related work and volunteer experience, and a candidate interview.

External Students with Existing Bachelor's Degrees and Transfer Students

If you have an existing bachelor's degree from another institution outside of UW and are interested in applying to the GPND, you must first meet all UW general admission requirements. The GPND Director will evaluate the student's academic prior learning and identify the remaining coursework needed to qualify for the GPND. 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 GPND professional classes, the program director may request to see course syllabi and/or textbooks. Although some course substitutions may be made, please note that to obtain a Verification Statement to take the CDR Examination from the UW GPND, the following courses must be taken from UW: FCSC 5149 Foodservice Management and Leadership Experience, FCSC 5148 Community and Public Health Nutrition Experience, FCSC 5240 Clinical Nutrition Experience I, FCSC 5250 Clinical Nutrition Experience II, FCSC 5260 Clinical Nutrition Experience III, FCSC 5210 Therapeutic Nutrition I, FCSC 5220 Therapeutic Nutrition II, FCSC 5230 Therapeutic Nutrition Counseling, and FCSC 5950 Dietetics Capstone. 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 qualification to apply to the GPND, 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 GPND. Although some course substitutions may be made, please note that in order to obtain a Verification Statement to take the CDR Examination from the UW GPND, the following courses must be taken from UW: FCSC 5149 Foodservice Management and Leadership Experience, FCSC 5148 Community and Public Health Nutrition Experience, FCSC 5240 Clinical Nutrition Experience I, FCSC 5250 Clinical Nutrition Experience II, FCSC 5260 Clinical Nutrition Experience III, FCSC 5210 Therapeutic Nutrition I, FCSC 5220 Therapeutic Nutrition II, FCSC 5230 Therapeutic Nutrition Counseling, and FCSC 5950 Dietetics Capstone. All courses required for a Verification Statement must be completed with a grade of C or better.

An outline of the admission protocol for external applicants can be found in *Appendix A*. The GPND application for external candidates must include a complete DICAS application, personal statement of career goals and their reason for applying, transcripts from all universities/colleges attended, three reference letters, a resume of nutrition related work and volunteer experience, and a candidate interview.

PROGRAM OF STUDY

The GPND requires a minimum of 31 graduate credit hours, at least 1,120 approved SEL hours, and passing of all ACEND outlined competencies using Competency-Based Education (CBE). For internal students getting their BS before entering the GPND, a minimum of 120 undergraduate credit hours is required. This includes University Studies courses (general education requirements also known as USP), FCS core courses, and specific dietetics courses as described in the [University of Wyoming Catalog](#) and the recommended Program of Study found in *Appendix B*.

The stand-alone GPND is structured for 1.5 years or 18 consecutive months starting in the Spring semester where internal students can simultaneously take undergraduate and graduate level courses as

approved by UW and external students have room to take elective credits to remain a full-time student. Proper course sequencing is critical to the successful completion of degrees and SEL hours within the desired time frame.

COMPETENCIES AND PERFORMANCE INDICATORS

The GPND will provide an integrative approach to didactic and experiential learning within the curriculum by complimenting the academic coursework with SEL hours, so that students successfully meet the CBE requirements outlined by ACEND. CBE incorporates a “Knows, Shows, or Does” rubric that promotes work readiness for health care practice. There are 37 competencies to assess and multiple performance indicators (PIs) within each competency. A comprehensive list of competencies and PIs can be found in the [2022 ACEND Accreditation Standards for Nutrition and Dietetics Graduate Degree Programs](#).

The GPND curriculum has been mapped so that all competencies and PIs are substantially covered within the curriculum at the required competency level of the “Knows, Shows, or Does” in Miller’s Pyramid. Coursework facilitates learning and foundational knowledge through a variety of traditional learning assessments including but not limited to quizzes, exams, case studies, and term papers. To facilitate foundational knowledge, faculty actively engage students in class and use a variety of classroom activities such as poll everywhere questions or knowledge check/discussion questions embedded throughout the course to allow students opportunities to recall knowledge learned. Faculty also incorporate more non-traditional learning activities such as interactive learning games that aid in knowledge acquisition prior to more formal knowledge assessments on quizzes and exams. All coursework incorporates some form of experiential learning such as case studies, skills labs, simulations, role play, presentations, or mock counseling sessions that facilitate student achievement of knowledge requirements at the required competency level of either “Knows, Shows, or Does.” In addition, all coursework will incorporate reflective learning practices as a component of assignments to facilitate student learning using Gibb’s reflective learning cycle.

SUPERVISED EXPERIENTIAL LEARNING REQUIREMENTS

Supervised experiential learning (SEL) is a required component of certain classes in the GPND curriculum. The purpose of SEL is to facilitate career preparation by providing students with opportunities to expand on knowledge and skills gained in the classroom and expound on the ‘Does’ portion of CBE. SEL sites for courses are organized by the GPND Director in collaboration with the course instructor. More information about SEL site guidelines can be found below in *Policies and Procedures Related to Affiliation Agreements*.

