

DIDACTIC PROGRAM
STUDENT HANDBOOK

The Didactic Program in Dietetics
College of Pharmacy and Health Sciences



TEXAS SOUTHERN UNIVERSITY

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WELCOME

Welcome to the Didactic Program (DP) at Texas Southern University. We are delighted that you have chosen to enroll and complete your studies at Texas Southern. Dietetics is one of ten degree programs in the College of Pharmacy and Health Sciences. The College of Pharmacy and Health Sciences offers many varied opportunities to obtain foundational competencies and skills for entry-level level preparation in Dietetic related careers and for obtaining Dietetic internships.

This handbook is designed to provide general knowledge about the Texas Southern University Didactic Program (DP) as well as to answer general questions that you may have about the program. The handbook will help to ensure your successful progression and completion of program requirements. However, you are encouraged to confer with your faculty advisor for course registration and other program guidance and to become familiar with University policies and procedures governing students. Basic contents of this handbook include:

- An Overview of the Program
- Mission of the Program
- Program Goals and Outcome Measures
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- Academic Requirements
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Overview of the Program

The Texas Southern University Didactic Program (DP) is accredited by the Accreditation Council on Education in Nutrition and Dietetics (ACEND) to grant DP verification statements that qualify students to apply for a dietetic internship or coordinated program in nutrition and dietetics. After successful completion of the didactic undergraduate course requirements, students will be eligible to receive a DP verification statement. Dietetics is one of ten degree programs in the College of Pharmacy and Health Sciences.

Mission of the Program

In alignment with the University's mission, the mission and goals of the COPHS, the Dietetics program at Texas Southern University seeks to provide comprehensive experiences designed to prepare students from diverse ethnic and academic backgrounds, especially African Americans and underrepresented minorities, for entry into supervised practice programs leading to eligibility for the CDR credentialing examination to become a registered dietitian nutritionist by providing a series of carefully planned curriculum experiences embracing the academic knowledge/concepts and professional experiences prescribed by ACEND.

Program Goals and Outcomes

Goals and outcome measures of the Dietetics program include:

Goal I: The program will prepare competent graduates for supervised practice to become entry-level registered dietitian nutritionist, graduate programs or entry-level dietetics-related careers.

1. Over a three-year period, at least eighty (80%) of students will complete the program/degree requirements within 150% of the program length.
2. Over a three-year period, at least eighty (80%) of graduates will apply to supervised practice programs or dietetic internships within 12 months of completion of the DP.
3. Over a three-year period, at least fifty percent (50%) of graduates who apply to supervised practice programs or dietetic Internships within 12 months of completion of the DP will be admitted.
4. At least 80% of graduates over a three-year period will pass the CDR credentialing exam for dietitian nutritionists within one year following first attempt.
5. At least eighty percent (80%) of graduates who enter Dietetic Internships (DIs) will receive ratings of satisfactory or better for acceptable preparation for supervised practice.
6. Fifty percent (50%) of graduates will rate their Didactic Program in Dietetics (DPD) preparation as "somewhat agree" or better in the in the following domains: quality of

education in dietetics, clinical nutrition practice skills, community nutrition practice skills, food service practice skills.

Goal 2: The program will prepare graduates that will add to the diversity within the dietetics profession.

1. At least fifty percent (50%) of the graduates will identify themselves as individuals from groups that are underrepresented in the dietetics profession.

Accreditation Status

The Didactic Dietetic program at Texas Southern University is accredited by the Accreditation Council on Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics. The address for the Commission on Accreditation for Dietetics Education is:

Accreditation Council on Education in Nutrition and Dietetics (ACEND)

Academy of Nutrition and Dietetics

120 South Riverside Plaza, Suite 2190

Chicago, Illinois 60606-6995

Phone: 800/877-1600 ext. 5400

Phone: 312/899-0040, ext. 5400

Website: <http://www.eatrightpro.org/resources/acend>

Program Admission/Completion Requirements

Completion of the Dietetics program with a baccalaureate degree and receipt of a verification statement requires successfully earning **120 semester hours, grades of "C" or better** in required **English and Mathematics** courses. Students must earn an overall GPA of 3.0 in all pre-requisite science programs. Additionally, **grades of "B" or better** must be earned **in all major (NUTR) courses**. Students are **allowed six years from the date of admission to the University to complete degree requirements under the catalog in existence when they are admitted** Texas Southern University. Additionally, students must complete the professional phase of the program in 3 years. See university website for appropriate catalog (<http://em.tsu.edu/registrar/catalog.php>).

Admission to the Dietetics program for the 2020-2022 academic years requires student to have a 3.0 grade point average; and the submission of a Declaration of Major form signed by the student, advisor and associate dean to the Registrar. (<http://em.tsu.edu/registrar/catalog.php>).

Students who enter the DPD in the Fall 2021, must make and maintain a 3.0 or better overall GPA in order to remain eligible to continue in the program. They must also maintain a 3.0 GPA

in all science courses and earn a grade of “B” or better in all Nutrition (NUTR) courses in order to receive a Verification Statement.

Reporting of Grades

Grades for courses in which students are enrolled are submitted by course instructors on a semester/term basis and are available for viewing by students on-line. **In the case of “Incomplete” received, students must complete the work required for removal of an “Incomplete” in accordance with university policies.**

Assessment of Prior Learning toward Program Requirements

Students who transfer into the Department from other colleges or universities must have their transcripts evaluated by the University registrar. Transcripts of students who transfer into the DP from other University departments or programs are reviewed by the Dietetic Program Director or a faculty designee for determination of credits toward progression in the Dietetics degree plan. Course credit is not awarded for experiential learning. Students seeking credit for courses taken at foreign institutions must have their transcripts evaluated by a transcript evaluation recognized by ACEND (<http://www.eatrightpro.org/resource/acend/students-and-advancing-education/information-for-students/foreign-degree-evaluation-agencies>). The report from the evaluation agency will then be reviewed by the Dietetic Program Director or a faculty designee for determination of credits toward progression in the Dietetics degree plan or granting of a Verification Statement.

