ACU Promise

ACU is a vibrant, innovative, Christ-centered community that engages students in authentic spiritual and intellectual growth, equipping them to make a real difference in the world.

ACU Mission

“to educate students for Christian service and leadership throughout the world.”

Didactic Program in Dietetics

The Didactic Program in Dietetics (DPD) Policies and Procedures comply with and are patterned after Abilene Christian University Policies and Procedures. The DPD is a program accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the American Dietetic Association. The DPD at Abilene Christian University offers a B.S. degree in Nutrition.

DPD Mission

To prepare graduates to become Registered Dietitians/Nutritionists who serve and lead through exemplary practice in fields of nutrition or dietetics while modeling Christian values.

DPD Goals

DPD goals are revised periodically and reflect long-term goals for students and the program as a whole. Current goals:

Program Goal 1: The program will prepare graduates to have commitment to Christian and community service.

Program Goal 2: The program will prepare graduates to enter dietetic internships and/or graduate school.

Program Goal 3: The program will prepare graduates to obtain jobs in the field of nutrition and dietetics.

Program Goal 4: The program will prepare graduates to exhibit professional behavior in the workplace.
Program Goal 5: The program will prepare graduates to assume leadership in their career and professional organizations.

DPD Program Outcomes

1. At least 80% of graduates will be serving the church or community

2. At least 80% of graduates of the DPD program will complete all DPD requirements within 3 years or 150% of the time planned for completion.

3. At least 80% of students or graduates will apply to dietetic internships the academic year they complete the program.

4. At least 80% of students or graduates who apply for dietetic internships will be accepted.

5. At least 80% of students or graduates who apply for graduate school will gain admittance.

6. At least 80% of students who complete a dietetic internship will pass the RD exam on the first try after completing their dietetic internship or combined master’s degree-dietetic internship.

7. At least 80% of graduates accepted into a dietetic internship will obtain jobs in the field of dietetics within 9 months of completing the dietetic internship.

8. At least 80% of graduates who are not accepted or do not choose a dietetic internship will obtain jobs in the field of dietetics within 9 months of completing the internship.

9. At least 80% of graduates who respond to an email survey about employment in the field of nutrition and dietetics will indicate they felt prepared for the workplace.

10. At least 90% of graduates will exhibit professional behavior in the Dietetic Internship or workplace.

11. At least 80% of graduates who respond to an email survey state that they are assuming leadership roles in the workplace or professional organizations within two years of completing the dietetic internship.

Student Learning Assessment Outcomes for 2015-2022 Cycle

KRD 1.1 Students are able to demonstrate the ability to understand the scientific basis of the dietetics profession including research methodology, interpretation of research literature and integration of research principles into evidence-based
practice.

At least 80% of students will demonstrate the ability to conduct needs assessment by scoring at least 80% on the Community Needs Assessment portion of the Community Nutrition Group Project.

At least 80% of students will demonstrate the ability to locate, interpret, evaluate, and use professional literature to make ethical evidence-based practice decisions (KRD 1.1) by scoring at least an 80% on a rubric based on key questions about research.

For the Biochemistry of Nutrition II Vitamin/Mineral Presentations, at least 80% of students are able to locate and interpret a scientific article as a portion of the project and determine the validity of the article to practice by receiving at least an 80% on a rubric based on key questions about research.

For Medical Nutrition Therapy III case study portions, 100% of students are able to evaluate professional literature and apply to disease states from case studies by making ethical evidence-based decisions (KRD 1.1) by receiving at least an 80% on research application (based on case study rubric).

100% of students will design, implement, and analyze a scientific research project and score at least 80%.

(KRD 2.1) Students will be able to demonstrate effective and professional oral and written communication and documentation sufficient for entry into pre-professional practice.

For Biochemistry of Nutrition II, 100% of students demonstrate effective/professional oral and written communication and documentation of information technologies in the Vitamin/Mineral project by receiving an overall score of 80% (rubrics for professionalism and effectiveness and content of material in oral and written portions of project).