SEL Hours

In the GPND curriculum, approximately 17 credit hours are rotations at SEL sites. This equates to approximately 1,120 SEL hours. To receive a Verification Statement, you must complete the GPND’s

required 1,120 SEL hours and all 31 credits of graduate academic coursework. Below is a breakdown of SEL hours per semester and rotational course:

- Semester 1 (Spring): FCSC 5149 - Foodservice Management & Leadership Experience
 - 2 credits: 165 SEL hours [150 hours at the site (10 hours/week for 15 weeks) + 15 hours in class]
- Semester 2 (Summer): FCSC 5148 - Community and Public Health Nutrition Experience
 - 5 credits: 275 SEL hours [240 hours at the site (24 hours/week for 10 weeks) + 35 hours in class]
- Semester 3 (Fall): FCSC 5240 - Clinical Nutrition Experience I
 - 2 credits: 165 SEL hours [150 hours at the site (10 hours/week for 15 weeks) + 15 hours in class]
- Semester 4 (Spring): FCSC 5250 - Clinical Nutrition Experience II
 - 2 credits: 165 SEL hours [150 hours at the site (10 hours/week for 15 weeks) + 15 hours in class]
- Semester 5 (Summer): FCSC 5260 - Clinical Nutrition Experience III
 - 6 credits: 350 SEL hours [320 hours at the site (32 hours/week for 10 weeks) + 30 hours in class]

Professional Liability Insurance

Students are required to purchase professional liability insurance. Liability insurance is a requirement for our affiliation agreements for most of our SEL facilities; therefore, student liability insurance is required and needs to provide \$1,000,000/\$3,000,000 coverage. We recommend students purchase coverage through [Proliability](#).

Criminal Background Checks

All students are required to complete state and national background checks prior to starting at any SEL sites. The results of these background checks will be provided directly to the GPND Director. Should any issues arise within the results of these background checks, all pertinent information will be shared directly with the preceptor(s) at the SEL sites prior to students arriving on-site.

Drug Testing

To meet all individual site requirements, students may be required to undergo drug testing. Students should clarify the type of screening needed with their preceptor, the volunteer coordinator, or the Human Resource Department of the specific site. If a student is taking a prescription medication that will show up on the screen (e.g., Ritalin), it is recommended to have the drug screening done at the physician's office so that they can verify the drug is prescribed under a doctor's care. Students will also need to clarify the time frame in which the testing should be completed.

Safety/Liability in Travel During SEL

Students are responsible for providing their own transportation and assuming the costs of travel to and from assigned experiential learning sites. Students assume full liability for negligence or any incidents during travel. If students use a UW vehicle, pursuant to university policies, the University is liable for its negligence if policies are followed, and the use is for official University purposes. Details on UW Vehicle Use can be found in the [UW Vehicle Policy](#).

Student Health Requirements

Per University & SEL site requirements, students are responsible for completing their Measles, Mumps, and Rubella (MMR), Varicella, current Influenza, current COVID-19, Hepatitis B series, and current TDAP immunizations, as well as a current 2-step negative tuberculosis (TB) test. Students are also required to show record of vision screening for color blindness.

Injury or Illness Incurred While in a SEL Site

Unless the University is negligent and causes the injury or illness, such injury or illness is the student's responsibility. If a student experiences an injury, illness, or other adverse event while at a facility, neither the University nor the facility is responsible or liable.

See *Appendix C* for the UW Risk Management Mandatory SEL Form for more information about the risks and responsibilities of students during SEL rotations.

ASSESSMENT OF STUDENT LEARNING AND PERFORMANCE

Student competency achievement will be tracked using manual tracking on a secure excel spreadsheet for SEL hours and completion of performance indicators and required competencies. Students must complete all program competencies with a minimum of 73% or equivalent to a rating of 4-6 (meets expectations) on a 9-point Likert scale. The GPND Director will collect competency assessment data each semester to ensure students are on track to complete all required competencies by graduation.

Course instructors use various assessment tools to evaluate student learning and competency achievement throughout the GPND. Specific competency assessment tools are described in course syllabi and/or by course instructors. Some examples include, but are not limited to, case studies, projects, research papers, quizzes, exams, simulations, observation cards, and role playing.

The GPND Director and/or assigned faculty advisors also track student progress using early alert, 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 their 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, they must retake it the next semester it is offered to remain in the

program (see Program Retention and Remediation Procedures below).

Summative data, including RD exam pass rates and curriculum feedback from GPND graduates, will be collected annually. Individual course evaluations will be given to enrolled GPND students each semester. An annual report will be provided to all HNF/GPND faculty and the FCS Department Head during the Fall semester. Discussion of program data to inform curriculum improvements is the primary outcome of the annual report. Further discussion of curriculum improvements based on program data will occur regularly throughout the academic year during weekly HNF/GPND faculty meetings.