DPD director will evaluate the courses to determine if credit will be given toward the progression of the dietetics degree plan or granting of a Verification Statement. Any course coming from another ACEND accredited program will be credited. Course syllabus will be required and reviewed. Course substitutions will be considered once the course syllabus is reviewed. No substitutions will be considered for NUTR 450, 456, 460, 460L, 461 and 461L unless transferring from another ACEND accredited program. No experience credit will be awarded.

Class Attendance Policy

The Dietetic Program subscribes to the University’s policies on class attendance (<http://em.tsu.edu/registrar/catalog.php>). As such, students are required to be present for all class meetings of any course for which they are enrolled beginning with the first class day. Students are further responsible for learning about, becoming knowledgeable of and complying with the attendance policy stated in the catalog and/or faculty syllabi. Additionally, they are responsible for completion of work required in the courses in which they are enrolled, including taking all examinations and quizzes at the time they are administered to the entire class.

Instructors are not obligated to give “make-up” work unless students present an official University authorized absence.

Distance Courses and Online administration of exams

TSU students received a unique username and password that are used to access myTSU, blackboard and campus email. Online course content and materials are only accessible through Blackboard using the unique username and password. No course materials will be distributed via email. All materials will be posted on Blackboard. Students taking distance education courses must participate in course activities on a regular basis.

Electronic Exams

The program has adopted electronic, computer-based testing provided by ExamSoft. You will take your exams in the ExamSoft software called Examplify. In order for these exams to run smoothly, provide the maximum time for the student to take the exam and the fastest grading, it is important that each student follow the procedure as described below and bring the necessary equipment on exam days.

TSU COPS will also use ExamID and ExamMonitor by ExamSoft. ExamID will capture an image of you and compare that image of you with your live camera view each time you take an exam. ExamMonitor will record your actions during each exam and flag any potential integrity breaches so that your instructor can review them.

At the start of each exam, your image will be captured, and you will confirm acceptance of the Student Code of Conduct and any other course policies.

Retention/Remediation Procedures

As a general rule, for students who need help in English courses, the **Minnie Metters English Laboratory** is available in the Martin Luther King Building. Further tutorial assistance in academic areas is available to students in the Robert J. Terry Library. For students who need help in Dietetics or Food and Nutrition, **faculty assistance** is available during office hours and by appointment. Students in the Dietetic/Food and Nutrition areas are also encouraged to form **cohort study groups**.

Students who are Dietetic majors must earn grades of “C” or better in all required English, Mathematics and Science courses in addition to earning grades of “C” or better in all pre-professional courses. Students must earn science GPA of 3.0 or higher in all science pre-professional courses. Required courses in which dietetic majors earn less than a “C” must be

retaken before advancing to a higher-level course. Course pre-requisites must also be satisfied to advance to a higher-level course.

Students entering the Dietetics program must earn and maintain a 3.0 minimum average by the time that they enroll in NUTR 336 (Nutrition Through the Lifecycle) in order to retain their eligibility in the program as well as to receive a Verification Statement from the program director. Students must also score a “C” in all major courses (NUTR) to qualify for a verification statement. Students must maintain a 3.0 minimum GPA in all major courses (NUTS) to qualify for a verification statement.

Requirements for Becoming a Registered Dietitian

Steps in the process for becoming a Registered Dietitian include:

- Complete a minimum of a bachelor's degree at a U.S. regionally accredited university or college and course work approved by Accreditation Council on Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (The Academy).
- Effective January 1, 2024, the Commission on Dietetic Registration (CDR) will require a minimum of a master's degree to be eligible to take the credentialing exam to become a registered dietitian nutritionist (RDN).
- In order to be approved for registration examination eligibility with a bachelor's degree, an individual must meet all eligibility requirements and be submitted into CDR's Registration Eligibility Processing System (REPS) before 12:00 midnight Central Time, December 31, 2023. For more information about this requirement visit CDR's website: <https://www.cdrnet.org/graduatedegree>. In addition, CDR requires that individuals complete coursework and supervised practice in program(s) accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND).
- Complete an ACEND accredited supervised practice (dietetic internship) program at a university, healthcare facility, community agency, or a foodservice corporation, or combined with undergraduate or graduate studies. Supervised Practice programs will vary in length. Students applying to supervised practice (dietetic internships) programs must go through a computer matching process with the Dietetic Internship Centralized Application Service (DICAS) (<https://portal.dicas.org/>).
- Pass a national examination administered by the Commission on Dietetic Registration (CDR).
- Complete continuing professional educational requirements to maintain registration.
- Graduates who successfully complete the ACEND-accredited Didactic Program in Dietetics at Texas Southern University are eligible to apply to an ACEND-accredited supervised practice program.
- In most states, graduates also must obtain licensure or certification to practice. For more information about state licensure requirements click [here](#).

Student Advisement

Advisement is a very important component of the Dietetic program; thus, upon admission to the Dietetic program, students are assigned a **program advisor** and provided with a degree plan. They are expected to **become familiar with the degree plan** as well as **program requirements** and **meet regularly (beginning and end of each semester) with their advisor for guidance in progressing through the degree plan** and successfully completing degree requirements. Also, advisors provide information about internships, career options, graduate opportunities and University resources. If a student is not meeting verification statement requirements a plan for improvement will be devised and/or the student may be advised to explore other concentrations within the College of Pharmacy and Health Sciences or another major in an area of interest.