For Community Nutrition, 100% of students demonstrate effective and professional oral and written communication during the Implementation and Evaluation Portion of the Community Nutrition Group Project by receiving at least a grade of 80% (rubric on implementation of education and how evaluated).

For Nutrition Assessment and Education, 100% of students demonstrate effective and professional oral communication during the oral presentation of medical nutrition therapy for a disease state by receiving at least a grade of 80% (rubric on delivery and content).

In Nutrition Assessment and Education, at least 90% of students will demonstrate understanding of important components included in educational materials development by scoring at least 80% on the project rubric.
At least 90% of students will demonstrate collaboration skills by scoring 100% on group participation forms.

(KRD 2.2). Students will demonstrate counseling techniques to facilitate behavior change.

100% of students will demonstrate assertiveness, advocacy and negotiation skills appropriate to the situation by receiving a score of 80% or better (based on counseling skills rubric) on their final diet counseling role play.

100% of students demonstrate counseling techniques to facilitate behavior change by receiving a score of 80% or better (based on a counseling skills assessment rubric) on their final diet counseling simulation.

KRD 2.3 Students indicate understanding of the governance of dietetics including the Scope of Dietetics Practice and the Code of Ethics for the Profession of Dietetics and interdisciplinary relationships in various practice settings.

100% of students in Medical Nutrition Therapy III are able to identify and describe roles of others with whom the RD collaborates in the Collaboration of Health and other Professionals report by receiving at least a grade of 80% (rubric on identifying and describing other professionals).

90% of students in NUTR 427 receive a score of 80% or above on the Code of Ethics Assignments.

90% of students receive a grade of 80% or above on the rubric for the assignment related to collaboration with OT, PT, Speech Path, Nursing, and Social Work.

KRD 3.1 Students are able to use the nutrition care process to make decisions, including principles and methods of assessment, diagnosis, identification and implementation of interventions and strategies for monitoring and evaluations.

100% of students in Medical Nutrition Therapy I demonstrate utilization of the entire nutrition care process (including assessment, diagnosis, identification, and implementation of interventions and strategies for monitoring and evaluation) in the Nutrition Care Process report for 2 different disease states by receiving a grade of at least 80% according to the rubric for ADIME.

At least 80% of students will demonstrate the ability to use the nutrition care process and calculate to define diets for health conditions addressed by health promotion/disease prevention activities or uncomplicated instances of chronic diseases of the general population by scoring at least 80% on exam questions (Medical Nutrition Therapy I and II).
At least 80% of students will demonstrate competence on calculations needed for the Nutrition Care Process (Medical Nutrition Therapy III).

90% of students in Medical Nutrition Therapy III will demonstrate the ability to collect pertinent information for comprehensive nutrition assessments and will receive a grade of at least 80%.

100% of students in Medical Nutrition Therapy III are able to determine nutrition-related diagnoses and specify monitoring and evaluation for nutrition interventions in the Pertinent information and Evaluation portions of case studies by receiving at least 80% according to the rubric for assessment of nutrition status and evaluation of interventions.

At least 80% of students in Medical Nutrition Therapy I and III will demonstrate the ability to calculate enteral and parenteral nutrition information by scoring at least 80% on exam questions.

At least 80% of students in Medical Nutrition Therapy III will demonstrate the ability to evaluate nutrition intervention by scoring at least 80% on the *Evaluation of Nutrition Status* portion of case studies.

At least 80% of students in Biochemistry of Nutrition I will demonstrate knowledge of nutrient metabolism by scoring at least 80% on exam questions.

At least 80% of students in Nutrition for Exercise and Sport will demonstrate the ability to determine nutrient needs and translate results into appropriate nourishment for exercise by scoring at least 80% on the Diet Evaluation Project.

**KRD 3.2: Students are able to apply knowledge of the role of environment (including socioeconomic and cultural factors), psychological factors, food, and lifestyle choices to develop interventions to affect change and enhance wellness in diverse individuals and groups.**

100% of students in Community Nutrition will apply knowledge of the role of environment and socioeconomic and cultural aspects of food, and lifestyle choices by receiving a grade of at least an 80% on exam questions on the roles of factors affecting eating.