Students can access their own files through WyoCourses and upon request to the GPND Director.

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 [UW Graduate Education Regulations and Policies](#) also provide the minimum requirements for any advanced degree.

For a comprehensive list of all policies, procedures, and student support services available to UW graduate students see [Graduate Education Services](#).

POLICIES AND PROCEDURES RELATED TO AFFILIATION AGREEMENTS

Issuance of Agreements with SEL Sites

UW will make every effort to obtain affiliation with potential SEL sites. The GPND Director will work to ensure an appropriate representative from each site is provided with an opportunity to sign an affiliation agreement. In most cases, agreements are not required if the site is part of UW. In no instance are sites allowed to use students to replace employees. There will be no compensation as part of the GPND.

Selection Criteria for SEL Sites

The GPND Director will select sites with preceptors willing and able to participate in educating future dietetics professionals. Sites will be considered for their potential to provide students with observational and/or hands-on experiences that are relevant to individual course content and align with course competencies.

Maintenance of Affiliation Agreements with SEL Sites

Students will be given an opportunity to evaluate SEL sites at the end of the semester in which they participate in the rotation. The course instructor or GPND Director will communicate with the preceptor from the site at least once annually to assess the relevance of experiential learning activities. Student evaluations will be reviewed by the course instructor and GPND Director as needed after the semester is finished. The GPND Director will consider student feedback along with any significant changes in course content and/or learning resources at the sites when determining whether sites should be included in future semesters. Sites will no longer be used if the course instructor determines that a site no longer has adequate resources to participate in the education of UW dietetics students.

Proposed supervised experiential learning (SEL) facilities, both internal and external, will be initially evaluated by the program director or other assigned program faculty member to determine the adequacy and appropriateness of the SEL facility. If the program is deemed adequate, the program director or assigned faculty member will evaluate the facility annually to ensure the facility continues to meet the required criteria to be a SEL facility. The affiliating institutions preceptor will coordinate with their facilities general counsel and the University of Wyoming office of general counsel to establish and or renew an affiliation agreement or memorandum of understanding. Internal facilities associated with the University of Wyoming do not require an affiliation agreement or memorandums of understanding (MOU). The University of Wyoming Office of General Counsel will review and issue an affiliation agreement or MOU. Signature Authority has been delegated pursuant to [UW Regulation 7-2: Signature Authority](#). Only those individuals who have been delegated authority can sign contracts, and those individuals are only allowed to sign after the Office of General Counsel approves contracts for signature. All affiliation agreements must include the rights and responsibilities of both the sponsoring organization and affiliating institutions, organizations, and/or agencies. Affiliation agreements must be signed by the sponsoring organization and affiliating institution, organization, or agency prior to student placement at the facility. The program director will be responsible for tracking affiliation agreements expiration dates for external affiliating institutions and will contact the external institution's preceptor and legal department a year prior to the expiration to facilitate affiliation agreement contract renewal.

Agreements will remain in effect for the stated contract length; this may vary from three to ten years. Annual student placement at SEL sites will be dependent upon course enrollment, student preferences, course competencies, and other logistical considerations.

PROGRAM RETENTION AND REMEDIATION PROCEDURES

All students in the GPND must maintain a cumulative GPA of 3.0 or better. If a student's GPA falls below 3.0, the student will be placed on temporary probation from the program. It is an internal program policy that will not be reflected on a student's permanent academic record. The student will be given one term to increase their GPA to 3.0, upon which point probationary status will be removed. If the student is unable to increase their GPA, the student will be dismissed from the program. Students may re-enroll in our department's Human Nutrition and Food concentration or change majors.

Please note that once students are classified graduate level status, students shall be placed on formal academic probation at the end of a semester or Summer session when the student's graduate cumulative

UW grade point average in 4000-level or higher courses is below 3.0 **or** if they have earned Unsatisfactory (U) grades or a grade in six or more graduate credit hours. Academic probation will be part of a student's permanent academic record. Students will be suspended from the university if they earn less than a cumulative 2.0 average at any time, or if they are on probation and earn less than a 3.0 in the next enrollment period and are full-time students, or if they earn less than a 3.0 in the next 12 attempted credits and are part-time, or if they have earned Unsatisfactory (U) grades or grade in six or more credit hours while on probation.

The GPND 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. Students will be encouraged to make an appointment with UW's Advising, Career, and Exploratory Studies Center (ACES).

Students who do not meet a required program competency at the minimum of 73% or equivalent to a rating of 4-6 (meets expectations) on a 9-point Likert scale must resubmit the assignment that assesses the specified competency. Please note that the original assignment grade will remain, but the student must redo the assignment with the required program grade to demonstrate the competency was met.