Requirements for Obtaining the Statement of Verification

A statement of **verification will be granted to all students who successfully complete degree requirements**, including earning a cumulative 3.0 average; earning grades of “C” or above in all required English and Mathematics courses; earning grades of “C” or better in all pre-professional courses; earning a cumulative GPA of 3.0 in all Science courses, and earning grades of “B” or better in all professional (NUTR) courses. Verification Statements will be issued by the DP Director upon **official degree confirmation by the University (an official, sealed transcript is required)**. Copies of Verification Statements will be filed in each student’s folder. Verification letters must be submitted with applications for admittance to a supervised practice program (Dietetic Internship).

KRDN Policy

The curriculum contains assignments that cover the "Foundation Knowledge Requirements and Learning Outcomes for Didactic Programs in Nutrition and Dietetics" (KRDN) as prescribed by ACEND Accreditation Standards. Students must achieve all KRDNs to successfully complete the DPD program and obtain a verification statement. KRDNs will be assessed in courses throughout the degree plan. The KRDNs assessed in a given course will be listed in the respective course syllabus.

Rules and Regulations: The University & College of Pharmacy and Health Sciences

University Rules and Regulations

The University Student Code of Conduct establishes the University’s internal disciplinary system and has been developed for the express purpose of acquainting students with the rules and

regulations of Texas Southern University necessary to ensure the orderly conduct of its students while attaining its lawful goals and objectives. The rules generally cover activities of a non-academic nature. Rules and regulations of the University do not govern academic standards for graduation for each individual school or college. All students of the College of Pharmacy and Health Sciences are encouraged to make themselves familiar with the TSU Code of Conduct, which is provided through University's Office of Student Services by the Vice President of Student Services and is located on the TSU website.

Administration of Student Discipline - Authority to administer the Student Code of Conduct and student judiciary systems for the University is delegated to the Vice President of Student Services, who shall have the primary responsibility for A) the development of policies affecting student life; B) the promulgation and enforcement of institutional rules that govern student conduct, and C) the administration of student discipline on campus; and the supervision and development of student out-of-class programs and the activities of all student organizations.

College of Pharmacy and Health Sciences Rules and Regulations

Administration of Student Discipline - The Assistant Dean of Student Services in the College of Pharmacy and Health Sciences is responsible for all aspects of student life in the college and will work with the Dean of Students, Vice President of Student Services to resolve all matters related to misconduct.

General classroom expectations include:

- No food or drink is to be brought into the classroom.
- The student shall arrive to class prepared and on time.
- Talking and other disruptive activities shall not be engaged in while in class.
- No Cell phones, smart watches, and similar devices shall be turned silenced while in class.
- Students shall maintain professional behavior and exercise respect in the classroom with faculty, staff, and other students.

Conduct Violations

Conduct Subject to Sanctions -The COPHS deems unprofessional conduct of any type as unacceptable and will subject the violator to disciplinary action. Examples of "Unprofessional Conduct" or "Academic Misconduct" shall include but not be limited to the following. This shall apply to practice experiences. Any violation of University rules or regulations as stated in the Student Code of Conduct, or violation of rules and regulations of affiliated institutions, any

conduct of a felony grade or any misdemeanor involving moral turpitude that violates municipal, county, state, or federal laws.

Plagiarism - the appropriation of passages, either word-for-word or in substance from the writings of another and the incorporation of these as one's own written work offered for credit. It is always assumed that the written work offered for credit is the student's own unless proper credit is given the original author by the use of quotation marks and footnotes or other explanatory quotes.

Collusion - working with another person in the preparation of notes, homework, laboratory exercises, reports, papers, or other written work offered for credit unless such collaboration is specially approved in advance by the instructor.

Cheating on an Examination or Quiz - Giving or receiving, offering or soliciting information, or using prepared material in an examination or a quiz. On examination and quizzes, students shall refrain from talking, from bringing notes and books into the examination room, or looking around the room during examination. Any use of aids that have not been permitted such as: calculators, cell phones, electronic devices, and the internet.

Impersonation - allowing another person to attend classes, take examinations or authoring graded assignments for an enrolled student under the enrolled student's name is strictly forbidden.

Intimidation - Conduct that inhibits student or employee behavior or makes students or employees fearful because of threats, either written, spoken, or implied.

Violations of the "Student of the College of Pharmacy and Health Sciences Pledges of Professionalism include:

- Violation of Conduct in the Classroom Policies both onsite and online
- Self-enrollment in classes without written approval of the academic advisor
- Any other act which impedes the academic goals and objectives of the College of Pharmacy and Health Sciences; including but not limited to forgery, theft, buying or selling work, falsification of documentations, carrying of weapons at practice sites or while engaged in practice experiences, etc.

Types of Sanctions for Violations

The Assistant Dean of Student Services with the concurrence of the Dean of the College and in consultation with the university Dean of Students, and Vice President of Student Services will make a recommendation of sanctions to be imposed to the college grievance committee. The

recommendation will follow the adjudication process as outlined in the grievance section of this document. Possible sanctions include but are not limited to the following:

- Disciplinary Probation - A student is allowed to continue his/her academic work for a specified period of time during which the student's conduct is monitored and a written reprimand is given. Disciplinary probation may include a loss of privileges as outlined in the Student Code of Conduct.
- Suspension - A student will be separated from the College of Pharmacy and Health Sciences for a designated period of time, not to exceed two semesters.
- Dismissal - A student will be dismissed (withdrawn) from the College of Pharmacy and Health Sciences; A dismissed student is eligible to apply for admission only as a new student. A dismissed student will not be eligible to apply for admission no sooner than one academic year (Fall/Spring) from the date of.
- Expulsion - Expulsion is a permanent release from the University without the privilege of re-admission.
- Loss of privileges: Denial of specific privileges for designated period of time.