100% of students in Community Nutrition will apply knowledge of the roles to develop interventions to affect change and enhance wellness of diverse individuals and groups by receiving at least a grade of 80% (based on rubric) in the Survey, Program Goals and Objectives, and Developing the Program Plan portions of the Community Nutrition Group project.

**KRD 3.3 Students are able to utilize education and behavior change theories to develop an educational session or program/educational strategy for a target population.**
100% of students in Community Nutrition will utilize education and behavior change theory to plan a community program for a target population and develop an educational program by receiving at least a grade of 80% (based on rubric) in the Develop a Program Plan portion of the Community Nutrition Group project.

100% of students will utilize education and behavior change theory to plan an educational session for a target population and will receive a grade of at least 80% on the grading rubric.

**KRD 4.1: Students are able to apply management and business theories and principles to the development, marketing, and delivery of programs or services.**

At least 80% of students in NUTR 427 will demonstrate knowledge of management and business theories by scoring at least 80% on exam questions related to foodservice management.

80% of students in NUTR 427 will apply management theories to development, marketing, and delivery of services by receiving at least a grade of 80% on exam questions about how theories relate to marketing and delivery of services.

At least 80% of students in Quantity Food Production and Service will demonstrate knowledge related to food procurement, production, and service by scoring at least 80% on the Field Experience Notebook.

**KRD 4.2 Students will indicate the ability to analyze quality management of food and nutrition services.**

80% of students in NUTR 427 will develop outcome measures and evaluate quality management in various school food service organizations by receiving at least a grade of 80% on the Quality Improvement Assignment Rubric.

**KRD 4.3: Students are able to use knowledge of public policy, including the legislative and regulatory basis of dietetics practice and be able to explain the impact of a public policy position on a dietetics practice.**

At least 80% of students in Community Nutrition will demonstrate knowledge of the regulatory and legislative basis of dietetics practice and its relationship to public policy by scoring at least 80% on exam questions.

100% of students in Community Nutrition will demonstrate the impact of a public policy position on dietetics practice by receiving a grade of at least 80% on the public policy report rubric.

100% of students in Medical Nutrition Therapy III will explain the impact of health care policy and administration by scoring at least 80% on exam questions on health care policy and administration.
KRD 4.4 Students must explain the impact of health care policy and different health care delivery systems on food and nutrition services.

At least 80% of students in Medical Nutrition Therapy III will demonstrate knowledge of health care policies and delivery systems by scoring at least 80% on exam questions relating to health care policies and delivery systems impacting food and nutrition services.

KRD 4.5 Students will indicate understanding of coding and billing of dietetic/nutrition services to obtain reimbursement for services from public or private insurers.

100% of students in Medical Nutrition Therapy III will explain reimbursement issues by receiving a grade of at least 80% on reimbursement exam questions.

KRD 5.1 Students will show evidence of food and food systems foundations of the dietetics profession including food science, food systems, techniques of food preparation and application to development, modification and evaluation of recipes, menus and food products acceptable to diverse groups.

At least 80% of students will demonstrate application of safety principles related to food, personnel, and consumers by scoring at least 80% on the ServSafe Exam (Food Safety).

At least 80% of students will prepare a cycle menu appropriate to diverse groups and utilizing one or more special diets as evidenced by receiving a grade of at least 80% on the cycle menu assignment.

At least 80% of students in Food Science will demonstrate the ability to apply evaluation of foods in relation to the functions of ingredients in foods by scoring 80% on laboratory homework.

At least 80% of students will show evidence of knowledge of food preparation and quality and recipe modification as evidenced by a grade of at least 80% or above on the laboratory portion of NUTR 222—Food Selection and Preparation.

At least 80% of students will evidence understanding of food systems by obtaining a grade of at least 80% on exam questions that relate to Food Systems in Quantity Food Production and Service.

KRD 5.2: Students show evidence of a foundation in the physical and biological sciences including organic chemistry, biochemistry, physiology, genetics, microbiology, pharmacology, statistics, nutrition metabolism and nutrition across the lifespan.