Program Retention Regarding Attendance

This program is an accelerated 1.5-year program, that includes Summer terms, with didactic coursework and SEL each semester. Vacations must be scheduled during the breaks in the program (breaks before/after Summer courses, Winter Break, Spring Break). Observed holidays within academic semesters include Labor Day, President's Day, Memorial Day, Veteran's Day, Thanksgiving, Independence Day, and Martin Luther King Jr. Day. Leaves of absence are available in certain circumstances and with permission from the GPND Director and course instructor.

DISTANCE EDUCATION

Most courses are delivered in person; however, there are some courses that are offered online through distance education. All synchronous and asynchronous course delivery methods are accessed through the learning management system (WyoCourses/Canvas) to ensure that course content is only accessed by students registered for the course. Correspondence between faculty and students is delivered via the learning management system or the encrypted UW email service. To protect student data and verify student identity, our learning management system and email service are password protected and require dual-factor authentication. In addition, the University utilizes the videoconferencing platform Zoom, that utilizes data encryption and privacy features that only allow students with a meeting ID and passcode to join the course meeting. To support online distance education, UW offers online advising, tutoring, and writing services. Available health support services include disability support services, the Psychology Center, and a counseling center. Disability support services assist with individualized course accommodations, assistive technology, and resource consultations. The Psychology Center offers

psychotherapy and assessment services for distance students in Wyoming. In addition, the counseling center offers in-person and telehealth counseling appointments.

COST OF PROGRAM

GPND 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/>)
- Transportation to off-campus facilities
- Distance education online classes will be assessed a delivery fee
- Professional liability insurance
- Criminal background checks
- Health insurance as per the University requirements
- Immunizations
- Drug testing
- Lab coat
- Slip resistant shoes
- Student membership in the Academy of Nutrition and Dietetics (AND)
- ServSafe Manager Online Test Voucher
- *Nutrition Terminology Reference Manual (eNCPT): Dietetics Language for Nutrition Care* Subscription
- Additional optional costs [e.g., attendance at the annual Food and Nutrition Conference and Expo (FNCE)]
- Computer or Tablet equipped with a camera and microphone

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 GPND Director, or receives less than a C when retaking a course, the student will be dismissed from the GPND and placed back in our department's Human Nutrition and Food concentration unless the student desires to change their major. Once a student is considered graduate level status in the GPND, the student on academic probation will have one academic semester or Summer term to achieve a GPA of 3.0 or repeat a course with an unacceptable grade (i.e., a D or F). Please note that for graduate students, no more than two courses (total of six credit hours) available for graduate credit may be repeated by students at the graduate level. Extenuating circumstances will be considered on a case-by-case basis. Depending on the student's career goals, the GPND Director may advise the student to make an appointment with ACES.

The GPND follows the [University's Academic Dishonesty policy](#), and [Student Code of Conduct](#). The Student Code of Conduct outlines prohibited student conduct and disciplinary procedures. GPND students are expected to behave in a manner consistent with the Code of Ethics for the Profession of Dietetics (see

Appendix D) 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 UW. 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 GPND Director will meet with the student and preceptor or 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 GPND 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 GPND by completing all the GPND application materials. If the student meets all GPND entrance requirements and if there is adequate program capacity, they may be readmitted on probationary status. If the student earns a 3.0 or better during their 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.

The GPND follows [UW Student Financial Services guidelines](#) for withdrawal and refunds. No tuition penalty will be assessed for dropping and adding during the drop/add period. Students who withdraw from individual courses after the end of the drop/add period will not receive a refund unless they go through the All-School Withdrawal process. Mandatory fees, late registration fees, and service fees are not refundable.

COMPLAINTS

Students with a grievance with the GPND are encouraged to discuss their concerns with the GPND Director to resolve the issue. In the event the issue is not resolved, the student can present the grievance to the FCS Department Head. If a resolution cannot be reached, the Department Head will consult with 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 UW 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 2190, Chicago, Illinois 60606-6995 (Phone: 800-877-1600 ext. 5400).

More information on ACEND's procedure for filing a complaint can be found at: <https://www.eatrightpro.org/acend/public-notice-and-announcements/filing-a-complaint>.

The GPND 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 GPND Director holds a GPND information session for prospective students and a pre-advising week seminar as needed for students who have been accepted into the GPND. All GPND students are invited to the pre-advising week seminar through 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 GPND students attend this seminar.

STUDENT DIETETIC ASSOCIATION

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 reflect the image of this organization. Each member is responsible for behaving professionally and dressing appropriately for volunteer activities through SDA. Prospective GPND students are encouraged to be a part of SDA for resume building and experience.