Any other sanction deemed appropriate to administer a fair standard of discipline for violations not listed in the Student Code of Conduct and more than one sanction stated above may be imposed for a single violation.

Filing an Incident of Unprofessional Conduct or Academic Misconduct

1. Complete the Incident Report Form located on the Office of Student Services page on the TSU website
2. Academic Departments will submit the form to the Course Coordinator/Instructor of Record and Department Chair
3. Department Chair will submit to the appropriate academic Associate Dean
4. Non-academic departments or students will submit form directly to the Assistant Dean of Student Services

Grievances

The College of Pharmacy and Health Sciences Grievance Committee shall hear grievances, cases related to academic dishonesty, and unprofessional student conduct.

Purpose - The purpose of the Grievance Committee shall be to conduct a fact-finding hearing and render a final decision. A complaint may arise from any student, group of students, or faculty member.

Committee Composition - The College has two grievance committees, the non-academic/professionalism grievance committee, and the Academic Grievance Committee. The

Chairperson of the Grievance Committees shall be present at the hearings, unless his/her presence constitutes a conflict of interest. If a member of the committee cannot attend the hearing, that member shall immediately notify the Chairperson or Assistant Dean of Student Services. The Grievance Committee may disqualify a committee member, or a member may disqualify himself/herself if there is a conflict of interest. A majority vote by the Committee will constitute a majority for a decision. A majority also constitutes a quorum.

Hearing Procedures for matters adjudicated by Grievance Committees

Prior to formally bringing a matter before a grievance committee, the parties are encouraged to make every effort to resolve the conflict through mediation led by the Assistant Dean of Student Services. The conflict resolution process should occur within thirty-days (30) of the date of the alleged occurrences. Parties should provide written documentation of these efforts. If unresolved at this level, a formal grievance or incident report may be filed with the Assistant Dean of Student Services. Students filing a written appeal shall be expected to abide by the final decision of the committee, as provided for in these procedures.

- Academic conflicts should be resolved by starting with the Instructor of Record/Course Coordinator, then the Department Chair, and lastly the appropriate academic Associate Dean.
- All other conflicts should be discussed with the Office of Student Services for resolution options.

The adjudication process is initiated by filing the appropriate document with the Assistant Dean of Student Services. The filing shall be initiated within sixty-days (60) of the alleged occurrences upon which the filing is based. The letter or petition should set forth the alleged facts involved and the events leading to the grievance and the solution sought. All documents submitted shall be dated and signed by the person submitting the grievance/report or by a representative of the group where a group is involved. After the grievance/report is properly filed, the Assistant Dean of Student Services shall review said matter and render a written opinion for resolution, if possible, within 30 days from the date of the completion of filing. If the Assistant Dean of Student Services is unable to resolve the matter through mediation, further consideration of said matter is set forth below.

If the matter is not resolved at the level of the Assistant Dean of Student Services, the matter will be set for a hearing before the Grievance Committee. The Assistant Dean of Student Services will notify all parties involved by e-mail and/or certified mail of the date, time, and place of the hearing. All parties have the right to present evidence and witnesses on their behalf and the student also has the right to select an advisor of his/her own choosing. The Advisor may not serve as the legal representative of the student. The letter or petition

submitted to the office of the Assistant Dean of Student Services by the person or persons bringing the grievance as well as the answer or response, if any, from the person or persons against whom the grievance is brought shall be available for inspection in the office of the Assistant Dean of Student Services. If a request is made of the party or the administration against whom a complaint is made to appear before the Grievance Committee, it is hoped that party or, if the administration, a representative, will appear. The party against whom a grievance or incident report has been lodged has the same right as the person making the complaint to have witnesses appear in his/her behalf and to present evidence to the committee. The committee has the authority to recall any party for clarification of information during the hearing.

Results of Grievance Hearings

After due deliberations have occurred and a decision has been made by the Committee, the decision shall be recorded and kept in the Office of the Assistant Dean of Student Services for a period of two years or until the student graduates, whichever occurs first. The Assistant Dean of Student Services shall be responsible for notifying all parties involved in the matter of the outcome of the Committee's deliberation, along with sending a copy to the Dean. Should the student disagree with the decision of the committee, they may make an appeal to the Dean of the college. The Dean will review the process undergone by the committee and may render one of the follow decisions.

- Refer the matter back to the committee due to process related discrepancies.
- Uphold the decision of the committee.

In most cases the decision of the Dean is final, but should the student feel that the outcome of the matter was egregiously erroneous they may seek additional guidance from the university ombudsperson.

Title IX

Texas Southern University (TSU) is a strong proponent of Title IX enforcement and in ensuring that sex discrimination and sexual violence is eradicated. Title IX is a Federal law that prohibits sex discrimination under any education program or activity receiving Federal financial assistance. In accordance with Title IX, TSU policies prohibit sex discrimination and sexual misconduct (which includes: sexual harassment, sexual assaults, dating violence, domestic violence, sexual exploitation and stalking). Please review the University Title IX Grievance Procedure (MAPP 02.05.09) and familiarize yourself with its content.

Procedures for resolving complaints of Title IX can be found at the abovementioned Title IX Grievance Procedure. <http://www.tsu.edu/mapp/pdf/human-resources/020509-title-ix-grievance-proc.pdf>

Student Grievances dealing with Grades

- A. The College of Pharmacy and Health Sciences Grievance Committee shall hear grievances.

1. Purpose

The purpose of the Grievance Committee shall be to conduct a fact-finding hearing and render a final decision. A complaint may arise from any student or group of students or any faculty member.