100% of students will demonstrate the ability to apply physiology and biochemistry to dietetics by scoring at least 80% on the test papers (Biochemistry of Nutrition I).

100% of students will demonstrate understanding of disease states by obtaining a grade
of 80% on that portion of Case Studies Assignment in Medical Nutrition Therapy III.

80% Students utilize knowledge of physiology, pharmacology and nutrition metabolism in case studies and tests used to determine the final grade of 80% or above in Medical Nutrition Therapy III.

80% of students will exhibit knowledge of nutrition across the life span by obtaining a final grade averaging 75% or more in Nutrition Through the Life Cycle.

80% of students in Medical Nutrition Therapy I will obtain a score of at least 80% on exam questions about genetics.

80% of students in Organic Chemistry will obtain a final grade of C or more.

80% of students in Microbiology will obtain a final grade of C or more.

80% of students in Elementary Statistics will obtain a final grade of C or more.

**KRD 5.3 Students show evidence of the behavioral and social science foundation of the dietetics profession.**

100% of students graduating with the DPD degree obtain a grade of C or higher on courses in psychology, sociology, or other social sciences.

Program outcome data is available upon request.

**DPD Program Assessment**

Attainment of goals and learning outcomes will be assessed on an ongoing basis according to the Programmatic Assessment Plan (PAP) and Learning Outcomes Assessment Plan. Program assessment results will be reported in the DPD Annual Assessment Report every summer to the Office of Institutional Research and Assessment and incorporated into the annual institutional assessment. Results from the PAP every semester and feedback from program graduates on a yearly basis will be used to develop management plans and revise the curriculum. The Visiting Committee (advising committee) members for the DPD will review the PAP yearly, and the PAP will be revised every summer according to the advice of the Visiting Committee, program graduates, and results on the DPD Annual Assessment Report.

Some states have Licensure for Dietitians. Students who desire to obtain licensure should check about the requirements in their state. Below are the requirements for applying for Licensure for Dietitians in Texas:

- Bachelor's or graduate degree with major in human nutrition, food and nutrition, nutrition education, dietetics, or food systems management, or equivalent internship and preplanned professional experience approved by the Board
- Successful completion of an examination administered by the Commission on Dietetic Registration of the Academy of Nutrition and Dietetics.
Bachelor of Science in Nutrition

The B.S. in Nutrition degree plan is displayed in the university catalog and sets forth the completion requirement for the DPD concentration. A copy of the DPD B.S. in Nutrition degree plan is given to prospective and new students from the DPD director’s office to inform them of graduation and program completion requirements. The degree plan is also included in the ACU catalog.

Graduates who complete the DPD program may apply for dietetic internships, after which they are eligible to take the registration examination to become registered dietitians. All students completing program requirements receive verification statements signed by the DPD director.

DPD Faculty

The DPD Director will have at least a Master’s degree in Nutrition or related degree and will be a Registered Dietitian. The director will have sufficient authority and responsibility to manage the DPD. Some duties include:

1. Consult with administrators concerning DPD activities
2. Coordinate the DPD course schedule
3. Participate in or approve DPD communications/correspondence including completing Verification Statements, Declaration of Intents, and recommendations and reference letters, and responding to inquiries into the program, etc.
4. Develop and propose new courses as needed
5. Secure course materials including textbooks, software, lab equipment, and any other course materials
6. Design DPD materials for the public and for students
7. Review published materials detailing the DPD or DPD courses and make necessary alterations
8. Assess Student Learning Outcomes, make action plans, and alter courses and the curriculum accordingly
9. Act as the Student Dietetic Association sponsor
10. Participate in the process of securing other DPD faculty
11. Participate in Passport Sessions and in other meetings with prospective and new students
12. Act as the academic advisor to DPD students
13. Administer graduating senior survey every semester and graduate survey via email on a yearly basis, tabulate results, and consider changes to be made in the curriculum

Other DPD faculty will have at least a Master’s degree in Nutrition or related degree and will preferably be a Registered Dietitian.