VERIFICATION STATEMENT

The ACEND Verification Statement is an official document that indicates the completion of course requirements for the GPND at the University of Wyoming. Below are the requirements to receive both a Master of Science graduate degree and a Verification Statement through the GPND to be eligible to sit for the CDR Exam:

- Student Program Completion Requirements:
 - Completion of 38 graduate credit hours (31 graduate credits hours for internal students) required in the GPND degree plan
 - Complete courses with grade “C” or better
 - Completion of 1,120 approved SEL hours
 - Pass all ACEND required competencies and performance indicators with a minimum of a 73% or equivalent to a rating of 4-6 (meets expectations) on a 9-point Likert scale
 - Maintain a graduate cumulative GPA 3.0
 - Receive approval from the UW Graduate School

Preparation of the Verification Statement is done *after* the Office of the Registrar posts your degree with passing grades in all courses. Each graduate will be given a single electronic Verification Statement

signed by the GPND Director. A Verification Statement is 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's files. If, in the future, you need a copy of your Verification Statement for employment, or licensure, please make a request in a timely manner to the GPND Director at the University of Wyoming.

ATTENDANCE/ABSENCE/LEAVE OF ABSENCE

Students are advised that it is imperative that they are punctual for all rotations. Students are prohibited from regularly leaving a site before the end of their daily hours for personal reasons. This includes leaving the site early on a regular basis for work or other personal responsibilities. Students who violate this policy will be subject to a written warning, dismissal from the site, and/or removal of the program.

It is recognized that absence from work due to illness or other emergencies is sometimes unavoidable. In the event of delay or absence, students are asked to notify the preceptor before a shift begins and indicate when return is expected. Students must call each day they are unable to attend. The program director should be informed via email within 24 hours of the missed shift, but all preceptors should receive a phone call as soon as safely possible.

The learning experiences missed will have to be made up, depending on the competency involved. Make-up days should be arranged with the preceptor for that rotation and/or the program director. Frequent unexcused absences are grounds for potential dismissal from the GPND.

INCLEMENT WEATHER

Students should exercise caution in hazardous conditions; however, students are expected to report to rotations in inclement weather. Policies for travel during weather emergencies may vary from county to county or state to state and may limit travel to only essential personnel, in which case, the student will not report to the site. When traveling in inclement weather, students should anticipate delays and prepare accordingly. Students are expected to contact the facility if a delay is expected and be prepared to make up any missed time. If bad weather is anticipated, it may be possible for the preceptor to give projects that can be worked on at home. Students are expected to make up any missed hours.

PERSONAL DAYS/HOLIDAYS

Students are not expected to attend SEL sites during holidays or breaks observed by the University of Wyoming (i.e., any days where classes are not held). Students are expected to communicate this in advance of any holiday in question with preceptors.

Time off due to illness, other health issues, or family emergencies will need to be made up in the form of hours added beyond the usual ending date with preceptor approval.

This program is an accelerated 1.5-year program, that includes Summer terms, with didactic coursework and SEL each semester. Vacations must be scheduled during the breaks in the program (breaks before/after Summer courses, Winter Break, Spring Break). Observed holidays within academic semesters include Labor Day, President's Day, Memorial Day, Veteran's Day, Thanksgiving, Independence Day, and Martin Luther King Jr. Day. Leaves of absence are available in certain circumstances and with permission from the GPND Director and course instructor.

RELATIONSHIPS BETWEEN PRECEPTORS AND STUDENTS

Students are expected to maintain a professional relationship with preceptors and all other persons met and interacted with at a rotation site over the course of the entire rotation. As a manner of professionalism and personal safety, students are prohibited from any contact with preceptors or other individuals met through the rotation experience, including interactions off-site, interactions on-site after professional hours have ended, or any other situation outside of the professional realm. This includes email, cell phone, and social media use that is conducted for any reason beyond professional development. Students who violate this policy may be subject to immediate dismissal from the rotation site and/or the GPND. For students who violate this policy resulting in the dismissal of the rotation experience, the GPND Director will not be responsible for securing a replacement rotation site.

Similarly, should a preceptor violate any of the terms written above, their affiliation agreement with the GPND and their ability to supervise GPND students will be terminated immediately and indefinitely. Relationships with students throughout the duration of the rotation are expected to remain entirely professional in nature and romantic or otherwise personal relationships are not tolerated, acceptable, or considered professional conduct.

USE OF TECHNOLOGY AT SEL SITES

Personal laptop or tablet: Preceptors should establish the expectation for personal laptop use at the start of the rotation and as needed. Appropriate use of a personal laptop or tablet during individual rotations will vary according to the site. Student access to site computers may be limited by log in restrictions and preceptors may have projects that will require computer use for research, handout development, or analysis. Preceptors may also allow students to work on journal entries or other assignments during downtime, however, requirements that are assigned by the preceptor while on site and completing the day's work takes priority over course-related work.