2. Committee

Composition The committee shall consist of five faculty and two alternates and four COPHS students with three alternates. The Chairperson of the Grievance Committee shall be present at the hearings, unless his/her presence constitutes a conflict of interest. If a member of the committee cannot attend the hearing, that member shall immediately notify the Chairperson or Assistant Dean of Student Services. The Grievance Committee may disqualify a Committee member or a member may disqualify himself/herself if there is a conflict of interest. A majority vote by the Committee will constitute a majority for a decision. A majority also constitutes a quorum.

B. Hearing Procedures for Types of Grievances

1. The procedures to be followed when a grievance is student initiated are as follows:
- a. Prior to bringing a grievance against a party, the parties are encouraged to make every effort to resolve the conflict. The conflict resolution process should occur within thirty-days (30) of the date of the alleged occurrences. The student should provide written -56 documentation of these efforts. If unresolved at this level, a grievance may be filed with the Assistant Dean of Student Services. Students filing a written appeal shall be expected to abide by the final decision of the committee, as provided for in these procedures. This decision precludes any further review under any other procedure within the college or university.

- i. Academic conflicts should be resolved by starting with the Instructor of Record/Course Coordinator, then the Department Chair, and lastly the Academic Dean.
 - ii. All other conflicts should be discussed with the Office of Student Services for resolution options.
 - b) The grievance is initiated by writing a letter or filing a petition with the Assistant Dean of Student Services. The letter or filing shall be initiated within sixty-days (60) of the alleged occurrences upon which the grievance is based. The letter or petition should set forth the alleged facts involved and the events leading to the grievance and the solution sought. All documents submitted shall be dated and signed by the person submitting the grievance or by a representative of the group where a group is involved. After the grievance is properly filed, the Assistant Dean of Student Services shall review said grievance and render a written opinion for resolution if possible within 30 days from the date of the completion of filing. If the Assistant Dean of Student Services is unable to resolve the grievance, further consideration of said grievance is set forth by Section C below.
 - c) If the matter is not resolved at the level of the Assistant Dean of Student Services, the grievance will be set for a hearing before the Grievance Committee. The Assistant Dean of Student Services will notify the student by e-mail and certified mail of the date, time, and place of the hearing. The Assistant Dean of Student Services will also notify the student via the certified letter and e-mail that he/she has the right to present evidence and witnesses on his/her behalf and that the student also has the right to select an advisor of his/her own choosing. The Advisor may not serve as the legal representative of the student. The letter or petition submitted to the office of the Assistant Dean of Student Services by the person or persons bringing the grievance as well as the answer or response, if any, from the person or persons against whom the -57 grievance is brought shall be available for inspection in the office of the Assistant Dean of Student Services. If a request is made of the party or the administration against whom a complaint is made to appear before the Grievance Committee, it is hoped that party or, if the administration, a representative, will appear. The party against whom a grievance has been lodged has the same right as the person making the complaint to have witnesses appear in his/her behalf and to present evidence to the committee. The committee has the authority to recall any party for clarification of information during the hearing.
- 2) Procedures to be followed when a grievance is of a nonstudent initiated nature are as follows:

When a grievance of an academic or non-academic nature is filed against a student, the procedure is the same as in 1.c. above.

C. Results of Grievance Hearings.

After due deliberations have occurred and a decision has been made by the Committee, the result shall be recorded and kept in the Office of the Assistant Dean of Student Services for a period of two years or until the student graduates, whichever occurs first. The Assistant Dean of Student Services shall be responsible for notifying all parties to the grievance of the result of the Committee's deliberation, along with sending a copy to the Dean. The decision of the committee is final.

Filing/Handling of Complaints related to the Dietetics Program/Retaliation

Students enrolled in the DP who have a complaint pertaining to the program may file the complaint with the Dietetic program director. The signed complaint should be filed in writing and submitted to the DP director in a sealed envelope. Complaints that are submitted anonymously will not be considered. Upon receiving the complaint, the program director will meet with the student within a ten-day period to discuss the complaint. Should the complaint not be resolved to the student's satisfaction at the DPD director's level or if the complaint involves the DP director, the student may then file the complaint with the Associate Dean for Health Sciences. If at the Associate Dean's level the complaint is not resolved to the student's satisfaction, the student may then take the complaint to the Dean of the College of Pharmacy and Health Sciences for resolution.

University policies protect any student who files a complaint from retaliatory actions. If a student suspects that retaliation has occurred, he or she may follow the procedures noted above for resolution to such actions.

Right of Students to File Program Compliance Complaints with ACEND

If, as a student, you believe that the dietetics program is not in compliance with accreditation standards, you may file a complaint with the Commission on Accreditation for Dietetic Education, which will review complaints in relation to the accreditation standards. The address for the Commission on Accreditation for Dietetics Education is:

Accreditation Council on Education in Nutrition and Dietetics (ACEND)
Academy of Nutrition and Dietetics
120 South Riverside Plaza, Suite 2190
Chicago, Illinois 60606-6995
Phone: 800/877-1600
Phone: 312/899-0040, ext. 5400

Website: <http://www.eatrightpro.org/resources/acend>

Protection of Privacy of Student Information and Access to Personal Records

Privacy of student information is protected by the Family Educational Rights and Privacy Act of 1974. This federal law acknowledges the right of a student to access his or her educational information and to have access restricted to others except as the law provides if the student requests the same in writing to the Registrar. This law also protects the release of personally identifiable information about the student without his or her consent.