DPD Recruitment
Recruitment of students is performed via the Nutrition sections on the web site for the Department of Kinesiology and Nutrition, via a brochure printed specifically for the DPD, and through university recruitment efforts. Recruitment procedures are performed without discrimination and offer equal opportunity in accordance with university policy.

**New and Prospective Student Packet**

Printed materials given to students who are interested in the DPD concentration include at least the following in the DPD Student Handbook:

1. DPD Policies and Procedures with Mission, Goals, and Learning Outcomes
2. DPD B.S. in Nutrition Degree Plan
3. Four-year Degree Plan of Recommended Courses by Year
4. Nutrition Brochure detailing the program
5. Pathway to Becoming a Registered Dietitian
6. Check It Out - Becoming a Registered Dietitian – A Food and Nutrition Expert
7. What Can I Do With This Degree?
8. Estimated Tuition and Fees
9. Statement of Dietetic Internship Availability
10. DPD Application

A DPD Handout Receipt is signed by each student receiving the DPD Student Handbook for verification purposes and is kept as a part of student records.

**Admission Requirements into the University**

Requirements for admission into the university are explained in the ACU catalog. Briefly, admission requirements are:

1. Completed application and processing fee
2. Official transcripts of all previous academic work
3. SAT or ACT scores
4. Two references evaluating the candidate’s character and potential to succeed at ACU and contribute to the campus environment
5. Housing reservation if 1st or 2nd year student
6. Completed health record
7. Health insurance is required to be maintained while the student is enrolled in the DPD. Admission procedures are applied equitably by university policy in compliance with law.

**Admission Requirements and Student Application for Acceptance into the DPD**

Admission into the DPD requires a formal application and interview process as described below:
Overall GPA of 3.2 with at least a GPA of 3.2 in DPD courses and 60 hours successfully completed. Transfer students or students who change their major to Nutrition must have taken at least 6 hours of nutrition courses at ACU, have been a Nutrition major at ACU for at least 2 semesters, and meet the GPA requirements (mandatory) = 50 points

Membership in the Academy of Nutrition and Dietetics (AND)—mandatory = 10 points

Membership in the Big Country Academy of Nutrition and Dietetics = 10 points

Membership in the ACU Student Academy of Nutrition and Dietetics = 10 points

Attendance and being active in dietetic associations (seminars, meetings, service projects) = 10 points

Work or volunteer activities in the field of dietetics = 10 points

Commitment to working in the field of dietetics after graduation (mandatory) = 10 points

The student must have at least 90 points to gain admittance into the DPD track of the Nutrition degree. A committee composed of EXSC department faculty, including DPD faculty, will interview each candidate to determine how many points have been accrued. Candidates may interview anytime after they have successfully completed 60 hours with the requirements listed above.

A GPA of 3.2 must be retained to continue to be enrolled in the DPD. The “C” rule applies such that no grade of “D” or “F” may be made throughout the DPD curriculum without having to retake the course in which the inadequate grade was made.

The application for admission into the DPD is provided in the DPD Student Handbook, which is given to students who express an interest in applying for the DPD. The application process complies with university policies and procedures and is an equitable process without discrimination except concerning the above criteria for admission. If an applicant has a complaint concerning the admission process into the DPD, the procedure for complaints must be followed, as explained later in this document.

**Nondiscrimination Policy**

The DPD program will comply with all applicable federal and state non-discrimination laws and will not engage in prohibited discrimination on the basis of race, color, nationality or ethnic origin, gender, age, or disability, including qualified disabled veterans and qualified veterans of the Vietnam Era. The aim of the program faculty is to treat all students equally in every situation and to try to prevent discrimination outside of the university when students are involved in activities outside of the university. Like the statement in the ACU Student Guide, the DPD faculty deplores racism and will not tolerate behaviors with expressions of hatred or intimidation because of the belief that all people are created in the image of God.
**Counseling and Testing**

Individual counseling and career testing is available to students through the Office of Career and Academic Development.

**Credit by Examination**

Credit by examination is available for certain courses and placement tests are available for Mathematics and English through the University Testing Center.