Cell phone use: Students are expected to keep cell phones on vibrate/silent at all times while onsite. The use of cell phones, text messaging, and other media formats is prohibited while working at a supervised practice site, except during designated break times. If there is a need to check for and/or receive a call, students must inform the preceptor in advance that an anticipated call is expected. With preceptor approval, the student may excuse themselves to take an important call. Failure to adhere to this requirement may result in dismissal by the site.

Individual preceptors may allow use of electronic devices for work-related tasks, such as researching information not available in other resources, however, preceptor approval must be obtained before using devices for this purpose.

TRAVEL TO/FROM SEL SITES

Students are responsible for providing their own transportation and assuming the costs of travel to and from assigned experiential learning sites. Students assume full liability for negligence or any incidents during travel. If students use a UW vehicle, pursuant to University policies, the University has liability for its negligence as long as policies are followed and the use is for official University purposes. Details on UW Vehicle Use can be found in the UW Vehicle Policy.

DRESS CODE

Students are advised of the following:

Dress codes vary among facilities and ultimately are at the discretion of the preceptor. Casual dress that may be permissible on a college campus is not acceptable in any area of the work environment, which includes affiliations. For example, blue jeans or other jean type pants, yoga pants, cords, cargo pants, capri pants, shorts (casual or dress), midriff tops, open back tops, tube tops, bare shoulders, spaghetti straps, halter dresses, mini-skirts, and t-shirts are examples of

unacceptable clothing types. Sundresses and open-toed shoes are also not acceptable. Sleeveless shirts, unless covered by a jacket, should also be avoided. Note that denim pants/jeans are not considered business casual in most settings. Students must obtain prior approval from the preceptor before wearing jeans/denim when reporting to sites. While preceptors may have additional guidelines, the following dress code protocol should be followed at all times:

- Jewelry should be restricted to a watch and wedding and/or engagement ring. Wearing earrings must comply with site policy.
- Hairnets/hats are generally required in the food production, receiving/storage, and food service areas, though, hair that is restrained may be acceptable depending on department policy or state law. Facial hair, if present, is to be neatly trimmed at all times and may not be permissible depending on site policy.
- Clean, white, or conservative color (beige, brown, or black) leather/faux leather shoes with closed-toes and heels are required – some facilities require that they indicate they are non-skid on the bottom. Thin platforms, high heels, wooden soles, or canvas tennis shoes are unacceptable. Clean leather/faux leather or vinyl athletic shoes may be acceptable.
- Skirts or dresses must be no shorter than 2 inches above the knee.
- Open-toed shoes are typically not allowed. It is suggested that heeled shoes be no greater than 1 1/2" high and rubber-soled as hospital floors are highly polished and often slick.
- Nail polish, if allowed, should be neutral in color.
- Lab coats and scrubs are subject to each sites' guidelines and ultimately are at the discretion of the preceptor.
- Students should always display their program or site-issued nametag on the outside front of their shirt or lab coat/jacket.

STUDENT SIGNATURE PAGE

I acknowledge that I have received, read, understood, and had the opportunity to ask questions regarding the GPND Handbook. I understand and agree to comply with the policies and procedures set forth in this handbook. I understand that not following the expectations set forth in this handbook may result in removal from the GPND in certain circumstances.

Printed Name

Student Signature

Date

APPENDIX A

Applying to the
Graduate Program in Nutrition and Dietetics

College of Agriculture and Natural Resources
Department of Family and Consumer Sciences

Applying to the Graduate Program in Nutrition and Dietetics

Entrance into the Graduate Program in Nutrition and Dietetics (GPND) at the University of Wyoming (UW) is made only through an application process. Applicants will be eligible to apply for the GPND after completing the required list of courses (outlined on the following pages) and meeting the established grade point average (GPA). Students who complete the GPND meet academic requirements approved by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics. Completion of the GPND curriculum and Supervised Experiential Learning (SEL) hours allows students to become eligible to sit for the Commission on Dietetic Registration (CDR) credentialing exam to become a Registered Dietitian Nutritionist (RDN). The GPND at UW is currently a candidacy program for ACEND's Future Education Model Graduate Program.

Internal Student Course Requirements

Each prospective internal student will initially enter the undergraduate Human Nutrition and Food – Dietetics Pathway major, and if accepted into the GPND, students can begin taking graduate coursework during the final semester of their Senior year as approved by UW. This allows students to begin taking graduate level coursework during their undergraduate degree and attain a Master of Science degree and the required Supervised Experiential Learning (SEL) hours to sit for the RDN exam within five academic years. Students should apply to the program in the Fall semester of their Senior year. The recommended program of study can be found in *Appendix B* of the GPND Student Handbook. All internal students are required to initially apply through DICAS and will apply to the University of Wyoming Graduate School only after acceptance into the program.

External Student Course Requirements

External applicants are anyone that is not currently enrolled at UW or in a different major at UW than Human Nutrition & Food. Each prospective external student will initially apply through the DICAS system and then to the University of Wyoming Graduate School only upon acceptance. The GPND program of study can be found in *Appendix B* of the GPND Student Handbook.