Equal Access Policy

Texas Southern University is in compliance with Title VI of the Civil Rights Act of 1964 and does not discriminate on the basis of race, creed, color, or national origin. It is also in compliance with the provisions of Title IX of the Educational Amendments of 1972, which prohibit discrimination on the basis of sex. Texas Southern University's position statement on Title IX can be found on the University's website (<http://hr.tsu.edu/current-employees/employee-relations-compliance/tix/>). Further, the University is in compliance with the Americans with Disabilities Act (ADA) of 1990 and with Section 504 of the Rehabilitation Act of 1973 as amended. It is the policy of the University that sexual harassment as defined in the EEOC Guidelines will not be tolerated among members of the Texas Southern University community. Any complaint of sexual harassment should be reported immediately to the appropriate person as designated by the Provost/Senior Vice President for Academic Affairs and Research.

Student Accessibility Services Office (SASO) Disability statement:

Texas Southern University (TSU), Student Accessibility Services Office (SASO) provides individualized, reasonable accommodations for students with disabilities as defined by the Americans with Disabilities Act of 1990, the Americans with Disabilities Amendment Act of 2008, and Section 504 of the Rehabilitation Act of 1973.

Students who may need accommodations are asked to contact the Student Accessibility Services Office (SASO) at (713) 313-4210 or (713) 313-7691. The SASO office is located in the Student Health Center, room 140. Business hours are Monday through Friday from 8:00 a.m. to 5:00 p.m.

Please note Instructors are not required to provide classroom accommodations without approved verification from the Student Accessibility Services Office (SASO). Please schedule an appointment during my office hours to discuss approved accommodation provisions.

TSU and SASO are committed to providing an inclusive learning environment. For additional information, please contact SASO.

Diversity Statement

Texas Southern University is committed to creating a community that affirms and welcomes persons from diverse backgrounds and experiences and supports the realization of their human potential. We recognize that there are differences among groups of people and individuals based on ethnicity, race, socioeconomic status, gender, exceptionalities, language, religion, sexual orientation, and geographical area. All persons are encouraged to respect the individual differences of others.

Program Costs and Financial Assistance

Tuition costs for students at Texas Southern University are comparable to those at other state universities. Due to the variability of changes in fees from time to time however, students are encouraged to consult the University's Office of Enrollment Management for updated information governing current fees. Presently, Texas residents who are enrolled in 12 hours may expect to pay an estimated \$4,276.00 in tuition and fees and those enrolled in 15 hours can expect to pay an estimated \$5,203.00 in tuition and fees per semester; non-residents may expect to pay an estimated \$8,690.92 in tuition and fees and those enrolled in 15 hours can expect to pay an estimated \$10,721.65 in tuition and fees per semester; International students enrolled in 12 hours can expect to pay an estimated \$9,256.00 while those enrolled in 15 hours can expect to pay an estimated \$11,428.00 per semester. In addition to tuition and University fees, students who plan to park on campus must pay a student parking fee. Students are encouraged to refer to the Texas Southern University website (www.tsu.edu) for current parking fees. For information on available financial aid and eligibility requirements, students should consult the Financial Aid Office at www.tsu.edu. Other general costs incurred by DPD students include lab attire, books and supplies and membership in the Dietetics professional organization.

The **estimated cost** for lab attire is seventy dollars (\$70.00) but may vary from one department to another. Costs for books and supplies vary by the number and subject disciplines in which the student is enrolled during a specific semester. Student membership in the Academy of Nutrition and Dietetics (which is highly recommended at the freshman and sophomore levels and **required at junior and senior** levels) are set by the Academy of Nutrition and Dietetics. Additional information regarding fees may be found on the Academy's website at <http://www.eatrightpro.org/resources/membership>. As a student member of the Academy, students are automatically members of the Texas Academy of Nutrition and Dietetics. There is an additional membership fee to become a member of the Houston Academy of Nutrition and Dietetics. Student membership in the Academy is required in the Junior and Senior levels.

Withdrawal and Refund of Tuition and Fees

Students who officially withdraw from the University during the fall or spring semesters may be entitled to tuition refunds that are calculated on an established percentage. Detailed information on withdrawal refunds may be obtained by referencing the University Undergraduate Bulletin or the Texas Southern University website, www.tsu.edu.

Dress Attire for Labs and Clinical Experiences

Men and women are required to wear clean pressed white lab coats/jackets in all laboratory and clinical courses and experiences. In addition, slip and oil resistant, non-absorbent, non-mesh fabric shoes required. Hair nets are to be worn by everyone in the food service preparation and service area. Hair ornaments are prohibited.

When in the clinical laboratory or external sites, students are expected to adhere to the prescribed code of dress and grooming for those sites. In all instances, dress clothes and laboratory coats are required to be clean and neat. The laboratory coat should be long enough to also be worn with appropriate street length clothes in the clinical area. It should also have long sleeves and be of an easily launderable fabric. In addition, Texas Southern Tiger-1-One Identification cards are to be worn and visible at eye level facing toward the front with the picture showing at all times.

Visible body piercing is permitted in the ears only. All other body piercing must be non-visible. Excessive tattoos are not acceptable and must be concealed from visible sight. Nails must be clean and short. Artificial nails are prohibited. Fingernail polish, including natural, is prohibited in all food preparation and service areas.

Extreme or excessive makeup, cologne, or accessories are not allowed. Men must be clean shaved. Well-groomed, closely trimmed mustaches are allowed. Wrist watches, wedding and engagement rings and bands of simple design are permissible in clinical practicum sites; however, jewelry cannot be worn in food production and service areas. Sports or athletic shoes, boots, clogs, canvas shoes, sandal-thong flops or slippers, open-toed and open-heeled shoes, bare legs, and denim are not acceptable attire.

Students whose appearance does not meet uniform requirements and standards of appearance will not be allowed to participate in lab/practicum activities. It may be necessary for a faculty member to recommend specific changes in these guidelines in certain situations; however, any changes will be discussed with students by DPD faculty members.

Other Program Requirements

- **Health Insurance**

Health insurance is required for all Dietetics students participating in practicum and clinical experiences as a condition of the affiliation agreements with host sites.