**Assessment and Credit for Prior Learning**

Transfer applicants must submit an official transcript from each college previously attended and a high school official transcript. They must be in good standing with the college or university previously attended. All course work from other institutions completed prior to enrollment at ACU will be evaluated. How transfer credit is applied toward an ACU undergraduate degree depends on an evaluation of each course to determine its comparability in content and semester-hour credit to a corresponding ACU course or degree requirement. Experiential learning is not currently allowed for DPD courses.

**Financial Aid Resources**

Student Financial Services information is available through the Student Financial Services Office. Financial Aid resources include work-study, loans, grants, and scholarships. The Marie Wilmeth Scholarship is available to DPD students who have at least sophomore status and have been in the program at least 1 academic year.

**Costs to the Student**

Tuition and fees change periodically, but this information is readily available through the Student Financial Aid office on campus. Current fliers of this information are given to prospective students by the DPD director. For the 2015-2016 academic year include:

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>$50.00</td>
</tr>
<tr>
<td>Academic Tuition for up to 36 hours</td>
<td>$30,780.00</td>
</tr>
<tr>
<td>block tuition per academic year</td>
<td></td>
</tr>
<tr>
<td>Housing and meals</td>
<td>$ 9,100.00</td>
</tr>
<tr>
<td>Books</td>
<td>$ 1,000.00</td>
</tr>
<tr>
<td>Travel or Field Experiences</td>
<td>$ 25.00</td>
</tr>
</tbody>
</table>
Physical exam and immunization expenses $50-200
Fingerprint and Background check fees $50
Drug Testing $30
Professional Organizations: $65

**DPD Counseling and Academic Advising**

The DPD Director is the academic advisor for DPD students and will advise students concerning registration in appropriate and required courses to satisfy B.S. Degree in Nutrition and DPD concentration requirements. An advising agreement will be signed by the director and each student during academic advising sessions. An advising code will be given to each student when advising agreements are obtained by the director. Copies of advising agreements are kept in each student’s file.

**Academic Program Calendar**

An academic calendar and schedule bulletin including the same information for the DPD is available to students online and in the main office of the Department of Exercise Science and Health, the Office of the Dean of the College of Education and Human Services, and many other offices on campus. DPD courses are listed under the Exercise Science and Health section. Each course is required to include a calendar listing dates with activities, including vacations and holidays.

A 4-year layout of recommended courses for each semester of the DPD is provided to each student interested in applying to the DPD.

**Withdrawal from Courses and Refunds**

The DPD complies with ACU policies and procedures concerning withdrawal from courses, and refund of tuition and fees should be reviewed in classes by all professors the first week of each semester. Academic calendars with dates for applicable refunds are posted on university web sites accessible to students. The student should first visit with the DPD advisor and instructor of the course when considering withdrawing from a course. The advisor will direct the student to complete the Withdrawal From Class form when the student desires to withdraw from a course.

**Assessment of Student Learning and Reports of Performance**

Student learning is assessed formally during and at the conclusion of each course. Midterm grades and final grades are sent to each student. Grades for each examination, project, report, etc. are revealed confidentially to students as soon as they are available. Student Learning Outcomes are assessed according to the Learning Outcomes.
Assessment Plan, and program goals are assessed according to the Program Assessment Plan throughout and at the conclusion of each semester.

**Retention and Remediation Policy**

There may be times when student performance does not meet criteria for progressing in the program, such as student GPA falling below the required 3.2 overall and/or in DPD courses. The student will be placed on DPD probation for one semester in an attempt to avoid dismissal from the DPD. If at the end of the next semester, the GPA does not meet the DPD GPA requirement, the student will be dismissed from the DPD. The student may take courses again until the GPA requirement is met, and the student may reapply to the DPD at that time. However, the student may not graduate with the DPD concentration of the B.S. in Nutrition without being enrolled in the DPD and meeting the requirements for it. Students will be encouraged and counseled concerning their career options when they do not meet requirements for the DPD.