Prerequisite Courses

Must have received a C or better in the following equivalent courses:

- Principles of Nutrition
- General Biology
- Human Systems Physiology (or Anatomy & Physiology I & II)
- Fundamentals of Statistics
- Principles of Biochemistry, Clinical Biochemistry, **or** Advanced Biochemistry
- One 3000/4000 level foods class (e.g., Food Systems, Intermediate Foods, Food Safety, Quantitative Food Production)

To be considered competitive, candidates will also have a science-based undergraduate degree and have also taken equivalents to the following courses and received a C or better:

- Life Cycle Nutrition II: Adults and Older Adults
- Life Cycle Nutrition III: Maternal and Infant
- Community Nutrition
- Food Systems Production
- Advanced Nutrition and Metabolism
- Nutrition and Weight Control

Other GPND Requirements

- GRE Requirements:
 - There are no GRE requirements for students who are US citizens
 - International students are required to take the GRE and TOEFL
- GPND Application Requirements:

All Students
<input type="checkbox"/> Complete a DICAS Application
<input type="checkbox"/> Apply to the GPND in August/September immediately prior to the start of the program
<input type="checkbox"/> Have a cumulative GPA of 3.0 (includes all college courses taken at all institutions)
<input type="checkbox"/> Have a "C" or better in all prerequisite courses
<input type="checkbox"/> Complete the GPND Application that includes: <ul style="list-style-type: none"><input type="checkbox"/> Resume<input type="checkbox"/> Personal Statement<input type="checkbox"/> Three Professional Letters of Reference<input type="checkbox"/> All Official Transcripts<input type="checkbox"/> Candidate Interview
<input type="checkbox"/> Apply and gain admission to the University of Wyoming Graduate School only upon acceptance into the GPND

- Requirements to earn a Master of Science graduate degree:
 - Complete 31 graduate credit hours (Internal Track)
 - Complete 38 graduate credit hours (External Track)
 - Maintain a graduate GPA above 3.0
 - Receive approval from the UW Graduate School
- Requirements to earn a Verification Statement to sit for the CDR Exam:
 - Complete at least 1,120 approved SEL hours

- Complete all graduate credit hours associated with the GPND
- Pass all core competencies and performance indicators employing Competency Based Education (CBE) with a “Knows, Shows, Does” rubric

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. The recommended course sequencing can be found in *Appendix B*. 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.
- The application is reviewed by the GPND Director and GPND Management Team.
- An official GPND acceptance letter is prepared by the FCS Department Head and sent to the student with a copy to the GPND Director and the student’s advisor (if applicable).
- Upon acceptance, the student, their advisor, and the GPND Director will outline the student’s program of study and make sure the student is listed as a Human Nutrition and Food major to enter into the GPND upon completion of prerequisites.

*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.

APPENDIX B

Recommended Program of Study

Graduate Program in Nutrition & Dietetics: BS, MS, & SEL (Internal Students)

Internal students are those who are currently attending the University of Wyoming as an undergraduate with a Human Nutrition & Food major.

Course Prefix	Course Number	Course Title	Credit Hours
Year 4 Spring			
GPND Semester 1			
FCSC	3147	Community Nutrition	3
FCSC	4044	Life Cycle Nutrition III – Maternal and Infant	3
FCSC	4147	Nutrition and Weight Control	3
MOLB	4100	Clinical Biochemistry	4
FCSC	5149	Foodservice Management & Leadership Experience	2
		Credit hours subtotal:	<u>15</u>
Year 4 Summer			
GPND Semester 2			
FCSC	5148	Community & Public Health Nutrition Experience	5
		Credit hours subtotal:	<u>5</u>
Year 5 Fall			
GPND Semester 3			
FCSC	5210	Therapeutic Nutrition I: Advanced Nutrition Assessment	4
EDRE	5530	Educational Research	3
FCSC	5240	Clinical Nutrition Experience I	2
		Credit hours subtotal:	<u>9</u>
Year 5 Spring			
GPND Semester 4			
FCSC	5220	Therapeutic Nutrition II: Clinical Conditions and Medical Nutrition Therapy	4
FCSC	5230	Therapeutic Nutrition Counseling	2
FCSC	5250	Clinical Nutrition Experience II	2
FCSC	5950	Dietetics Capstone	1
		Credit hours subtotal:	<u>9</u>
Year 5 Summer			
GPND Semester 5			
FCSC	5260	Clinical Nutrition Experience III	6
		Credit hours subtotal:	<u>6</u>

SEL CLASSES

Graduate Program in Nutrition & Dietetics: MS & SEL (External Students)

External students are those who have *NOT* previously attended the University of Wyoming or come from a different college/department at the University of Wyoming.