- **Health Tests/Immunizations**

All Dietetic majors must observe immunization record and health test requirements of clinical and practicum host sites.

- **Background Checks**

A background check is required of students participating in COPHS practicum or clinical experiences. Background checks may be obtained from the Criminal Court House Customer Service Department. Students are responsible for any associated fees or paperwork to obtain this document.

- **Notebooks in Dietetic/Food and Nutrition Classes**

Students enrolled in either the Dietetic or Food and Nutrition program should keep notebooks for each pre-professional and professional class. Handouts provided should also be kept in the notebooks. Notebooks should be available for spot check by course instructors.

On-Site DPD Computer Lab

In addition to two food laboratories, the Dietetic program also has a computer lab that allows students to conduct nutrition analyses and assignments associated with Dietetic/NUTR classes as well as to engage in self-assessment practice for the RD examination. The lab is located CS Lane Building room 101. The 2nd floor of Nabrit Science building contains the Simulation Center for Students to conduct assessment and counseling sessions in a simulated environment. Located in the Gray Building there is a computer lab located on both floors of the building.

Student Organizations

The following professional organizations exist within the college. Students shall have a grade point average of at least 2.50 to hold office in any student organization.

Student organizations must register and remain in good standing with Texas Southern University annually to be recognized by the college and must comply with the policies of the University and College. Recognized student organizations can meet and use university space for events and are eligible to fundraise. Organizations may lose recognition and privileges for illegal fundraising, student organization misconduct, misuse of funds or not fulfilling the annual organization requirements.

Important information, organization registration and the most up-to-date contact information for the TSU Office of Student Life can be found at

<http://www.tsu.edu/students-services/departments/office-of-student-life/campus-organizations.html>. For all COPHS specific questions please contact cophsoutreach@tsu.edu.

RSOs are:

- The Oddis Turner Student Dietetic Association
- Academy of Managed Care Pharmacy (AMCP)
- African Pharmacy Students Association
- American Pharmaceutical Association (APhA)
- Clinical Laboratory Science Association
- Environmental Health Association
- Health Administration Association
- Health Information Management Association
- Industry Pharmacists Organization (IPhO)
- Kappa Psi Pharmaceutical Fraternity
- Lambda Kappa Sigma Pharmacy Fraternity
- Phi Delta Chi Pharmacy Fraternity
- Phi Lambda Sigma Pharmacy Leadership Society
- Pre-Health Professions Club
- Respiratory Therapy Association
- Respiratory Therapy Lambda Beta National Honor Society
- Rho Chi Pharmacy Honor Society
- Student Healthcare Executive Association (SHEA)
- Student National Pharmaceutical Association (SNPhA)
- Student Society of Health Systems Pharmacists (SSHP)
- Texas Pharmaceutical Association
- Vietnamese American Pharmacy Student Society (VAPSS)

Student Organization Legal Responsibilities

As an organization, it is important to understand your legal responsibilities when talking about these issues. Texas Southern University has a Student Code of Conduct that outlines appropriate and expected behavior for all students. It is important to protect your members from any misconduct, while at the same time, protecting your organization from any legal fallout that could come from such incidents.

Hazing

Hazing is a criminal violation under Texas law. An organization found guilty of hazing may be fined \$5,000- \$10,000 for incidents causing personal injury or property damage, an amount which is double the loss or expenses incurred because of the hazing incident.

This state law does not limit or affect an education institution's right to enforce its own penalties against hazing.

The Education Code defines hazing as "any intentional, knowing, or reckless act occurring on or off the campus of an educational institution by one person or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization." The statute contains a list of conduct which constitutes hazing.

Student Organization Meetings, Activities & Events

All student organization activities (meetings, fundraisers, etc.) must be approved by organization advisor and the College prior to the event. Instructions for how to request event approval are available in the college Blackboard Organization, COPHS Student Leadership MS Team (for org e-boards), and on the COPHS website.

Event requests should be received at least 14 business days in advance of the requested event or activity. Organization advisors must be present during activities.

TSU keeps a calendar for permissible programming and some periods during the year are scheduled By Weeks where no programming may occur.

Student Travel

Texas Southern University is supportive of student co-curricular activities both on and off campus, but also recognizes that the safety of its students is of the utmost importance, Travel processes apply to an activity or event located more than 25 miles from the University or outside of the Houston area, when the activity is sponsored and/or funded by the University.

The requirements for travel include:

- Student Organizations interested in traveling throughout the semester must have one member or advisor who is traveling attend Risk Management Training
- Organizations must complete the Student Travel Packet and Individual Travel Forms for all travel 10 a minimum of 14 business days prior to traveling.
- Students traveling must be enrolled, in good standing, and at least 18 years of age
- Coach bus or Rental vehicles are preferred (Must set up through University Transportation Department)

- Must have personal automobile insurance and registration as required by state law if personal vehicle to be used
- Students must comply with Student Code of Conduct at all times

Any student who travels on behalf of Texas Southern University shall complete the required travel forms as outlined in the COPHS Student Travel Manual. Travel forms are required for ALL students even if financial assistance is not requested. Students seeking financial assistance shall meet the following criteria:

- Students shall be presenting, competing, speaking, or running for a regional or national office at a conference or meeting.
- Student shall have a cumulative GPA of 2.5 or higher and be enrolled in the semester that the travel occurs.
- Student shall not be on probation, continued probation, or have any disciplinary issues.
- Student shall be an officer, executive board member, or delegate.

All requests for student travel are directed to the Assistant Dean of Student Services at least six weeks in advance of the travel by the faculty/staff advisor if student organization and student if travelling outside of a student organization (reimbursement is contingent upon availability of funds).