**Graduation and/or Completion of DPD Requirements**

DPD requirements are detailed in the B.S. in Nutrition document, which is given to interested prospective students and other interested students. This document is included in the DPD Handbook. The preferred time period for students to complete DPD requirements is three years after being admitted to the DPD. There may be nontraditional students or students with other time issues that may not be able to complete requirements within the time period of three years. Students with these issues are welcomed to continue working on DPD requirements and are considered to be enrolled in the DPD as long as they are enrolled in the university each semester.

**Student Records and Verification Statements**

Completion of the requirements for the Abilene Christian University Didactic Program in Dietetics will be verified by the DPD Program Director prior to issuing Accreditation Council for Education in Nutrition and Dietetics (ACEND) verification statements. All requirements must be met as stated on the degree plan for the NDPD track. Verification statements will be issued to students by the Director of the DPD upon graduation or completion of the DPD requirements. These verification statements can be provided to Dietetic Internship Directors when applying to dietetic internships. All student academic records are kept indefinitely by the university. Records are also kept in the office of the Director of the DPD. Verification statements are kept indefinitely as a part of student records for each student completing all DPD requirements.

**Computer Matching Information for Dietetic Internships**

Computer matching information from D & D Digital Systems is given to students who apply for dietetic internships and is explained to all students while they are enrolled in NUTR 401 Nutrition Seminar. The address and phone number for D & D Digital Systems are:
Educational Rights and Protection of Privacy

The DPD complies with the Family Educational Rights and Privacy Act of 1974, intending to protect the privacy of educational records and establishes the right of students to inspect and review their education records. ACU provides guidelines for the correction of inaccurate or misleading data. Students have access to their personal DPD student file when meeting with the DPD director for advising or at other times if requested. Files and personal information of other students are confidential and closely guarded.

Health Services

Health services are available on campus through the Medical Clinic. A year-round hospitalization insurance program is available to students through the Billing/Receivables Offices.

Liability for Safety in Travel

Liability for safety in travel to or from assigned areas is the responsibility of the student.

Injury or Illness While in Field Experiences or Practicum

Injury or illness during a field experience or practicum is the responsibility of the student.

Grievances/Complaints

The DPD follows the university procedure for dispute resolution. Resolution is always to begin at the initial level of the dispute. Usually, the student should attempt to resolve a dispute with the professor in question. If resolution does not occur, the Chair of the Department of Exercise Science and Health is normally able to resolve all disputes within the department. The student may appeal the department chair’s decision to the Dean of the College of Education and Human Services and finally to the provost, whose decision is final.

If the grievance is a program matter, resolution should begin with the Director of the DPD. If resolution does not occur, the same procedure as other complaints should be followed, beginning with the Chair of the Department of Kinesiology and Nutrition, then the Dean of Education and Human Services, and finally to the provost.
A student may submit a complaint regarding accreditation standards to the Accreditation Council for Education in Nutrition and Dietetics (ACEND).
ACEND can be contacted by email (ACEND@eatright.org), phone (1-800-877-1600 X 5400), or mail (120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995.

**Disciplinary Action and Dismissal**

The DPD follows the university procedure for disciplinary actions and maintains the same philosophy of discipline as listed in the Student Guide. Briefly, ACU and the DPD maintain a Christian discipline. The philosophy of discipline is neither legalistic nor permissive but calls members of the ACU community to a high standard of conduct in order to establish and maintain an environment conducive to learning and personal growth. The intent of all discipline is to enhance growth, maturity, responsibility for one’s own behavior, and accountability for one’s own actions.

Disciplinary actions include informal warning or written formal warning and service restitution for Section One violations, probation or suspension from the university for Section Two violations, and dismissal from the university for Section Three violations. Section violations are outlined in the Student Guide. The Dean of Campus Life automatically reviews all recommendations of suspension or dismissal before the decision is enforced. An appeals process for disciplinary action also exists and is stated in the Student Guide.

**DPD Policies and Procedures**

The DPD Policies and Procedures will be given to students interested in the DPD concentration upon advising for registration their first semester the interest is known. Each student will sign the DPD Handbook Receipt form stating the policies and procedures were received, and the signed form will be kept in the student’s folder. All student folders will be checked to assure the form has been signed and is included in the folders every semester during advising sessions for registration.