Course Prefix	Course Number	Course Title	Credit Hours
GPND Semester 1 - Spring			
FCSC	5147	Nutrition and Weight Control	3
FCSC	5149	Foodservice Management & Leadership Experience	2
		Credit hours subtotal:	<u>5</u>
GPND Semester 2 - Summer			
FCSC	5148	Community & Public Health Nutrition Experience	5
		Credit hours subtotal:	<u>5</u>
GPND Semester 3 - Fall			
FCSC	5210	TN1: Advanced Nutrition Assessment	4
EDRE	5530	Educational Research	3
FCSC	5240	Clinical Nutrition Experience I	2
		Credit hours subtotal:	<u>9</u>
GPND Semester 4 - Spring			
FCSC	5220	TN2: Clinical Conditions and Medical Nutrition Therapy	4
FCSC	5230	Therapeutic Nutrition Counseling	2
FCSC	5250	Clinical Nutrition Experience II	2
FCSC	5950	Dietetics Capstone	1
		Credit hours subtotal:	<u>9</u>
GPND Semester 5 - Summer			
FCSC	5260	Clinical Nutrition Experience III	6
		Credit hours subtotal:	<u>6</u>

SEL CLASSES

APPENDIX C

UW Risk Management Mandatory
Supervised Experiential Learning Form

UNIVERSITY OF WYOMING
ACKNOWLEDGEMENT OF RISK AND RESPONSIBILITIES

As part of my coursework in the Graduate Program in Nutrition and Dietetics, I will be participating in experiential learning. In anticipation of this experiential learning, I acknowledge the following:

- Experiential learning provides an enhanced educational experience;
- Experiential learning contains risks above and beyond those inherent in traditional, classroom learning including, but not limited to, the following:
- Risks associated with driving and other forms of transportation necessary to complete the learning;
- Risks associated with visiting unfamiliar locations to conduct requirement activities (interviews, research, food delivery, education, learning, etc.);
- Risks associated with participating in or visiting homes, businesses or other locations and completing unfamiliar tasks or processes;
- Meeting and/or working with unknown individuals or groups;
- If I will be driving as part of my experiential learning, I must comply with the University Vehicle Policy including requesting driving eligibility from the University;
- If I visit a home, business, or individual residence, I am a guest there and will comply with any rules and be respectful of any reasonable customs or requests of the host. This is important for my safety, the reputation of the University, and the willingness of the host to accommodate future experiential learning;
- If I am scheduling activities with individuals I do not know, I will do so with the utmost concern and planning for my own safety including meeting in public places, with more than one individual present, or with other individuals aware of my plans;
- If I am scheduling a visit to a location conducting hazardous work, I may seek advice from my professor or other UW personnel with regard to ensuring safety during the visit;
- If at any time during an activity or visit off UW property I become concerned for my safety or the safety of any participant, I may end the activity or visit and consult my professor or other UW personnel for assistance;
- I hereby grant permission for the University to give or authorize emergency medical treatment if, in the opinion of the University personnel, it becomes necessary during the experiential learning. I understand and agree the University assumes no responsibility for any injury or damage that might arise out of or in connection with such authorized emergency medical treatment.

I am aware that voluntary participation in this learning activity involves risks including, but not limited to, those identified above and can result in injuries ranging from minor injury to serious injuries such as paralysis or even death. I am aware that such an injury can limit my future life activities, including future earning capacity. Because of the potential dangers and risks, I recognize the importance of following all instructions. I understand that compliance with the above is critical to my safety, the success of the project, and my academic success. I understand that my failure to comply may lead to my personal responsibility for damage or injury to others or myself.

In consideration of the University of Wyoming providing me with the opportunity to participate, I hereby assume all the associated risks and agree to hold the University of Wyoming, its trustees, officers,

employees, agents, representatives, instructors, and volunteers, and the State of Wyoming harmless from any and all liability, actions, causes of action, debts, claims, or demands of any kind and nature whatsoever which may arise by or in connection with my participation. The terms hereof shall serve as a release and assumption of risk for myself, my heirs, estate, executor administrator, assignees, and for all members of my family.

I, being an adult, have read the above statement and fully understand the contents, consequences, and implications of signing this document.

Printed Name:

Signature:

Date:

APPENDIX D

Code of Ethics for the Nutrition and Dietetics Profession

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.

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

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.
3. Academy of Nutrition and Dietetics: Revised 2017 Standards of Practice in Nutrition Care and Standards of Professional Performance for Registered Dietitian Nutritionists. J Acad Nutr Diet. 2018; 118: 132-140.
4. Academy of Nutrition and Dietetics "Diversity Philosophy Statement" (adopted by the House of Delegates and Board of Directors in 1995).

<https://www.eatrightpro.org/practice/code-of-ethics/code-of-ethics-for-the-nutrition-and-dietetics-profession>