Instructions for how to request event approval are available in the college Blackboard Organization, COPHS Student Leadership MS Team (for org e-boards), and on the COPHS website.

Student Responsibilities

Students are expected to abide by all rules and regulations of the University as well as those set forth for the Dietetic Program. All DP students are therefore encouraged to read and observe the policies provided in this handbook as well as those included in the most recent Undergraduate Bulletin.

Disciplinary/Termination Procedures/Academic Suspension

DP students are expected to uphold high standards of honesty in their academic work and in their associations with clients, peers, instructors and the public. Guidelines for disciplinary actions ranging from suspensions to expulsion for offenses such as plagiarism, collusion, cheating on an examination or quiz or impersonation of another enrolled student are listed in the University catalog and are included in the course syllabi.

Students who fail to obtain satisfactory standing in their academic courses are also subject to academic suspension and/or probation according to the University's policies on academic performance.

Student Support Services Available to TSU Students

To support the health and wellness of students, Texas Southern University offers several support services, including:

- The Health and Wellness Center (713-313-7173)
- The Sterling Student Services Center (<http://students.tsu.edu/departments/sterling-student-life-center/>)
- A Counseling Center (713-313-7804)
- The Recreation Center (<http://campusrec.tsu.edu/>)
- Student Accessibility Services Office (SASO) at (713) 313-4210 or (713) 313-7691
- Scholarships are available to eligible students through several sources. Interested students should consult the Financial Aid Office and Student Services Office for more information regarding available resources.

Transportation to Clinical Sites

Students are responsible for their own transportation to and from assigned clinical experience sites. Lack of transportation is not an acceptable excuse for non-attendance of classes or clinical practicum.

Paid Compensation

Student will not receive paid compensation during any part of the program.

Injury/Illness While at Clinical Sites

If a student is injured or becomes ill while in a facility, the facility policies are adhered to; the student will be responsible for related expenses.

Academy of Nutrition and Dietetics Code of Ethics

The code of ethics for the Academy of Nutrition and Dietetics is found at the following website:

<http://www.eatrightpro.org/~media/eatrightpro%20files/career/code%20of%20ethics/coe.aspx>

Students are required to read the code of ethics in its entirety. The code of ethics provides guidance to nutrition and dietetics professionals regarding their professional conduct and practice.

Program Location/Resource Numbers:

The Dietetic Program resides in the College of Pharmacy and Health Sciences located in the Nabrit Science Building. Names and access numbers and/or email addresses of DPD personnel are listed below.

- **Dr. Ellis Morrow, Program Director**
Room 111, Nabrit Science Building.
713-313-7647; email: ellis.morrow@tsu.edu

Other Dietetic/Food and Nutrition faculty include:

- **Dr. Makuba Lihono**
Room 110, Nabrit Science Building
Phone: 713-313-7637; email: lihono.makuba@TSU.EDU
- **Michelle Kern-Bell, MS, RDN, LD**

Email: michelle.bell@tsu.edu

Other Administrative Resource Persons include:

Dr. Rashid Mosavin, Dean
College of Pharmacy and Health Sciences
Gray Hall Suite 240
Phone: 713-313-7381
Email: rashid.mosavin@tsu.edu

Dr. Zivar Yousefipour, Interim Associate Dean
Health Sciences
Gray Hall, Room 122 (Office)/130 (Lab.)
Phone: 713-313-1890
Email: zivar.yousefipour@tsu.edu

Academic Calendar Fall 2023

Date	Description
April 3, 2023	Pre-registration begins for designated student groups
April 10, 2023	Registration opens for all students
June 1, 2023	First Purge for Non-Secured Registrations*
August 1, 2023	Second Purge for Non-Secured Registrations*
August 15, 2023	Third Purge for Non-Secured Registrations*
August 27, 2023	Last day for payment or payment plan without a late payment fee Last day for 100% refund for total withdrawal
August 28, 2023	First day of semester/Classes begin Late registration begins (with late registration fee)
September 1, 2023	Late registration ends (web-registration closes)
September 4, 2023	Labor Day Holiday (campus closed no classes)
September 5, 2023	Drop and Add begins with approval required Graduation application opens on MyTSU Web
September 8, 2023	Drop and Add ends with approval required Census I Date
September 13, 2023	Drop a course while still remaining enrolled with 100% refund Purge for Non-Payment Purge for Non-Attendance (NAT)
September 14, 2023	Reinstatement for Non-Payment begins Reinstatement for Non-Attendance (NAT) begins
September 19, 2023	Reinstatement for Non-Payment ends Reinstatement for Non-Attendance (NAT) ends
September 25, 2023	Census II Date Purge for Non-Payment Last day to withdraw with any refund

September 26, 2023	Reinstatement with a fee begins (approval required)
September 27, 2023	Reinstatement with a fee ends (approval required)
September 29, 2023	Graduation application closes on my TSU Web
October 21, 2023	Midterm exams begin
October 24, 2023	Midterm grades open
October 27, 2023	Midterm exams end
October 31, 2023	Midterm grades close
November 6, 2023	Spring 2024 Early Registration opens for designated students
November 10, 2023	Last day to drop or withdraw (no refunds)
November 13, 2023	Spring 2024 Registration opens for all students
November 23, 2023	Thanksgiving Thursday Holiday (campus closed no classes)
November 24, 2023	Thanksgiving Friday Holiday (campus closed no classes)
November 25, 2023	Classes Resume
December 9, 2023	Final exams begin
December 12, 2023	Grading opens
December 14, 2023	Final exams end
December 15, 2023	Last day of semester Commencement Rehearsal
December 16, 2023	Commencement Ceremony
December 19, 2023	Grading closes
December 22, 2023	Grades available to students in myTSU portal *calendar subject to change

